



DEPARTMENT OF DEFENSE

**DEFENSE  
LOGISTICS  
AGENCY**

Cameron Station  
Alexandria, Virginia 22304-6100

# **DEFENSE INACTIVE ITEM PROGRAM**

**AUGUST 1992**



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
CAMERON STATION  
ALEXANDRIA, VIRGINIA 22304-6100

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FOREWORD  
(Supplementation is prohibited.)  
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This manual, which is published under the authority of DoD Directive 4140.32, Defense Inactive Item Program, provides uniform DoD-wide procedures whereby inactive items are selected and considered for elimination as items of supply from the supply system and from active cataloging records on a progressive and systematic basis.

Items which are no longer needed to support the mission of DoD activities, other Federal agencies, or the International Logistics Program, needlessly consume warehouse space, personnel resources, and machine time with serious adverse effect upon the total supply operation. Therefore, responsible DoD managers at every level and the General Services Administration (GSA), by agreement with that Agency, will be expected to place serious and continuing emphasis on the purging of unneeded items from the materiel inventory and active cataloging records.

This manual was developed in cooperation with DoD components and GSA. It should be distributed to personnel in all activities concerned with the management of items of supply.

The manual is published and maintained by HQ DLA, Cameron Station, Alexandria, Virginia 22304-6100, under the auspices of the Office of the Assistant Secretary of Defense, (Production and Logistics) (OASD (P&L)). All recommendations for additions, deletions or corrections should be addressed to DLA for implementation subject to OASD(P&L) approval.

The provisions of this manual are effective immediately and its full implementation is to be a matter of priority at all appropriate levels within DoD to ensure attainment of an effective inactive item program.

Due to the volume of changes since the last edition, this manual should be reviewed in its entirety. Users of this publication are encouraged to submit recommended changes and comments to improve the publication, through channels, to HQ DLA, ATTN: DLA-OSP.

DoD Components may obtain copies of this manual through their own publication channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 52856 Port Royal Road, Springfield, Virginia 22161.

BY ORDER OF THE DIRECTOR

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Colonel, USA  
Staff Director, Administration

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COORDINATION: DLA-KS, DLA-LR, DLA-LP,  
Navy, Air Force, Marine Corps, Army,  
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## REFERENCES

- (a) DoD Directive 4140.32, "Defense Inactive Item Program"
- (b) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures"
- (c) DoD 4130.2-M, "Federal Catalog System Policy Manual"
- (d) DoD 4100.39-M, "Defense Logistics Information System (DLIS) Procedures, Volumes 1 - 16"
- (e) DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)"
- (f) DoD 4000.25-2-M, "Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)"
- (g) DoD 4140.26-M, "Defense Integrated Materiel Management Manual for Consumable Items"

## DL1. DEFINITIONS

For the purpose of this Manual, the definitions in JCS Publication 1, "Department of Defense Dictionary of Military and Associated Terms," DoD 4140.26-M, "Defense Integrated Materiel Management Manual for Consumable Items," and the following will apply:

DL1.1.1. Authorized Deletion Action. The action of a materiel manager specifically authorized by this Manual and/or the DoD 4130.2-M, "Federal Catalog System Policy Manual," to delete a registered user (MOE Rule), DIDS input code LDU, from an item in the Defense Logistics Services Center (DLSC) Total Item Record (TIR).

DL1.1.2. Contact Point. The activity within a DoD Component or GSA that is designated to receive and is responsible for monitoring the processing of the Inactive Item Review Notifications (IIRNs) for the appropriate Materiel Manager (MM).

DL1.1.3. Focal Point. The individual within a DoD Component or GSA who is designated as the single point to represent its interest on all matters concerning DIIP. Responsibilities include assisting in the development and implementation of policy and in the maintenance of this Manual.

DL1.1.4. Inactive Item of Supply. A national stock numbered item of supply for which no current or future requirements are recognized by any registered user or the MM.

DL1.1.5. Inactivated Item of Supply. A national stock numbered item of supply for which a deletion of MOE rule registration has been processed and there are no longer any MMs or registered users recorded against this item in the DLIS TIR.

DL1.1.6. Inactive Item Review Notification (IIRN). An 80-character record (Document Identifier Code CZR or CZF) used for accomplishing the referral and/or review of potentially inactive items of supply.

DL1.1.7. Major Organizational Entity (MOE) Rule. The data element in the DIDS TIR that is used to establish and maintain a record of material management for an item or group of items of supply.

DL1.1.8. Materiel Manager (MM). The individual responsible for the exercise of total DoD or Federal Government management for a Federal Supply Group/Class, commodity, or item by a single Agency. It normally includes computation of requirements, funding, budgeting, storing, issuing, cataloging, standardizing and procuring functions, and disposal authority.

DL1.1.9. Matured Item. A DoD-managed national stock numbered item of supply that has been in the supply system for a period of 7 years after the System Entry Date (SED) or the Reactivation Date, or GSA-managed national stock numbered item of supply that has been in the supply system for a period of 4 years after the SED or the Reactivation Date.

DL1.1.10. National Stock Number (NSN). A number assigned under the Federal Cataloging Program to each approved item of supply. It consists of the four-digit FSC and the nine-digit assigned NIIN.

DL1.1.11. Potentially Inactive Item of Supply. A matured item of supply for which the MM has no recorded wholesale issues for the past 5-year period (for GSA-managed items, 1 year), but for which registered user concurrence to delete has not yet been obtained.

DL1.1.12. Registered User. An activity (secondary inventory control point/data collaborator/data receiver) recorded in the Federal Catalog System as having an interest in the item.

DL1.1.13. Semi-active Item. A potentially inactive national stock numbered item of supply that must be retained in the supply system because stocks of this item are on hand or in use below the wholesale level, or in-use assets are being reported. NOTE: For these items, stock is not on hand at the wholesale level, nor is future wholesale stockage authorized.

DL1.1.14. System Entry Date (SED). The date of NSN assignment by DLSC. (See DLIS Data Record Dictionary, DRN 2180, Date, NIIN/PSCN Assignment.)

AL1. ACRONYMS

AL1.1.	<u>AAC</u>	Acquisition Advice Code
AL1.2.	<u>ASD(P&amp;L)</u>	Assistant Secretary of Defense (Production and Logistics)
AL1.3.	<u>CAC</u>	Catalog Activity Code
AL1.4.	<u>COSAL</u>	Coordinated Shipboard Allowance List(s)
AL1.5.	<u>DAAS</u>	Defense Automatic Addressing System
AL1.6.	<u>DIC</u>	Document Identifier Code
AL1.7.	<u>DIDS</u>	Defense Integrated Data System
AL1.8.	<u>DIIP</u>	Defense Inactive Item Program
AL1.9.	<u>DLA</u>	Defense Logistics Agency
AL1.10.	<u>DLIS</u>	Defense Logistics Information System
AL1.11.	<u>DLSC</u>	Defense Logistics Services Center
AL1.12.	<u>DNA</u>	Defense Nuclear Agency
AL1.13.	<u>DoD</u>	Department of Defense
AL1.14.	<u>DRN</u>	Data Record Number
AL1.15.	<u>DSP</u>	Defense Standardization Program
AL1.16.	<u>ETD</u>	Effective Transfer Date
AL1.17.	<u>FAK</u>	Fly Away Kit(s)
AL1.18.	<u>FILL</u>	Fleet Item Load List(s)
AL1.19.	<u>FPMR</u>	Federal Property Management Regulation
AL1.20.	<u>FSC</u>	Federal Supply Classification
AL1.21.	<u>FSS</u>	Federal Supply Service
AL1.22.	<u>GSA</u>	General Services Administration
AL1.23.	<u>IIRN</u>	Inactive Item Review Notification
AL1.24.	<u>IMM</u>	Integrated Materiel Manager
AL1.25.	<u>ISC</u>	Item Standardization Code
AL1.26.	<u>JCS</u>	Joint Chiefs of Staff
AL1.27.	<u>LOA</u>	Level of Authority
AL1.28.	<u>LR</u>	Logistics Reassignment
AL1.29.	<u>MILSTRIP</u>	Military Standard Requisitioning and Issue Procedures
AL1.30.	<u>MM</u>	Materiel Manager
AL1.31.	<u>MOE</u>	Major Organizational Entity
AL1.32.	<u>NIIN</u>	National Item Identification Number
AL1.33.	<u>NOCO</u>	Nuclear Ordnance Cataloging Office
AL1.34.	<u>NSN</u>	National Stock Number
AL1.35.	<u>PSCN</u>	Permanent System Control Number



AL1.36.	<u>RCS</u>	Report Control Symbol
AL1.37.	<u>RIC</u>	Routing Identifier Code
AL1.38.	<u>RRC</u>	Retention Reason Code
AL1.39.	<u>SED</u>	System Entry Date
AL1.40.	<u>TA</u>	Table(s) of Allowance
AL1.41.	<u>TIR</u>	Total Item Record
AL1.42.	<u>TOE</u>	Table(s) of Organization and Equipment

## C1. CHAPTER 1

### GENERAL

#### C1.1. AUTHORITY

This Manual is authorized by DoD Directive 4140.32 (reference (a)).

#### C1.2. PURPOSE

This Manual provides policy, establishes uniform guidance and procedures, and assigns responsibilities for the systematic elimination of inactive items of supply from DoD and GSA supply systems and the Federal Catalog System (hereinafter referred to collectively as "the system"). NOTE: DoD standard data elements and related features will be used in these procedures and records where available and applicable. The remaining data elements and codes included in this Manual are interim (nonstandard) and subject to change after being disciplined under the criteria in DoD Instruction 5000.12 (reference (b)).

#### C1.3. APPLICABILITY

The provisions of this Manual apply to the Army, the Navy, the Air Force, the Marine Corps, the Defense Nuclear Agency (DNA), DLA (excluding Defense Fuel Supply Center and Defense Subsistence), and the National Security Agency (hereinafter referred to as "DoD Components"), and to GSA by agreement with that Agency. This Manual has been coordinated with and concurred in by the DoD Components and GSA.

#### C1.4. OBJECTIVE

Systematic removal from the system of items of supply no longer required to support assigned missions.

#### C1.5. RESPONSIBILITIES

C1.5.1. The Assistant Secretary of Defense (Production and Logistics) (ASD(P&L)) will:

C1.5.1.1. Establish policy and provide guidance for the DIIP and ensure implementation of these policies in a uniform manner throughout the Department of Defense.

C1.5.1.2. Monitor the overall effectiveness of the DIIP and make necessary policy and/or program changes.

C1.5.1.3. Determine the adequacy of the reporting and surveillance techniques used to measure the degree to which the program objectives are achieved.

C1.5.1.4. Resolve differences on any phase of the program that cannot be resolved at the Headquarters, DoD Component level.

C1.5.2. The Director, DLA, will:

C1.5.2.1. Administer the DIIP.

C1.5.2.2. Review and evaluate the operations of the DIIP throughout the Department of Defense on a continuous basis.

C1.5.2.3. Recommend DIIP policy and procedural changes, as required.

C1.5.2.4. Maintain surveillance over the guidance and procedures in the DIIP Manual. This includes periodic audit reviews.

C1.5.2.5. Publish and maintain this Manual in a current status to reflect the provisions of DoD Directive 4140.32 (reference (a)), and other policy and procedural guidance prescribed from time to time by the ASD(P&L). These actions will be taken in coordination with other DoD Components and the Administrator, GSA.

C1.5.2.6. Provide a DoD consolidated DIIP report to the ASD(P&L) annually.

C1.5.2.7. Maintain a list of Service/Agency Headquarters DIIP focal points, office designations, and addresses of contact points responsible for processing Inactive Item Review Notifications (IIRNs). The list will be provided to the Service/Agency focal points annually in July.

C1.5.3. Each DoD Component will:

C1.5.3.1. Designate an individual and alternate to act as the focal point to represent its interest on all matters concerning the DIIP. The focal point will provide a list of the contact point(s) to the DIIP Administrator.

C1.5.3.2. Provide advice and assistance to the ASD(P&L) and the Director, DLA, on all elements of the DIIP to ensure achievement of the program's stated objectives.

C1.5.3.3. Assist the Director, DLA, in the maintenance of this Manual in a current status.

C1.5.3.4. Direct and administer the DIIP for the respective DoD Component. Indoctrinate personnel engaged in the DIIP at all levels with a comprehensive understanding of the program scope, procedures, and objectives.

C1.5.3.5. Maintain a capability to reactivate items of supply to process requisitions as required by Chapter 4, section C4.3. of this Manual.

C1.5.4. The Director, DNA, will, in addition to the responsibilities in paragraph C1.5.3., above:

C1.5.4.1. Maintain a capability to retrieve nuclear ordnance logistic data (item identification and management data) for those inactivated items that may be required to be reactivated because of unforeseeable circumstances. Data applicable to nuclear ordnance items shall be limited to NSNs, Commercial and Government Entity Codes, and reference numbers. The Nuclear Ordnance Cataloging Office (NOCO), Field Command, DNA, will furnish other file data on a need-to-know basis.

C1.5.4.2. Maintain a capability to reestablish supply support for nuclear ordnance inactivated items of supply for which requisitions are received. (See Chapter 4 of this Manual.)

C1.5.4.3. Develop and coordinate uniform procedures by which Department of Energy/DoD special design or quality controlled nuclear ordnance items may be referred by appropriate MMs as potentially inactive items.

C1.5.5. The Administrator, GSA by agreement, will:

C1.5.5.1. Designate an individual and alternate to act as the focal point to represent GSA's interest in all matters concerning DIIP. The focal point will provide a list of contact point(s) to the DIIP administrator.

C1.5.5.2. Provide advice and assistance to the ASD(P&L) and the Director, DLA, on all elements of the DIIP to ensure the program's stated objectives.

C1.5.5.3. Assist the Director, DLA, in the maintenance of this Manual in a current status.

C1.5.6. The Commander, Defense Logistics Services Center (DLSC), will maintain records in order to respond to inquiries regarding inactive/canceled national Stock numbered items.

#### C1.6. MAINTENANCE OF THE MANUAL

This Manual was developed in cooperation with the DoD Components and GSA and is required to be distributed to personnel in all DoD activities and GSA concerned with DIIP. It is administratively maintained by DLA by delegation from the OASD(P&L).

## C2. CHAPTER 2

### CONCEPT, POLICY, CRITERIA, RULES, AND REPORTS

#### C2.1. GENERAL

This Chapter provides the concept, policy, criteria, and rules for the selection, review, and elimination of unneeded items of supply from the system, the reporting thereof, and the reactivation of items.

#### C2.2. CONCEPT

Item elimination is a concept that focuses attention on performance of management functions with a minimum number of items consistent with the respective requirements of the individual Military Services or Agencies.

C2.2.1. Methods. Elimination of items from the system can result from decisions made under the following programs:

C2.2.1.1. Item reviews, program changes, equipment obsolescence (i.e., MM decisions).

C2.2.1.2. Defense Inactive Item Program (DIIP).

C2.2.1.3. Defense Standardization Program (DSP).

C2.2.1.4. Catalog data improvements (cancellations, withdrawals, or considerations other than those covered by the above).

C2.2.2. Approach. The basic approach is to eliminate all unneeded items from the system on a continuous basis. In terms of DIIP, elimination consists of:

C2.2.2.1. Removing all user registrations, including the MMs from the Federal Catalog System, to show no further military or civil agency requirements.

C2.2.2.2. Disposal of all known stocks of the item.

### C2.3. POLICY

The policy guidance specified below applies only to the DIIP. Policy guidance pertaining to the other aspects of the total item elimination concept is contained in other appropriate DoD publications, and applicable GSA issuances.

C2.3.1. MMs will annually refer each potentially inactive item for review for retention or deletion under the provisions of this Manual.

C2.3.2. Continuing management effort shall be directed toward reducing expenditures through the elimination of unneeded items of supply from the system.

C2.3.3. All unneeded items of supply will be eliminated from the system and the appropriate MM's records.

C2.3.4. Deletion of Service/Agency MOE Rule registration will be initiated by the MM for each item of supply at the time a decision is made by the Service/Agency that the item of supply is no longer required. Deletion of Service/Agency MOE Rule registration shall be in accordance with Provisions prescribed in DoD 4100.39-M (reference (d)).

C2.3.5. The SED on which each NSN was assigned to an item of supply will be reflected in appropriate supply management records maintained by the MMs. The source for the SED is DIDS, DRN 2180, Date, NIIN/PSCN Assignment.

C2.3.6. A historical record or cross-index of each inactivated NSN will be maintained by DLSC in the TIR. Additionally, a permanent record of each inactivated NSN will be retained in DAAS, in order to forward any subsequent requisitions, passing orders and referral orders for the NSN, to the appropriate MM for technical review and supply action, as necessary.

C2.3.7. Withdrawal of MM interest action will not be initiated prior to receipt of concurrence from all registered users, unless specifically authorized otherwise in this Manual.

C2.3.8. In the following specific situations actions will be taken as indicated:

C2.3.8.1. In the absence of other conditions that would indicate a potential economic or program benefit, a manual inactive item determination will precede reclassification, decentralization, item management coding, logistic reassignment (LR), or similar type reviews and actions. Therefore, items scheduled for LR or reclassification will neither be screened against the DIIP criteria nor have IIRNs generated.

C2.3.8.2. Nonstandard items. ISC 3 or E. will be referred to registered users for review based upon established ageing and demand criteria described below. Registered users will apply RRC 2 to these if retention is warranted.

C2.3.8.3. MMs shall comply with the provisions of DoD Directive 6430.2., "DoD Medical Standardization Board," prior to initiating withdrawal of interest action applicable to medical material items.

C2.3.9. Retention determinations for potentially inactive items of supply shall be made on the basis of a supportable validation judgment that the item fully meets the intent of retention criteria. Such determinations shall also be auditable.

## C2.4. CRITERIA

The following criteria will be used in the selection of potentially inactive items and the deletion/retention of items:

C2.4.1. Criteria for Selection of Potentially Inactive Items. Items that have been in the supply system 7 years for the Department of Defense, 4 years for GSA, will be identified by the MM for review when they meet the following criteria:

C2.4.1.1. Experienced no demand in the past 5 years (1 year for GSA).

C2.4.1.2. Been under the MM's cognizance 2 years (1 year for GSA) following the ETD of a LR.

C2.4.1.3. Been under the MM's cognizance 1 year following the previous inactive item review.

C2.4.1.4. Do not have AAC I, L, or W.

C2.4.2. Criteria for Retention of Potentially Inactive Items



C2.4.2.1. Items selected by the MM for review in accordance with the Manual's selection criteria, with obvious reasons for retention officially recorded in an accountable manner, may be coded for retention without intra-Service/Agency referral (e.g., Navy is the MM with Navy activities recorded as users). RRC 1 or 2 as defined below will apply. Recorded reasons for retention must have been validated within the immediate past 24 months. These items must be referred to other DoD Components supported by the MM (e.g., Navy is the MM with Army and Air Force MOE rule registration as users). In the latter instance, a deletion response will generate an MM withdrawal of the responder MOE rule registration even though the item is designated by the MM for retention.

C2.4.2.2. All other items will be referred. Deletion responses will be generated unless one of the following conditions apply, dictating the RRC to be assigned.

C2.4.2.2.1. RRC-1 -- Active Item.

C2.4.2.2.1.1. Items with valid requirements that do not necessarily create demands within the specified time periods, but that are deemed essential to current or future mission requirements. NOTE: It is the intent of this criterion to authorize retention if items are afforded unique-to-Service management techniques such as: FILLs, COSALs, FAKs, TAs, and TOEs.

C2.4.2.2.1.2. Identified Mobilization Reserve Items authorized for acquisition and retention.

C2.4.2.2.1.3. Items used only in the International Logistics Program.

C2.4.2.2.2. RRC-2 - Semi-active Item. A potentially inactive national stock numbered item of supply that must be retained in the supply system because stocks of the item are on hand or in use below the wholesale level or in use assets are being reported (retention decisions for nonstandard ISC 3 or E items will also be included under this RRC even though stocks can be on hand at the wholesale level).

**C2.5. RULES FOR PROCESSING ITEM ELIMINATIONS (DELETION OF MOE RULE REGISTRATION)**

C2.5.1. The submitting DoD/GSA MM is responsible for deleting appropriate Service/Agency MOE rule registrations when a deletion decision is rendered by that Service/Agency.

C2.5.2. The submitting DoD/GSA MM will process an automatic deletion action for any Service/Agency MOE rule registration when no decision/reply is rendered by the Service/Agency.

C2.5.3. The submitting DoD/GSA MM is responsible for entering Deletion Reason Code 2 in position 47 of the LDU action to identify item eliminations under DIIP. (See DoD 4100.39-M, Volumes 8 and 9 (reference (d)).)

C2.5.4. Deletion of individual activity registration (DIDS Input Code LDD) within the reviewing Service/Agency is the responsibility of the individual reviewing activity.

## C2.6. REVIEW OF ITEMS

C2.6.1. Initial Reviews. Selection for review of potentially inactive items will be accomplished annually by automated techniques and will be accomplished on an item-by-item basis upon reaching the maturity date for review, and shall begin not later than 365 days after the maturity date of the item so identified.

C2.6.2. Subsequent Reviews. Items previously validated for retention (RRC-1 and RRC-2) that continue to be potentially inactive will be re-screened annually after each previous retention validation. Items coded for retention (RRC-1 or a combination of RRC-1 and 2) for 3 consecutive reviews will be automatically assigned AAC X (except item coded AAC V or Y) by the MM if no assets are on hand at the wholesale level. Items assigned AAC X will be forwarded for review annually thereafter, until a delete decision is registered.

## C2.7. REACTIVATION OF ITEMS

Items that have been removed from the system under provisions of DIIP will be reactivated, when determined necessary by the requiring DoD Component or GSA, in accordance with the provisions of Chapter 4.

## C2.8. RECORDING SEMI-ACTIVE ITEMS (AAC X)

Those items which are assigned an AAC X as a result of the DIIP will be recoded as appropriate, whenever requirements dictate procurement and active management at the wholesale level.

## C2.9. REPORTING

Statistical data reported on the DD Form 2228, "DoD Inactive Item Program Progress Report," March 1991 (Appendix 4), will be used to measure accomplishments of the DIIP throughout the Department of Defense and GSA.

C2.9.1. Each Service/Agency DIIP focal point will confirm and evaluate the DIIP statistical data and provide the original and one copy of the report to DLA.

C2.9.2. DLA will, in turn, consolidate data received with its own, evaluate total DoD/GSA accomplishments, and provide ASD(P&L) with a consolidated DIIP summary report in duplicate.

C2.9.3. ASD(P&L) will use report data for surveillance to measure program effectiveness and determine adequacy of established surveillance techniques.

C2.9.4. Service/Agency focal points will submit data in two increments to DLA, as the DoD executive agent, identifying the number of different NSNs referred to each Service/Agency with summary totals, and reporting the data specified in Appendix 4 at the conclusion of the annual DIIP cycle. The first input is due at DLA by 31 January and the final input by 31 October of each year.

C2.9.5. DLA will submit an annual consolidated summary report to ASD(P&L) by December each year.

C2.9.6. All activities will maintain status data in manner that will permit timely response to interim ASD(P&L) inquiries should they prove necessary.

### C3. CHAPTER 3

#### PROCEDURES FOR ELIMINATING INACTIVE ITEMS

##### C3.1. GENERAL

This Chapter provides uniform procedures for:

C3.1.1. The identification and selection of potentially inactive items.

C3.1.2. Referral of the Inactive Item Review Notifications (IIRNs).

C3.1.3. Removal of inactive items of supply from the system.

##### C3.2. PROCEDURES

C3.2.1. Materiel Managers will:

C3.2.1.1. Identify and select potentially inactive items for referral and review during October of each year.

C3.2.1.2. Prepare an IIRN for each registered user (Activity coded as the Secondary Inventory Control Activity) of potentially inactive items, as required.

C3.2.1.3. Transmit IIRNs on an annual cycle as a single transmission to the appropriate contact point(s) by 1 December each year for review by registered users. Transmit a message within 5-working days of the IIRN transmission to the Service/Agency DIIP contact point(s), to include the number of transactions transmitted, number of messages, batch numbers, and date-time group with information copies to the appropriate DIIP focal point(s).

C3.2.1.4. Review coded IIRNs returned from each contact point to verify appropriate coding action, either "Delete" (DL) or "Retain" (RE), as required by Appendix 1, this Manual. Refer IIRNs that are in error to the appropriate contact point(s), as required.

C3.2.1.5. Transmit follow up of delinquent IIRNs on annual cycle as a single transmission to the appropriate contact point(s) by 1 June each year for review by registered users. Transmit a message within 5-working days of the IIRN transmission to the Service/Agency DIIP contact point(s), to include the number of transactions

transmitted, number of messages, batch number, and date-time group, with information copies to the appropriate DIIP focal point(s).

C3.2.1.6. When all users apply RRC 2, assign AAC X to potentially inactive items if no assets are on hand at the wholesale level, except items assigned AAC V or Y.

C3.2.1.7. When all users apply RRC 1 or a combination of RRCS 1 and 2 to an item for three consecutive annual reviews, assign AAC X to the item if no assets are on hand at wholesale level, except items assigned AAC V or Y.

C3.2.1.8. Initiate deletion of Service MOE rule (DIDS input code LDU) to DLSC for each IIRN coded "DL" and those Service MOE rule on which no reply was received. Initiate deletion of MM MOE rule to DLSC when:

C3.2.1.8.1. All registered users request "DL" action and no demands or requirements have been placed on MM since the referral action.

C3.2.1.8.2. As otherwise directed by this Manual.

C3.2.1.9. Initiate action to dispose of assets for inactivated items in accordance with regulations for disposal.

C3.2.1.10. Ensure that the appropriate AAC for retained items is assigned to each item of supply in accordance with the provisions of DoD 4100.39-M (reference (d)), and as directed by this Manual.

C3.2.1.11. As appropriate, maintain the data records and other files essential for procurement and management of the deleted items in current files or local records holding area for 3 years. After 3 years, if no action has been taken to reinstate the item, the records will be retired or otherwise disposed of in accordance with existing procedures.

C3.2.1.12. Utilize Deletion Reason Code 2 prescribed by DoD 4100.39-M (reference (d)) and Chapter 2 of this Manual to identify each deletion of MOE rule registration action resulting from DIIP.

C3.2.2. Contact Points will:

C3.2.2.1. Transmit a message to the materiel manager within 5-working days, to include the number of transactions received, number of messages, batch numbers, and date-time group with information copies to the appropriate focal point(s).

C3.2.2.2. Review each IIRN received from the MM.

C3.2.2.3. Prepare and refer IIRNs internally, as necessary.

C3.2.2.4. Provide a single delete or retain response to the initiating MM. Individual cataloging activities recorded on items ultimately designated for retention may delete recordation (DIC LDD), if desired through channels other than the DIIP.

C3.2.2.5. Transmit a message to the material manager with the total number of replies forwarded for deletion and the total number of replies forwarded for retention with information copies to the appropriate DIIP focal point(s).

C3.2.2.6. On receipt of follow-up IIRNs, process as shown in subparagraphs C3.2.2.1. through C3.2.2.5., above.

C3.2.3. Registered Users (Secondary Inventory Control Activity) will:

C3.2.3.1. Review each IIRN furnished by the contact point, utilizing technical data, demand/requirement data, and other Service/Agency program data available on each NSN that will aid in proper coding of the item. Code each IIRN "DL" or "RE" in position 65-66. When position 65-66 contains RE, enter appropriate RRC in position 37 or RRC 1 will be assumed.

C3.2.3.2. Return coded IIRN to the designated contact point by the assigned suspense date in accordance with Appendix 2.

## C4. CHAPTER 4

### PROCESSING REQUISITIONS FOR INACTIVATED ITEMS OF SUPPLY

#### C4.1. GENERAL

It is recognized that situations will materialize where requisitions are received for items that were removed as items of supply from the system under the provisions of the DIIP. When such situations occur, action will be taken on a case-by-case basis in accordance with the provisions of this Chapter.

#### C4.2. POLICY

C4.2.1. NSN items that have been systematically removed from the system as items of supply under the provisions of the DIIP will be identified as an inactivated item of supply by the DAAS and records maintained in accordance with DoD 4000.25-10-M, "Defense Automatic Addressing System (DAAS)."

C4.2.2. The MM receiving requisitions from DAAS for inactivated items of supply will take appropriate supply action.

C4.2.3. Inactivated items of supply will be reactivated by the responsible MM only after a reactivation decision is made by the requiring DoD Component and when the items meet the provisions of DoD Directive 4130.2 (within the Department of Defense), except as provided for in paragraph C4.2.4., below.

C4.2.4. Inactivated items that have been assigned ISC 3 or E before their deactivation will be subjected to the procedures specified in DoD 4120.3-M, "Defense Standardization and Specification Program Policies, Procedures and Instructions Manual."

C4.2.5. Decisions to reactivate an inactivated item of supply will be made on the basis of an in-depth technical review. These reviews will be accomplished on a case-by-case basis by the requiring DoD Component.

C4.2.6. Reactivation actions, as appropriate, shall be in accordance with DoD 4130.2-M (reference (c)), DoD 4000.25-1-M (reference (e)), DoD 4120.3-M, DoD 4100.39-M (reference (d)), and the contents of this Chapter.

### C4.3. PROCEDURES FOR PROCESSING REQUISITIONS FOR INACTIVATED ITEMS OF SUPPLY

#### C4.3.1. DAAS will:

C4.3.1.1. Insert Demand Code "T" in the appropriate card column specified in DoD 4000.25-1-M (reference (e)), of all requisitions, passing orders, and referral orders received for inactivated items.

C4.3.1.2. Route requisitions, passing orders, and referral orders received for inactivated items of supply, as directed by the Military Service.

#### C4.3.2. Materiel Managers will:

C4.3.2.1. Process all requisitions received for inactivated items of supply in accordance with the provisions of MILSTRIP (reference (e)).

C4.3.2.2. Maintain adequate audit records to ensure availability of an audit trail for future use or reporting, when required.

C4.3.3. International Logistics Control Offices will route International Logistics Program requisitions through DAAS, or query DAAS for the last known source of an inactivated item.



AP1. APPENDIX 1INACTIVE ITEM REVIEW NOTIFICATION

All data elements reflected in this Appendix are mandatory for all IIRNs applicable to Potentially Inactive Items unless otherwise noted. Data elements preceded by an asterisk (\*) are blank in notifications received by the designated reviewing activity, but must be filled in when making reply to the MM. The same Document Identifier Code is used for both referral and reply (CZR), and for follow up and reply (CZF).

INACTIVE ITEM REVIEW NOTIFICATION

<u>DATAELEMENT</u>	<u>POSITION</u>	<u>EXPLANATION/INSTRUCTION</u>
Document Identifier Code (DIC)	1-3	Enter "CZR" for referral by the MM and reply by the reviewing activity; or enter "CZF" for follow up on referral by MM and reply by the reviewing activity.
Routing Identifier Code (RIC TO)	4-6	Enter RIC of the appropriate private contact point to whom the IIRN is being sent.
Media	7	Code 2 -Reply by AUTODIN. Code 3 -Reply by mail.
National Stock Number (NSN)	8-20	Enter NSN.
Blank	21	Leave Blank
Item Standardization Code	22	Optional -Enter assigned (ISC) ISC, if 3 or E, otherwise leave blank.
Blank	23-25	Leave blank.
Weapons Systems Designator	26-29	Enter first Weapons System Designator Code in cc 26-28. If more than one code is applicable, enter asterisk (*) in cc 29. If not weapons code, leave blank.
Activity Code From	30-31	Enter the official MM's Activity Code. (See DoD 4100.39-M, Volume 10, table 104.)
IIRN Preparation	32-36	Enter the Julian date of IIRN preparation (1 December for DIC CZR, 1 June for DIC CSF).
*Retention Reason Code	37	When code "RE" is entered in cc 65-55, enter one of the following RRCs: Code 1 -Active item, or Code 2 -Semi-active item. Retain in accordance with criteria in Chapter 2 paragraph C2.4.2. If blank, default to 1. When code "DL" is entered in cc 65-66, cc37 will be left blank.
Reserved	38-42	Reserved for internal use by the designated reviewing activity.
Signal Code	43	Code A-Send reply to MM in cc 30-31.
Review Cycle Indicator	44	Code 1 -This is first (initial) review) of the item. Codes 2-8 - second through eighth review.emsp; (Item was coded "RE" during previous reviews.) Code 9 - ninth and subsequent review. (Item coded "RE" during previous reviews.)
Project Code	45-47	Leave blank or enter data prescribed by MM.

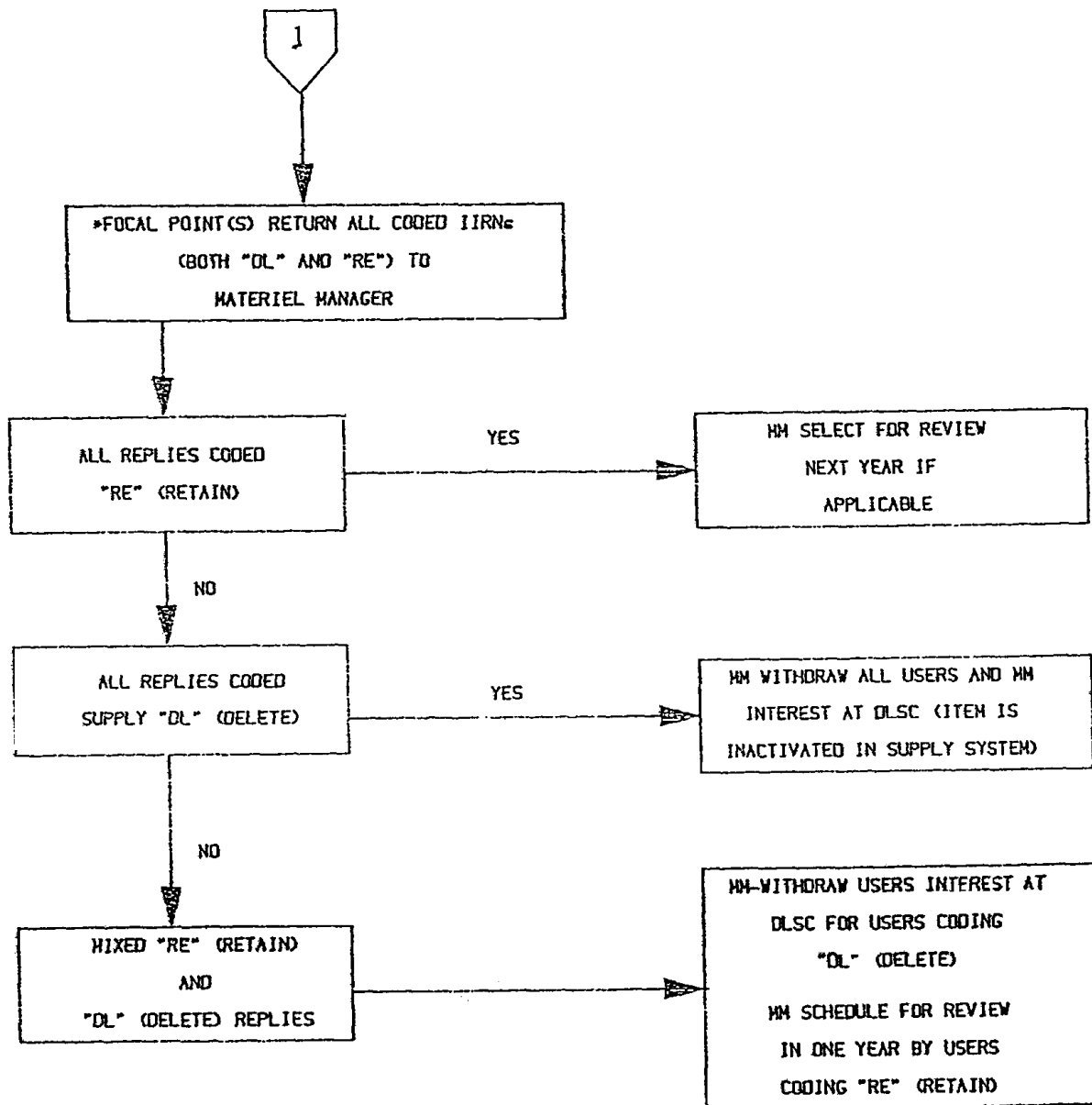
INACTIVE ITEM REVIEW NOTIFICATION, continued

<u>DATA ELEMENT</u>	<u>POSITION</u>	<u>EXPLANATION/INSTRUCTION</u>
ActivityCode	48-49	Enter the official two position activity. See DoD 4100.39-M, Vol.10, table 104. Enter SICA as shown in the MOE Rule except when sending referrals to NAVY, then the activitycode will always be GH.
Blank	50-64	Leave blank.
*Advice Code	65-66	For use by the designated reviewing activity, as appropriate. Enter "DL" -delete item; or enter "RE" -retain item as active.
Blank	67-68	Leave blank
*IIRN Reply Date	69-73	Enter the Julian date the designated reviewing activity compiles the reply.
Blank	74	Leave blank
System Entry Date	75-79	Optional. Enter the Julian Date NIIN was assigned.
Blank	80	Leave blank.

AP2. APPENDIX 2SCHEDULE OF SIGNIFICANT ACTIONS

The purpose of this Appendix is to delineate the significant actions required in the DIIP and to establish timeframes for the purpose of assuring timely accomplishments by appropriate activities. Recognizing that participating activities may be constrained by internal baseline schedules for running their systems, the timeframes in this Appendix should be considered the "guideline" for ensuring timely accomplishments of the DIIP.

<u>ACTIONS</u>	<u>TIMEFRAMES</u> <u>(Days from 1</u> <u>December)</u>
1. During October of each year, MN selects potentially inactive items and prepares appropriate IIRNs. Referrals must be received at contact points by 1 December. NOTE: To standardize processing times, the preparation date in cc 32-36 of the CZR notification will always be 1 December.	
2. The MM will advise the contact point(s) by message of the number of CZRs referred to that Service. The contact point(s) will confirm by return message the number of CZRs received.	5
3. Contact points refer IIRNs to each collaborating/receiving activity within 30 days of the preparation date reflects in the CZR notification (by 1 January).	30
4. Collaborating/receiving activities should conduct detailed review and return coded IIRNs to contact points within 120 days (by 1 May).	150
5. Contact points consolidate replies and forward IIRNs to appropriate MM within 15 days (by 15 May).	165
6. MM follows up with contact points on delinquent and erroneous IIRNs (by 1 June).	180
7. The MM will advise the contact point(s) by message of the number of CZFs referred to that Service. The contact points will confirm by return message the number of CZFs received.	185
8. Contact points validate and return delinquent/erroneous IIRNs (both "DL" and "RE" to MM within 60 days (by 31 July). Send a message to the MMs summarizing the total number of "DL" and "RE" for the current cycle.	240
9. MM generate delete use actions (LDU) for delinquent IIRNs within 30 days (1-31 August).	240-271
10. Final input using DD Form 2228, due to MM by 31 October.	332
11. Annual consolidated summary report using DD Form 2228 to ASD(P&L) by 1 December.	364

AP3. APPENDIX 3DIIP FILTER CHART: SELECTION-REFERRAL-REPLY

\*When Service/Agency focal points receive mixed delete and retain decisions from their individual review activities and the focal point applies a retain decision, all these activities' MDE rule registrations will be retained. If an individual activity desires to delete its MDE rule registration, such action should be effected independently from the DIIP.

AP4. APPENDIX 4

DoD INACTIVE ITEM PROGRAM PROGRESS REPORT  
INSTRUCTIONS

GENERAL NOTE FOR ADP PERSONNEL PREPARING OR PROCESSING THIS REPORT: Coding must be as indicated in the instructions. In cases where specific coding instructions are not provided, reference must be made to the "DoD Manual for Standard Data Elements," DoD 5000.12-M. Failure to comply with either the coding instructions contained herein or those published in referenced Manual will make the non-complier responsible for required concessions in database communication. Items marked with an asterisk (\*) have been registered in the DoD Data Element Directory.

AP4.1.1. TO: Enter Organization Name and Office Symbol (e.g., Program Administrator, DLA-OSP).

AP4.1.2. FROM: (Reporting Activity): Enter Service/Agency and Related Organization Symbol that is submitting the report.

AP4.1.3.\* REPORT PERIOD ENDING: Enter year, month, and day in that sequence.

AP4.1.4.\* NSNs SELECTED FOR REVIEW (MATERIAL MANAGER): Enter the number of "Potentially Inactive Items or Supply" selected by the Materiel Manager for review by that Service or Agency (Military Services or Civil Agencies).

AP4.1.5. NSNs REFERRED (MATERIAL MANAGER): Enter the number of "Potentially Inactive Items of Supply" referred as Inactive Item Review Notifications, to the registered users (Military Services or Civil Agencies).

AP4.1.6. NSN DELETED (MATERIAL MANAGER): Enter the number of "Potentially Inactive Items of Supply" deleted from the Material Manager's supply system and the Federal Catalog System, including deletes in your own Service.

AP4.1.7. CZRs REFERRED: Enter the number of "Potentially Inactive Items of Supply" referred as Inactive Item Review Notifications to the registered users (Military Services or Civil Agencies).

AP4.1.8. CZRs CODED FOR DELETION: Enter the number of "Potentially Inactive Items of Supply" reviewed and determined by the registered users to be inactive, coded accordingly, and returned to the appropriate Materiel Manager for processing. Include automatic deletes in parenthesis.

AP4.1.9. CZRs CODED FOR RETENTION: Enter the number of "Potentially Inactive Items of Supply" reviewed and determined by the registered users to be active, coded accordingly, and returned to the appropriate Materiel Manager for processing. (Include in parenthesis those retained because new demands were received or new supplemental activities were recorded.)

AP4.1.10. REMARKS: Provide any comments or remarks considered significant over and above the data in the blocks containing status.

AP4.1.11. TYPED NAME: Enter the name of the official who is responsible/authorized to sign the report (Last name, First, MI).

AP4.1.12. TITLE OF APPROVING OFFICIAL: Enter the title of the authorized official.

AP4.1.13. SIGNATURE: Enter the approving official's signature.

AP4.1.14. DATE OF SUBMISSION: Enter year, month, and day in that sequence.

Figure AP4.F1. Sample DD Form 2228, "DoD Inactive Item Program Progress Report"

DOD INACTIVE ITEM PROGRAM PROGRESS REPORT								REPORT CONTROL SYMBOL DD-P&L(A)1545
1. TO Program Administrator HQ DLA-OSP				2. FROM (Reporting Activity) Submitting Unit			3. REPORT PERIOD ENDING (YYMMDD) Date	
DOD INACTIVE ITEM PROGRAM (DIIP) PARTICIPANTS								
a. CATEGORY	b. ARMY	c. NAVY	d. AIR FORCE	e. MARINE CORPS	f. DLA	g. GSA	h. OTHER	i. TOTALS
4. NSNS SELECTED FOR REVIEW (MM)	43,338	26,508	272,830	2,027	352,937	3,812		701,452
5. NSNS REFERRED (MM)	43,338	26,508	272,830	2,027	321,077	3,812		669,592
6. NSNS DELETED (MM)	5,993	7,937	10,694	249	70,202	1,424		96,499
7. CZR'S REFERRED	60,559	27,750	294,978	2,696	386,300	4,623		776,906
8. CZR'S CODED FOR DELETION	37,958	7,937	20,628	312	98,673	1,987		167,495
9. CZR'S CODED FOR RETENTION	22,601	19,813	274,350	2,384	287,627	2,636		609,411
10. REMARKS								
11. APPROVING OFFICIAL								
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE OF APPROVING OFFICIAL			c. SIGNATURE		d. DATE OF SUBMISSION (YYMMDD)

DD Form 2228, MAR 91

Previous edition is obsolete.