DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

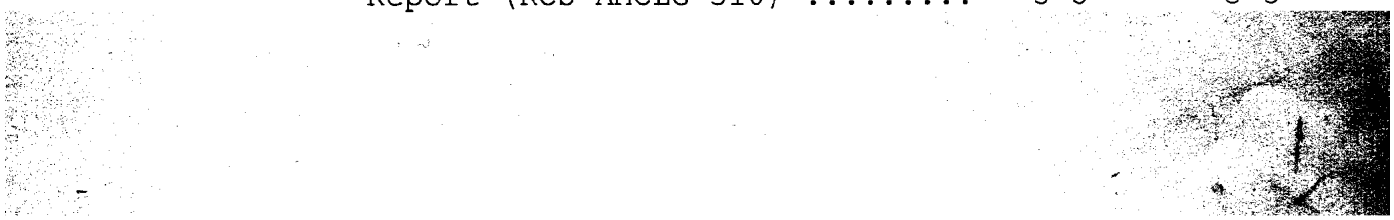
AMC REGULATION
No. 740-27

16 June 1999

Storage and Supply Activities

AMMUNITION INVENTORY AND ACCOUNTABILITY

Issue of supplements to this regulation is prohibited without prior approval from Commander, HQ AMC, AMCAM-LG, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.



*This regulation supersedes AMC-R 740-27, 23 January 1995.

FIGURES

CHAPTER 1

GENERAL

1-1. **Purpose.** This regulation prescribes U.S. Army Materiel Command (AMC) policy and establishes responsibilities, performance objectives, and reporting requirements pertaining to the physical inventory, reconciliation, research of discrepancies, and inventory quality control of ammunition, ammunition components, explosives stored at AMC depots and depot activities, wholesale stocks stored at AMC arsenals, depots, plants, and War Reserve/APS locations. Retail stocks are covered under AR 710-2, Management of Stocks Below the Wholesale Level.

1-2. **Scope.** This regulation applies to Headquarters (HQ), AMC; AMC major subordinate commands (MSC) (including subordinate installations and activities), to include accountable supply distribution activities (ASDA), plants, arsenals, and War Reserve/APS locations. For the purpose of this regulation, the terms storage depots, depot activities, plants, and arsenals hereinafter are referred to as "depots." Applicable commodities to this regulation are ammunition and explosives, and related components.

1-3. **Explanation of terms.** In addition to the definitions in AR 735-5 and AR 725-50, the following terms apply:

a. *Location reconciliation.* The Monthly Ammunition Reconciliation Process (MARP) is a comparison of depot and ASDA master data records (MDR). Its purpose is to--

(1) Identify discrepancies in selected item data elements for stock numbers on depot and ASDA MDRs and to identify stock numbers for which a positive balance is recorded on one MDR but not on the other.

(2) Identify potential quantitative mismatches by stock number, ownership for ammunition, and condition code, between depot and ASDA MDRs. These mismatches include record/no record situations as well as quantitative variances.

b. *Master data record (MDR).*

(1) At Standard Depot System (SDS) depots, the MDR consists of the Depot Stock Number Master Data Record (DSNMDR) (SAM001), the Installation Supply Accounting Master Data Record (ISAMDR) (IAM004), and the Ammunition Lot File(ASM001). These files contain current catalog data and custodial record balances by condition code within ownership for Single Manager for Conventional Ammunition (SMCA) items stored at AMC depots.

(2) At ASDA, the MDR is the NSN Master Data Record (NSNMDR) and contains data pertaining to all items of supply for which an ASDA is assigned inventory management responsibility, or is recorded as having user interest. These data include former, current, and future catalog data, and accountable balances by depot location.

c. *Materiel release denial (MRD).* A transaction forwarded to the ASDA by the storage depot/activity when there is insufficient stock in condition requested to satisfy a materiel release order (MRO). The MRDs are placed in one of two categories, as follows:

(1) In-line denial. A transaction forwarded to the ASDA by the storage depot/activity when the depot/activity records shows an insufficient quantity to satisfy all or part of an MRO quantity.

(2) Warehouse denial. A transaction forwarded to the ASDA by storage depot/activity when the depot/activity records show a sufficient quantity to satisfy all or part of an MRO quantity, but a check of the storage location reveals less stock than indicated on the depot/activity record when the MRO was processed.

d. *Mission stock.* Stock in depot storage and owned by a national inventory control point/secondary inventory control activity (NICP/SICA) as opposed to stock owned by activities at the installation supply account (ISA) level.

e. *Retail stock.* Stocks in depot storage owned by the ISA activity (depot property).

f. *Ammunition order of merit listing (OML) known as the Inventory Status Report (ISR).* A listing of stock numbers, either in a computer file or on hard-copy listing, in a sequence or grouping to indicate the relative MRO activity (number of MROs processed) or other prescribed criteria as a basis for determining the priority sequence for the inventory of each item.

g. *Summary balance.* An item balance summarized by stock number and condition code as of a predetermined point in time for the purpose of comparing custodial and accountable record balances. When the comparison is between custodial and accountable record balances, the summarization is also by owner routing identifier code (RIC) and ownership code for SMCA-managed items.

h. *Inventory.* The purpose of inventory is to determine the condition, location, and quantity of materiel on hand; to adjust stock records to reflect actual quantities; and to determine and correct the cause of discrepancies.

1-4. **Policy.** a. *General.*

(1) Deviations from the policy and procedures prescribed in this regulation are prohibited without prior approval of HQ AMC. Request for waiver should be directed to the Commander, HQ AMC, AMCAM-LG, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

(2) Headquarters, U.S. Army Industrial Operations Command (IOC), HQ, U.S. Army Aviation and Missile Command

(AMCOM), ASDAs, and depots will implement the provisions of this regulation. If a waiver to any portion of this regulation is necessary, it must be forwarded to the proponent, with full justification, within 30 days of publication.

(3) The HQ AMC; USAMC Logistics Support Activity (LOGSA); HQ, IOC; USAMC Central Systems Design Activity (CDSA); Logistics Systems Support Center (LSSC)(formerly SIMA-WEST) and Industrial Logistics System Center (ILSC) (formerly SIMA-EAST); and each ASDA/depot will designate an inventory coordinator and an alternate, and will provide names, telephone numbers, data fax numbers, e-mail addresses, and organization symbols to USAMC LOGSA upon request. The USAMC LOGSA will request this information semiannually and publish the inventory coordinator list in October and April. The individuals named will be the primary POC for inventory operations and will be authorized to coordinate, respond, resolve problems, and initiate corrective actions within and on behalf of activity concerned. The chief of the inventory activity at ASDA and depots will normally be assigned as the inventory coordinator.

(4) Inventory registers, records, files, listings of data, count cards, reconciliation listings, research documentation, etc., will be retained per AR 25-400-2.

(5) The ASDAs will run the physical inventory programs a minimum of three times per week when there are input data to be processed. Depots will run daily as part of the regular Standard Depot System (SDS) process.

(6) Personnel assigned to inventory functions will be highly trained and proficient in inventory skills. Newly assigned personnel will be provided with formal training through the standard inventory/supply courses developed by the U.S. Army Defense Ammunition Center (USADAC).

(7) Each current stock number in the Army Master Data File (AMDF) will be assigned an inventory category code (ICC). These codes will be assigned, as specified in AR 708-1 and AR 740-26, by ASDAs for each item for which they are the integrated manager or the SICA, and then broadcast in, and updated through, the AMDF. Army SICAs are responsible for assigning ICCs to those items for which they are the Army retail manager.

(8) Storage depots will establish and maintain custodial balance records for all stocks stored, to include updating through storage item data change actions and recording receipt, issue, and adjustment transactions. Materiel held on local depot accounts must be recorded on an accountable record and records maintained per AR 735-5. Interservice Support Agreements (ISSA) and Memoranda of Understanding/Agreement must clearly outline accountability requirements.

(9) Supply documents rejected during processing will be corrected locally whenever possible, and reentered for processing not later than (NLT) 1 workday following the date rejected. The rejected documents that cannot be corrected

locally will be returned to the originating activity within 1 workday following the date rejected, with an explanation of the reason it is being returned.

(10) Adjustments resulting from inventories will be posted to accountable records and custodial records per AMC-R 710-1 and this regulation.

(11) The Deputy Chief of Staff (DCS) for Ammunition, HQ AMC, will provide Inventory Control Effectiveness (ICE) requirements to HQ, IOC, for inclusion in the Command Inspection Program (CIP), to be used to evaluate the inventory effectiveness programs at ASDA and depots. The ICE data will be prepared and provided to the activity commander at the conclusion of the site visit. The activity visited will take appropriate action on each recommendation and advise HQ, IOC, AMSIO-SMA-I, as to the status of those actions. Status from IOC installation visits is due 30 days after the visit. The HQ, IOC, AMSIO-SMA-I, will monitor each report of visit and initiate follow-up action as required. The HQ, IOC, AMSIO-SMA-I, will provide final closeout to HQ AMC, AMCAM-LG.

(12) The Quality Control Summary Report will be forwarded to the Depot Commander and Deputy Logistics Readiness (or equivalent) at the ASDA.

(13) The follow-up on quality control recommendations and written statement of action taken are to be available for review by the CIP team.

(14) Wholesale materiel will not be released to any person(s) until coordinated with and approved by the owning ICP. This policy is necessary to preclude unnecessary expenditure of resources to research inventory discrepancies, materiel release denials, offset of the procurement process, and ultimately, degradation of Army readiness. It is in no way intended to impede the progress of those requesting release of the materiel.

b. *Inventory.*

(1) Primary means for scheduling inventories will be via the annual inventory schedule and the inventory program status report.

(2) All radioactive items will be inventoried annually or when requested by the radiation protection officer (RPO) due to a suspected quantitative discrepancy discovered during a radiation protection survey.

(3) Risk Category Code I nonnuclear missiles and rockets will be inventoried twice each year. Depot commanders will certify to the Commander, HQ, IOC, AMSIO-SMA-I, that semiannual inventories and all adjustments and reconciliation actions were completed at end of 4th quarter each fiscal year. The Commander, HQ, IOC, AMSIO-SMA-I, and AMCOM will certify to Commander, HQ AMC, AMCAM-LG, that nonnuclear missiles and

rockets were inventoried and reconciled twice during the year. This certification will be provided with the 4th quarter ASDA Report of Physical Inventory (RCS AMCLG-307) each fiscal year.

(4) All ammunition items will be scheduled for inventory annually, except Risk Category Code I nonnuclear missiles and rockets which will be inventoried semiannually and PREPO ships which are inventoried as they dock at port. Inventory of Army-owned ammunition stored at contractor's plants not on the SDS will be performed per this regulation and per requirements set forth in IOCR 700-2.

(5) Handling of ammunition during inventory will be per AMC-R 385-100 and other applicable safety and security regulations.

(6) Physical inventory and inventory reconciliation will be accomplished with custodial records and mechanical capabilities to control infloat actions on an "open for business as usual" basis; i.e., the inventory process will be conducted concurrently with other primary missions such as receipts, issues, stock number changes, or logistical transfer actions of items being inventoried. Intradepot movements will be restricted to the extent possible during the physical inventory process.

(7) The Centralized Inventory Control Organization (CICO) at ASDAs will coordinate all types of inventories requested by ASDAs. Personnel from other organizational elements (e.g., item managers, program managers) will not be permitted direct contact with depots to request inventories or availability information. All requests will be directed to the CICO, and when appropriate, requests will be forwarded to the depot inventory organization.

(8) Authorization for ASDAs to initiate inventories or any type of request for asset availability will be limited to the accountable property officer (ACTPO) and only personnel from the central inventory organization. Thirty days prior to the beginning of each fiscal year, each ASDA will provide a list of persons authorized to initiate such requests to each depot concerned. Depots will not accept requests for asset availability from persons other than those on the list provided by the ASDA for that depot.

(9) Approval from HQ AMC, through appropriate channels, will be obtained prior to initiating any inventory program that would preclude completion of requirements already delineated within this regulation.

(10) Depots will maintain controls to assure that all requests for inventories, custodial record balances, and asset availability are directed to the depot inventory organization for response.

(11) Inventories will be initiated based on CID, IG, AAA findings that show a loss or gain of a particular item from an AMC wholesale storage site.

(12) Outside the annual inventory program, depots will initiate physical inventories of Army-owned and SMCA managed stocks in the following priority sequence:

(a) Special inventories resulting from materiel release denials.

(b) Semiannual inventories of category I nonnuclear missiles and rockets.

(c) Lot formation listing for ammunition site inventory.

(d) Special inventories required by ASDAs, including Report of Discrepancy (ROD) discrepancies (limited to 5 percent of ASDAs inventory requirements at each depot). Also, special inventories initiated by the ISA activity (limited to 5 percent of ISA requirements at each depot).

(e) Inventories of stock numbers that quantitatively mismatched on the MARP.

(f) Locally initiated inventories required as a result of conventional ammunition discrepancies.

(g) Locally initiated inventories for other than the above reasons.

(h) Items scheduled from the Inventory Status Report (ISR) in priority sequence of high, medium, and low. Items inventoried per (a) through (g) above during the current fiscal year need not be inventoried from the ISR.

(13) Statistical sampling will not be used to accomplish scheduled inventories.

(14) The ASDAs will accumulate adjustment data during the inventory report period to provide by error cause code, the number of gains, losses, and reversals of gains and losses processed during the quarter, with dollar value of each. This information will be submitted in the narrative portion of the ASDA Report of Physical Inventory (RCS AMCLG-307). Reports will be reviewed for accuracy to assure that all data are included. A 10 percent deviation plus or minus from historical data will require a certification that the report was verified as being correct.

(15) The ASDAs will adjust accountable records to pick up all stock reported by a depot as a result of inventory gains and losses.

(16) Upon receipt of denial, a special inventory will be requested if research cannot resolve the discrepancy to the accountable property officer's satisfaction and an intervening inventory reconciliation has not been conducted.

(17) Depots will accomplish the reconciliation of assets in condition code M within 30 days from the date the

listing of condition code M assets is produced. Items that have been in condition code M less than 1 year may continue to be certified (by production control) as being in maintenance. Items which have been in condition code M for 1 year or more, the chief of maintenance must personally certify that the assets are on hand in maintenance. Copies of certified lists containing items that have been in maintenance for 18 months or more will be forwarded through channels from the inventory management division to the depot commander.

(18) The processing of unposted, duplicate, and erroneous documentation in lieu of physical inventory gain or loss is as follows:

(a) Automatic adjustments will not be processed at ASDAs.

(b) Unposted, duplicate, or erroneous transactions identified through preadjustment or causative research will be posted, reversed, or corrected to maintain an accurate audit trail.

(19) Adjustments of custodial/accountable records due to ROD adjustments. The Document Identifier Code (DIC) D8Z/D9Z will be used to adjust ROD discrepancies. The DIC D8Z/D9Z perpetuates the document number of the original MRO on which the ROD was submitted and contains "ROD" in cc 45-47. Dollar values on these type adjustments are not included in ICE statistics and have no adverse effect on inventory accuracy rates or gross adjustment percentages.

(20) The two-person rule for inventory adjustments requires approval by supervisory personnel. The following review and approvals are required and will not be delegated below the position to which assigned.

Activity/Condition Depot/	*First-line Supervisor	*Second-line Supervisor
All sensitive/pilferable items	Yes	Yes
Other adjustments over $10,000	Yes	Yes
Other adjustments $800 - $10,000	Yes	No
Other adjustments $.01 - $799.99	No	No

*Signing the discrepant NSN research listing will indicate Approval.

(21) The ASDA perpetuates depot inventory adjustment document for losses and gains processed at the depot on a monthly basis. The DIC is changed from Z8P/Z9L to D8B/D9B as appropriate. The ACTPO reviews these adjustments monthly to determine need for formal investigation and will assign an "S" control number, including the inventory program year with a 30-day suspense for completion.

(22) Full volume test of future changes to physical inventory application will be accomplished to reduce the recurrence of inoperable physical inventory systems being released to the user. All future releases will be subjected to a thorough interface and full volume testing prior to release to user. The test results will be reviewed and approved by HQ, IOC; HQ, AMCOM; and the Business Process Group prior to release.

(23) Army assets in the hands of contractors will be accounted for per applicable regulations.

c. *Monthly Ammunition Reconciliation Process (MARP).*

(1) Each depot custodial record with a positive balance for an AMC ASDA will be validated monthly with accountable records. The automatic transmission to an accountable activity must begin and end on the same date. Items with quantitative differences which cannot be resolved through analysis of 35 days of installation/IOC transaction history listing will require a formal investigation with an "I" control number. These investigations will be completed within 90 days of receipt of requirements from ASDA.

(2) Types I, II, and III reconciliation errors are as follows:

(a) Type I. Accountable records with stock balances other than zero or a credit balance without a supporting depot record by condition code.

(b) Type II. Depot records with actual stock on hand without an accountable record balance by condition code.

(c) Type III. Mismatch of any of the following data elements: unit of issue, NSN has been deleted, ownership code/item is under cognizance of another inventory manager, controlled inventory item code, and ICC.

(3) Quantity differences between condition codes revealed by the match of custodial records and accountable records will not be considered as a financial inventory loss and gain, but will be adjusted by means of a compensating adjustment, since a gain or loss of property has not transpired. Appropriate error cause codes will be assigned to adjustment transactions that would resolve the balance discrepancies without an inventory.

d. *Interservice audit.*

(1) Each depot custodial record with a positive balance recorded for other service/agency ASDAs will be validated with accountable records as of the close of business (COB) on the first Tuesday in September each FY. Other service/agency audits will be coordinated with the ASDA that owns the materiel. The depot will initiate these audits.

(2) Each AMC ASDA accountable record for stocks stored at another service or agency depot will be validated with depot records as of the first Tuesday of September each FY.

e. *Location validation.*

(1) Ammunition location will be validated in conjunction with the site physical inventory and the Ammunition Access Control Program.

(2) Each depot location record and each item of stock stored in a depot will be validated at least once each FY on a perpetual basis, by either physical inventory of site, or site accepted inventory.

(3) The inventory management activity will notify the depot ammunition storage division in advance of pending site inventory. The notification may be in the form of a listing, and should be forwarded in sufficient time to allow the storage area to be reviewed for correction of deficiencies to facilitate the site inventory.

(4) Locations will be grouped and identified to a specific lot of a size to permit an inventory in a minimum of time (1 day), to ensure maximum uninterrupted customer service, and to obtain the greatest degree of accuracy.

f. *Materiel release denial (MRD).*

(1) In-line denials for issue priority designator (IPD) 01 through 03 MROs will be processed in the depot computer NLT the 1st day following the day the MRO was established. In-line denials for IPD 04 through 08 will be processed in the depot computer NLT the 2d day following the day the MRO was established at the depot computer. In-line denials for IPDs 09 through 15 will be processed in the depot computer no later than the 8th day following the day the MRO was processed in the depot computer. Warehouse denials for IPDs 01 through 03 MROs will be processed in the depot computer NLT the 1st day following the day the DD Form 1348-1 (DOD Issue Release/Receipt Document (IRRD) was produced. Warehouse denials for IPD 04 through 08 MROs will be processed in the depot computer NLT the 2d day following the day the DD Form 1348-1/IRRD was produced. Warehouse denials for IPD 09 through 15 MRO will be processed in the depot computer NLT the 10th day following the day that the DD Form 1348-1/IRRD was produced.

(2) Denial management codes will be assigned as follows:

(a) Management code 1 when no stock is available in any condition code for the requesting owner and a physical search has been made; i.e., there is a recorded balance, owner segment and/or location. (This applies to in-line and warehouse denials.)

(b) Management code 2 when no stock is available in the requested condition code for the requesting owner, but there

is stock in other condition codes for that owner. A physical search has been conducted. (This applies to in-line or warehouse denials.)

(c) Management code 3 when an inspector has determined that the available stock is unacceptable for shipment to the indicated geographic area due to limited remaining shelf life. A condition code change for the materiel is not required because of the denial. (This applies to warehouse denials only.)

(d) Management code 4 within Army only when serial/lot numbers for ammunition items are specified in exception data to meet the requirements of quality assurance testing, maintenance, or when the ammunition meets the quality standards for the recorded owner, but does not meet the quality standards for the "ship to" service. (This applies to warehouse denials only.)

(e) Management code 5 when no stock is available in the requested condition code and a reclassification and/or reidentification document will follow. (This applies to warehouse denials only.)

(f) Management code 6 if there is no record of the stock number on the MDR. (This applies to in-line denials only.)

(g) Management code 7 if there is a record of the stock number on the MDR but there is no stock in any condition code for requesting owner. There may or may not be a recorded location and a balance for another owner. No physical search has been conducted (in-line only).

(h) Management codes B and X to denials for International Logistics (IL) MROs per AR 725-50.

(i) Management code J will not be assigned within AMC. Denials for intradepot transfer MROs will be coded per (a) through (g) above.

(j) Management code 9 if materiel is not available in one continuous length and the MRO has advice code 2N. (This applies to warehouse denials only.)

(3) Denials for which physical search has been made and management code 1 or 2 assigned will still be counted as in-line denials on the AMC Depot Report of Supply Performance (RCS AMCLG-304). The SDS will do this as the computer-generated A6-transactions are entered.

(4) The MRDs which are transceived in-line without prior manual review will appear on the transceiver listing and the ammunition MRO processing research listing, with management code 6 or 7.

(5) Depots will maintain a register, which will reflect a denial cause for all MROs, except those with management, codes 6 and 7 (automatic denials).

g. *Research.*

(1) The following prioritization sequence should be used for responding to requests for research:

(a) Category I nonnuclear missiles and rockets for research.

(b) ICC 0.

(c) Classified ICC 2.

(d) Other ICC 2.

(e) Classified ICC 8.

(f) ICC 3.

(g) ICC 7.

(h) Other.

(2) Within each of the above groups, losses should be researched before gains.

(3) Prior to adjusting custodial records, postcount validation will be accomplished to ensure that an accurate count was made and infloat transactions are properly considered when comparing the count to the recorded balances.

(4) Prior to adjusting ASDA accounting records, preadjustment research of potential discrepancies will be performed to ensure that an actual gain/loss of property has occurred.

(5) Causative research will be performed by ASDA and depots to determine the reason for an adjustment. This research will be completed within 90 days following adjustments to the ASDA records. Errors will be tabulated and trends maintained to identify problems and to evaluate effectiveness of corrective actions.

(6) If causative research indicates the probability of theft of any item, or if no conclusive findings result from research on any losses of ICC 0, 2, 3, 7, or 8 items or on losses greater than $10,000 on other items, security personnel at both the ASDA and storage activity will be advised.

(7) See chapter 12 and 13 of AR 735-5 for guidance on Inventory Adjustment Reports and Report of Survey.

h. Quantities posted to Management Control Numbers-Inventory (MCNI) at ASDAs will not remain for longer than 180 days. During that time research will be accomplished to determine the correct NSN and the balance will be transferred to that stock number. Demands will be accumulated for the item

during the 180-day period. If no NSN can be determined within the period, based on the number of demands, an NSN or MCN will be established or appropriate disposal actions will be initiated.

i. Each depot Inventory Management Division (IMD) will appoint a Movements Control Officer to control relocation of materiel under inventory.

j. Condition and count of U.S. Army Materiel (Ammunition Count Five Program).

(1) The Commander of IOC installations will ensure that key personnel test the following elements of the Inventory Control Program at least quarterly by accomplishing an ammunition count five. The Commander will ensure a copy of the installation count five policy is available for review teams.

(a) Condition code (obvious visual errors).

(b) Quantity count.

(c) Location.

(d) Storage practices.

(2) For the purpose of this program, key personnel include, (at a minimum) the Commander, Deputy Commander, Executive Officer, Director for Ammunition Operations, and the Chief of Supply Quality Control Division of the Quality Assurance Directorate.

(3) The quarterly count five will consist of a random sample of one site to be completely inventoried by the participant(s). The sample site should be limited to earth covered igloos containing five or more grids. A current planograph will be available for each participant upon arrival to the inventory office. This planograph will be used to conduct the count five for that site.

(4) Results of the site count five will be documented on the planograph. This document and documentation to evidence reconciliation of count to depot record will be filed by fiscal year and be made available for review by the Command Inspection Team, IG Teams, or other review/inspection/audit teams. The current installation SOP for the Count Five Program should be part of this file. Files are to be retained for 2 years plus the current inventory year. Commanders may increase the number of sites required in the count five and may raise the frequency; i.e., monthly, if desired.

CHAPTER 2

RESPONSIBILITIES

2-1. **The Deputy Chief of Staff for Ammunition, HQ AMC, will--**

a. Prescribe basic inventory policy, responsibilities, and procedures.

b. Evaluate performance and effectiveness of the inventory system and initiate appropriate actions for improvement.

c. Oversee CIP. May delegate reviews to be accomplished within purview of IOC CIP schedule.

d. Designate an inventory coordinator and alternate.

2-2. **The Commander, IOC will--**

a. Provide command emphasis and furnish resources for implementing policy and procedures of this regulation at AMC depots.

b. Evaluate performance and effectiveness at depots of the inventory system and initiate appropriate actions for improvements, and forward to the Commander, HQ AMC, ATTN: AMCAM-LG, any recommendations for improving the overall program.

c. Include the following performance indicators, as a minimum, in routine command review and analysis of storage activities:

(1) MRD (RCS AMCLG-304 report).

(2) Inventory Accuracy (RCS AMCLG-307 report), to include the local causes of adjustments and corrective actions taken.

(3) Location Record Audit Accuracy (RCS AMCLG-309 report).

d. Furnish AMC consolidated performance reports of all depots per this regulation.

e. Provide representation on the CIP review teams or others to ASDAs and depots when requested by program designee.

f. Designate an inventory coordinator and alternate.

g. Establish a physical inventory quality control program to monitor the incidence of error occurrences and initiate corrective action, as required.

2-3. **ASDA Commander.** The Commander of each ASDA will--

a. Provide command emphasis and furnish resources (personnel and ADP support) to ensure compliance with this regulation.

b. Establish or designate an organizational element to administer the inventory program and related functions as outlined in appendix B.

c. Evaluate performance and effectiveness of the inventory program and forward to the Commander, HQ AMC, AMCAM-LG, any recommendations for improving the overall program.

d. Include the following performance indicators, as a minimum, in routine command review and analysis:

(1) MRD (RCS AMCLG-304 report).

(2) Inventory Accuracy (RCS AMCLG-307 report), to include the causes of adjustments and corrective actions taken.

(3) Location Record Audit Accuracy (RCS AMCLG-309 report).

(4) Gross Inventory Adjustment Rate (RCS AMCLG-307 report).

e. Develop quality control procedures per chapter 5, to effectively measure error rates in the inventory and location process, and to provide feedback information on errors to enable management to take corrective action.

f. Designate a representative to approve inventory adjustment reports.

g. Designate an inventory coordinator and an alternate.

h. Ensure that all inventory personnel are trained using the USADAC standard inventory courses.

i. Provide representation on the CIP review teams or others to ASDAs/depots when requested by program designee.

2-4. **Depot Commander.** The Commander of each depot will--

a. Provide command emphasis and furnish resources (personnel and ADP support) to ensure compliance with this regulation.

b. Establish or designate an organizational element to administer the inventory program and related functions as outlined in appendix A.

c. Initiate all scheduled inventories based on priorities prescribed in this regulation and coordinate reconciliation of balance records with appropriate accountable activities.

d. Develop quality control program per chapter 5 to effectively measure error rates in the inventory and location process, and to provide feedback information on errors to enable management to take corrective action.

e. Furnish required performance reports to U.S. AMC Logistics Support Activity Major Item Information Center, ATTN: AMXLS-ML-F, via the Centralized Automated Reporting System (CARS). The reports with narrative will be forwarded by Commander, HQ, IOC, AMSIO-SMA-I.

f. Evaluate performance and effectiveness of the inventory program and forward to Commander, HQ, IOC, AMSIO-SMA-I, with a copy of any recommendations for improving the overall program to Commander, HQ AMC, AMCAM-LG.

g. Designate an inventory coordinator and an alternate.

h. Ensure that all inventory personnel are trained using the USADAC standard inventory courses.

i. Provide representation on the CIP review teams when requested by HQ, IOC.

2-5. **The Director, LSSC and ILSC will--**

a. Implement the policy of this regulation into the Commodity Command Standard System (CCSS) and the SDS.

b. Designate an inventory coordinator and an alternate for CCSS and an inventory coordinator and an alternate for SDS.

c. Provide representation on the CIP review teams to ASDAs and depots when requested by AMC.

d. Maintain functional operating instructions and user's manuals in a current status and include the necessary procedures to implement this regulation.

2-6. **The Commander, USAMC LOGSA will--**

a. Provide representation on CIP review teams to ASDAs and depots when requested by AMC.

b. Designate an inventory coordinator and an alternate.

c. Furnish supply management data support per AR 708-1.

2-7. **References.**

a. MIL-STD-105

b. Army Regulations (AR)

AR 25-400-2, The Modern Army Record Keeping System (MARKS)

AR 380-5, Department of the Army Information Security Program

AR 710-1, Centralized Inventory Management of the Army Supply System

AR 725-50, Requisitioning, Receipt, and Issue System

AR 735-5, Policies and Procedures for Property Accountability

AR 740-26, Storage and Supply Activities Physical Inventory Control

AR 385-64, Ammunition and Explosives Safety Programs

c. IOCR 700-2, Management of Materiel in the Field Service Account (FSA) and the Conventional Ammunition Working Capital Fund (CAWCF)

d. AMC Regulations.

AMC-R 385-100, Safety Manual

AMC-R 710-1, Inventory Management Adjustments

AMC-R 740-11, Logistics Data Management at Depots

AMC-R 740-23, Receiving and Shipping (Ammunition)

e. DA Pamphlets (DA PAM).

DA PAM 708-1, Cataloging of Supplies & Equipment Management Control Numbers and DA Form 1988-R

DA PAM 708-2 - Cataloging and Supply Management Data Procedures for the Army Central Logistics Data Bank

DA PAM 385-64, Ammunition and Explosives Safety Standards

CHAPTER 3

PERFORMANCE OBJECTIVES AND REPORTING REQUIREMENTS

3-1. **General.** This chapter establishes performance objectives and governs the preparation and submission of reports required by HQ AMC, to evaluate the effectiveness of the AMC ICE Program at ASDAs and depots in the continental United States (CONUS) and War Reserve/APS locations. These reports pertain only to stocks included in the scope of this regulation. Narrative statements will be provided for each failure to meet an AMC goal. Narrative statements will explain why the goal was missed and what actions are being taken to correct the situation.

3-2. **Depot Report of Supply Performance (RCS AMCLG-304).**

a. The AMC goal for MRDs is not more than 1.0 percent for Army-owned and managed (SMCA) materiel. The portion discussed here pertains to MRD rates reported to HQ AMC.

b. The following types of issues are specifically excluded from this report.

(1) Line items shipped to, by, or for the defense reutilization and marketing office.

(2) Line items issued for the assembly program.

c. The report will be prepared monthly by all HQ, IOC, installations.

d. The report will be produced by the SDS, using data accumulated as a result of MRO and MRD processing, as of COB on the last day of the month. Denials in management codes 4, B, and X will be information only and not included in the denial rate. This information will be accessed via DATACOM/DATAQUERY NLT 2 days after the end of the reporting period each month.

e. If AMC goal (1.0 percent) for MRD performance is not met, narrative statements which explain the shortfall and corrective actions will be provided to HQ, IOC, AMSIO-SMA-I. This information will be provided NLT 15 days after the end of the report period. The HQ, IOC, will provide this information to HQ AMC, AMCAM-LG, NLT 30 days after the end of the report period.

3-3. **The ASDA Report of Physical Inventory (RCS AMCLG-307).**

a. This report provides the data required to determine the status of the inventory program, inventory accuracy, and the adjustment rate for ASDAs. The HQ AMC gross adjustment rate goal for ammunition is .5 percent per quarter, cumulative to 2.0 percent per year. The overall inventory accuracy goal is 98 percent per quarter. For CCSS ASDAs, the report will be produced by the computer as product control number (PCN) A37CXX4084Q. As an addendum to this report, the following information will be submitted:

(1) The number of DA Forms 444 approved during the quarter (ASDAs and depot-generated).

(2) The cumulative dollar value of inventory gains for the fiscal year.

(3) The cumulative dollar value of inventory losses for the fiscal year.

(4) Number of reports of survey approved for the quarter.

(5) Dollar value of reports of survey approved for the quarter.

(6) *Number and age of reports of survey open at the end of the quarter.

*This will be the time from date of initiation at top of Report of Survey until the end of the quarter, only including open Reports of Survey.

TIME	NUMBER
0-30 days	
31-60 days	
61-90 days	
90-120 days	
over 120 days	

b. The report will be prepared as of COB on the last day of each quarter. An ASDA analysis/narrative explanation will be provided for report elements when prescribed goals are not met. The report and addendum will be forwarded to HQ AMC, AMCAM-LG, to arrive NLT 30 days following the end of the report period.

3-4. **ASDA Location Audit Discrepancy Summary Listing (RCS AMCLG-309).**

a. This report provides data required to determine the accuracy between ASDA and depot records. It is a comparison of both quantitative and catalog data on two records. This report will be reproduced by ASDAs each time the MARP is conducted. An interim copy of this report will be submitted to HQ AMC, AMCAM-LG, 5 days prior to the end of the quarter; i.e., March, June, September, December. The final copy of the report will be submitted to HQ, AMC, AMCAM-LG. These final reports will be submitted to arrive NLT 30 days following the end of the month when the MARP is run at the ASDAs. Parts of the report pertaining to individual depots will be sent to those depots.

b. The AMC audit accuracy goal is 97 percent. The AMC record accuracy goal is 95 percent. When these goals are not achieved, ASDA will provide a narrative statement along with the report. Narratives will explain the shortfalls and corrective actions taken.

c. The product will be obtained through MARP.

3-5. **Depot Inventory Program Status Report (RCS AMCLG-310).**

a. This report provides the data required to determine inventory program status. The AMC goal is 100 percent completion by the end of the third quarter annually. The report will be prepared quarterly by IOC.

b. If the AMC goal for inventory completion is not met, a narrative statement will be provided by the Commander, HQ, IOC, AMSIO-SMA-I. This information will be provided to HQ AMC, AMCAM-LG, NLT 15 days after the end of the report period.

c. AMC LOGSA will receive and consolidate report data provided via CARS and make that information available to the Commander, HQ, IOC, AMSIO-SMA-I, and HQ, AMC, NLT 15 days after the end of the report period.

d. Hard copy reports will be provided to HQ, IOC, AMSIO-SMA-I, NLT 15 days after the end of each quarter.

CHAPTER 4

QUALTY CONTROL OF AMMUNITION, EXPLOSIVES AND RELATED COMPONENTS

4-1. **General.** a. Quality control checks identified in this chapter will be accomplished by the inventory activity at the depot, using the random sample technique. The quality control sampling table (figure 4-1) will be used to determine sample size and acceptable error level. Data collected as a result of quality control checks will be used for management purposes to determine areas of weakness, detect trends, and initiate corrective action.

b. Samples exceeding the acceptable error level will result in failure of the entire lot. Failed lots will be returned to the activity(s) responsible for error(s) for correction of error(s) detected in quality control sample, and revalidation of the remaining lot. Failed lot will be returned to the inventory activity within 2 working days with confirmation of revalidation and error correction (error(s) detected in quality control sample and error(s) detected in revalidation). Quality control will check correction(s), select a random sample, excluding previously selected sample, conduct quality check for inspection characteristics applicable to cause of initial lot failure.

c. Depots will compile and analyze statistics for each inspection characteristic of each quality control check area set forth in this chapter. Statistics and analysis will be used to identify the incidence of error occurrence and to calculate the acceptable accuracy rate. Any sample may have more than one inspection characteristic error. All inspection characteristic errors will be used to identify incidence of error occurrence, however, only one error per sample will be used to calculate the acceptable error level and acceptable accuracy rate. The incidence of late processing and of failure to properly annotate the key control register will be documented and statistics will be compiled and analyzed. However, late processing and failure to properly annotate the key control register will not be considered in calculating the acceptable error level or acceptable accuracy rate.

4-2. **Receipts.** a. **Purpose:** To evaluate the accuracy of depot receipt processing.

b. **Lot size:** All receipt documents posted during a 1-week period.

c. **Sample size:** Sampling Plan for Quality Control, figure 4-1.

d. **Inspection frequency:** Weekly.

e. **Acceptable error level:** Sampling Plan for Quality Control, figure 4-1.

f. **Procedures:**

(1) Obtain copy of all receipt documents processed during the 1-week period prior to the date of the quality control check.

(2) Determine number of receipt documents and select a random sampling, using sampling table, figure 4-1.

(3) Accomplish quality control check, validating all applicable inspection characteristics.

g. **Inspection characteristics:**

(1) Document reflects all required entries, dates, and authorized signatures.

(a) Date, time, location (site, grid, location control code), and actual quantity received. Signature of individual receiving material.

(b) Condition code of material received. Date and signature of individual assigning condition code.

(c) Changes made to stock number, serial/lot number, and/or quantity are supported by a Report of Discrepancy (ROD).

(d) Receipt control (RCN) and cross reference number assigned at time of arrival.

(e) Date action was entered and processed to the depot record, and initials of individual that entered and validated the processing of the action.

(f) Annotation of any post receipt action processed against the receipt document (date, document identifier code, reason for action, initials of individual processing the action, and signature of authorized individual approving the action).

(g) Locally prepared receipt documents are properly filled out and have required supporting documentation on file.

1 Found on post documents are annotated "found on post" and have been signed by the inventory/stock control activity.

2 Locally prepared receipt documents generated as a result of receipt documentation not received, are supported by a Report of Discrepancy (ROD).

(2) Receipt document processed correctly to record.

(3) Receipt is posted within regulatory timeframe.

(4) Post receipt action is appropriate, correctly processed, and supported by required documentation.

(5) Material is in recorded location.

(6) Quantity stored in location is in agreement with quantity recorded on receipt document.

(7) Magazine data card (and multipart trailer card, when applicable) is correctly filled out and annotated.

(a) Magazine Data Card (MDC) reflects correct entries in blocks 1-5, 8, and 9.

(b) MDC is correctly annotated to reflect receipt (date, receipt document number, quantity, and signature or individual storing material).

(8) Key control register was properly annotated for move/no move.

(9) Site planograph is correctly updated.

4-3. **DA Form 4508, Ammunition Transfer Record.**

a. **Purpose:** To evaluate the accuracy of transactions processed to the accountable/custodial record. Errors will be broken into two categories: physical error or posting error. Rejected lots will be returned to responsible areas, accordingly.

b. **Lost size:** All Ammunition Transfer Records (ATR) posted during a 1-week period.

c. **Sample size:** Sampling Plan for Quality Control, figure **4-1.**

d. **Inspection frequency:** Weekly.

e. **Acceptable error level:** Sampling Plan for Quality Control, figure 4-1.

f. **Procedures:**

(1) Obtain copy of all ATRs processed during the 1-week period prior to date of the quality control check.

(2) Determine number of ATRs and select a random sample, using sampling table, figure 4-1.

(3) Accomplish quality control check, validating all applicable inspection characteristics.

g. **Inspection characteristics:**

(1) ATR reflects all required entries, dates, and authorized signatures.

(a) All applicable blocks have been properly and legibly annotated.

(b) Type of action block has been properly marked.

(c) All required, authorized signatures are present.

(d) ATR reflects document identifier code, document number, and date, of all transactions entered for processing to the depot record, date transaction(s) processed to the depot record, and initials of individual that entered and verified the processing of the transaction(s).

(2) ATR is properly processed to the depot record.

(a) All required actions, initiated by the ATR, are processed to the depot record.

(b) All transactions are correctly processed to the depot record.

1 Appropriate document identifier code.

2 Correct document number assigned.

3 Processed to correct stock number, serial/lot number, owner, condition code, and location.

4 Quantity processed is in agreement with quantity reflected on ATR.

(3) ATR is processed within established timeframe.

(4) Appropriate changes have been accomplished at location.

(a) Magazine Data Card (MDC) has been correctly updated.

1 Stock number change.

2 Serial/Lot number change.

3 Location change.

(b) Material is stored in the location/grid reflected on ATR.

(5) Key control register was properly annotated for move/no move.

(6) Site planograph is correctly updated.

4-4. **Shipments/issues.** a. **Purpose:** To evaluate the accuracy of depot Material Release Order (MRO) processing.

b. **Lot size:** All MROs processed during a 1-week period.

c. **Sample size:** Sampling Plan for Quality Control, figure 4-1.

d. **Inspection frequency:** Weekly.

e. **Acceptable error level:** Sampling Plan for Quality Control, figure 4-1.

f. **Procedures:**

(1) Obtain copy of all MROs processed during the 1-week period prior to the date of the quality control check.

(2) Determine number of MROs and select a random sample, using sampling table, figure 4-1.

(3) Accomplish quality control check, validating all applicable inspection characteristics.

g. **Inspection characteristics:**

(1) Document reflects all required entries, dates, and authorized signatures.

(a) Stock number, condition code, lot number, and location changes.

(b) Quantity changes (over/under shipments).

(c) Date action was entered for processing to the depot record, date action processed to the depot record, and initials of individual that entered and validated the processing of the action. (ZMR, ZMX, over/under shipments, MRO history close out, etc.)

(2) Shipment/Issue document is correctly processed to depot record.

(3) Document is posted within established timeframe.

(4) MRO history file is properly posted and closed out.

(5) Any transaction posted to the depot record after the closed date on the MRO history files, is annotated on the document, (date, document identifier code and reason for action). Action is appropriate, correctly processed, supported by documentation, and reflects initials of individual processing the action, and signature of authorized individual approving the action.

(6) Magazine data card is properly annotated and when applicable, has been turned in to the inventory/stock control activity and is on file.

(7) Key control register was properly annotated for move/no move.

(8) Site planograph is properly updated.

4-5. **Physical inventory counts.** a. **Purpose:** To evaluate the accuracy of the depot physical inventory/location validation process.

b. **Lot size:** All physical counts and location validations conducted 1 working day prior to the date of the quality control check.

c. **Sample size:** Sampling Plan for Quality Control, figure **4-1.**

d. **Inspection frequency:** Daily.

e. **Acceptable error level:** Sampling Plan for Quality Control, figure 4-1.

f. **Procedures:**

(1) Obtain copy of all count sheets used one workday prior to the date of the quality control check.

(2) Determine the number of counts and select a random sample, using sampling table, figure 4-1.

(3) Accomplish quality control check, validating all applicable inspection characteristics.

g. **Inspection characteristics:**

(1) Count sheet reflects all required entries, dates, and authorized signatures.

(a) Stock number, serial/lot number, location, grid, and quantity on count sheet that does not agree with material in location is circled, and correct information is annotated on count sheet.

(b) Break out of count is recorded on count sheet.

(c) Count sheet reflects stock number, serial/lot number, condition code, quantity, and grid of all material in location that is not reflected on the count sheet.

1 Quantity breakout is reflected.

2 Surveillance inspector has signed and dated entry to validate stock number, serial/lot number, and condition code.

(d) Count sheet reflects date of infloat check, and initials of individual that conducted the infloat check.

(e) Count sheet reflects date count data was entered to the depot record, and initials of individual that entered the data.

(f) Count sheet reflects count/location validation date, and full signature of individual(s) that conducted the count/location validation.

(2) Magazine Data Card, (and multilot trailer card, when applicable) is fully and correctly filled out and annotated.

(a) Magazine Data Card (MDC) reflects correct entries in blocks 1-5, 8, and 9.

(b) MDC is correctly posted to reflect inventory conducted, (full signature of individual(s) conducting the inventory).

(c) Information on MDC and count sheet are in full agreement.

(3) Physical count on count sheet and MDC match quantity in location.

(4) Count sheet has been posted correctly and within established timeframe to depot record.

(5) Grid changes have been entered correctly, and within established timeframe.

(6) Site planograph file has been correctly updated.

(7) Key control register was properly annotated for move/no move.

4-6. **Access Control Program.** a. **Purpose:** To evaluate the accuracy of the depot Access Control Program (ACP).

b. **Lot size:** All keys issued for a 1-week period.

c. **Sample size:** Sampling Plan for Quality Control, figure 4-1.

d. **Inspection frequency:** Weekly.

e. **Acceptable error level:** Sampling Plan for Quality Control, figure 4-1.

f. **Procedures:**

(1) Obtain copy of all hard copy key control registers for the 1-week period prior to the date of the quality control check.

(2) Determine number of keys issued and select a random sample, using the sampling table, figure 4-1.

(3) Obtain copy of output for the 1-week period for which key control registers were obtained using SDS 4D9 series screens.

(4) Accomplish quality control check, validated all inspection characteristics.

g. **Inspection characteristics:**

(1) All lines on the key control register reflect an annotation in the move or no move column.

(2) All lines on the key control register have been entered correctly.

4-7. **Document control.** a. **Purpose:** To evaluate the accuracy of depot document control.

b. **Lot size:** All document control numbers issued during a 1-week period.

c. **Sample size:** Sampling Plan for Quality Control, figure 4-1.

d. **Inspection frequency:** Weekly.

e. **Acceptable error level:** Sampling Table for Quality Control, figure 4-1.

f. **Procedures:**

(1) Obtain copy of document control register for the 1-week period prior to the date of the quality control check.

(2) Determine number of document control numbers issued, and select a random sample, using sampling table, figure 4-1.

(3) Obtain copy of all documents reflecting control number corresponding to control number selected in sample.

(4) Accomplish quality control check validating all inspection characteristics.

g. **Inspection characteristics:**

(1) Document control register reflects document control number, stock number, date issued, individual control number was issued to, and date document was returned to document control or control number was cancelled.

(2) All documents were turned in or control number cancelled within 24 hours of issue.

(3) Follow up action(s) taken is annotated on the control register.

(4) Information reflected in control register is in agreement with information reflected on document.

4-8. **Cataloging.** a. **Purpose:** To evaluate the accuracy of depot catalog data.

b. **Lot size:** Accumulated quantity of items listed in paragraph 4-8f(1-4).

c. **Sample size:** Sampling Plan for Quality Control, figure 4-1.

d. **Inspection frequency:** Monthly.

e. **Acceptable error level:** Sampling Plan for Quality control, figure 4-1.

f. **Procedures:**

(1) Verify initial receipt catalog entry.

(2) Validate Management Control Number (MCN) assignment using manual register.

(3) Verify submission of DA Forms 1988A for all MCNs assigned.

(4) Validate, by sample, catalog reject reentry's and change notifications.

4-9. **Reports.** a. Quality Control Check Summary (AMC Form 2209-R-E) will be completed by the depot inventory activity and forwarded through the depot commander, to:

Commander, Industrial Operations Command
ATTN: AMSIO-SMA-I
Rock Island, IL 61299-6000

b. The Quality Control Check Summary will be submitted by the depot at the close of each month.

c. A memorandum will accompany the Quality Control Check Summary report when any failed lots are reported for any quality control check area.

(1) Memorandum will explain the cause of poor performance.

(2) Memorandum will describe corrective action taken.

(3) Memorandum will state action(s) taken to prevent reoccurrence of the stated cause.

d. The Quality Control Check Summary format is at figure 4-2. A reproducible copy of AMC Form 2209-R-E is on page 4-13.

e. Quality Control Check Summary report will include quality control check area(s) previously reported as failed until failed area(s) has been performed satisfactorily for 2 consecutive months.

f. Quality Control Check Summary reports and supporting documentation will be retained in the inventory activity for a period of 2 years.

4-10. **References.**

a. AR 725-50, Requisitioning, Receipt, and Issue System.

b. SB 742-1, Inspection of Supplies and Equipment Ammunition Surveillance Procedures.

c. TM 743-200-1, Storage and Materiels Handling.

d. AMC-R 740-25, Ammunition Stock Location System.

e. AR 708-1, Cataloging and Supply Management Data.

SAMPLING PLAN FOR QUALITY CONTROL

LOT SIZE	SAMPLE SIZE	ACCEPTABLE ERROR LEVEL
2-8	2	0
9-15	3	0
16-25	5	0
26-50	8	0
51-90	13	0
91-150	20	0
151-280	32	1
281-500	50	1
501-1,200	80	2
1,201-3,200	125	3
3,201-10,000	200	5
10,001-35,000	315	7
35,001-150,000	500	10
150,001 and over	800	14

Figure 4-1

QUALITY CONTROL CHECK SUMMARY

DEPOT---------- Enter name of depot submitting summary.

PERIOD---------- Enter report period.

FY---------- Enter fiscal year.

NUMBER LOT SAMPLED---- Enter the number of lots sampled during the report period for each quality control check area (depot).

NUMBER LOTS FAILED---- Enter number of failed lots for the report period for each quality control check area (depot).

TOTAL LOT SIZE-------- Enter total number contained in number of lots sampled for the report period for each quality control check area (depot).

TOTAL SAMPLE SIZE----- Enter total number of samples pulled during the report period for each quality control check area (depot).

TOTAL ERRORS---------- Enter total numbers of errors used to calculate the accuracy rate for the report period for each quality control check area (depot).

PERCENT ACCURACY------ Enter the percent accuracy for the report period for each quality control check area (depot).*

*Formula for calculating percent accuracy: Sample size minus errors, divided by sample size.

Figure 4-2

QUALITY CONTROL CHECK SUMMARY

(AMC-R 740-17) PERIOD FY

QUALITY CONTROL CHECK	NO. LOTS SAMPLED	NO. LOTS FAILED	TOTAL LOT SIZE	TOTAL SAMPLE SIZE	TOTAL ERRORS	PERCENT ACCURACY
RECEIPT DOCUMENTATION (DEPOT)						
LOCATION SURVEY (DEPOT)						
LOCATION INPUT (DEPOT)						
PHYSICAL INVENTORY COUNTS (DEPOT)						
MATERIEL RELEASE DENIALS (DEPOT)						
ADJUSTMENTS (DEPOT)						
INTERSERVICE LOCATION RECONCILIATION (DEPOT)						
ISSUES (ASDA)						
RECEIPTS (ASDA)						
ADJUSTMENTS (ASDA)						
REPORTS OF DISCREPANCY (ASDA)						
INTERSERVICE LOCATION RECONCILIATION (ASDA)						

AMC FORM 2209-R-E
1 JAN 95

(Previous edition is obsolete)

CHAPTER 5

PHYSICAL INVENTORY OF AMMUNITION, EXPLOSIVES AND RELATED COMPONENTS IN SITE SEQUENCE

5-1. **Purpose.** This chapter prescribes policies, responsibilities, and procedures for conducting physical site inventories and maintenance of records and reports for Ammunition and Explosive (A&E) (Class V) items in HQ, IOC, and HQ, AMCOM, wholesale, retail, and demilitarization accounts.

5-2. **Scope.** This chapter is applicable to IOC and AMCOM installations.

5-3. **Policies.** a. Accountable records at HQ, IOC, and HQ, AMCOM, and custodial records at depots/plants/arsenals/War Reserve/APS locations will be maintained by automated systems (in most cases SDS and CCSS). Automated systems used will be capable of mutual interface.

b. Physical inventory of ammunition, explosives and related components (items resident on ASM001 at the depot level) will be accomplished by personnel assigned (either temporary or permanent) in the inventory organization. Custodial records for ASM001 items will be maintained by the inventory organization. Physical inventory is accomplished by counting palletized configuration and/or outer pack. Banded pallets will not be disassembled to count individual boxes. Sealed boxes will not be opened to count individual items. If markings are believed to be incorrect, an actual count of each item will be made of those configurations believed to be incorrectly marked.

c. Installation commanders will publish internal operating instructions to implement the guidance of this chapter.

d. There will be no transactions processed for the location(s) under inventory during the count period except for adjustment transactions necessitated by the execution of the site inventory program. Handling of Class V items under site inventory will be held to an absolute minimum. Every practical effort will be exerted to guarantee no physical movement or adjustment action during the site inventory period. All movement or adjustment will be coordinated with the inventory organization to avoid erroneous adjustment to the stockpile.

e. All inventory count and location validations will be accomplished at the same time to avoid requirement to reverse initial NSN summary adjustment. The count process will be accomplished in one visit to the inventory site. Additional physical count of the site stockpile is not authorized.

f. Site summary, count sheets, NSN summary and completed site reports will be maintained as historical reference for a minimum of 2 years of inventory program execution.

g. Custodial records and related documentation will be subjected to external review at least once annually.

h. In conjunction with the Ammunition Inventory Program, each installation will utilize the Ammunition Controlled Access Program (ACAP) designed to monitor site activity in order to determine inventory program requirements for the subsequent fiscal year. The ACAP will be maintained in SDS and may be updated utilizing daily copies of the installation's key register (DA Form 5513-R).

(1) For sealed sites containing less than Category II materiel, physical inventory may be waived and the count be registered as an accepted count for that inventory cycle. At a minimum, a random sample of 5 percent of sealed structures will be inventoried and the results reported to HQ, IOC, AMSIO-SMA-I. This will validate the ACAP.

(2) For sealed sites containing Category I or II materiel, physical inventories will be conducted unless the installation is in possession of memorandums of waiver or exception for a specific site or sites. Category I or II sites will not be included in the annual 5 percent random sample of sealed sites.

i. The use of portable facsimile machines in the ammunition areas will preclude unnecessary trips to and from the area merely for the purpose of reproducing the magazine data card (MDC). The MDC is an invaluable tool used by research and reconciliation personnel in the investigative processes. At the time of discrepancy discovery (the physical inventory), the MDC will be fax copied to the inventory investigative personnel and kept on file until the NSN is rolled up at the summary level and requires causative research.

j. The program replaces an NSN inventory with a location by location inventory with roll-up inventory totals to the NSN level until such time as the total locations for the NSN are completed. Adjustments are plus and minus tabulated and total NSN adjustment is calculated. The NSN summary immediately passes to the causative research phase for corrective/investigative action.

k. Materiel found on post will be reintroduced into the stockpile via the receipt process. Normally, this will involve a CC:K gain to the inventory.

l. The site inventory is not considered complete until 100 percent of the ASM003 sites are visited.

m. At no time will the magazine data card (MDC) count be used in lieu of the physical count process.

5-4. **The program.** a. The inventory program is designed to combine the efforts previously executed in the annual location survey and the resulting physical inventory processes. By design, this allows an inventory team to utilize all resources for the purpose of a site inventory of the assets and to adjust the records daily for the site visited. The program will then capture all data to be analyzed for consideration against the total NSN posture. The SDS system will hold all concluding NSN

data until completion of 100 percent of all locations currently storing the NSN. This type of processing allows the installation assurance that the site inventory has been at least updated to the physical posture for the location inventoried. The ICP will receive the daily feed of transactions (D8Z/D9Z) showing that the NSN is in a position possibly requiring corrective adjustment action.

b. Note at this point that the following is recognized as a possibility for the Z transaction:

(1) An incorrect location is reflected on the SDS files and may be offset by another transaction at a later date.

(2) An unrecorded lot substitution has occurred on the SDS files and may be offset by another transaction at a later date.

(3) An actual loss or gain has occurred.

c. At the conclusion of all locations for a NSN, the NSN summary will calculate the D8Z against the D9Z and produce a total summary for the NSN. This will be the only indication that a reconciliation (causative) process must begin.

d. An output product will be generated to summarize the inventory count by location.

5-5. **The format.** a. *The schedule process.* Using the lot formation listing, the inventory process will begin. A screen will be generated to schedule the location or locations that will be inventoried. The screen will show the beginning site, ending site, and number of grids to be requested. It is important that only the number of grids that can be completed in 1 day be requested. This screen will generate the following output:

(1) The site(s) will have an indicator placed on the planograph to indicate that the site is now "Under Inventory Control."

(2) Infloat listings of both 10-day and 2-day will be worked to assure that all infloat is accurate and correct. It is imperative that these listings are fully worked, as the outcome of the inventory accuracy for the site is wholly dependent upon the correct infloat posture.

(3) Where practical, all requisitions must be pulled for this site prior to the completion of the infloat process. The SDS will be enhanced to prioritize the MRO cycle for a site under inventory control to be the last site for stock selection during automatic lot selection.

(4) An Output Reporting Management System (ORMS) product will be generated to supply the Scheduled Count Date File Status List showing the new program method by location, grids, and schedule date.

(5) An additional management tool inquiry will be available to query and produce a completed site report. This query will be capable of on screen reply, by site or by all. This will assist in the scheduling process and will later be used to report inventory completion rates. The report will also include an indicator that will show how the site was completed (by physical or acceptance) and the number of grids involved.

b. *The pull process.* This should be day 11 in the site inventory process. As indicated by the Count Date File Status List the physical process is about to begin. At this time, several options are available and should be carefully considered.

(1) A screen is available for the delete/cancel schedule process. If executed the data will be posted to the Completed Site Report to indicate that a cancel/delete has occurred.

(2) A screen is available for the acceptance of a site and the update of the date of last inventory (DOLI) (if applicable) of a site's NSNs not physically counted. Once again, the data will be posted to the Completed Site Report to indicate the acceptance method of inventory completion. If the NSNs involved in the site acceptance are resident in other uncompleted sites, the totals will be held on the NSN summary level until completion of all locations. If the NSNs involved have completed all the sites, the program will generate a NSN summary report the same as if the site had been physically counted. A site report will be generated in all cases whether the site has been accepted or physically counted utilizing the access control program.

(3) A ZNK inventory record will be generated for each record within the requested site(s). This record will be used as the method of reentry of the quantity once the physical process has been completed.

(4) An output product listing will be generated showing all lines available for inventory at the requested site(s). This will be the hard copy product that will accompany the inventory personnel to the site and assist in the completion of the physical inventory. Included in the product will be space for such annotations as the counter, variances noted, grid changes, etc. Inclusive in this product will also be the count quantity. The count is necessary to avoid return trips to the location. Note that a current planograph must also accompany the team to the site location.

(5) Notify all key control personnel that the inventory is scheduled and that access to this site should be cleared through the inventory proponent from the Day 1 to Day 16 cycle to avoid unmonitored movement of the materiel.

c. *The count process.*

(1) Materiel in location not on record. The materiel commonly called "found on post" will be annotated and sent through the receiving process using a D6Z receipt transaction. A document number will be locally assigned by the installation.

It is anticipated that most of the found on post items will be inducted into the stockpile as CC:K items. These more than likely will be NSNs that can be immediately concluded as NSNs whose summary roll-ups will result in research cases.

(2) Count mismatches. Physical inventories with count variations will be reported in the reentry of the count quantity. These will batch process and generate a ZA4 transaction to the installation records and generate a D8Z/D9Z to the accountable records. The lack of update of the DOLI/DOLR will indicate to the NICP/ICP that the NSN has additional locations that have not been inventoried to date.

(3) Count timeframes. The physical process should be performed within 1 day of the initial pull. The system will allow for reentry of the physical quantities up to the 16th day. The 16th day was given for the purposes of meeting the work schedule of 4/10, 5/4/9, holidays and unscheduled downtime (weather, equipment, resources), but was not intended for the purpose of extended inventory time. To the extent possible all physical inventories are to be accomplished on the first pull date.

(4) Mismatches. As a mismatch is noted by the physical inventory team, the MDC in the physical location will be pulled and a copy be provided to the research personnel. The MDC copy will be filed until such time as the NSN summary is produced for research and reconciliation.

(5) Variance reporting. Grid, warehousing, and/or structural conditions that were previously reported will be recorded on the count sheet. Ability to load variances and grid changes may be manually tracked through a card elimination file and will complete the location validation portion of the program.

d. *Input ZNK quantities.* On days 12 through 16 the physical quantities must be reentered into the inventory system. A screen will be available containing the original ZNK image. The quantity field will be overlaid and the information sent to batch processing. The following is a list of possibilities following the quantity input.

(1) At the conclusion of the quantity input for all lines in the site, the site will be released from inventory control. The site DOLI will be updated on the ASM003 file. The site will now be an updated, accurate site and will be monitored throughout the next year for any entry.

(2) The site summary will be produced for the location. Statistics on the summary will show balanced NSNs, adjusted NSNs (to include type transaction processed) and date.

(3) All NSNs in the site will go to the NSN roll-up phase. If this site concludes all the sites for any NSN, an NSN summary will be produced showing the occurrences of D8Z/D9Z transactions and the total effect. This will show also a totally

balanced NSN. The NSN is now complete and the research and reconciliation phase (previously IERL) begins. If this site does not conclude any NSNs, the information is held awaiting the final location counts.

Remember: You must count all sites or accept the sites to achieve a NSN summary. At the time an NSN summary is produced a DOLI will be initiated. At the time a research and reconciliation is concluded a DOLR will be initiated. Capability is available to manually update both the DOLI and DOLR.

(4) Transactions to be used include the ZA4 at the installation level with a management code (Y) to indicate a loss/gain as the result of the inventory process. The D8Z/D9Z will generate to the NICP also with a management code (Y) to indicate a loss/gain as the result of the inventory process.

(5) A Date Exceed list will generate daily if ZNK is not input.

e. *Research and reconciliation.* All ZA4 transactions generated during the inventory process are candidates for reversal, therefore, reversal capability has been written into the program. Many of these ZA4 transactions will offset each other, due in part to materiel posted in erroneous locations or failed lot substitution actions. Both of these are transparent to the accountable level and will result in no reversal activity. However, all ZA4s without an offsetting action will require a reversal action of some type. These may be, but are not limited to, the following:

(1) D6 for incorrect receipt posting.

(2) ZMR/ZMX actions incorrect.

(3) Z8P/Z9L or other type inventory adjustment as warranted by the research (to be converted to D8B/D9B at ASDA as previously stated).

f. *Cancellation/denial/issue inaccuracies.* Perform causative research, form your conclusions, process corrective transactions and report as required by the type transaction indicated. Maintain all output products of the inventory process to be incorporated in the research package. The site summary or summaries involved, and the NSN summary will be the baseline of all research packages. Additionally, a skeleton D type transaction will be resident on SAM035 to be used once the research is completed and corrective action is initiated. The transaction will transceive straight to the owner.

g. *Inventory complete.* The inventory will be considered complete when 100 percent of the inventory has been accomplished.

5-6. **Unscheduled/special requests.** These inventories are available and will be used in the cases not satisfied with the site by site inventory process. The capability to inventory by NSN will exist for the purpose of satisfying an emergency requirement, denial research, or non single managed and retail requests.

5-7. **Serial number items.** Serial numbers are unique to the inventory by site program in that the actual serial number of the item must be manually validated using a planograph and ammunition lot file inquiry in the accomplishment of the physical inventory. A ZNK image will not be created for each serial number in the location. A roll up total will be required at the reentry phase after physical inventory has been taken.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCAM-LG, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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APPENDIX A

STANDARD ORGANIZATION FOR DEPOT AMMUNITION INVENTORY MANAGEMENT FUNCTION

A-1. **Mission.** The mission of the depot ammunition inventory function is to manage all inventory, location audit/match, and inventory quality control programs and associated research for all classes of supplies and consolidated property account materiel. The inventory management function also manages and maintains the custodial balance file through adjustment, reclassification, reidentification, catalog change, and file maintenance actions.

A-2. **Special relationships.** The Depot Ammunition Inventory function will--

a. Maintain liaison with depot elements, ASDAs, consignees, and other departmental agencies.

b. Coordinate and perform inventories and location audits for other Department of Defense (DOD) services/agencies and General Services Administration (GSA).

c. Maintain surveillance on all functions or practices that have a bearing on inventory accuracy and the custodial record. Provide representation on Command Inspection Program (CIP) review teams and provide technical assistance on depot inventory procedures as required by higher headquarters.

d. Provide technical assistance worldwide related to depot inventory management.

e. Serve as the depot action element for investigation/ resolution of customer complaints involving shortages, overages, and incorrect materiel shipped to field customers.

A-3. **Functions.** a. Plan and schedule inventories to meet established timeframes and program requirements. Compute inventory workload capabilities based on known standards, and provide capabilities to IOC for ammunition long-range planning.

(1) Plan and schedule for inventory of depot-owned stocks.

(2) Schedule research actions for resolution of discrepancies in receipts and shipments concerning shortages, overages, and incorrect items. Schedule and coordinate research actions for resolution of discrepancies in reclassification and reidentification.

(3) Plan and schedule location audit/matches. Coordinate audit/matches and audits with Army ASDAs and other service/agency ASDAs.

(4) Implement directives by developing work methods and procedures for conducting inventories and audit/matches for the depot.

b. Establish and maintain the training schedule for the division, and assure that all personnel are afforded the opportunity to receive formal and on-the-job training as it becomes available.

c. Coordinate, plan, and schedule inventories, location audit/matches, and other inventory-related actions with other depot activities concerned with inventory functions.

(1) Maintain progress and evaluation charts and records on inventories and location audit/match programs.

(2) Control the input to, and output from, data systems activities of all documentation pertaining to scheduled and unscheduled inventories, and location record audit/match programs, etc.

(3) Collect, assemble, compute, and analyze statistical data required for preparing internal and external reports pertaining to performance, and location record audit/matches. Analyze cost and performance data to provide explanation of unusual trends; forecast manpower requirements based on work performance and workload data. Prepare and submit statistical and performance reports pertaining to operation of the depot ammunition inventory program.

(4) Maintain liaison between HQ AMC, IOC, ASDAs, consignees, other departmental agencies, and other depot operations.

(5) Evaluate performance and effectiveness of the inventory system to include extensive review and analysis of representative errors detected during inventory, making recommendations to higher headquarters for improvement of the overall program.

(6) Participate in feasibility and application studies for determining new systems and devices to be used for accomplishing integrated data processing related to inventory functions.

(7) Coordinate disposal actions resulting from stock number deletions and unit of issue changes with appropriate accountable activities.

(8) Prepare and submit reports on the findings developed through analysis of potential materiel release denial investigations, including final disposition.

(9) Perform inventory quality control checks of the central ammunition locator file, inventory accuracy, adjustment processing, and Interservice Location Record Audit. Submit reports to depot commander.

(10) Perform various administrative tasks and prepare a variety of correspondence and maintain central control of all correspondence for the ammunition inventory program.

d. Conduct detailed and technical research, audit, and analysis of facts related to inventory programs, and location audit/matches, determine causes and provide explanations for variances between stocks and records.

e. Investigate potential warehouse denials and initiate action for spot inventories. Conduct research and detailed analysis, determining cause of errors as a result of warehouse denials, research requests, and requests from DOD services/ agencies, and GSA.

f. Accumulate data as to cause for inventory discrepancies and record data by type of discrepancy. Initiate actions to strengthen procedures, establish controls, improve training, and other corrective actions to eliminate causes for recurring discrepancies.

(1) Compile transaction histories; perform detailed and technical research, audit, and analysis of documents, records, methods, and procedures to determine cause of discrepancies; make decisions for corrective action required to eliminate deficiencies.

(2) Prepare, investigate, research, and submit Reports of Survey required by accountable property officers; perform preliminary research incidental to Reports of Survey.

(3) Obtain current balance listing and research receiving documents, registers, listings, count records, old locations, transaction and document histories, as required, to reconcile balances and to stratify manager and/or owner assets, prior to submitting recommended adjustments, initiating inventories as required.

(4) Conduct and expedite research in response to ASDA requests for stock availability to satisfy urgent requirements. Initiate actions including transactions necessary to effect proper accounting and shipment.

(5) Initiate, control, and submit adjustments resulting from inventory, reclassification, reidentification, and the detection of concealed discrepancies. Maintain an adjustment document control register for each accountable activity, and initiate changes to the custodial balance, as required.

g. Edit reclassification and reidentification changes, determine appropriate coding, and assign document numbers after proper coordination with initiating activity. Analyze rejects from data system, resolving discrepancies through research of facts and circumstances surrounding the related actions.

(1) Control processing of reclassification documents for materiel moving to and from maintenance activities, including all reconditioning and programmed maintenance work order disassemblies. Establish and maintain related jacket files of work orders for monitoring the timely return of completed materiel and for preparing listings for periodic reconciliation of materiel not returned to storage.

(2) Prepare transaction histories required to support adjustments or for accountable property officers.

(3) Establish and maintain files of adjustments, warehouse denials, inventory count record, etc.

(4) Coordinate and maintain supply files on suspension/release of defective materiel.

h. Serve as the coordinating activity for the depot to process follow-up actions, respond to ASDAs with regard to minimizing assets recorded in nonissuable condition codes; prepare and maintain source documents required to support adjustment actions. Processing of these actions will not be accomplished on items involving quality assurance/quality control technical resolutions until recommended disposition instructions are received from the depot quality assurance.

i. Control and maintain files for discrepancy reports on shipments within the depot directorate for ammunition. Coordinate with the depot directorate for ammunition for decision on resupply or return of materiel. Initiate unscheduled inventories to verify recorded balances of items, when the recorded balance is in question due to a reported discrepancy.

j. Control and maintain files on suspension/release of materiel involved in shortages, overages, or incorrect item complaints. Initiate supply action or request disposition instructions.

k. Receive and control all master catalog and management data from LOGSA and ASDAs to update the DSNMDR. Receive and control the distribution of the Army master data furnished by LOGSA for use by the various depot activities.

(1) Schedule accomplishment of all catalog changes to the DSNMDR to ensure effective change dates are met. Notify appropriate depot elements for update of files, records, and stock identification.

(2) Receive and process supply management data (DIC DZC) from ASDAs affected by logistical transfers, capitalization and decapitalization, indicating retention of transfer of assets as applicable. Coordinate with ASDAs to determine whether all DZC data have been received and report discrepancies to the ASDA for appropriate action to protect the Army-owned assets.

(3) Review, analyze, coordinate, process, and control all item data changes to the DSNMDR and conduct research necessary to correct rejected data. Advise of deficiencies.

(4) Review all items with on-hand balances identified with other than valid NSN and take appropriate action with applicable Army ASDA, or other service/agency ASDA.

(5) Research to verify stock numbers found during inventory to assure correct additions are posted to the DSNMDR.

(6) Refer to LOGSA all errors and deficiencies found in the Army master data file or DSNMDR concerning supply management data, e.g., unit price, materiel category codes, unit of issue, manager or recoverability code.

(7) Maintain liaison with Army ASDAs and other service/agency ASDAs which initiate changes affecting the DSNMDR.

(8) Prepare, control, and submit DA Form 1988A, Request for Review of an Item, per AR 708-1.

(9) Comply with provisions of AR 708-1 in assigning, processing, and controlling management control numbers (MCN).

APPENDIX B

STANDARD ORGANIZATION FOR ACCOUNTABLE SUPPLY DISTRIBUTION ACTIVITY (ASDA) INDUSTRIAL OPERATIONS COMMAND AND AVIATION AND MISSILE COMMAND

B-1. **Mission.** Serves as the ASDA and control point for command-owned or managed assets; assures accomplishment of physical inventories; and administers the loan and customer complaints program. Serves as condition code coordinator for assigned condition codes and interfaces with the Unissuable Materiel Visibility Program. Provides technical assistance to storage activities on all matters relating to due-in control and receipt. Provides member to the Functional Coordinating Group (FCG), Full Volume Testing, Command Inspection Program (CIP) teams, and other inventory-related activities. Provides reports and analyses, as required.

B-2. **Special relationships.** The ASDA will--

a. Maintain liaison with ASDA elements, installations, and other departmental agencies.

b. Coordinate and perform inventories and location audits for other DOD services/agencies and GSA.

c. Maintain surveillance on all functions or practices that have a bearing on inventory accuracy and the accountable record.

d. Serve as the ASDA action element for investigation/ resolution of customer complaints involving shortages, overages, and incorrect materiel shipped to field customers.

B-3. **Functions.**

a. Inventory Control Function will--

(1) Provide technical assistance to the storage activities on all matters pertaining to inventory, reclassification, and reidentification of managed and owned materiel.

(2) Serve as the command inventory coordinator for coordination with depots, other service storage locations, and control activities for adjustments and reconciliation of counts, discrepancies in accountable records and reports. (Inventory coordinator duties may be assigned within accountability functional area.)

(3) Receive, process, control, and manage Reports of Survey and Inventory Adjustment Reports through completion.

(4) Perform preadjustment and causative research (including denials, zero balance flashers, frozen assets, and nonresolved discrepancy listing) of physical inventory location audit as required.

(5) Maintain Inventory Error Cause Summary for inventory adjustments.

(6) Manage, control, and input reconciliation, location audit, and quantitative adjustments to the accountable records, to include other inventory managers, other service items of which command is an owner. Also, maintain the project manager (PM) owned asset inventory accountability for assigned PM.

(7) Collaborate and assist in the development of inventory programs with systems and functional personnel, both internal and external to the command.

(8) Research and resolve, in coordination with item managers, depots, or other divisions, all credit balances and provide reason and resolution.

(9) Serve as primary control for Request for Review of an Item (DA Form 1988A). Manage all MCN-I to include inventory adjustments, location record audit, causative research, and associated rejects.

(10) Manage adjustment rejects, determine causes through research, and process necessary actions to correct the accountable records.

(11) Maintain off-line accountability for classified assets and special projects as approved by Army Materiel Command.

(12) Provide technical advice on all inventory system problems. Identify requirements for systems change requests relating to all inventory systems.

b. Receipts Control Function--

(1) Provide technical assistance to storage activities on all matters relating to due-in control and receipt processing.

(2) Review, coordinate, and approve the receipt processing system and procedures for the ASDA.

(3) Assure that due-in records are established in a timely manner and updated, as required.

(4) Receive and process hardcopy documentation.

(5) Determine corrective actions for receipt reject transactions by researching and analyzing catalog data, existing due-in records, and shipping documentation, and by contacting storage activities for verification of data.

(6) Maintain receipt support documents, as required.

(7) Manage overdue receipt program to ensure timely receipt processing at both the depot and ASDA. This is required to enhance stock availability, to assure prompt contractor reimbursement, to maximize Government discounts, and to reduce overstatement of asset position as reflected in supply control studies.

(8) Reduce the opportunity for waste, fraud, and abuse by ensuring that items shipped from contractors or returned from field units are property recorded.

c. Management Support Function--

(1) Receive, control, investigate, and resolve customer complaints involving shortages, overages, and incorrect materiel shipped to customers. Provide disposition instructions on Quality Deficiency Reports as directed by Product Assurance.

(2) Receive, control, research, and forward instructions on NSN deletions.

(3) Transfer accountability of assets being logistically reassigned.

(4) Control unissuable assets (condition J, K, and L) for all commodity MSCs and condition code N for AMCOM only. Notify the depot to reclassify condition codes D and P when requested by the item manager.

(5) Receive, control, and process requests for equipment loan, bailments, temporary issues, leases, and renewals to other Government or non-Government agencies. Develop and maintain signed agreements and initiate supply action for loans, issue, bailment, or lease items. Submit agreements to higher headquarters for approval. Maintain accountable records of items issued and ensure return of transfer of accountability. Negotiate with loanee for reimbursement of renewals of agreements, if applicable.

(6) Serve as the coordinator for control and monitoring of repairables from depot to contractors for repair. Release assets for shipment as required by the contract, ensure receipt at the contractor's site, and process transactions to update accountable records. Receive production and inventory reports from contractors, reconcile asset accountability at overhaul sites to maintain the integrity of the accountable records, and research and process adjustments as necessary.

GLOSSARY

AAA	Army Audit Agency
ACAP	Ammunition Controlled Access Program
ACP	Access Control Program
ACTPO	Accountable Property Officer
ADP	automatic data processing
AMC	U.S. Army Materiel Command
AMCOM	U.S. Army Aviation and Missile Command (formally MICOM)
AMDF	Army Master Data File
APS	Army Prepositioned Stocks
ASDA	accountable supply distribution activity
ATR	Ammunition Transfer Record
CARS	Centralized Automated Reporting System
CC	condition code
CCSS	Commodity Command Standard System
CDSA	USAMC Central Systems Design Activity
CICO	Centralized Inventory Control Organization
CID	Criminal Investigation Division
CIIC	controlled item inventory code
CIP	Command Inspection Program
COB	close of business
CONUS	continental United States
DAC	document adjustment code
DCS	Deputy Chief of Staff
DIC	document identifier code
DKA	inventory notification card
DOD	Department of Defense
DODIC	Department of Defense Identification Code
DOLI	date of last inventory
DOLR	date of last reconciliation
DSNMDR	Depot Stock Number Master Data Record
FCG	Functional Coordinating Group
FY	fiscal year
GSA	General Services Administration
HQ	Headquarters
IAR	Inventory Adjustment Report
ICC	inventory category code
ICE	Inventory Control Effectiveness
ICP	Inventory Control Point
IG	Inspector General
ILGS	Industrial Logistics System (formerly SDS)
IMD	Inventory Management Division
IOC	Industrial Operations Command
IPD	issue priority designator
IRRD	Issue Release/Receipt Document

ISA	installation supply account
ISAMDR	Installation Supply Accounting Master Data Record
ISR	Inventory Status Report
ISSA	Interservice Support Agreements
LOGSA	USAMC Logistics Support Activity
MARP	Monthly Ammunition Reconciliation Process
MCN	management control number
MCNI	Management Control Numbers-Inventory
MDC	magazine data card
MDR	master data record
MRD	materiel release denial
MRO	materiel release order
MSC	major subordinate command
NICP	National Inventory Control Point
NLT	not later than
NSN	National Stock Number
NSNMDR	National Stock Number Master Data Record
OML	order merit listing
PCN	product control number
RCS	Requirements Control Symbol
RCN	Receipt Control
RIC	routing identifier code
ROD	Report of Discrepancy
SIMA	Systems Integration Management Activity
SMCA	Single Manager for Conventional Ammunition
SOP	standing operating procedure
STU	Secured Telephone Unit
TECOM	U.S. Army Test and Evaluation Command
WARS	Worldwide Ammunition Reporting System
ZNK	count card