



DoD MANUAL 4140.27, VOLUME 1

DoD SHELF-LIFE MANAGEMENT PROGRAM: PROGRAM ADMINISTRATION

Originating Component: Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics

Effective: July 6, 2016

Releasability: Cleared for public release. Available on the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

Incorporates and Cancels: DoD 4140.27-M, "Shelf-Life Management Manual," May, 5, 2003

Approved by: Gary J. Motsek, Acting Principal Deputy Assistant Secretary of Defense for Logistics and Materiel Readiness

Purpose: This manual is composed of two volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5134.12, policy in DoD Instruction (DoDI) 4140.01 and procedures in Volume 5 of DoD Manual (DoDM) 4140.01:

- This manual implements policy, assigns responsibilities, and provides procedures for the shelf-life program to identify and manage items having deteriorative characteristics and to mitigate the risk of shelf-life expiration.
- This volume prescribes procedures for program administration, training, and shelf-life materiel management.

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION	4
1.1. Applicability.	4
1.2. Information Collections.	4
SECTION 2: RESPONSIBILITIES	5
2.1. Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)).	5
2.2. Director, Defense Logistics Agency (DLA).	5
2.3. DoD Component and Participating Agency Heads.	5
SECTION 3: CHARTER FOR THE DoD SHELF-LIFE BOARD	7
3.1. Purpose.	7
3.2. Membership.	7
3.3. Responsibilities.	7
SECTION 4: SHELF-LIFE PROGRAM ACQUISITION	9
4.1. Review Prior to Item Entry.	9
4.2. Item Introduction, Provisioning, and Specification Requirements.	9
4.3. Remaining Shelf-Life Requirement Applicable to Acquisition or Procurement.	9
4.4. Contractor Marking.	10
4.5. Shelf-life Waivers and Modifications.	10
4.6. Engineering Support Activity (ESA).	11
4.7. PICA.	11
SECTION 5: TRAINING	12
5.1. Introduction.	12
5.2. DoD Shelf-life Training Course.	12
a. Purpose.	12
b. Scope.	12
c. CBT.	12
SECTION 6: SHELF-LIFE CODE ASSIGNMENT	14
6.1. Introduction.	14
6.2. LSN.	14
6.3. Item Review.	14
SECTION 7: MATERIEL MANAGEMENT	16
7.1. Introduction.	16
7.2. Stockage Levels.	16
7.3. Supply Condition Code (SCC).	16
7.4. CASKO Process.	16
7.5. War Reserve Materiel.	16
7.6. HAZMAT.	17
7.7. Pharmaceutical Products Under the DoD/Food and Drug Administration (FDA) Shelf-Life Extension Program (SLEP).	17
7.8. Medical Chemical Defense Materiel (MCDM).	17
7.9. Management Control.	17
7.10. DoD Shelf-life Item Management Report.	19
7.11. Shelf-life Item Review Report.	23

a. New Shelf-life Item Review.....	24
b. Existing Shelf-life Item Review.....	24
c. Item Review Record.....	24
SECTION 8: RECEIVING, STORAGE, AND SURVEILLANCE.....	26
8.1. Receiving.....	26
a. Non-Shelf-life Materiel with Shelf-life Markings.....	26
b. Shelf-life Materiel Without Shelf-life Markings.....	26
8.2. Storage and Surveillance.....	26
8.3. Migration of Materiel Condition Codes.....	26
8.4. SDR.....	27
8.5. Product Quality Deficiency Report (PQDR), SF 368.....	27
8.6. Storage Quality Control Report (SQCR), DD Form 1225.....	27
8.7. Storage and Care of Supplies in Storage (COSIS).....	27
a. Storage and Materiel Handling.....	27
b. Stock Readiness, Including COSIS.....	28
8.8. Shelf-life Versus Service Life.....	28
SECTION 9: REQUISITIONING, ISSUE, SHIPMENT, AND EXTENSIONS.....	29
9.1. Requisitioning.....	29
9.2. Issue or Shipment.....	29
9.3. FIFO.....	29
9.4. Use of Last-In, First-Out (LIFO) on an Exception Basis.....	29
9.5. Foreign Military Sales (FMS) and OCONUS Requirements.....	30
9.6. Shelf-life Markings for FMS.....	30
9.7. Exceptions to Condition Codes Applied to Issues.....	30
9.8. Government-Furnished Materiel (GFM).....	31
SECTION 10: MATERIEL DISPOSITION.....	32
10.1. Redistribution.....	32
10.2. Materiel Returns.....	32
10.3. Disposal.....	32
10.4. Disposal Turn-In Document (DTID).....	32
10.5. Alternative Uses.....	32
GLOSSARY.....	34
G.1. Acronyms.....	34
G.2. Definitions.....	35
REFERENCES.....	40
TABLES	
Table 1. Shelf-life Codes.....	15
Table 2. Shelf-life Management Control Checklist.....	18
FIGURES	
Figure 1. Example Format for the Shelf-life Item Management Report.....	20
Figure 2. Example Format for the Shelf-life Item Review Report.....	24

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This volume:

a. Applies to:

(1) OSD, the Military Departments, (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the “DoD Components”).

(2) Federal government agency organizations participating with the DoD Components, (referred to collectively in this volume as “Participating Agencies”), but only when and to the extent they adopt the terms of this volume.

(3) Life-cycle managers and materiel managers at all levels of supply to include acquisition, wholesale, retail, and consumer or end user.

b. Does not apply to Class I Perishable Subsistence, Class III Bulk Petroleum, Class V Ammunition, Nuclear Ordnance, Class VIII-B Blood and Fluids, or local stock numbers (LSNs).

1.2. INFORMATION COLLECTIONS.

a. The DoD Shelf-life Item Management Report, referred to in Paragraphs 2.3.i, 3.3.a(4), 7.10, and Figure 1 of this volume, has been assigned report control symbol (RCS) DD-AT&L(SA)1549 and is prescribed in Volume 5 of DoDM 4140.01.

b. The Shelf-life Item Review Report, referred to in Paragraphs 2.3.i, 7.11, and Figure 2 of this volume, has been assigned RCS DD-AT&L(A)1902 and is prescribed in Volume 5 of DoDM 4140.01.

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS AND MATERIEL READINESS (ASD(L&MR)). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) and in accordance with DoD Directive 5134.12, the ASD(L&MR):

- a. Prescribes procedures and provides guidance for the DoD Shelf-life Program and ensures implementation of that policy in a uniform manner throughout the DoD.
- b. Oversees the overall effectiveness of the shelf-life program.
- c. Delegates responsibility for DoD shelf-life management to the Director, DLA.

2.2. DIRECTOR, DEFENSE LOGISTICS AGENCY (DLA). In addition to the responsibilities in Paragraph 2.3, the Director, DLA:

- a. Administers the DoD Shelf-life Program in accordance with Volume 5 of DoDM 4140.01, coordinating and updating procedures for the program as outlined in this volume.
- b. Appoints a director for the DoD Shelf-life Program, whose duties include chairing the DoD Shelf-life Board under the charter in Section 3 of this volume.

2.3. DOD COMPONENT AND PARTICIPATING AGENCY HEADS. The DoD Component and Participating Agency heads:

- a. Establish and maintain a workable shelf-life program, in accordance with Volume 5 of DoDM 4140.01.
- b. Provide management control and resources for the execution of shelf-life program functions.
- c. Identify focal points for the shelf-life program at the inventory control points (ICP) and storage activities (SA). These focal points provide ICP and commodity specific expertise to the shelf-life board and program.
- d. Implement compatible designation and management of shelf-life items in wholesale, retail and consumer, and end user inventories.
- e. Conduct functional reviews of the shelf-life program to ensure compliance with this volume.
- f. Ensure adequate training is provided to personnel who perform functions affecting shelf-life and that training courses are updated to teach current DoD policies and procedures.

g. Provide representation to the DoD Shelf-life Board in accordance with the charter in Section 3 of this volume. Provide funding for travel and administrative costs associated with board meetings and customer assistance visits.

h. Submit and review the DoD Shelf-life Item Management Report and the Shelf-life Item Review Report to the Director, DoD Shelf-life Program, via respective DoD Shelf-life Board representatives in accordance with Section 7 of this volume and Volume 5 of DoDM 4140.01.

i. Submit requests for waivers, modifications, exceptions, or additions to the provision of this volume through the requesting Component's shelf-life board representative for review by the shelf-life board.

SECTION 3: CHARTER FOR THE DOD SHELF-LIFE BOARD

3.1. PURPOSE. To develop, monitor, evaluate, and enhance a program of shelf-life controls for the DoD supply chain.

3.2. MEMBERSHIP.

- a. The Director, DoD Shelf-life Program, or his or her designee, will chair the board.
- b. Each of the DoD Components and Participating Agencies will provide a representative for membership to the DoD Shelf-life Board, with the exception of the Office of the Inspector General of the Department of Defense.
- c. Voting members include one representative from each of the Military Services, DLA, and each of the Participating Agencies.

3.3. RESPONSIBILITIES.

- a. DoD Shelf-life Board members will:
 - (1) Act as the central point of contact for shelf-life processes and policy for their organization.
 - (2) Develop, monitor, evaluate, and enhance a program of shelf-life controls for the supply system through their participation in semi-annual meetings or meetings called by the chair.
 - (3) Evaluate the shelf-life program and recommend program enhancements.
 - (4) Review, analyze, and distribute the DoD Shelf-life Item Management Report and provide analysis to the Director, DoD Shelf-life Program, upon request.
 - (5) Furnish the chair any items of interest for consideration by the board.
 - (6) Participate in DoD shelf-life customer assistance visits to the DoD Components and participating agency activities.
 - (7) Serve as the executive secretary on a rotating basis as directed by the Director, DoD Shelf-life Program.
 - (8) Invite any supplemental contributors from their respective participating agency. To maintain effectiveness of meetings, guests should be limited to those who will significantly contribute to the agenda. Guest attendance is subject to approval by the chair.
- b. Director, DoD Shelf-life Program, will:

- (1) Submit recommended policy and procedural changes from the board to the ASD(L&MR).
- (2) Convene the board semi-annually or when required to resolve problems and discuss other items of interest, not to exceed once a quarter.
- (3) Coordinate and track resolutions for any issues identified during customer assistance visits or audits, and ensure their closure.
- (4) Serve as the deciding vote if a vote results in a tie.
- (5) Maintain this manual in accordance with the DoDI 5025.01 review schedule.
- (6) Maintain a current list of representatives to the board.
- (7) Coordinate with the voting board members on the review and evaluation of waivers.
- (8) Establish subcommittees as needed, and appoint a chairperson to evaluate, enhance, and resolve issues identified by the DoD Shelf-life Board within the supply chain life-cycle management process for specific shelf-life commodities.
- (9) Designate a member of the DoD Shelf-life Board as executive secretary for each board meeting.

c. Executive Secretary will:

- (1) Notify the DoD Shelf-life Board members of scheduled meetings.
- (2) Request proposed agenda topics and distribute a final agenda 10 business days prior to the scheduled meeting.
- (3) Prepare minutes and applicable action items of each board meeting and customer assistance visit report within 15 business days.

SECTION 4: SHELF-LIFE PROGRAM ACQUISITION

4.1. REVIEW PRIOR TO ITEM ENTRY. Prior to assignment of the shelf-life code (SLC), those organizations involved in systems acquisition, provisioning, and materiel management should develop, review, and validate:

- a. Deteriorative qualities of the materiel.
- b. Determine if item's shelf-life is extendible and designate as Type I (non-extendible) or Type II (extendible).
- c. Shelf-life of the materiel, to include contractor-assigned shelf-life designations.
- d. Substitute items that do not require shelf-life management, have a longer shelf-life period, are nonhazardous or less hazardous, and promote sustainability.
- e. Use of smaller units of issue especially for shelf-life items that are hazardous material (HAZMAT).
- f. Storage standards including inspection, test, and restorative actions required for Type II extendible shelf-life items.

4.2. ITEM INTRODUCTION, PROVISIONING, AND SPECIFICATION REQUIREMENTS. Materiel managers will:

- a. Ensure that provisioning support items are coded and reviewed for shelf-life considerations in accordance with Volume 5 of DoDM 4140.01 and DoD 4100.39-M and where possible:
 - (1) Give emphasis to properly identify the shelf-life characteristics of an item.
 - (2) Determine potential use of non-hazardous, non-shelf-life, and longer shelf-life items.
 - (3) Procure recycled items.
- b. Acquire military specification items using shelf-life requirements contained in Military-Standard (MIL-STD)-961E.
- c. Assign source maintenance and recoverability source codes assigned for all shelf-life items to reflect items deteriorative nature as described in AR 700-82/OPNAVINST 4410.2A/AFMAN 21-106.

4.3. REMAINING SHELF-LIFE REQUIREMENT APPLICABLE TO ACQUISITION OR PROCUREMENT. Materiel managers will:

a. Develop acquisition or procurement documentation, to include support alternatives, that specify shelf-life items or materiel will have no less than 85 percent (allowing for rounding to whole months) of shelf-life remaining at time of receipt by the first government activity. Consider as non-conforming any delivery from a contractor not having at least 85 percent original shelf-life remaining. Refer to Table 1 of Section 6 of this volume to determine the amount of time that 85 percent equates to in terms of remaining shelf-life for Type I (non-extendible) or Type II (extendible) shelf-life codes.

b. Modify or adjust the 85 percent shelf-life remaining on receipt by first government activity as deemed prudent at the discretion of program managers and materiel managers. In support of imminent use or consumption for non-stocked materiel, submit modifications or adjustments for approval to the DoD Shelf-life Board prior to implementation.

4.4. CONTRACTOR MARKING. For materiel management contracts, DoD Components will include shelf-life marking requirements as contained in MIL-STD-129R, MIL-STD-130N, MIL-STD-290G, and Federal-Standard (FED-STD)-123H. Include shelf-life marking requirements on contracts for:

a. Type I and Type II shelf-life items. Apply one as appropriate: date manufactured, date assembled, date cured (for elastomeric and rubber products only), date packed (for subsistence), and date of packaging (for Society of Automotive Engineers (SAE) AS5502 items only). Apply the expiration date for Type I and inspect/test date for Type II.

b. Federal supply class (FSC) 6505 drugs and biologicals. FSC 6505 require expiration date only. Manufacturer date is not required for FSC 6505 shelf-life national stock numbers (NSNs).

c. Component, assembly, set, kit, and outfit (CASKO). Mark the CASKO with the assembled date and the expiration date or inspect/test date of the shortest shelf-life item in the CASKO. Enclose a packing list with NSNs and associated expiration or inspect/test dates of all shelf-life items in the CASKO.

4.5 SHELF-LIFE WAIVERS AND MODIFICATIONS. Materiel managers must submit:

a. Requests for waivers, modifications, exceptions, or additions to the provisions of this manual through the requestor's DoD Shelf-life Board representative. The DoD Shelf-life Board representative reserves the right to deny the request.

b. A justification statement and any additional background or supporting documentation with each request.

c. The request and an endorsement by the DoD Shelf-life Board representative to the Director, DoD Shelf-life Program, for further consideration if review by the DoD Shelf-life Board representative results in concurrence. If the waiver or modification does not affect other Service components or agencies, DoD Shelf-life Board concurrence is not required.

4.6. ENGINEERING SUPPORT ACTIVITY (ESA). Before the primary inventory control activity (PICA) or ICP assumes responsibility of the item, the ESA:

- a. Designates shelf-life items by type.
- b. Prescribes associated shelf-life.
- c. Develops technical documentation for storage standards and shelf-life extension criteria as part of the logistics support and quality assurance portions of the technical data package.

4.7. PICA. The PICAs:

- a. Designate shelf-life items by type, prescribe associated shelf-life periods, and maintain storage standards and shelf-life extension for inclusion in the Shelf-life Extension System (SLES), after assuming responsibility of the item.
- b. Manage and control shelf-life items.
- c. Investigate reductions in inventories due to losses sustained from the expiration of shelf-life items in accordance with DoD Regulation 7000.14-R.
- d. Report changes in shelf-life item inventory.
- e. Ensure assigned shelf-life codes, extension criteria, and storage standards are reviewed for accuracy prior to logistics reassignment.
- f. Develop, maintain, and revise military drawings, standards, and specifications, as necessary, for accurate shelf-life requirements.
- g. Coordinate any changes to the shelf-life requirements for critical application items and critical safety items with the ESAs.
- h. Provide shelf-life testing standards and criteria to activities assigned to perform shelf-life extension testing.
- i. When necessary, provide shelf-life restoration criteria to activities assigned to perform shelf-life restoration.

SECTION 5: TRAINING

5.1. INTRODUCTION. DoD shelf-life training is an integral part of successful shelf-life management. DoD shelf-life training is available via traditional classroom training or computer based training (CBT). Information regarding training can be found at <https://www.shelflife.dla.mil>. DoD shelf-life training is required for all personnel working with shelf-life materiel. Candidates for training include, but are not limited to:

- a. Equipment specialists, product specialists, quality assurance specialists, inventory managers, technical managers, and weapons systems managers.
- b. Logistics, administration, and operations personnel.
- c. Cataloging specialists.
- d. Program and project officers, provisioning specialists, and ESA personnel.
- e. SA personnel responsible for receipt, storage, surveillance, and issue of shelf-life materiel.
- f. Designated disposition authorities.

5.2. DOD SHELF-LIFE TRAINING COURSE.

a. Purpose. The course provides comprehensive instruction on shelf-life policy and explains standard practice in the management and storage of shelf-life materiel at all levels of supply.

b. Scope.

(1) The course content sets forth the policy, principles, standards, instructions, functions, and procedures that apply for management, identification, care, and storage of shelf-life items.

(2) The course modules are designed to provide personnel with applicable regulatory guidance for quality control and inspection functions related to the following areas: receipt inspection or processing, scheduling of storage surveillance inspections, inspection marking requirements, lab testing, preparation of documentation, and shipment and disposal of shelf-life materiel.

(3) The course includes a comprehensive review of the DoD Shelf-life Program and the web based SLES, which includes Materiel Quality Control Storage Standards (MQCSS) and quality status list (QSL) programs. Additionally, the course covers shelf-life types and codes and outlines the inspection or restorative actions required to maintain and or return stock to a usable status.

c. CBT. CBT is available through the Defense Acquisition University at <http://www.dau.mil>. The CBT Continuous Learning Module CLL 120, "The DoD Shelf-life

Program,” includes information on acquisition and procurement, integrated material management, receiving, storing and monitoring, material disposition, and the use of SLES.

SECTION 6: SHELF-LIFE CODE ASSIGNMENT

6.1. INTRODUCTION. All NSNs in the Federal Catalog System will be assigned a shelf-life code in accordance with Table 1 of this section. DoD Components will use the Federal Logistics Information System (FLIS) as the master data record for all item logistics data to include shelf-life codes in accordance with DoDM 4100.39-M.

a. Because shelf-life assignments are based on optimum storage conditions and the exact rates of deterioration or degradation are unknown, shelf-life items must be closely monitored and visually inspected prior to use. If the items are still in issuable condition even when stored under adverse conditions, the scenario presents an opportunity to challenge the shelf-life code assignment. Challenges will be made on the DoD shelf-life website (<https://www.shelflife.dla.mil>).

b. Non-deteriorative items will be assigned a shelf-life code of 0 (zero).

c. CASKOs containing shelf-life items that are extendible and replaceable will be assigned SLC “X” so the component part(s) can be replaced or extended throughout the CASKO life cycle and preclude premature CASKO disposal.

d. FSC 6505, drugs and biologicals, NSNs will be assigned a shelf-life code reflecting the minimum shelf-life period.

e. Chemical, biological, radiological, and nuclear (CBRN) clothing outfits will be assigned an SLC of the shortest shelf-life item in the outfit.

6.2. LSN. This manual is not applicable to LSNs. For DLA-managed LSNs, refer to Defense Logistics Agency Instruction (DLAI) 4155.02 for shelf-life policy and procedures.

6.3. ITEM REVIEW. ICPs will conduct a review for all new items when there are:

- a. Specification changes.
- b. Technology changes.
- c. Shelf-life inspection and testing requirements changes.
- d. Revised industry practice.
- e. Shelf-life code challenges.
- f. Past experience by the ICP, ESA, customer, or SA.
- g. Pass or Fail test results analysis.
- h. Requests from the DoD or participating agency’s shelf-life board representative.

Table 1. Shelf-life Codes

			Materiel will have 85 percent shelf-life remaining upon receipt from contractor to first government activity.	
Shelf-life Period	Type I	Type II	Months	Quarters
Non Shelf-life Item No Shelf-life Applies	0 (zero)	0 (zero)	N/A	N/A
01 Month	A	N/A	25 days	N/A
02 Months	B	N/A	50 days	N/A
03 Months	C	1	75 days	N/A
04 Months	D	N/A	3	1
05 Months	E	N/A	4	1
06 Months	F	2	5	2
09 Months	G	3	8	3
12 Months (1.00-Year)	H	4	10	3
15 Months (1.25-Years)	J	N/A	13	4
18 Months (1.50-Years)	K	5	15	5
21 Months (1.75-Years)	L	N/A	18	6
24 Months (2.00-Years)	M	6	21	7
27 Months (2.25-Years)	N	N/A	23	8
30 Months (2.50-Years)	P	N/A	26	9
36 Months (3.00-Years)	Q	7	31	10
48 Months (4.00-Years)	R	8	41	14
60 Months (5.00-Years)	S	9	51	17
72 Months (6.00-Years)	I	N/A	61	20
84 Months (7.00-Years)	T	N/A	71	24
96 Months (8.00-Years)	U	N/A	82	27
120 Months (10-Years)	W	N/A	102	34
180 Months (15-Years)	Y	N/A	153	51
240 Months (20-Years)	Z	N/A	204	68
Non-standard shelf-life period as assigned by the ICP.	V	X	85 percent of number of months	85 percent of number of quarters

SECTION 7: MATERIEL MANAGEMENT

7.1. INTRODUCTION. Volume 5 of DoDM 4140.01 addresses materiel management policy applicable to the shelf-life program.

7.2. STOCKAGE LEVELS. Due to their deteriorative nature, shelf-life items will be maintained at the minimum stockage levels possible. Items with a shelf-life less than 24 months, to include wholesale and retail items, will be considered for other support alternatives to reduce stockage levels. Low demand items with a shelf-life of 18 months or less will not be stocked at the wholesale level. High demand items with a shelf-life of 18 months or less may be stocked at the wholesale level. However, any stocked shelf-life items must be managed closely by the ICP to ensure inventory levels are consistent with demand.

7.3. SUPPLY CONDITION CODE (SCC). Shelf-life items will be identified on appropriate accountable records by the SCC, found in Defense Logistics Manual (DLM) 4000.25-2.

7.4. CASKO PROCESS.

a. Materiel managers will ensure adequate levels of CASKOs based on demand experience. CASKO assembly instructions will be given to applicable activities to ensure timely replenishment of stock levels, consistent with the availability of component items.

b. Materiel managers will comply with the following procedure for CASKOs containing shelf-life items with either the same or different expiration dates, or inspect/test dates:

(1) Mark the CASKO with the assembled date and the earliest of any item's expiration date or inspect/test date.

(2) Maintain a packing list or control document that identifies the shelf-life items, shelf-life periods or codes, and expiration or inspect/test dates.

(3) If an item(s) within a CASKO reaches its shelf-life expiration date or inspect/test date, do not issue the CASKO until all Type I expired items are replaced with serviceable shelf-life materiel and any expired Type II items or materiel are appropriately inspected or tested and returned to an issuable SCC(s) or replaced.

7.5. WAR RESERVE MATERIEL. Materiel managers will identify, rotate, and maintain shelf-life items held for War Reserve Program in serviceable condition in accordance with DoDI 3110.06. The materiel manager must balance acquisition with expiration throughout the life cycle to prevent disposal of large quantities of unserviceable shelf-life materiel.

7.6. HAZMAT. Unless authorized by other applicable regulations, shelf-life items that are HAZMAT will not be procured through local purchase using the government credit card.

7.7. PHARMACEUTICAL PRODUCTS UNDER THE DOD/FOOD AND DRUG ADMINISTRATION (FDA) SHELF-LIFE EXTENSION PROGRAM (SLEP).

a. The DoD administers the SLEP in cooperation with the FDA as a key component of the force protection strategy against endemic and pandemic diseases, and the threat of CBRN weapons. The Defense Health Agency-Medical Logistics Division (DHA-MEDLOG) is the executive manager for the DoD/FDA SLEP and oversees the program in accordance with DoDI 6430.02 and acts as the single interface between SLEP and the FDA. The program's focus is to defer replacement costs of military significant medical materiel by extending its useful life while assuring that only safe and effective drugs are provided to personnel during war or other contingencies. The participating organizations are the FDA, DHA MEDLOG, Army, Navy, Air Force, Marine Corps, Coast Guard, DLA Troop Support, and several other federal agencies.

b. The FDA evaluates materiel for shelf-life extension by testing samples of pharmaceutical products (FSC 6505) submitted from the SLEP participants. The participants fund and manage their respective portions of the program and receive the benefit of deferred materiel replacement costs.

c. DHA-MEDLOG disseminates SLEP data to all DoD Components. Items to be extended under this program may be either Type I or Type II shelf-life items. The Supply Bulletin 8-75 series, Medical Materiel Quality Control messages, and other SLEP messages will provide guidance for participation in the program.

d. See the DHA-MEDLOG website at <https://www.dmsb.mil> for the synopsis, process, and guidelines of the program.

7.8. MEDICAL CHEMICAL DEFENSE MATERIEL (MCDM). Service policies differ regarding MCDM. Refer to the appropriate Service policy for appropriate guidance regarding Service-owned MCDM stock.

7.9. MANAGEMENT CONTROL. DoD Components will:

a. Establish management controls in accordance with DoDI 5010.40 to:

- (1) Ensure a reliable and accurate audit trail for the management of shelf-life items.
- (2) Satisfy internal management control requirements.

b. Use the management control checklist in Table 2 to verify the mandated requirements for the appropriate work center as identified by the X in the right hand columns for the PICA, ICP, SA, or ESA.

Table 2. Shelf-life Management Control Checklist

NO.	MANAGEMENT CONTROL CHECKLIST	X indicates the appropriate work center		
		PICA/ICP	SA	ESA
	Mandated Requirements			
1	Are all provisioning and logistics transfer shelf-life items reviewed to determine whether or not they should be designated as shelf-life items; and have shelf-life technical data been developed or acquired?	X (PICA)		X
2	Have shelf-life and storage standards including shelf-life extension information been included in technical data package?			X
3	Is an appropriate shelf-life code, i.e., type and shelf-life period assigned to items having known deteriorative characteristics and is the rationale documented for future reference?	X		
4	Have storage standard information including inspection, test, and restoration requirements been determined for Type II extendible shelf-life items and has this information been placed in the applicable quality control and supply storage standards and MQCSS portion of DoD SLES and updated when required?	X		
5	When developing materiel requirements, have non-deteriorative, non-hazardous, or long shelf-life period items been identified and used instead of regular, HAZMAT, and short shelf-life items when possible?	X		
6	Are all shelf-life items reviewed at least every 5 years for accurate shelf-life code assignment while considering technological improvements in item composition and packaging methods?	X		
7	Are shelf-life code challenges based on actual storage period experiences submitted to item managing activities?		X	
8	Are stockage levels of shelf-life items kept as low as possible so that stock surveillance, expirations, inspect, test, or restorative actions, disposals, and re-procurements are minimized?	X		
9	Is stock rotation and issue of shelf-life items in storage accomplished using the first-in, first-out (FIFO) inventory method, with appropriate exceptions (e.g., outside the continental United States (OCONUS), Foreign Military Sales, War Reserve) as outlined in this volume?		X	
10	Are extra efforts made to issue HAZMAT shelf-life items and SCC B and SCC C shelf-life items to avoid disposal actions on these items?	X		

Table 2. Shelf-life Management Control Checklist, Continued

NO.	MANAGEMENT CONTROL CHECKLIST	X indicates the appropriate work center		
		PICA/ICP	SA	ESA
	Mandated Requirements			
11	Are direct delivery contracts utilized with vendors of shelf-life items, particularly short shelf-life (18 months or less) and HAZMAT items, to the greatest extent possible?	X		
12	Does the procurement documents for shelf-life items include: (1) Requirements for adequate packaging? (2) Marking in accordance with MIL-STD-129R for DoD Components and FED-STD-123H for non-DoD Federal agencies? (3) Eighty five (85) percent shelf-life remaining at time of receipt by the government? (4) Transportation and storage conditions to minimize materiel degradation?	X		X
13	Are receipt processing quality checks performed to: (1) Ensure shelf-life items received are properly marked, packaged, condition coded? (2) Have 85 percent shelf-life remaining if at a first destination of the government prior to placing the items in storage? (3) Are discrepancies reported using Supply Discrepancy Report, Product Quality Deficiency Report, or Transportation Discrepancy Report procedures?		X	
14	Has materiel been stored in accordance with the prescribed storage standards and MQCSS data?	X	X	
15	Do stock location records of shelf-life items in storage include accurate SCCs, manufactured date, cured date, packed date or assembled date, and inspect, test, or expiration dates?		X	
16	Is stock segregated in storage location by SCC, manufactured date, procured date, packed date or assembled date, and inspect, test, or expiration dates?		X	
17	Are Type II shelf-life items extended when possible using the DoD SLES?		X	
18	Are Type II shelf-life items that have been extended updated with the extended markings and are they placed on the packages or in locations using DD Form 2477 "Shelf-life Extension Notice" (found at http://www.dtic.mil/whs/directives/forms/index.htm) series labels?		X	
19	Are personnel involved with shelf-life management duties adequately trained in shelf-life principles, policy, and procedures?	X	X	X

7.10. DOD SHELF-LIFE ITEM MANAGEMENT REPORT. DoD Components prepare part one and DLA Disposition Services prepares part two of the Shelf-life Item Management Report semi-annually, covering the period from January 1 through June 30 and July 1 through

December 31. See Figure 1 for an example format for of the Shelf-life Item Management Report. DoD Components and DLA Disposition Services submit the report to the Director, DoD Shelf-life Program, on July 31 for the previous January 1 to June 30 period and January 31 for the previous July1 to December 31 period.

Figure 1. Example Format for the Shelf-life Item Management Report

Part 1. DoD Component managed shelf-life NSNs (wholesale)										
Period:		Consumable shelf-life items								
Date Prepared:										
Managing DoD Component	Managing ICP	FSC	# NSNs	\$ Value	Additions		Deletions		Net Change	
					# NSNs	\$ Value	# NSNs	\$ Value	# NSNs	\$ Value
Total managing ICP										
Total managing DoD Component										
GRAND TOTAL										
Period:		Nonconsumable shelf-life items								
Date Prepared:										
Managing DoD Component	Managing ICP	FSC	# NSNs	\$ Value	Additions		Deletions		Net Change	
					# NSNs	\$ Value	# NSNs	\$ Value	# NSNs	\$ Value
Total managing ICP										
Total managing DoD Component										
GRAND TOTAL										
Part 2. Semiannual report on disposal and utilization of shelf-life coded items										
Section A		Shelf-life items received from ICPs (wholesale)								
Period:										
Date Prepared:										
Managing DoD Component	Managing ICP	FSC	ALL CONDITION CODES				CONDITION CODE H ONLY			
			Consumable	\$ Value	Non-consumable	\$ Value	Consumable	\$ Value	Non-consumable	\$ Value
Total managing ICP										
Total managing DoD Component										
SECTION A GRAND TOTAL										

Figure 1. Example Format for the Shelf-life Item Management Report, Continued

Section B		Shelf -life items received from other than ICPs (retail)							
Period:									
Date Prepared:									
Turn-In DoD Component	FSC	<i>ALL CONDITION CODES</i>				<i>CONDITION CODE H ONLY</i>			
		Consumable	\$ Value	Non-consumable	\$ Value	Consumable	\$ Value	Non-consumable	\$ Value
Total managing DoD Component									
SECTION B GRAND TOTAL									

Section C		Utilization and Transfer of Shelf-life Items					
Period:							
Date Prepared:							
Segment 1. Shelf-life items utilized by DoD							
Receiving DoD Component	FSC	Consumable	\$ Value	Non-Consumable	\$ Value		
Segment 1 Total DoD Component							
SECTION C. SEGMENT 1 GRAND TOTAL							
Segment 2. Shelf-life items transferred to non-DoD activities							
Non-DOD Activity	FSC	Consumable	\$ Value	Non-Consumable	\$ Value		
Segment 2 Total DoD Component							
SECTION C. SEGMENT 2 GRAND TOTAL							

Figure 1. Example Format for the Shelf-life Item Management Report, Continued

Section D. Donation, Sales, Abandon/Destroy, Downgrade to Scrap and Other Dispositions			
Non-DOD Activity	# Of NSNs	\$ Value	Proceeds
SEGMENT 1: Donation			N/A
SEGMENT 2: Sales			
SEGMENT 3: Abandon/Destroy			N/A
SEGMENT 4: Downgrade to Scrap			N/A
SEGMENT 5: Other Dispositions			N/A
SEGMENT 6: Grand Total			
REMARKS: Provide remarks as needed to explain changes in any section, e.g.:			
There is a significant increase in the number of NSNs due to a mission change for a large unit;			
There is a significant increase in the dollar value of the consumable item inventory in preparation for a deployment;			
A significant amount of shelf-life materiel is disposed of and this materiel was held only for emergencies, not for issue.			

a. DoD Components prepare Part I with information for consumable and non-consumable materiel in wholesale storage:

(1) By managing ICP, FSC, DoD Component, the number of NSNs, and the dollar value of inventory of shelf-life items managed. The dollar value of inventory throughout Part I represents the total dollar value of shelf-life on-hand assets in SCC A, B, C, D, E, F, G, J, K, and L.

(2) By managing ICP, FSC, DoD Component, the total number of NSNs and dollar value of inventory added and deleted from the shelf-life program since the last report. Additions include items that are not in the supply system and are assigned SLCs and new shelf-life items entering the supply system. Deletions include items that have been totally deleted from the supply system and items that have been deleted only from the shelf-life program.

(3) By managing ICP, FSC, DoD Component, the net change in the number of NSNs and dollar value of inventory.

(4) The managing ICP, DoD Component totals and grand totals.

(5) Including remarks as needed, e.g., if a particular DoD Component or managing ICP has a significant increase in the number of NSNs or dollar value of inventory.

b. DLA Disposition Services prepares Part II with information for both consumable and non-consumable shelf-life items:

(1) By managing DoD Component, managing ICP, FSC, the number of NSNs and dollar value of wholesale disposals. This category includes disposal for all shelf-life items and disposal for expired and extendible shelf-life items that failed the inspection or test.

(2) By turn-in DoD Component, managing ICP, FSC, the number of NSNs and dollar value of retail disposal. This category includes disposal for all shelf-life items and disposal for expired and extendible shelf-life items that failed the inspection or test.

(3) By managing DoD Component, managing ICP, receiving Military Service or Agency, FSC, the number of NSNs and dollar value of shelf-life items utilized by DoD.

(4) By managing DoD Component, managing ICP, receiving non-DoD activity, FSC, the number of NSNs and dollar value of shelf-life items transferred to non-DoD agencies.

(5) The number of NSNs and dollar value of shelf-life items donated, sold, abandoned or destroyed, or downgraded to scrap by DLA Disposition Services. All other dispositions of shelf-life materiel will also be listed.

(6) Remarks, if applicable. For example, the DoD Components will include in the remarks the disposal of significant amounts of war reserve, shelf-life material.

c. The DoD Shelf-life Board members use Part I of this report:

(1) As a baseline to track the volume and dollar value of shelf-life items managed by the DoD Component ICPs.

(2) To compare with Part II to determine patterns or trends associated with dollar value of on-hand inventory as opposed to dollar value of disposals.

d. The DoD Shelf-life Board members use Part II to determine:

(1) The volume of shelf-life items entering the disposal program in terms of number of items and dollar value of materiel.

(2) The shelf-life FSCs or commodities requiring specific attention or action.

(3) Whether disposal volume for shelf-life items is proportionally less than, equal to, or greater than disposal volumes for non-shelf-life items.

(4) The organizational level generating the disposal action.

(5) Performance and progress of the shelf-life program based on disposal trends.

7.11. SHELF-LIFE ITEM REVIEW REPORT. DoD Components will prepare the annual Shelf-life Item Review Report for the period from January 1 through December 31 and submit it to the Director, DoD Shelf-life Program, by January 31 of the following year with the results of the new shelf-life item review and the existing shelf-life item review. See Figure 2 for an example of the Shelf-life Item Review Report.

Figure 2. Example Format for the Shelf-life Item Review Report

Example Format for the Shelf-life Item Review Report				
Part 1. New Items				
DoD Component:		Time Period:	Date Prepared:	Prepared by:
FSC	Number New Items Reviewed	Number New Items Deleted	Number New Items Period Lengthened	Number New Items Period Shortened
Total New Items				
Part 2. Existing Items				
DoD Component:		Time Period:	Date Prepared:	Prepared by:
FSC	Number Existing Items Reviewed	Number Existing Items Deleted	Number Existing Items Period Lengthened	Number Existing Items Period Shortened
Total Existing Items				

a. New Shelf-life Item Review. After an ICP assumes management of a shelf-life NSN, the ICP will conduct a review as detailed in Section 4 of this volume and document the results as shown in Part 1 of Figure 2.

b. Existing Shelf-life Item Review. At least every 5 years, ICPs will conduct and document a shelf-life item review using the example format in Part 2 of Figure 2 for all existing managed shelf-life NSNs and for existing items when there is a:

- (1) Specification change.
- (2) Technology change.
- (3) Testing change.
- (4) Revised industry practice.
- (5) SLC challenge.
- (6) Past experience by the ICP, SA, or customer.

c. Item Review Record. After the ICP determines the SLC designation of a new or existing item, the ICP will electronically document the review process and make the review a part of the permanent NSN data record with:

(1) The reasons why the item was designated as shelf-life, identification of the shelf-life materiel, the SLC, and the document used to assign the SLC.

(2) The contractor furnished technical data or other standards or criteria used for laboratory testing or inspection of Type II extendible shelf-life items.

SECTION 8: RECEIVING, STORAGE, AND SURVEILLANCE

8.1. RECEIVING.

a. Non-Shelf-life Materiel with Shelf-life Markings. If non-shelf-life materiel having shelf-life markings is received, the receiving activity will suspend materiel and use the DoD Web Supply Discrepancy Reporting system (WEBSDR) to submit a Supply Discrepancy Report (SDR) in accordance with Volume 2 of DLM 4000.25. The managing ICP will verify the SLC, update FLIS if necessary in accordance with DoDM 4100.39-M, and provide disposition instructions accordingly.

b. Shelf-life Materiel Without Shelf-life Markings.

(1) If the shelf-life manufactured date (which also represents cured date and packed date) and expiration date (which also represents inspect/test date) is shown on the DD Form 1348, “DoD Single Line Item Requisition System Document (Manual),” the receiving activity will use this date as a valid manufactured date, cured date, packed date, expiration date, assembled date, and inspect/test date. If the cost to remark or relabel the materiel is within the set threshold, the receiving activity will remark or relabel and submit an information only SDR. If the cost to remark or relabel is outside the set threshold, the receiving activity will report the shelf-life discrepancy for labeling or remarking through the SDR process in accordance with Volume 2 of DLM 4000.25.

(2) When shelf-life materiel is received without the shelf-life markings as defined by the contract or FLIS and the DD Form 1348 does not contain the shelf-life manufactured date and expiration date, the receiving activity will suspend the materiel and submit an SDR in accordance with Volume 2 of DLM 4000.25.

8.2. STORAGE AND SURVEILLANCE.

a. While materiel is in storage, materiel managers must systematically accomplish surveillance to detect degradation, deterioration, corrosion damage, and other deficiencies caused by improper storage methods.

b. Shelf-life information contained in storage standards will be developed and maintained in accordance with Volume 2 of this manual.

8.3. MIGRATION OF MATERIEL CONDITION CODES.

The materiel manager will:

- a. Identify shelf-life items on appropriate accountable records by the SCC.
- b. Evaluate and process items for disposition when shelf-life materiel is placed into a non-issuable condition (e.g., SCC other than A, B, or C).
- c. Process HAZMAT before standard shelf-life items.

- d. Migrate SCC for shelf-life materiel in accordance with Volume 2 of this manual.

8.4. SDR. The DoD Components will document shipments received with shelf-life packaging, labeling, marking discrepancies, or any combination of those deficiencies through the WEBSDR process in accordance with Volume 2 of DLM 4000.25. Document discrepant shelf-life materiel found in accordance with Volume 2 of DLM 4000.25 using code:

- a. C2 for expired shelf-life item.
- b. H5 for expired hazardous shelf-life item.
- c. P306 for shelf-life markings omitted, incorrect, or not legible.

8.5. PRODUCT QUALITY DEFICIENCY REPORT (PQDR), SF 368. The DoD Components will document product quality deficiencies when the shelf-life of the item is the contributing factor of the products deficiency through the PQDR process in accordance with DLAR 4155.24/AR 702-7/SECNAVINST 4855.5A/AFR 74-6.

8.6. STORAGE QUALITY CONTROL REPORT (SQCR), DD FORM 1225. When SAs discover or identify unserviceable shelf-life materiel, the SAs will suspend unserviceable stock from issue and submit a DD Form 1225, "Storage Quality Control Report," to the managing ICP for corrective action in accordance with Volume 2 of DLM 4000.25.

8.7. STORAGE AND CARE OF SUPPLIES IN STORAGE (COSIS).

a. Storage and Materiel Handling. SAs are responsible for providing adequate protection from the elements and environmental conditions by providing proper storage facilities, preservation, packing, marking, or a combination of all or any of those measures for shelf-life material.

(1) DoD Components will store shelf-life items in separate bin, rack, or floor locations by national item identification number (NIIN) and by manufactured date, cured date, assembled date, or packed date (subsistence only), or date of packaging (SAE AS5502 items only) and expiration date (Type I); or by NIIN and by manufactured date, cured date, assembled date, packed date and inspect/test date (Type II).

(2) Whenever a shelf-life code or condition code discrepancy occurs between the wholesale-level SA records and ICP records, ICPs will use the wholesale-level SA as the system of record. ICPs will adjust their system accordingly.

(3) DoD Components will identify shelf-life items on storage locator records at all storage bins, racks, and floor locations by:

- (a) SLC.

- (b) SCC.
- (c) Manufactured date, cured date, assembled date, or packed date.
- (d) Expiration date or inspect/ test date.

(4) SAs will store and issue shelf-life materiel and HAZMAT from storage locations in accordance with guidance provided in TM 38-400/NAVSUP PUB 572/AFJMAN 23-210/DLAM 4145.12/MCO 4450.14 and DLAI 4145.11/TM 38-410/NAVSUP PUB 573/AFJMAN 23-209/MCO 4450.12A.

b. Stock Readiness, Including COSIS. DoD Components will establish stock readiness programs in accordance with Volume 5 of DoD 4140.01 for shelf-life items.

8.8. SHELF-LIFE VERSUS SERVICE LIFE.

a. Opening unit-of-issue packages of shelf-life items for purposes other than for immediate use is discouraged. Opening the package negates shelf-life and triggers service life for that specific container of items. Service life may be reduced dramatically depending on how long the container is open and the storage conditions related to the open container.

b. Unit-of-issue package may not be opened for shelf-life inspections. Compromising the container (unit-of-issue) to conduct shelf-life inspections may negate shelf-life and trigger service life. Neither MQCSS inspection criteria nor QSL test results may be used to extend compromised packages.

c. When a shelf-life item unit-of-issue package is opened, introduced to mission requirements, installed into intended application, placed in pre-expended bins, held as bench stock, or stored improperly, shelf-life ends.

d. CBRN shelf-life items are an exception to Paragraphs 8.8.a, b., and c. Only qualified personnel are authorized to open, inspect, and perform restorative actions on CBRN items.

SECTION 9: REQUISITIONING, ISSUE, SHIPMENT, AND EXTENSIONS

9.1. REQUISITIONING.

- a. Requisitioning procedures are described in Volume 5 of DoDM 4140.01.
- b. The detailed procedures for requisitioning are located in DLM 4000.25-1. These procedures include formats, forms, time standards, and instructions for the submission and processing of requisitions, modifications, follow-ups, and cancellations.

9.2. ISSUE OR SHIPMENT.

- a. The detailed procedures for recording and processing issue transactions are in DLM 4000.25-2.
- b. For shelf-life items, block 15 of the DD Form 1348-1, "Issue Release/Receipt Document," contains the SLC of the item shipped. Pharmaceutical narcotics are an exception. This form will be displayed on the outside of the shipping container.
- c. Shipping expired shelf-life materiel to any customer is prohibited. Customers receiving expired materiel will be entitled to one the following from the ICP:
 - (1) Replacement of expired materiel with good materiel.
 - (2) Reimbursing the customer for the cost of the initial order.

9.3. FIFO. DoD Components will issue or ship materiel on a FIFO basis and issue the oldest within the condition code specified unless otherwise authorized. In order to issue the oldest materiel, DoD Components will issue or ship:

- a. Type I non-extendible shelf-life items by the earliest date of expiration.
- b. Type II extendible shelf-life items by the earliest manufactured date, earliest cured date, earliest packed date, or earliest assembled date (apply one, as appropriate).

9.4. USE OF LAST-IN, FIRST-OUT (LIFO) ON AN EXCEPTION BASIS. While FIFO is the standard practice for materiel issue, LIFO practices may be used on an exception basis to meet DoD Component and participating agency specific mission needs.

- a. When there is a need to replenish war reserve materiel, LIFO practices may be used in order to maximize shelf-life.
- b. The use of applicable advice codes to requisition shelf-life items will generally allow shipment of newest materiel available with the necessary shelf-life remaining to support the mission in accordance with DLM 4000.25-1.

- c. When items are being incorporated into CASKOs or separately earmarked for CASKOs.

9.5. FOREIGN MILITARY SALES (FMS) AND OCONUS REQUIREMENTS. FMS procedures fall under Security Assistance Programs covered by Chapters 6, 7, and Appendices 2.1 and 2.2 of DLM 4000.25-1; Volume 15 of DoD Regulation 7000.14-R; and Defense Security Cooperation Agency Manual 5105.38-M.

- a. Items with an SLC of 24 months or greater issued to satisfy either FMS or OCONUS requirements will be in SCC A, with a minimum of 12 months shelf-life remaining. Requisitioners have the option to waive the 12-month minimum by submitting exception requisitions.

- b. Items with an SLC of less than 24 months are not subject to the 12-month minimum. However, they must be issued from SCC A assets unless the customer specifies that other than SCC A materiel is acceptable or the ICP designates a release from a specified material condition. OCONUS requisitions are identified by document identifier codes (DICs) A01, A02, A03, A04, or A05 in record position 1-3 of the requisition. FMS requisitions are identified by the following Military Standard Requisitioning and Issue Procedures (MILSTRIP) Service Codes in RP 30:

- (1) B-Army FMS.
- (2) D-Air Force FMS.
- (3) K-Marine Corps FMS.
- (4) P-Navy FMS.
- (5) T-DLA FMS.

- c. FMS requisitions will be issued in accordance with LIFO issue procedures. LIFO issue of non-extendable Type I shelf-life items will be accomplished by issuing materiel with the latest date of expiration; extendable Type II shelf-life items will be issued by the latest manufactured date, cured date, assembled date, or packed date (subsistence and FSC 80 only) regardless of the number of extensions.

- d. For Air Force-managed items, Condition Code B materiel may be issued for priority 01-08 Air Force FMS requisitions.

9.6. SHELF-LIFE MARKINGS FOR FMS. DoD Components will use criteria and procedures for shelf-life markings for FMS customers in accordance with MIL-STD-129R.

9.7. EXCEPTIONS TO CONDITION CODES APPLIED TO ISSUES.

- a. For materiel managed by the DLA Troop Support, DoD Components will issue SCC C materiel to the continental United States customers on priority designator 01 through 03 requisitions when the materiel has less than 90 days of shelf-life remaining. However, for that

SCC C materiel with less than 30 days shelf-life remaining, customer concurrence and documentation is required.

b. The Air Force wholesale system issues SCC C materiel to Air Force continental United States activities if the priority designator on the requisition is 01 through 08.

9.8. GOVERNMENT-FURNISHED MATERIEL (GFM). DoD Components will control access to DoD shelf-life materiel inventories required by defense contracts through the DoD Component's management control activity in accordance with Volume 9 of DoDM 4140.01.

SECTION 10: MATERIEL DISPOSITION

10.1. REDISTRIBUTION. DoD Components should make every effort to redistribute assets prior to shelf-life expiration or inspect/test date.

10.2. MATERIEL RETURNS. Item managers will monitor excess on-hand quantities at the SAs. The materiel will be returned only when it has a minimum of 12 months shelf-life remaining. Class I Perishable Subsistence, Class II CBRN, and Class VIII Medical shelf-life items are not eligible to be returned to distribution centers.

10.3. DISPOSAL.

a. After potential excess quantities have been identified by the SAs, DoD Components will reutilize, transfer, donate or sell materiel in accordance with the Volume 4 of DoDM 4160.21, with the exception of CBRN, subsistence, and medical materiel.

b. Prior to disposal, DoD Components will access the SLES to determine if the item has been or can be extended.

10.4. DISPOSAL TURN-IN DOCUMENT (DTID). To ensure that shelf-life items are properly disposed of, DoD Components will complete the DTID, DD Form 1348-1A, or DD Form 1348-2, "Issue Release/Receipt Document with Address Label" and insert:

a. Management code "T" in RP 72 for shelf-life materiel that is expired or cannot and will not be extended.

b. Shelf-life property in block 27.

c. The FLIS or Web Federal Logistics Information System recorded Shelf-life Code in block 15 in accordance with DoDM 4100.39-M.

10.5. ALTERNATIVE USES. Final disposal action should be the last resort for shelf-life items that have expired or cannot be extended due to visual inspection or laboratory test failure, and are not HAZMAT or hazardous waste. There may be circumstances where these items may be used for non-critical, non-tactical applications as opposed to disposal. The using DoD Component:

a. Has the responsibility to approve the alternative use.

b. Will coordinate alternative uses with local environmental safety occupational health (ESOH) authority.

c. Complete the DD Form 2966, “Shelf-life Expired Material,” when an alternative use has been approved for an expired shelf-life item. Alternative uses and the DD Form 2966 do not apply to shelf-life materiel at wholesale SAs.

GLOSSARY

G.1. ACRONYMS.

AFJMAN	Air Force Joint Manual
AR	Army Regulation
ASD(L&MR)	Assistant Secretary of Defense for Logistics and Materiel Readiness
CASKO	component, assembly, set, kit, and outfit
CBRN	chemical, biological, radiological, and nuclear
CBT	computer based training
COSIS	care of supplies in storage
DHA-MEDLOG	Defense Health Agency - Medical Logistics
DIC	document identifier code
DLA	Defense Logistics Agency
DLAM	DLA Manual
DLAI	DLA Instruction
DLAR	DLA Regulation
DLM	Defense Logistics Manual
DoDI	DoD Instruction
DoDM	DoD Manual
DTID	disposal turn-in document
ESA	Engineering Support Activity
ESOH	environmental safety occupational health
FDA	Food and Drug Administration
FED-STD	federal standard
FIFO	first-in, first-out
FLIS	Federal Logistics Information System
FMS	foreign military sales
FSC	federal supply class
GFM	government furnished materiel
HAZMAT	hazardous materiel
ICP	inventory control point
JP	Joint Publication
LIFO	last-in, first-out
LSN	local stock number
MCDM	Medical Chemical Defense Materiel

MCO	Marine Corps Order
MIL-STD	military standard
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MQCSS	Materiel Quality Control Storage Standards
NAVSUPINST	Naval Supply Systems Command Instruction
NAVSUP PUB	Naval Supply Systems Command Publication
NIIN	national item identification number
NSN	national stock number
OCONUS	outside the continental United States
OPNAVINST	Office of the Chief of Naval Operations Instruction
PICA	Primary Inventory Control Activity
PQDR	Product Quality Deficiency Report
QSL	quality status list
RCS	report control symbol
SA	storage activity
SCC	supply condition code
SDR	supply discrepancy report
SECNAVINST	Secretary of the Navy Instruction
SF	standard form
SLC	shelf-life code
SLEP	Shelf-life Extension Program
SLES	Shelf-life Extension System
SQCR	supply quality control report
TM	technical manual
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
WEBSDR	DoD Web Supply Discrepancy Reporting system

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

advice code. Defined in DLM 4000.25-1.

assembled date. Defined in MIL-STD-129R.

assembly. Defined in MIL-STD-129R.

component. Defined in Joint Publication (JP) 1-02.

critical application item. Defined in MIL-STD-2073-1.

critical safety item. Defined in Volume 11 of DoDM 4140.01.

cured date. Defined in MIL-STD-129R.

customer assistance visit. An in-person site review to determine compliance with shelf-life procedures and provide guidance on shelf-life requirements and process controls. DoD Shelf-life Board members may perform customer assistance visits within their DoD Component or participating agency activity. The DoD Shelf-life Board member is responsible for leading the visit within their DoD Component or participating agency activity and other DoD Shelf-life Board members may be asked to assist if needed.

deteriorative characteristics. Distinguishing traits that diminish or disintegrate the quality of an item whereas the item can no longer be used for its intended purpose.

expiration date. The date by which Type I (non-extendible) shelf-life items should be discarded as no longer suitable for issue or use. The date will usually be computed by adding the shelf-life months to the date manufactured, date cured, date packed, packaging date, or date assembled.

FSC. Defined in Volume 5 of DoDM 4140.01.

FMS. Defined in JP 1-02.

hazardous item. Defined in Volume 5 of DoDM 4140.01.

inspect/test date. The date by which Type II (extendible) shelf-life items should be subjected to its first inspection, testing, or restoration. This date will usually be computed by adding the shelf-life months to the date manufactured, date cured, date packed, or date assembled.

inspection. The physical process of determining compliance with established control measures. The activity such as measuring, examining, testing, or gauging one or more characteristics of an item and comparing results with specified requirements in order to establish whether conformity is achieved for each characteristic.

inventory. Defined in Volume 5 of DoDM 4140.01.

ICP. Defined in JP 1-02.

item. A generic term meaning any article produced, stocked, stored, issued, or used.

kit. A collection of related items issued as a single item of supply, such as tools, instruments, repair parts, instruction sheets, or supplies carried in a box or bag. Also includes selected collections of equipment components, tools, or materials for the repair, overhaul, or modification of equipment.

laboratory testing. Defined in Volume 2 of this manual.

local purchase. Defined in JP 1-02.

lot, batch, or identification control number. Defined in MIL-STD-129R.

manufactured date. Defined in MIL-STD-129R.

manufacturer. Defined in MIL-STD-130N.

marking. Defined in Volume 5 of DoDM 4140.01.

materiel. Defined in JP 1-02.

materiel condition. Defined in Volume 5 of DoDM 4140.01.

NSN. Defined in JP 1-02.

outfit. A collection of related items issued as a single item of supply, such as tools, instruments, materials, equipment, or instruction manuals for the practice of a trade or profession or for the carrying out of a particular project or function.

packaging. Defined in MIL-STD-129R.

packed date. Defined in MIL-STD-129R.

packing. Defined in MIL-STD-129R.

participating agencies. Include General Services Administration, Federal Aviation Administration, and National Aeronautics and Space Administration.

project code. A three-position alpha-numeric code entered in record positions 57-59 of a MILSTRIP requisition. Project codes are used to distinguish requisitions, documentation, and shipments; and, to accumulate inter-service or intra-service performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. Otherwise, record positions 57-59 are left blank. See DLM 4000.25-1 for additional information.

QSL. The DoD-recognized listing of accumulated test results from testing accomplished by certified laboratories for the purpose of determining whether shelf-life extensions of Type II shelf-life materiel are authorized. The listing is maintained by identifying NSN, contract number, and lot or batch number; and, can be used as an authority for extending existing inventories with the same identification as long as supply storage standard requirements have been met.

receiving. Defined in Volume 5 of DoDM 4140.01.

redistribution. Defined in JP 1-02.

requisition. Defined in Volume 5 of DoDM 4140.01.

retail. Defined in Volume 5 of DoDM 4140.01.

service life. A general term used to quantify the average or standard life expectancy of an item or equipment while in use.

set. A collection of matched or related items issued as a single item of supply (i.e., tool sets, instrument sets, and matched sets).

shelf-life. The total period of time beginning with the manufactured date, cured date (elastomeric and rubber products only), assembled date, packed date (subsistence only), or packaging date (SAE AS5502 items only) and terminated by the date which an item must be used (expiration date) or subjected to inspection or test (inspect/test date), restoration, or disposal action. Shelf-life is not to be confused with service life.

SLC. A one-position code assigned to an NSN to identify the number of months of original shelf-life and whether the original shelf-life is non-extendible (Type I) or extendible (Type II). Table 1 of this volume provides a complete listing of shelf-life codes cross-referencing to the period of allowed storage time expressed in months, quarters, or years. Shelf-life items are identified with the shelf-life code in Segment H of the Federal Logistics Information System Total Item Record.

CODE "0" (ZERO) -- NSN is not a shelf-life item.

CODE "ALPHA" Character (except Code X) -- TYPE I (non-extendible) item.

CODE "NUMERIC" Character (plus Code X) -- TYPE II (extendible) item.

SLES. An automated system populated by FLIS with data elements applicable to Type II extendible SLCs by NSN and will contain the applicable storage standards and laboratory test results that may be used as the authority to extend specified NSNs given the associated contract, lot, and batch.

shelf-life item. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period is assigned to ensure that it performs satisfactorily in service.

stock readiness. Defined in DLAI 4145.4/AR 740-3/AFJMAN 23-125(IP)/NAVSUPINST 4400.100A/MCO 4450.15A.

SA. Defined in Volume 5 of DoDM 4140.01.

SAE AS5502 items. Items manufactured in accordance with SAE AS5502 "Standard Requirements for Aerospace Sealants and Promoters".

storage standards. Defined in Volume 2 of this manual.

surveillance. Defined in JP 1-02.

testing. An element of inspection that generally denotes the determination of materiel properties by technical means involving the application of established scientific principles. The means used

to determine the presence, properties, or quality of a substance or item. Also see laboratory testing.

type I shelf-life item. An individual item of supply with a definite non-extendible period of shelf-life.

type II shelf-life item. An individual item of supply having an assigned shelf-life period that may be extended after completion of visual inspection, certified laboratory test, restorative action, or a combination of these measures.

WEBSDR. DoD Web Supply Discrepancy Reporting system.

wholesale. Defined in Volume 5 of DoDM 4140.01.

REFERENCES

- AR 700-82/OPNAVINST 4410.2A/MCO 4400.120, “Joint Regulation Governing the Use and Application of Uniform Source, Maintenance and Recoverability Codes,” October 10, 2007
- Defense Security Cooperation Agency Manual 5105.38-M, “Security Assistance Management Manual,” April 30, 2012
- DLAI 4145.4/AR 740-3/AFJMAN 23-125(IP)/NAVSUPINST 4400.100A/MCO 4450.15A, “Stock Readiness,” November 9, 2012
- DLAI 4145.11/TM 38-410/NAVSUP PUB 573/AFJMAN 23-209/MCO 4450.12A, “Storage and Handling of Hazardous Materiel,” January 13, 1999
- Defense Logistics Agency Instruction 4155.02, “Shelf-Life Local Stock Number Requirements and Management for Navy Industrial Support Activities,” July 28, 2014
- Defense Logistics Manual, 4000.25, Volume 2, “Defense Logistics Management Standards (DLMS),” October 23, 2015
- Defense Logistics Manual 4000.25-1, “Military Standard Requisitioning and Issue Procedures (MILSTRIP),” June 13, 2012
- Defense Logistics Manual 4000.25-2, “Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP),” June 13, 2012
- DLAR 4155.24/AR 702-7/SECNAVINST 4855.5A/AFR 74-6, “Product Quality Deficiency Report Program,” July 20, 1993
- DoD Directive 5134.12, “Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)),” May 25, 2000, as amended
- DoD Instruction 3110.06, “War Reserve Materiel (WRM) Policy,” June 23, 2008
- DoD Instruction 4140.01, “DoD Supply Chain Materiel Management Policy,” December 14, 2011
- DoD Instruction 5010.40, “Managers’ Internal Control Program Procedures,” May 30, 2013
- DoD Instruction 5025.01, “DoD Issuances Program,” June 6, 2014, as amended
- DoD Instruction 6430.02, “Defense Medical Materiel Program,” August 17, 2011
- DoD Manual 4100.39-M, “Federal Logistics Information System (FLIS) Procedures Manual,” varies by volume
- DoD Manual 4140.01, Volume 5, “DoD Supply Chain Materiel Management Procedures: Delivery of Materiel,” February 10, 2014
- DoD Manual 4140.01, Volume 9, “DoD Supply Chain Materiel Management Procedures: Materiel Programs,” February 10, 2014
- DoD Manual 4140.01, Volume 11, “DoD Supply Chain Materiel Management Procedures: Management of Critical Safety Items, Controlled Inventory Items Including Nuclear Weapons-Related Materiel,” February 10, 2014
- DoD Manual 4160.21, Volume 4, “Defense Materiel Disposition Manual: Instructions for Hazardous Property and Other Special Processing Materiel,” October 22, 2015
- DoD Regulation 7000.14-R, “Department of Defense Financial Management Regulations (DoD FMR),” varies by volume
- FED-STD-123H, “Marking for Shipment (Civil Agencies),” August 8, 2007

- Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition
- MIL-STD-129R, “Department of Defense Standard Practice: Military Marking for Shipment and Storage,” February 18, 2014
- MIL-STD-130N, “Department of Defense Standard Practice: Identification Marking of U.S. Military Property,” December 17, 2007
- MIL-STD-2073-1, “Department of Defense Standard Practice for Military Packaging,” January 7, 2011
- MIL-STD-290G, “Department of Defense Standard Practice: Packaging and Marking of Petroleum and Related Products,” March 30, 2009
- MIL-STD-961E, “Defense and Program-Unique Specifications Format and Content,” April 2, 2008
- Society of Automotive Engineers AS 5502C, “Standard Requirements for Aerospace Sealants and Adhesion Promoters,” March 20, 2013
- TM 38-400/NAVSUP PUB 572/AFJMAN 23-210/DLAM 4145.12/MCO 4450.14, “Joint Service Manual for Storage and Materiel Handling,” April 12, 1994