

Army Regulation 710-3

Inventory Management

Asset and Transaction Reporting System

**Headquarters
Department of the Army
Washington, DC
31 March 1998**

UNCLASSIFIED

SUMMARY of CHANGE

AR 710-3

Asset and Transaction Reporting System

This revision--d

- o Adds responsibilities for a new responsible official, the Executive Director of LOGSA (para 1-10)
- o Eliminates the requirement for a SIMS-X project officer in Chapter 1 and duties in Chapter 3.
- o Implements the requirement for appointment of a UIT Program Coordinator at the Command level (paras 1-7 and 1-11c).
- o Implements the requirement for ABF accounts to report asset visibility to LOGSA (para 2-5).
- o Identifies LOGSA procedures for processing ABF input (para 2-6).
- o Replaces CDA with LOGSA throughout regulation.
- o Replaces Military Police Activity with HQDA (DAMO-ODL) (paras 4-22, 4-23, 4-42, and 4-43).
- o Implements DoD 4140.1-R, DoD Materiel Management Regulation and the requirement to track Category I missiles and rockets in the UIT Central Registry (chap 4, section III, paras 4-30 through 4-49).
- o Changes DA Registry to UIT Registry (chap 4).
- o Adds overview of the UIT program (para 4-1).
- o Implements UIT reporting in automated systems and in manual stock record accounts (para 4-2).
- o Revises compliance methods for UIT reporting (para 4-3).
- o Changes the requirement for UIT Registry to provide open shipment listings to reporting activities to providing reporting activities with on-line access to reports and queries (para 4-3b).
- o Adds the requirement for UIT Central Registry to provide reporting activities with on-line access to a report that will identify receipts that were processed for reporting activities for which shipment transactions had not been submitted (para 4-3c).
- o Changes the Routing Indicator Code for reporting serial number data to the UIT registry (para 4-5c).

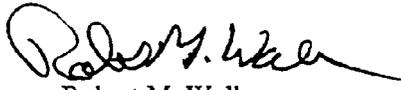
- Adds BLAST information for transmitting serial number data to the UIT Registry (para 4-5e).
- Adds information for file transfer protocol procedures for serial number data transmission (para 4-5g).
- Changes UIT data security classification (para 4-6).
- Adds serialization officer functional requirements (para 4-7).
- Defines 'bottoms-up' reporting of serial numbers to UIT Central Registry (para 4-8a).
- Changes reconciliation cycle dates for reporting activities to submit their reconciliation data to the UIT Central registry (para 4-8d).
- Changes timeframes and procedures for resolving reconciliation rejects to UIT Central Registry (para 4-8j).
- Changes UIT Registry procedures for posting reconciliation records with new serial numbers (para 4-8l).
- Adds procedures for reinstating reporting of serial numbers that were previously suspended from reporting to UIT Central Registry (paragraph 4-9b).
- Adds the requirement for reporting weapon shipments received by the Army from another Service for maintenance purposes to UIT Central Registry (para 4-11d).
- Adds new error transaction codes to UIT reporting (table 4-4).
- Revises procedures for reporting shipments and transfers of small arms to UIT Central Registry (para 4-17).
- Revises procedures for following up on weapons in transit (para 4-18).
- Revises procedures for UIT Central Registry to notify the field of open shipments (para 4-19).
- Revises procedures for reporting receipt of weapons to UIT Central Registry (para 4-20).
- Revises procedures for reporting a loss of weapon to UIT Central Registry (para 4-22).
- Adds the requirement for the UIT Central Registry to report inquiries to the DoD Registry on a weapon when no record exists in the active or inactive file (para 4-24b).
- Adds new instructions for reporting demilitarization of small arms to the UIT Central registry (para 4-25).
- Revises procedures for reporting small arms activity changes and corrections to the UIT Central Registry (para 4-27).

- Revises procedures for small arms reconciliation with the UIT Central Registry (para 4-28).
- Adds new RATTs transaction codes (table 4-8).
- Revises procedures in using RATTs error transaction and reject codes (para 4-52).
- Adds procedures for reporting duplicate radioactive 'source' serial numbers to UIT Central Registry (para 4-53).
- Adds procedures to address shipments of radioactive sources from the Army to other services (para 4-55e).
- Revises procedures for following up on radioactive 'sources' in transit (para 4-56).
- Revises procedures for UIT Central Registry to notify the field of open shipments of radioactive 'sources' (para 4-57).
- Revises procedures for reporting a suspected loss of radioactive 'sources' to the UIT Central Registry (para 4-60a).
- Adds the requirement for wipe test on recovered radioactive 'sources' (para 4-61).
- Revises procedures for reporting wipe test maintenance requirements to UIT Central Registry (para 4-63).
- Adds procedures for reporting demilitarization of radioactive 'sources' to the UIT Central Registry (para 4-65).
- Revises procedures for reporting radioactive 'source' activity changes to the UIT Central Registry (para 4-67).
- Revises CCISP transaction codes (table 4-12).
- Revises procedures for following up on CCI in transit (para 4-79).
- Revises procedures for UIT Central Registry to notify the field of open shipments of CCI (para 4-80).
- Adds procedures for reporting demilitarization of CCI to UIT Central Registry (para 4-86).
- Revises the description of vehicles subject to registration and reporting to the U.S. Army Vehicle Registration Program (para 5-1).
- Adds a requirement that all unregistered materiel and all Army materiel covered in Chapter 5 that have illegible or missing numbers be registered (para 5-2b(3)).
- Revises stock status transaction reporting requirements (para 6-2a).

- Adds a requirement for status of operational projects to be made available through TAV (para 6-3).
- Adds a requirement to transmit CBS-X unit data to LOGSA at least weekly during peacetime and daily during wartime (para 7-2b(1)(c)).
- Adds a requirement for the State Adjutant General of each state to ensure that CBS-X data is updated weekly (para 7-2c(1)).
- Revises procedures for resolving suspect CBS-X balances (para 7-2e).
- Revises functions of property book and accountable officers with manual accounts reporting CBS-X data to LOGSA (para 7-2f).
- Revises functions of accountable officers with automated accounts reporting CBS-X data to LOGSA (para 7-2g(2)).
- Revises objectives of CBS-X (para 7-3(b) and (c)).
- Changes CBS-X data security classification (para 7-5).
- Revises CBS-X system description (para 7-6).
- Changes CBS-X data input from monthly to weekly submission (para 7-7).
- Adds CBS-X mobilization procedures (para 7-9).
- Revises CBS-X POCs (para 7-11).
- Adds manual data entry instructions for DODSASP in appendix B.
- Adds manual data entry instructions for RATTs in appendix C.
- Adds manual data entry instructions for CCISP in appendix D.
- Eliminates CBS-X data entry instructions in appendixes with the exception of appendix E.

Inventory Management

Asset and Transaction Reporting System



Robert M. Walker
Acting Secretary of the Army

History. This printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation implements applicable provisions of DoD 4140.1-R, DoD Materiel Management Regulation and DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting procedures. This regulation establishes policy, responsibilities, and procedures for Department of the Army asset and transaction reporting systems. It focuses on reporting requirements at all levels. The reporting systems described herein were developed solely to provide high visibility on selected, difficult to manage items, and

the opportunity to intensively manage those items.

Applicability. This regulation applies to the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve. Specifically, it applies to—

- a. All Department of Army (DA) commands and activities.
 - b. U.S. Property and Fiscal Officers (USP&FO) for the Army National Guard of the United States (ARNGUS).
 - c. Reserve Officer Training Corps (ROTC).
 - d. U.S. Army Materiel Command (AMC) commodity commands and activities.
 - e. U.S. Army Corps of Engineers.
 - f. National Defense Cadet Corps (NDCC).
 - g. Civilian contractors that have Government-furnished reportable RICC 2 items.
- This regulation applies both in peacetime and wartime.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Logistics (DCSLOG). The DCSLOG has the authority to approve exceptions to this publication that are consistent with controlling law and regulation. The DCSLOG may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process.

This regulation contains management control provisions in accordance with AR 11-2, but does not contain checklists for conducting management control reviews. Alternative management control reviews are used to accomplish assessment of management controls.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DALO-SMP), WASH DC 20310-0546.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U. S. AMC Logistics Support Activity, ATTN: AMXLS-MD, Redstone Arsenal, AL 35898-7466.

Distribution. Distribution of this publication is made in accordance with Initial Distribution Number (IDN) 093826, intended for command level A for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1 Introduction

Section 1 Overview

1-1. Purpose

This regulation—

- a. Sets policy and assigns responsibilities for operation and maintenance of the Department of the Army (DA) asset and transaction reporting systems.
- b. Sets standard methods for reporting major and selected secondary item assets. These standard methods will incorporate in-transit loss accounting techniques and furnish functional managers with a common base of information for logistics management.
- c. Prescribes procedures, codes, and formats for interfacing with other on-going asset reporting subsystems.
- d. Sets procedures for interfacing with data maintained in The Army Authorization Documents System (TAADS) and the Unit Identification System (UIS).
- e. Prescribes design features (for example, codes, formats, and procedures) that are adaptable to systems planned for development by Department of Defense (DoD) or DA activities and elements.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Concept

- a. The asset and transaction reporting procedures, codes, and formats for standard Army-wide asset and transaction reporting systems will be used in either a manual or an automated logistical environment.
- b. Specific asset management areas covered in this regulation are—
 - (1) Selected secondary item reporting by outside continental United States (OCONUS) installations, continental United States (CONUS) installations, and automated or non-automated direct support units (DSUs) and general support units (GSUs) worldwide.
 - (2) Reporting procedures for DoD small arms and Category I non-nuclear missiles and rockets.
 - (3) Reporting procedures for radiation testing and tracking of specific radioactive “sources.”
 - (4) Reporting procedures for controlled cryptographic items.
 - (5) Serial number registration and reporting of selected major items.
 - (6) Operational project stock status reporting on items prescribed in DA-approved operational projects (AR 710-1).
 - (7) Transaction reporting on Army-owned equipment designated as Reportable Item Control Code (RICC) 2, A, B, C, G or Z for Active Army and Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR). (See SB 700-20.)

1-5. Deviations

Deviations from the procedures and requirements of this regulation must be approved by HQDA (DALO-SMP), WASH DC 20310-0546. Requests for deviation will be prepared and submitted through channels to the Executive Director, USAMC Logistics Support Activity, ATTN: AMXLS-RS, Redstone Arsenal, AL 35898-7466. Final action will be taken by HQDA (DALO-SMP).

Section II Responsibilities

1-6. Deputy Chief of Staff for Logistics (DCSLOG)

The DCSLOG will—

- a. Prescribe overall guidance on asset and transaction reporting systems policies and priorities.
- b. Through supervision and inspection ensure that major Army commands (MACOMs) and their representatives comply with the provisions of this regulation.
- c. Direct that unsatisfactory conditions disclosed by official reports be corrected.
- d. Operate and maintain, in coordination with the DoD counterpart, the DoD Small Arms Serialization Program (DODSASP) and Radiation Testing and Tracking System (RATTS) registries.

1-7. Commanders of Major Army Commands (MACOMs)

The Commanders of MACOMs will—

- a.* Monitor the performance and ensure the compliance of all subordinate commands for the asset and transaction reporting specified in the individual chapters of this regulation.
- b.* Establish MACOM level internal reviews and controls as required in this regulation to ensure data accuracy and timeliness of reports submitted under these asset and transaction reporting procedures.
- c.* Coordinate with DCSLOG (DALO-SMP) prior to development of local automated programs to implement the serial number reporting systems in chapter 4.
- d.* Ensure that all Active Army installations located geographically within their logistical support boundaries maintain automated intermediate-level stock record accounts and submit using the proper format an Availability Balance File (ABF) as required.
- e.* Ensure that local/MACOM-unique automated programs developed to accomplish Class IX stock accounting are designed to facilitate SIMS-X reporting.
- f.* Establish small arms serial number files, RATTs radioactive source files, controlled cryptographic items (CCI) serial number files, and Category I missiles and rockets for those installations under their jurisdiction. The MACOM Commanders will establish these files at each stock record, property book, materiel management center (MMC), and/or installation account and ensure they are set up under reporting activities to report to the Central Registry. The MACOM will determine the number of reporting activities based on the following considerations: logistics support structure, geographic agreements, and command organization. MACOMs may set up reporting activities across command lines based on geographic make-up and unit density. CONUS MACOM Commanders with subordinate activities in overseas areas will ensure serial numbers are recorded on property records per AR 710-2 and the owning activities report to the designated overseas reporting activity.
- g.* Ensure each installation/geographical area appoints a small arms serialization officer (SASO), radioactive “source” serialization officer (RSSO), and controlled cryptographic item serialization officer (CCISO) for each installation file. Serialization officers can be the same person. Provide the names, addresses, and telephone numbers to the DA Registry.
- h.* Appoint a Unique Item Tracking Serialization Program (UITSP) coordinator for the MACOM and provide the name, mailing, e-mail address, and commercial/DSN telephone number to HQDA (DALO-SMP) and an information copy to the DA Registry at LOGSA (AMXLS-MD). The UITSP will coordinate policy and procedures for SASP, RATTs, Category I, and CCISP serial number data base management and resolve problems with reporting activities.
- i.* Maintain registration numbers on all Army materiel subject to the registration program.
- j.* Assist in the maintenance and accuracy of a complete national central registration file.
- k.* Register all unregistered materiel and all Army materiel covered in chapter 5 that have illegible or missing numbers.

1-8. Commanding General of U.S. Army Materiel Command (AMC)

The Commanding General of AMC will—

- a.* Establish and Maintain in accordance with chapter 4 of this regulation the following registries:
 - (1) The DoD and DA Small Arms Central Registries.
 - (2) The DA Radiation Testing and Tracking Central Registry.
 - (3) The DA CCI Central Registry.
 - (4) The DA Category I Missile and Rocket Central Registry.
- b.* Establish depot and installation files at the AMC wholesale and retail activities for the reporting systems in chapter 4.
- c.* Ensure that Major Subordinate Commands (MSCs) having contractors providing controlled cryptographic end items (CCEI) to the Army comply with the Controlled Cryptographic Item Serialization Program (CCISP) (para 4-53).
- d.* Provide CCI serial number ownership data, upon request, to the National Security Agency (NSA) and establish procedures to register serial numbers in the DA CCI Registry for CCEI received from other services.
- e.* Use reported asset visibility information for the computation of secondary item war reserves.
- f.* Exercise staff supervision and review subordinate elements and assure their compliance with SIMS-X policy and procedures in AR 710-1, chapter 3, section II.
- g.* Maintain operational control and staff guidance of the U.S. Army Vehicle Registration System. This includes—
 - (1) Issuing vehicle registration numbers.
 - (2) Recording vehicle registration numbers.
 - (3) Maintaining central vehicle registration file to include a serial number cross-reference file. For mobilization, the capability of the file will be increased to comply with priorities of this program.
- h.* Exercise management control over CBS-X operations at AMC Logistics Support Activity (LOGSA) and at the

AMC MSCs, and establish policy and responsibilities for developing the official equipment position for separate stocks stored in AMC depots.

1-9. Commanders of AMC Major Subordinate Commands (MSCs)

The Commanders of AMC MSCs will—

- a. Review and select SIMS-X items semiannually, identifying each item by assigning RICC 8.
- b. Set up and maintain a data base of retail support-level assets and requirements in support of SIMS-X.

1-10. Executive Director, Logistics Support Activity (LOGSA)

The Executive Director of LOGSA will—

- a. Serve as administrator of the U.S. Army Vehicle Registration Program and maintain the central vehicle registration file.
- b. Serve as administrator of CBS-X.
- c. Serve as administrator of the DoD and the DA Small Arms Central Registry.
- d. Serve as administrator of the RATTs Central Registry.
- e. Serve as administrator of the DA CCI Central Registry.
- f. Serves as Army central point of contact (POC) for information and inquiries concerning visibility of Category I missiles and rockets.
- g. Perform limited automatic data processing (ADP) machine edit of incoming ABFs received from intermediate-level stock record accounts, to ensure compliance with prescribed formats.
- h. Identify the SIMS-X reportable items to the field and prepare and send reporting requests per paragraph 3-7a.

1-11. Commanders of United States Property and Fiscal Office (USP&FO)

The USP&FO Commanders will—

- a. Establish state master files for DODSASP, RATTs, and CCISP.
- b. Maintain visibility of all stock record and property book accounts for small arm serial numbers, RATTs radioactive“source” serial numbers, CCI serial numbers within their state.
- c. Appoint a Unique Item Tracking Serialization Program (UITSP) coordinator for the MACOM and provide the name, mailing and e-mail address, and commercial/DSN telephone number to HQDA (DALO-SMP) and an information copy to the DA Registry at LOGSA (AMXLS-MD). The UITSP will establish policy and procedures for SASP, RATTs, and CCISP serial number data base management and resolve problems with reporting activities.

1-12. Developers of Standard Automated Supply Systems

Developers of standard automated supply systems will ensure that systems contain essential elements of data and are in compliance with policies contained herein. System developers must obtain approval from the form proponent and the U.S. Army Publishing Agency (USAPA) when automating manual forms. Computer generated supply forms must be coordinated with the supply level using and receiving the forms to ensure they understand the format and the use of the form. Guidance pertaining to forms approval process is contained in AR 25-30. Computer-generated forms, approved by the proponent, will replace or be used in lieu of manually-prepared forms.

Chapter 2

Availability Balance File Reporting (RCS AMC-857)

Section I

General

2-1. Exclusions to availability balance file (ABF) reporting

The ABFs from accounts operating under other systems (for example, DS4 or manual) are excluded from this chapter.

2-2. Uses of the ABF

The ABF provides the following information:

- a. The OCONUS and CONUS depot stock status of major items of equipment, identified by RICC 2, in support of the CBS-X.
- b. Assets and requirements for items reported in purpose codes B, C, D, E,S, and T for mobilization reserves, operational projects, and non-SIMS-X items in support of AMC studies.
- c. Asset visibility of all reparable secondary items with condition codes F (reparable) and M (in work) for use in

AMC maintenance workloading projects, and in building National Stock Number Master Data Record (NSNMDR) sectors/segments 07/03 (ABF on-hand), and 07/04 (ABF project code data).

2-3. Required reporting accounts

These ABF procedures apply in both peacetime and wartime to reporting accounts in table 2-1. Installations operating under SAILS will furnish a complete ABF file “dump” identified as file identifier “A1EALB.” All other activities will use the format in table 2-2.

Table 2-1
ABF Reporting Accounts

Location: U.S. Army Europe (USAREUR)

Reporting accounts: 200th Theater Army Materiel Management Center (TAMMC); Corps Support Command (COSCOM); U.S. Army Materiel Management Center (MMC), Europe, 201st MMC; 9th Logistics Center (21st Support Command); 3rd Sup Com (V Corps); U.S. Army Medical Materiel Center, Europe (USAMMCE).

Location: Eighth U.S. Army Korea (EUSA)

Reporting accounts: 19th Support Command MMC; 16th Medical Logistics Battalion (16th MEDLOG BN)

Location: U.S. Army Japan (USARJ)

Reporting accounts: Installation Supply Activity (ISA) (17th Area Support Group).

Location: U.S. Army Hawaii and Alaska

Reporting accounts: 2U.S. Army Pacific (USARPAC)

Location: Panama and U.S. Army Forces Command (FORSCOM); U.S. Army Information Systems Command (USAISC)

Reporting accounts: U.S. Army Southern Command (USARSC); FORSCOM and USAISC installation property accounts

Table 2-2
ABF Input Format (See note)

Tape position: 1-3

Field legend: Document identifier code (DIC)

Instructions: Enter constant DIC BFA.

Tape position: 4-6

Field legend: Routing identifier code (RIC).

Instructions: Enter RIC of the source of supply (SOS) from the Army master data file (AMDF) or leave blank.

Tape position: 7

Field legend: Blank.

Instructions: LOGSA use only.

Tape position: 8-20

Field legend: National stock number (NSN).

Instructions: Enter NSN of item reported. (Exclude local purchase items.)

Tape position: 21-22

Field legend: Blank.

Instructions: LOGSA use only.

Tape position: 23-24

Field legend: Unit of issue (UI).

Instructions: Enter UI of item reported from AMDF.

Tape position: 25-32

Field legend: Unit price.

Instructions: Enter unit price in dollars and cents from the AMDF, with no blanks to the right of a significant digit. For example, \$85.00 will be entered in pos 29-32 as 8500.

Tape position: 33

Field legend: Condition code.

Instructions: Enter appropriate condition code from AR 725-50. Each condition code requires a separate input transaction.

Tape position: 34-41

Field legend: On hand quantity.

Table 2-2
ABF Input Format (See note)—Continued

Instructions: Enter the on-hand quantity of the item for each code identified in position 33 and 68.

Tape position: 42-43

Field legend: Blank.

Instructions: LOGSA use only.

Tape position: 44-51

Field legend: Due-in quantity.

Instructions: Enter the quantity of the item due-in to the reporting unit.

Tape position: 52-59

Field legend: Due-out quantity.

Instructions: Enter the total quantity due-out at the reporting unit to its customers.

Tape position: 60-67

Field legend: Requisitioning objective (RO) quantity of command level.

Instructions: Enter the quantitative level or RO quantity (as applicable) for each O/P code identified in pos 68.

Tape position: 68

Field legend: Ownership/purpose code (O/P code).

Instructions: Enter the appropriate code as prescribed in AR 725-50, appendix C. Display data separately by ownership/purpose code, within condition code using separate input transaction cards. The USAMC Installation Supply System (AMCISS) will convert from AMCISS stratification code.

Tape position: 69

Field legend: Stockage list code (SLC.)

Instructions: Enter appropriate SLC from AR 710-2, chapter 3.

Tape position: 70

Field legend: Reportable item control code (RICC).

Instructions: Enter appropriate code from SB 700-20 or leave blank.

Tape position: 71-75

Field legend: Materiel category structure code (MATCAT).

Instructions: Enter appropriate code from AMDF or leave blank.

Tape position: 76-81

Field legend: Line item number (LIN).

Instructions: Enter alphanumeric LIN from AMDF or leave blank.

Tape position: 82-97

Field legend: Blank.

Instructions: LOGSA use only.

Tape position: 98-103

Field legend: DoD activity address code (DODAAC).

Instructions: For CONUS only, enter the DODAAC as listed in DoD 4000.25D. For overseas MACOMs only, enter the appropriate project code in tape positions 101-103.

Tape position: 104

Field legend: Supply category materiel code (SCMC).

Instructions: Enter first position of the SCMC from AMDF or leave blank.

Tape position: 105

Field legend: Record mark.

Instructions: LOGSA use only.

Notes:

[†] Right justify all entries unless otherwise instructed.

Section II Reporting Procedures

2-4. Control point and monitoring activity

The LOGSA is the control point and monitoring activity for the receipt, consolidation, and distribution of the magnetic tape files in the table 2-3 ABF output format.

**Table 2-3
ABF Output Format (See note)**

Tape position: 1-3
Field legend: DIC.
Instructions: Enter constant DIC BFA.

Tape position: 4-6
Field legend: RIC.
Instructions: Enter the RIC of the activity to which report is being forwarded.

Instructions: 7

Field legend: Command Code.
Instructions: Enter one of the following alpha characters to identify the reporting activity:
A - USARAL (U.S. Army Alaska)
E - USAREUR
H - USARPAC
I - Italy
J - USARJ (JAPAN)
K - EUSA (Korea)
M - Korea missile
S - SOUTHCOM (Panama)
X - AMC Depots.

Tape position: 8-20
Field legend: NSN
Instructions: Enter NSN of item reported. Exclude local purchase items.

Tape position: 21-22
Field legend: Reserved.
Instructions: LOGSA use only.

Tape position: 23-24
Field legend: Unit of issue (UI).
Instructions: Enter UI of item reported from AMDF.

Tape position: 25-32
Field legend: Unit price.
Instructions: Enter unit price in dollars and cents from the AMDF. Justify right. (Must not be blank to the right of a significant digit.) For example, \$85.00 will be entered in pos 29-32 as 8500.

Tape position: 33
Field legend: Condition code.
Instructions: Enter appropriate condition code from AR 725-50. Each condition code requires a separate input transaction.

Tape position: 34-41
Field legend: On hand quantity.
Instructions: Enter the on-hand quantity of the item for each code identified in position 33 and 68.

Tape position: 42-43
Field legend: RO factor.
Instructions: Leave blank.

Tape position: 44-51
Field legend: Due-in quantity.
Instructions: Enter the quantity of the item due-in to the reporting unit.

Tape position: 52-59
Field legend: Due-out quantity.
Instructions: Enter the total quantity due-out at the reporting unit to its customers.

Table 2-3
ABF Output Format (See note)—Continued

Tape position: 60-67

Field legend: RO quantity of command level.

Instructions: Enter the quantitative level or RO quantity (as applicable) for each O/P code identified in pos 68.

Tape position: 68

Field legend: O/P Code.

Instructions: Enter the appropriate code as prescribed in AR 725-50, appendix C. Display data separately by ownership/purpose code, within condition code using separate input transaction cards.

Tape position: 69

Field legend: Stockage list code (SLC).

Instructions: Enter appropriate SLC from AR 710-2, chapter 3.

Tape position: 70

Field legend: RICC.

Instructions: Enter appropriate code from SB 700-20.

Tape position: 71-75

Field legend: Materiel category structure code (MATCAT).

Instructions: Enter appropriate code from AMDF.

Tape position: 76-81

Field legend: LIN.

Instructions: Enter alphanumeric LIN from AMDF.

Tape position: 82-94

Field legend: Related NSN (prime).

Instructions: Enter the prime NSN related to the substitute item NSN shown in pos 8-20. If prime item NSN is shown in pos 8-20 enter the same in pos 82-94.

Tape position: 95- 96

Field legend: Blank.

Instructions: LOGSA use only.

Tape position: 97

Field legend: Reject identification.

Instructions: A numeric "3" in this field identifies items reported in the ABF, that did not match an active record in the AMDF. This also includes part numbers.

Tape position: 98-103

Field legend: DODAAC.

Instructions: For CONUS only, enter the DODAAC as listed in DoD 4000.25D. For overseas MACOMs only, enter the appropriate project code in tape position 101-103.

Tape position: 104

Field legend: SCMC.

Instructions: Enter first position of the SCMC from AMDF or leave blank.

Tape position: 105

Field legend: Record mark.

Instructions: LOGSA use only.

Notes:

* Right justify all entries unless otherwise instructed.

2-5. Special instructions for OCONUS and CONUS commands

All table 2-1 reporting accounts will maintain a current and accurate ABF for reporting asset visibility to LOGSA. Report data monthly with a cutoff date as of the 15th day of each month. Input to LOGSA will be on 9-track, 1600, 5250, or 3480 IBM-compatible tape cartridge, BPI magnetic tape to arrive no later than the first workday of the month following the cut-off date. Send shipments so as to arrive on due dates to the Executive Director, USAMC Logistics Support Activity, ATTN: AMXLS-ATAV, Redstone Arsenal, AL 35998-7466. If, for any reason, this date cannot be

met, reporting accounts will notify the Executive Director, USAMC LOGSA, at the above address prior to the normal dispatch date.

2-6. USAMC LOGSA actions

The Executive Director, LOGSA, will take the following actions upon receipt of ABF input:

- a.* Sample all incoming magnetic tapes for proper file identification.
- b.* Convert and reformat the ABF files from the SAILS-ABX reporting activities into the standard DIC "BFA" format.
- c.* Process all incoming magnetic tapes for proper file identification.
- d.* Bypass records having zero entries in all quantitative fields and records for other than Army-managed items. These records will be kept on magnetic tape for a period of 90 days for information or retrieval data generated by these procedures.
- e.* Replace the following data elements in the standard "BFA" output format: unit price, RICC, MATCAT, LIN, and routing identifier code (RIC) of SOS, using the data elements in the most recent Army master data file (AMDF) and SB 700-20. When an ABF NIIN does not match an active AMDF record, tape position 97 of the "BFA" output format will be coded with a numeric 3, indicating an unmatched condition.
- f.* Merge files worldwide in national item identification number (NIIN) sequence for breakout to each recipient of ABF data.
- g.* Distribute files on magnetic tape in the standard "BFA" format to the MSCs not later than 5 working days after receipt and consolidation of all input.
- h.* Inform the commands of late, non-receipt, or incomplete ABF data.
- i.* Advise the commands of suspected errors and discrepancies developed from review and analysis of reporting data for later corrective action.

2-7. Security classification

The ABF reports will not be classified.

Chapter 3

Selected Item Management System-Expanded (SIMS-X) Reporting (RCS CSGLD 1874)

Section I

Introduction

3-1. Objectives of SIMS-X

SIMS-X is the Army's system for improved centralized asset knowledge and control (vertical materiel management) of selected secondary items. The primary goal of SIMS-X is to improve the use of assets already in the supply system. (See AR 710-1, Chapter 3 for additional information and selection criteria.)

3-2. Items subject to reporting

The following items will be reported:

- a.* Items designated by AMC as SIMS-X reportable items and identified as RICC-8, D, E, and F items and of the Federal Logistics Data (FEDLOG).
- b.* Selected secondary items designated as controlled cryptographic items (CCI).

3-3. Implementation in automated systems and in manual stock record accounts

a. Automated system procedures for SIMS-X are in user manuals or functional operating instructions for the following systems:

- (1) Standard Army Retail Supply System (SARSS).
- (2) Standard Army Intermediate Level Supply Subsystem (SAILS).
- (3) Direct Support Unit Standard Supply System (DS4).
- (4) USAMC Installation Supply System (AMCISS).
- (5) Commodity Command Standard System (CCSS).
- (6) The USAMC Logistic Support Activity Automated System for SIMS-X broadcasting and performance reporting.
- (7) Test and Evaluation Analysis Management Uniformity Plan (TEAM-UP).
- (8) Automated systems procedures are being developed for the ARNGUS Supply Accounting and Management Information System (SAMIS) program.
- (9) SIMS-X procedures will be incorporated into the development of future retail supply STAMIS programs.

b. Activities that operate a manual stock record account per AR 710-2 and have one or more SIMS-X (RICC 8, D, E, or F) items on hand or on an authorized stockage list are required to complete SIMS-X reporting. The accountable officer will ensure that SIMS-X is formatted and transmitted through DAAS per section II.

3-4. Activities reporting SIMS-X data

The activities that report to the SIMS-X system are explained below.

a. *Reporting activity.* An Army supply support or maintenance support unit, organization, activity, or installation that meets the following conditions:

(1) Performs its own stock control and stock accounting operations, for example, a materiel management center (MMC), installation supply division consolidated property account, or a direct or general support unit maintaining a stock record account. (In contrast, units or activities for which stock control and accounting are performed by a central location are not reporting accounts. Their items are reported by their central stock control or accounting location, such as a MMC.)

(2) Operates a stock record account per AR 710-2 and has one or more SIMS-X (RICC-8, D, E, or F) items on hand or on an authorized stockage list, for example, ASL, contingency stock, AMC installation stocks, and non-stockage list items awaiting disposition.

b. *Intermediate level activity.* A reporting activity that operates at the intermediate supply level interfacing directly with the wholesale system, for example, SARSS, SAILS, AMCISS, TEAM-UP or SAMIS.

c. *Direct support level activity.* A reporting activity that functions as a direct support supply support activity and processes supply transactions through an intermediate level account to the wholesale system, for example, a direct support unit (DSU) operating SARSS or DS4.

d. *Non-automated activity.* An activity that maintains a manual stock record account.

Section II

Reporting Procedures

3-5. Frequency of reporting

Each reporting account, including non-automated accounts, will report the status of the SIMS-X items that are on its stock records only as requirements or on-hand balance change, but not more frequently than daily.

3-6. Commencement and termination of reporting

a. The intermediate level reporting accounts on SARSS or SAILS are requested by USAMC LOGSA to commence or terminate reporting by using the Asset Status/Transaction Reporting Request format in table 3-1.

- (1) The initial requests for reporting will include each RICC-8, D, E, or F item in the AMDF.
- (2) Later requests to add or delete items will be concurrent with RICC-8, D, E, or F changes in the AMDF because of the AMC major subordinate commands semiannual updates in October and April.
- (3) Each request will specify reporting request code 0 (commence reporting) or code 4 (discontinue reporting), as appropriate.

b. Requests will be sent by the USAMC LOGSA to the reporting accounts by magnetic tape via AUTODIN.

c. Reporting accounts on DS4 will identify RICC 8, D, E, or F by reviewing monthly SAILS/SAMIS update.

d. Reporting accounts on AMCISS/TEAM-UP will identify RICC 8, D, E, or F by reviewing monthly AMDF.

3-7. Reporting formats

Reporting accounts will use the DIC "DZA" reporting formats in table 3-2. Quantities illustrated in table 3-3 are

significant digits only and should be preceded by zeros. For example, a quantity of 120 on hand would be 000120 in columns 25-30.

3-8. Reporting frequency, cut-off dates, and schedules

Reporting accounts will prepare their reports as the requisition objective, dues-in, dues-out, or on-hand balances change (the DIC "DZA" data elements), but not more frequently than daily. Reports will be sent not later than the next workday.

3-9. Content indicator code, transmission media, and channel

The reports will be sent by AUTODIN using message header transactions with content indicator code (CIC) "AHAH." The DAAS will use the RIC in columns 4 through 6 (or the NSN in columns 8-22 when the DIC "DZA" is from the direct support level) of the reports to pass the reports via AUTODIN to the managing AMC MSCs.

3-10. Internal distribution of reports

Distribution of the reports required within the MACOMs or subcommands is at the discretion of the concerned commanders.

Table 3-1
Asset status/transaction reporting request format (DIC "DZE")

Columns: 11-3

Field legend: DIC.

Instructions: Enter constant DIC "DZE" .

Columns: 4-6

Field legend: RIC.

Instructions: Enter RIC of the activity requesting reports (leave blank for intra-service use).

Columns: 7

Field legend: Reporting request code

Instructions: Enter appropriate reporting request code. (See note.)

Columns: 8-22

Field legend: NSN.

Instructions: Enter the NSN of the item to be reported.

Columns: 23-26

Field legend: Date.

Instructions: Enter the Julian Date when required by reporting code in column 7.

Columns: 27-66

Field legend: Blank.

Instructions: Leave blank.

Columns: 67-69

Field legend: RIC.

Instructions: Enter RIC of MSC to which the reports are to be submitted.

Columns: 70

Field legend: RICC.

Instructions: Enter the constant number "8, D, E, or F."

Columns: 71-80

Field legend: Blank.

Instructions: Leave blank.

Notes:

* Reporting request codes:

^A Reporting request code "O" - Commence daily asset status reporting (DIC "DZA" on the date indicated in columns 23-26. Reporting will be on an exception basis upon change of DIC "DZA" elements.

^B Reporting request code "4" - Terminate asset status reporting (DIC "DZA" on the date indicated in columns 23-26.

Table 3-2
Asset status reporting format (DIC“DZA”)

Columns: 1-3

Field legend: DIC.

Instructions: Enter constant “DZA.”

Columns: 4-6

Field legend: RIC (To.)

Instructions: Enter the RIC of MSC to which report is submitted. Direct support level will leave blank.

Columns: 7

Field legend: Transaction overflow (See note.)

Instructions: Enter consecutive codes A through Z as needed when a multiple number of transactions are submitted for same NSN, RIC from the date prepared (that is, when quantity exceeds field size, or different condition or purpose codes apply).

Columns: 8-22

Field legend: NSN.

Instructions: Enter NSN of item reported.

Columns: 23-24

Field legend: UI.

Instructions: Enter UI of item reported.

Columns: 25-30

Field legend: On-hand quantity. (See note.)

Instructions: Enter on-hand quantity for each applicable purpose code and condition code combination in columns 70-71.

Columns: 31-36

Field legend: Due-in quantity. (See note.)

Instructions: Enter due-in quantity for each applicable purpose code.

Columns: 37-41

Field legend: Due-out quantity. (See note.)

Instructions: Enter due-out quantity for each applicable purpose code.

Columns: 42

Field legend: Reporting code.

Instructions: Enter appropriate reporting code from table 3-1.

Columns: 43-48

Field legend: RO. (See note.)

Instructions: Enter RO or authorized quantity stockage level for each purpose code in column 70.

Columns: 49-54

Field legend: Safety level. (See note.)

Instructions: Enter the quantity that represents the safety level or leave blank.

Columns: 55-57

Field legend: Project code.

Instructions: Enter code as prescribed in AR 725-50 to identify approved operational projects and mobilization reserves, if applicable.

Columns: 58-60

Field legend: RIC (storage site).

Instructions: Enter the code identifying the activity where the item is stored if different from the activity preparing the transaction (columns 67-69); otherwise, leave blank.

Columns: 61-64

Field legend: Date prepared.

Instructions: Enter four-digit Julian Date.

Columns: 65-66

Field legend: Blank.

Instructions: Leave blank

Columns: 67-69

Field legend: RIC. (From.)

Table 3-2
Asset status reporting format (DIC“DZA”)—Continued

Instructions: Enter the RIC of the reporting activity. Direct support level will leave these columns blank.

Columns: 70

Field legend: O/P Code. (See note.)

Instructions: Enter the appropriate code as prescribed in AR 725-50, appendix C. Display data separately by O/P code, within condition code using separate input transactions.

Columns: 71

Field legend: Condition Code. (See note.)

Instructions: Enter the condition code of the item per AR 725-50.

Columns: 72-77

Field legend: Department of Defense Activity Address Code (DODAAC).

Instructions: Direct support level will enter DODAAC; all others will leave blank.

Columns: 78

Field legend: Stockage list code.

Instructions: Enter the stockage list codes presently provided in the SARSS or SAILS-AB.. programs or AR 710-2.

Columns: 79-80

Field legend: Blank.

Instructions: Leave blank.

Notes:

¹ Enter required data in all data fields indicated. All quantities are right justified. Precede significant digits with zeros. Multiple transactions will be prepared for the same stock number when item quantities exceed the space available in the quantity data fields (columns 25-30, 31-36, 37-41, 43-48, and 49-54), or when the item is in more than one purpose code or condition code. Multiple purpose and condition code combinations will be displayed in columns 70-71 in alphabetical sequence, with corresponding quantity data, as shown table 3-3.

Table 3-3
Significant digits that should be preceded by zeros

Transactions: 25-30(OH)31-36(DI)37-41(DO)

Digits: A 120 105

B 120 0 0

C 10200

D 2 2 0

Transactions: 43-48(RO) 49-54(SL)70(P)71

Digits: A 250 80A A

BA E

C 32 C A

DC F

Chapter 4

Unique Item Tracking (UIT)

Section I

Introduction

4-1. Program overview

UIT is the DoD program to maintain visibility of selected items uniquely identified by serial number. The Army accomplishes UIT through four sub-programs: DoD Small Arms Serialization Program (DODSASP) providing visibility of small arms; Security Risk Category I Non-nuclear Missiles and Rockets providing visibility of selected Category I assets; Radiation Testing and Tracking Systems (RATTS) providing visibility of radioactive sources for user and maintainer safety; and Controlled Cryptographic Items Serialization Program (CCISP) providing visibility of selected Controlled Cryptographic Items (CCI) as designated by the National Security Agency. To ensure appropriate visibility, UIT requires transactional reporting to the UIT Central Registry from all elements in possession of reportable items. The U.S. Army Materiel Command Logistics Support Activity (USAMC LOGSA) executes the UIT Central Registry

mission for all UIT programs, as well as the DODSASP Central Registry. UIT additionally requires an annual reconciliation of all reportable items. This chapter outlines the procedures for execution of the Army UIT program.

4-2. Implementation in automated systems and in manual stock record accounts

Automated system procedures for UIT reporting exists for the following systems: Standard Property Book System - Redesign (SPBS-R), Standard Army Retail Supply System (SARSS), Standard Army Ammunition System (SAAS), and the Defense Property Accounting System (DPAS). The Army objective is to have automation interfaces for UIT data reporting from all systems. For this reason, interfaces of data in lieu of the standard interface transactions defined in this regulation are permissible if the interfaces originate with the accountable records. Non-standard data interfaces include both data files and extended CBS-X records. An extended CBS-X record integrates serial number information with the CBS-X asset record. Emerging interfaces that automate UIT reporting or integrate UIT and Asset Reporting will be directly coordinated with USAMC LOGSA prior to their implementation.

4-3. Compliance methods

a. Each MACOM will establish policy and procedures to ensure compliance with this regulation. Reporting activities will use serial number control transactions to report the item initial registration, subsequent update transactions, and respond to reject/error notification from the UIT Central Registry. This will be accomplished by using the Document Identification Codes (DICs), transaction codes, and reject error codes identified in Sections II - V of this chapter. The error transaction and reject codes listed are two-character alphanumeric or numeric codes that identify the type of transaction error. These codes are used on-line or on reject listings to identify transaction errors or rejects, the type of error, and the reconciliation action to be taken by the reporting activity and the UIT Central Registry. The manual data entry instructions for UIT transactions are in appendixes B through D of this regulation.

b. Supported property books and stock record accounts will input data to the reporting activity within 5 calendar days of the supply transaction. Property books and stock records that perform as their own reporting activities will report the balance transaction to the UIT Central Registry within ten calendar days of the posting of the supply transaction to the accountable record. Accountable officers performing the duty assignment of the serialization officer will use the outlined procedures below, and in Section II-V, to report serial numbers within five calendar days of the supply transaction. Reporting activities collecting data from supported property book and stock record officers will use the outlined procedures below, and in Section II-V, to report serial numbers within 10 calendar days of the supply transactions.

c. The UIT Central Registry will

(1) Establish and maintain a serial number master file that will have individual serial number inquiry capability.

(2) Provide, within 72 hours, investigative agencies with the last recorded responsible activity/owner that reported a specific serial-numbered small arm, radioactive source, Category I missile/rocket, and CCI.

(3) Provide reporting activities with on-line access to reports and queries that will identify reportable items reported as being shipped to property book officers and stock record accounts supported by that reporting activity for which a receipt has not been received by the UIT Central Registry.

(4) Provide reporting activities with on-line access to a report that will identify receipts that processed for the reporting activity for which a shipment transaction was not received. Aged conditions on the open shipment report will be identified for the reporting activities use in managing sensitive item intransit between supply accounts.

d. An annual reconciliation will be conducted between the UIT Central Registry and Army reporting activities to verify that the master records are correct.

e. Unique Item Tracking files must be set up by each reporting activity to identify all reportable serial numbers and location of owner down to the property book or stock record level. These files will be maintained using Distribution Execution System (DES)/Supply Support Activity (SSA)/UIT personal computer application where available. The files will be used in annual "bottoms-up" reconciliation with the UIT Central Registry and adjusted within the prescribed suspense period to correct those transactions rejected on the UIT Central Registry update and reconciliation cycles. Reporting activity files are to be set up to maintain an inactive record of all transactions for at least 2 years after being reconciled with the UIT Central Registry.

f. The UIT Central Registry will continue to operate and be maintained in the event of mobilization or other emergency. However, in certain emergency situations, HQDA can authorize the use of transaction code "J" (suspension of reporting requirements) by the unit. HQDA will identify to the UIT Registry each DODAAC authorized to use transaction code "J" and will annually review and validate the "J" status of the DODAAC. Additionally, HQDA will report changes to a DODAAC's "J" status to the UIT Registry within 30 calendar days of termination of the suspension of reporting requirement. (A reporting activity with a DA approved suspension will submit a reconciliation transaction within ten days of the termination of the suspension).

4-4. Customer assistance

The Executive Director of the Logistics Support Activity is the Administrator of the DoD and UIT Central Registry. For customer assistance for OCONUS customers call DSN 897-7551 or commercial (256) 313-2460; CONUS (east of the Mississippi River) customers call DSN 897-2473 or commercial (256) 313-2473; CONUS (west of the Mississippi

River) customers call DSN 897-2463 or commercial (256) 313-2463; other Service customers call DSN 897-2461 or commercial (256) 313-2463. MACOM representative call DSN 897-2475 or commercial (256) 313-2475. Facsimile copies may be sent to DSN 897-2827 or commercial (256) 313-2827. The electronic mail (e-mail) address is uit@logsa.army.mil.

4-5. Data submission

Send reportable UIT serial number data to the UIT Central Registry by one of the following methods:

a. Distribution Execution System (DES) Communications. Connected DES users who are serialization officers may use the communications menu to send their UIT data directly to LOGSA. Upon receipt, LOGSA will send an automatic confirmation message indicating the number of UIT transactions received and the date and time the data was received at the LOGSA host computer. To obtain DES Communications, contact the appropriate area UIT POC (para 4-4). On-site fielding of DES Communications is dependent upon availability of the LOGSA DES fielding team and travel funds.

b. Electronic mail. Transmit UIT data as a binary file in the prescribed format to uit@logsa.army.mil. LOGSA will reply to the email indicating it has been received.

c. DDN (previously AUTODIN). Send UIT data to routing indicator code "RUQAEHD" with content indicator code "AHAE" using the prescribed transaction formats, including the DICs specified in this regulation. Use RIC "AGT," (for LOGSA) in columns 4-6. There is no confirmation of receipt available when data is sent via DDN.

d. IBM-compatible floppy diskette. A UIT PC package is available for UIT serialization officers that may be used to create UIT input transactions on floppy diskette. Contact the appropriate area UIT POC (para 4-4) to request the UIT PC package. Any word processing system or database management system that can create an ASCII or DBF file may also be used to create UIT data. When in doubt, contact the UIT Central Registry Help Desk. There is no confirmation of receipt available when data is mailed on floppy diskette. Mail the diskette to: USAMC Logistics Support Activity, ATTN: AMXLS-MD (UIT), Redstone Arsenal, AL 35898-7466.

e. Blocked Asynchronous Transmission (BLAST). SAAS-4 and SAAS-MOD users may use imbedded BLAST capability (a manual BLAST communications package) to send an ad hoc report to LOGSA. Before using BLAST, users must obtain a log on to the LOGSA host computer. LOGSA will provide BLAST users the phone number(s) available to use in their BLAST scripts with the log on and password notification. Upon receipt, LOGSA will convert the ad hoc report to the prescribed standard format. Users may call the UIT Central Registry Help Desk to verify the data has been received. No automated confirmation is available. For more information on SAAS-4, contact the SAAS-4 Help Desk at the United States Army Information Systems Software Development Center Lee (USAISSDCL) at DSN 687-1051 or commercial (804) 734-1051.

f. Certified mail tape. Magnetic tape should be used for large submissions if the installation has tape equipment. The UIT Central Registry at USAMC LOGSA has an IBM 360-65 system that requires the following format: Translate to IBM mode BCD or EBCDIC, use 1600 BPI, 9-track tape, 80 positions per record and 50 records per block. Do not use header labels. Place an external label with this data on each reel of tape, along with the return address of the reporting activity. Mail all tapes to: USAMC Logistics Support Activity, ATTN: AMXLS-MD (UIT), Redstone Arsenal, AL 35898-7466.

g. File Transfer Protocol (FTP). Serialization officers with extremely large quantities of UIT data (such as Other Services who send in huge monthly overlay files) may request capability to send UIT data using FTP or tape cartridges. Contact the appropriate area UIT POC (para 4-4) to set up this procedure.

4-6. Safeguarding and physical security of ADP recorded data

a. Maintain the security of ADP records per AR 380-5, AR 380-40, and AR 380-380.

b. The reporting activity has the responsibility to classify small arms data when there is sound reason to believe that the information would disclose to any unauthorized individual or agency the war potential, war defense plans, or posture of the United States and could reasonably be expected to cause a degree of harm to national security.

c. UIT (DODSASP, RATTs, CCISP and Category I Reporting) does not relieve units or activities from the requirements for physical security of reportable items per DoD/DA security regulations.

4-7. Functional requirements of the serialization officer

All reporting activities will keep an automated or manual active file of serial numbers of reportable items on-hand in all supported accountable property records down to the property book/stock record account level. UIT reporting is keyed to the DODAAC/UIC of the activity accountable for the reportable item. Evacuation of a reportable asset through maintenance channels for repair and return within the Army that does not entail a property book/ownership change will not require UIT reporting. However, the shipment of a reportable asset to another Service for maintenance

purposes will be reported to the UIT Central Registry. This requirement will be included in any maintenance support agreement. The serialization officer (s) at each reporting activity will—

a. Establish and maintain files as prescribed in paragraph 4-3e for all supported accountable property records. This includes activities satellited on the installation for support.

b. Report shipments (gains or losses) into or out of the reporting activity responsibility to the UIT Central Registry. The serialization officer will use the monthly open shipment notification to follow up on an in-bound shipment not reported or received. The notification is transmitted by the UIT Central Registry to each reporting activity by the tenth day of the month and reflected status as of the first Tuesday of each month. The notification identifies all in-bound reportable asset shipments, depot shipments, and lateral transfers from retail property records by serial number, document number, “ship to” DODAAC, and losing activity DODAAC.

c. Report changes to small arms, Category I, RATTs, and CCI status to the UIT Central Registry within ten calendar days of the supply transaction.

d. Monitor, report, resolve error or rejects, and reconcile small arms, Category I, RATTs, and CCI data before reporting it to the UIT Central Registry.

e. Inform the UIT Central Registry of additions and deletions of DODAACs that are supported by the reporting activity.

4-8. Reconciliation procedures

a. An annual 100 percent reconciliation will be conducted between the UIT Central Registry and each of the reporting activities. This reconciliation requires “bottoms-up” reporting.(all active records on the activity’s file should be reported to the UIT Central Registry). Each reporting activity will use the schedule in table 4-1 to prepare their annual reconciliation. This data will be used to compare the reporting activity records to the UIT Central Registry master record. Discrepancies and necessary follow-ups on records will be forwarded to the reporting activities for correction.

Table 4-1
UIT Annual reconciliation schedules

Month: January

Activities scheduled: AMC/DLA depots, Army ammunition plants, arsenals, and miscellaneous CONUS activities not identified elsewhere

Month: February

Activities scheduled: Not scheduled

Month: March

Activities scheduled: Not scheduled

Month: April

Activities scheduled: Active Army/Army Reserve

Month: May

Activities scheduled: Not scheduled.

Month: June

Activities scheduled: Not scheduled

Month: July

Activities scheduled: ARNGUS (USP&FO)

Month: August

Activities scheduled: Not scheduled

Month: September

Activities scheduled: Not scheduled

Month: October

Activities scheduled: Not scheduled.

Month: November

Activities scheduled: Not scheduled.

Month: December

Activities scheduled: Not scheduled.

b. The UIT Central Registry will ensure that reporting activities follow the reconciliation schedule at table 4-1. Based on the reporting activities submission, they will check all reportable asset record files submitted by the reporting

activities against the UIT Central Registry files. When a discrepancy occurs, the UIT Central Registry will prepare a reject reconciliation transaction to be transmitted back the reporting activity. The reject documentation will contain the same data as submitted by the reporting activity except columns 23-24 will reflect the appropriate reconciliation reject code.

c. During each reconciliation the UIT Central Registry will prepare and send to the reporting activity a Reconciliation Statistical Summary Report. This report will include the number of—

- (1) Reconciliation records received (transaction code “E”).
- (2) Rejects (total).
- (3) Reconciliation records that match DoD master file.

d. The cut-off date for reporting activities to report their reconciliation data will be the last day of the month listed in table 4-1. Property book accounts will perform their CBS-X validation and their UIT bottoms up reconciliation on the same cut-off date whether they are reporting directly to the UIT Central Registry or to an intermediate serialization officer. The UIT Central Registry will return the results of the reconciliation to the reporting activities by the 30th day of the scheduled submission to the UIT Registry. Rejected reconciliation records must be corrected by the reporting activity within 60 days from the receipt of the rejected records from the UIT Central Registry.

e. Reporting activities can send the bottoms-up reconciliation to the UIT Central Registry by any of the formats described in paragraph 4-5. This submission must contain all the serial number UIT designated items controlled by that activity.

f. Reporting activities will reconcile all records with property book or owning activities no later than 30 days after the annual scheduled reconciliation in table 4-1. The annual reconciliation will include a reconciliation transaction (transaction code “E”) for each UIT designated item on the reporting activity’s active file. Identify the property book (current owner possessing reportable asset) in columns 69-74 of the “E” transaction. Depots will identify the current storage location in columns.

g. Reporting activities will review all rejected reconciliation transactions and submit corrective transactions within 60 calendar days to the UIT Central Registry.

h. If the UIT Central Registry does not receive a reconciliation record of a reporting activity serial number, the UIT Central Registry will send the reporting activity an image of that record with reconciliation code “05”.

i. The UIT Central Registry will establish a suspense file of records rejected to the reporting activities for corrective action. They will also prepare and send a UIT Reconciliation Statistical Summary report to the reporting activity, the headquarters of the reporting activity, and to HQDA (DALO-SMP) upon completion of each reconciliation.

j. If the reject on the UIT Central Registry has not been cleared by a reporting activity within 60 calendar days, the UIT Central Registry will prepare and send a follow-up to the reporting activity. If corrective transactions or notification of a problem is not received from the reporting activity within 7 calendar days of the follow-up, the Central Registry will request assistance from the respective MACOM Serialization Coordinator. The MACOM UITSP Coordinator will have 20 calendar days to forward corrective transactions to the UIT Central Registry. Failure to meet this suspense will result in the UIT Central Registry requesting assistance from HQDA for completing correction of rejects.

k. The UIT Central Registry will coordinate sight verification and corrective action on all reconciliation code “07” errors when two or more reconciling activities have reported the same stock number/serial number combination.

l. The UIT Registry will post reconciliation records received from reporting activities that contain serial-numbered assets not previously recorded on the Army Master File. Posting will be done despite the lack of a prior receipt record being transmitted. Summary of the number of “08” records will be provided to the reporting activity being reconciled.

Section II

Small Arms Serial Number Registration and Reporting (RCSDD-MIL(A) 1629)

4-9. Objectives of Department of Defense Small Arms Serialization Program (DODSASP)

a. This section provides the DA standard procedures for reporting small arms serial number data under the DoD Small Arms Serialization Program (DODSASP) as defined and required per DoD 4000.25-2-M. The DODSASP is a DoD-wide system established to maintain small arms serial number visibility. The UIT Central Registry is part of DODSASP and maintains small arms serial number visibility within the Active Army, U.S. Army Reserve, ARNGUS, and Army Reserve Officer Training Corps. The DICs shown in table 4-2 and the transaction codes in table 4-3 will be used for small arms reporting. The Registry is designed to provide investigative agencies within 72 hours, the identification of the last responsible Army activity having a specific serial-numbered small arm.

Table 4-2
DODSASP DICs

DIC: “DSA”

Document title: Multifield Correction.

Description: Used for correcting erroneous or invalid NSN, DODAAC/UIC, or WSN on the UIT Central Registry file.

Table 4-2
DODSASP DICs—Continued

DIC: "DSB"

Document title: Mass NSN Change.

Description: Used for mass NSN changes as directed by ACALA through AMDF or notification of change from the UIT Central Registry.

DIC: "DSC"

Document title: Correction.

Description: Used for correcting rejected transaction or reconciliation transaction on the UIT Central Registry.

DIC: "DSD"

Document title: Receipt/Issue Follow-up.

Description: Used for follow-up procedures by the UIT Central Registry to confirm the serial number of item(s) shipped for which no receipt was confirmed within the required time frame or item(s) received but no record of serial number shipped.

DIC: "DSF"

Document title: Reject or Reconciliation Follow-up.

Description: Used to notify a unit or activity that a reject or reconciliation transaction has not been received.

DIC: "DSM"

Document title: Serial Number Control Document.

Description: Used for registration and reporting of serial numbers between reporting activities and the UIT Central Registry.

DIC: "DSR"

Document title: Serial Number Reconciliation or Reconciliation errors.

Description: Used by reporting activity to submit reconciliation data or used by UIT Central Registry in forwarding reconciliation errors and update errors.

Table 4-3
DODSASP transaction codes

Code: A

Description: Weapon not received. Use to respond to a follow-up request.

Code: B

Description: Initial registration of weapon.

Code: C

Description: Description: Inventory gain. Reports of a serial number gain through inventory adjustment will be made under this transaction.

Code: D

Description: Shipment reversal. Used by shipping activity to reverse an invalid shipment transaction (code S) for which a serial number was previously reported to the UIT Central Registry.

Code: E

Description: Annual reconciliation. Used for annual weapon serial number reconciliation.

Code: F

Description: Shipment to Foreign Military Sales (FMS)/Grant Aid. Used to record the issue of a serial number directed under FMS or Grant Aid agreements.

Code: G

Description: Shipment to general officers. Used to record the issue of a weapon to general officers.

Code: H

Description: Mass stock number change. Used by either the reporting activity or the central registry to change all serial number records from a given stock number to a new stock number.

Code: I

Description: Interrogation/Inquiry Record. Enter all inquiries from law enforcement agencies and from appropriate Military and civilian activities for weapons located in foreign countries on the DoD Registry file when no record exists on the active or inactive file.

Code: J

Description: Emergency suspension of reporting requirements. Use of this code must be authorized by HQDA. A single "J" transaction using DIC "DSM" format with the owning activity in positions 69-74 will suspend all records for that activity.

Code: K

Table 4-3
DODSASP transaction codes—Continued

Description: Multifield correction. Used by reporting activities to correct erroneous serial number, NSN, MCN, LCN, or owning activity address (DODAAC/UIC of the activity in possession of the weapon) that has been reported and posted to the registry.

Code: L

Description: Inventory loss. Reports inventory loss after all investigative requirements, including report of survey and security reports have been completed.

Code: M

Description: DODAAC/UIC mass change. This transaction will cause all serial numbers to be dropped from a DODAAC/UIC (columns 51-56) and to be recorded with another DODAAC/UIC (columns 45-50). This normally results from unit redesignation. One "M" transaction will change the DODAAC/UIC in all records.

Code: N

Description: Shipment to other agencies. Reports shipments to activities outside the control of DoD. This includes shipments to civilian activities, non-DoD governmental activities, and non-reporting (classified) military activities. It excludes FMS or grant aid.

Code: P

Description: Procurement gain. Prepared by the manufacturer or procurement source for initial registration and shipment of a weapon.

Code: Q

Description: Notification of suspected loss. Reports a potential lost or stolen serial number. Investigation, report of survey, or security report is in process.

Code: R

Description: Receipt. Reports/confirms the receipt of a weapon from one reporting activity to another. Used to report receipts between DoD activities.

Code: S

Description: Shipment. Reports the shipment of a serial number from one reporting activity to another within DoD control. Used to report shipments between DoD activities.

Code: T

Description: Confirmation of completed shipment from one Service/Agency to another. Used by DoD Registry to reflect shipments completed between Services.

Code: U

Description: Found or recovered. Used to report the recovery of a serial number previously reported lost or stolen on a transaction "Q."

Code: V

Description: Demilitarization. Used by demilitarization activities to report destruction of weapons through demilitarization.

Code: Z

Description: Initial registration and shipment. Used for registering the shipment of unregistered stock. Serves a dual purpose as "B" and "S" transactions.

Notes:

¹ These are standard MILSTRAP codes. Unassigned codes may be use by the Army for Army unique applications as long as the code is not assigned for MILSTRAP use. If, at any time, the code is approved for MILSTRAP use, the Army will have to conform and change.

b. The UIT Central Registry will use standard procedures to coordinate and interface the small arms serial number reporting between the UIT Central Registry and other DoD Services.

c. Follow-up procedures for delinquent shipment/receipt transaction and for reject transactions will be provided by the UIT Central Registry. They will also provide reconciliation procedures to ensure the accuracy of small arms data.

4-10. Items subject to reporting

a. Report small arms, including those mounted on aircraft, vehicles, and vessels that are accounted for in unclassified property records.

b. Report foreign weapons per procedures in this chapter. When reporting a foreign WSN, an asterisk (*) will be used to identify foreign or unidentifiable characters (for example, Greek, Russian, or Sanskrit, etc.) in WSN field, columns 57-67, of the transaction (table B-1).

c. Report small arms in a museum, to include those on loan, as prescribed in this chapter. In addition, museum pieces of historical value without serial numbers will be reported to the UIT Central Registry on DA Form 2609 (Historical Property Catalog) to be maintained in an off-line file. When moving nonserialized (historical) museum weapons, notify in writing the UIT Central Registry Office.

d. Immediately report lost, abandoned, or unclaimed privately owned small arms when these arms are processed

through a board of officers for actions described in DoD 4160.21-M, chapter VI or turned into a Defense Reutilization and Marketing Office (DRMO).

e. Immediately report small arms to the UIT Central Registry if they are confiscated and claimed by DA activities (private property whose title has passed to DA). This includes claims against the Government due to damage in connection with Government activities or private property confiscated by an appropriate authority to which DA has assumed title.

f. Immediately report small arms purchased with nonappropriated funds, when turned into the DRMO, and privately owned weapons, when classified as claims property. These weapons will be registered immediately in the UIT Central Registry when they come under the control of DA.

g. Immediately report modified weapons rendered inoperable that are used for ceremonial events or training exercise purposes. Obtain a new NSN (or currently assigned NSN) from the UIT Central Registry Office for the modified weapons. Retain these weapons on the UIT Central Registry master file as a weapon subject to the reporting criteria.

4-11. Exclusions to reporting

a. Do not report small arms purchased with nonappropriated funds and privately owned weapons to the UIT Central Registry. These weapons are controlled by civil authorities under the Gun Control Act of 1968. This does not include small arms turned in for disposal. (See para 4-10d through f.)

b. Classified activities that determine specific on-hand small arms should not be registered under these procedures should request guidance through the UIT Central Registry.

c. Deviations from Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) policies by DoD activities with static inventories require approval of the Joint Small Arms Coordinating Group (JSACG) and of the DoD MILSTRAP System Administrator. Requests for deviation will include appropriate justification through the UIT Central Registry (address shown in para 4-5d) to the Defense Logistics Management Standards Division, ATTN: DoD Small Arms Administrator, 6301 Little River Turnpike, Suite 220, Alexandria, VA 22312-5044.

d. Army elements will not report weapons belonging to another Service. However, weapon shipments received from another Service to the Army for maintenance purposes will be reported to the UIT Central Registry using the procedures in 4-17e. This requirement will be included in any maintenance support agreement.

4-12. SASP error transaction and reject codes

The SASP error transaction and reject codes listed in table 4-4 are two-character alphanumeric or numeric codes that identify the type of transaction error. These codes are used on-line or on reject listings to identify transaction errors or rejects, type of error, and reconciliation action to be taken by the reporting activity and the UIT Central Registry. The manual data entry instructions for WSN control transactions are in appendix B.

Table 4-4
Error and reject transaction codes

Error code: 05

Error message: Identifies that a serial number record exists on the UIT Central Registry master file but the reporting activity did not submit "E" reconciliation record.

Solution: Solution: Verify both active and inactive records.

1. If the serial number is on-hand and in the active file, return the error transaction to the UIT Central Registry with the required transaction code in column 7 to indicate that the Registry is correct, thereby removing the reject suspense and precluding follow-up action.
 2. If the serial number is not on hand and in the inactive file, send to the UIT Central Registry a copy of the inactive record and return the error transaction with the required transaction code in column 7. This will remove the reject suspense and preclude follow-up action.
 3. If there is no record of the serial number contact the UIT Central Registry for required action.
-

Error code: 06

Error message: Identifies a duplicate E record submitted for reconciliation by a reporting activity.

Solution: No action required.

Error code: 07

Error message: Identifies a reconciliation request submitted to the UIT Central Registry that reflects another reporting activity of record. The Registry will send a copy of the Registry master record and rejected transaction to the reporting activity.

Solution: Verify both active and inactive records. In each of the following cases the reporting activity is required to resubmit the error transaction with the required transaction code to remove the reject suspense in addition to the following actions.

1. If the serial number is a recent receipt, you must request the reportable shipping activity to submit the required shipment transaction. You must then clear the reject and submit an "R" transaction to post to the master file.
 2. If the serial number is not a recent shipment receipt and the serial number is physically on hand as reported, clear reject and take the action required for duplicate serial numbers within the same NSN.
 3. If the reject transaction has erroneous data, clear reject. If an "05" error has been received for the materiel take no other action in response to the "07". If an "05" has not been received then prepare and submit to the UIT. Central Registry the proper registration transaction.
 4. If the serial number is not on-hand and not on either the active or inactive file, notify the UIT Central Registry.
-

Table 4-4
Error and reject transaction codes—Continued

Error code: 08

Error message: Reflects confirmation that the UIT Central Registry has added a serial number as a result of reconciliation E transaction processed. No prior receipt of a transaction record received by the UIT Central Registry.

Solution: No action required. The reconciliation will be recorded in the next UIT Central Registry Master File update as an initial registration. The number of code 8 records posted to the Army Master File will be identified as summary information to the activity being reconciled.

Error code: 09

Error message: Identifies a reconciliation request submitted to the UIT Central Registry that is not scheduled for reconciliation on date received.

Solution: Verify when reconciliation is scheduled. Reject suspense will not be created.

Error code: 1A

Error message: NSN not equal to current NSN.

Solution: DoD and DA Registry use.

Error code: 1B

Error message: Invalid NSN.

Solution: DoD and DA Registry use.

Error code: 1C

Error message: NSN table date invalid.

Solution: DoD and DA Registry use.

Error code: 2A

Error message: Invalid document identifier code (columns 1-3): Routing identifier code (columns 4-6).

Solution: Notify reporting activity of error so that its files will be corrected. Correct and resubmit transaction.

Error code: 2B

Error message: Serial number contains blanks, invalid or missing characters.

Solution: The reporting activity will physically verify the serial number of the end item and send a corrected transaction.

Error code: 2C

Error message: Invalid transaction code (column 7).

Solution: Reporting activity will verify the transaction code from Table 4-2 and resubmit the transaction with a valid transaction code.

Error message: 2D

Error message: Unmatched NSN (columns 8-22).

Solution: 1. The reporting activity will verify that the NSN is valid and pertinent for reporting. Resubmit the transaction to the Registry with a written request to add the NSN to the NSN file.

2. If the reported stock number was wrong, resubmit the corrected transaction with the correct NSN.

3. If NSN is not reportable, notify the reporting units to discontinue reporting.

Error code: 2E

Error message: Entries in columns 45-50 and 51-56 are equal. The reporting activity cannot ship to itself.

Solution: Verify the "ship to" address, correct and resubmit. If the "ship to" is a unit supported by a reporting activity, submit a "K" transaction.

Error code: 2F

Error message: Document number date in error.

Solution: Verify, correct, and resubmit transaction.

Error code: 2G

Error message: Document number serial in error.

Solution: Verify, correct, and resubmit transaction.

Error code: 2J

Error message: Invalid DODAAC/UIC from or DODAAC/UIC to a mass change.

Solution: Assure that DODAAC/UIC (from-to) are valid and in the file; correct DODAAC/UIC.

Error code: 2K

Error message: Invalid DODAAC in Document Number.

Solution: Verify, correct, and resubmit transaction.

Error code: 2L

Error message: Transaction date (columns 76-80) is not numeric or is blank.

Table 4-4
Error and reject transaction codes—Continued

Solution: Correct and resubmit transaction.

Error code: 2M

Error message: Action date greater than current date.

Solution: Verify, correct, and resubmit transaction.

Error code: 2O (alphabetic character)

Error message: Invalid “ship-to” address DODAAC/UIC (columns 45-50).

Solution: The “ship-to” activity address is not identified on the Registry address table. Verify the address data on the shipment documents and resubmit.

Error code: 3A

Error message: Document number interrogation exceeds limit.

Solution: Correct and return transaction by next cycle. Notification will be by card/listing. Listing will reflect error code and narrative description.

Error code: 3B

Error message: Serial number interrogation exceeds limit.

Solution: Correct and return transaction by next cycle. Notification will be by card/listing. Listing will reflect error code and narrative description.

Error code: 3C

Error message: Stock number interrogation exceeds limit.

Solution: Correct and return transaction by next cycle. Notification will be by card/listing. Listing will reflect error code and narrative description.

Error code: 3D

Error message: DODAAC/UIC number interrogation exceeds limit.

Solution: Correct and return transaction by next cycle. Notification will be by card/listing. Listing will reflect error code and narrative description.

Error code: 3F

Error message: Transaction date prior to master date.

Solution: Verify, correct, and resubmit transaction.

Error code: 3G

Error message: Unmatched transaction.

Solution: Missing transaction(s). Verify, correct, and resubmit transaction.

Error code: 3H

Error message: New serial number matches previously established master file.

Solution: UIT Central Registry will contact reporting activity to verify reported serial number is in error. Correct and resubmit transaction.

Error code: 3I

Error message: From DODAAC/UIC in transaction does not match DODAAC/UIC in master file.

Solution: Verify, correct, and resubmit transaction.

Error code: 3J

Error message: Transaction matched on stock number but not on serial number.

Solution: Serial number error exists in transaction or there are missing transactions in the computer. Verify, correct, and resubmit transaction.

Error code: 3K

Error message: Receipt transaction received before shipment transaction.

Solution: Post receipt. Reject transaction to shipping activity. Verify serial number shipped and correct if required.

Error code: 3L

Error message: Input transaction is incompatible to master file.

Solution: Compare rejected transaction against master file and take necessary action to make input transaction (column 7) compatible.

Error code: 3M

Error message: Duplicate on serial number, stock number, and transaction code.

Solution: Examine transaction to determine if it is an exact duplicate with master record. If it is not, correct and resubmit transaction.

Error code: 3U

Error message: The NSN and serial number duplicates one on record in the master file.

Table 4-4
Error and reject transaction codes—Continued

Solution: Verify records.

1. Verify NSN and serial number of weapon. If incorrect, resubmit corrected transaction.
2. If correct and weapon was not received from activity shown on master file, follow instructions for reporting duplicate serial numbers within same NSN.
3. If correct and weapon was received from activity shown in master file, submit receipt transaction to the UIT Central Registry.

4-13. Reporting weapons with missing/illegible serial numbers

- a. Use the following format to request from the UIT Central Registry assignment of a serial number when serial numbers are missing or illegible. For non-standard items and museum pieces, use the format in table 4-5 to request from the UIT Central Registry assignment of a serial number and NSN or a management control number (MCN).
- b. Reporting activities should use a UIT Central Registry assigned MCN for weapons' identification until a valid NSN is obtained from the DoD Central Registry Office.

Table 4-5
Small arms serial number or NSN request format

NSN	Serial number description	Description
(NSN or none)	(SN or none)	Make, model, caliber, and other nomenclature data.

4-14. Reporting of local modification of small arms

The UIT Central Registry will be informed when authorized local modification of a weapon changes its identification. If modification produces a weapon with a different NSN, report the change using transaction code "K" (table B-5). If modification produces a weapon with no NSN, a request for a NSN will be submitted per paragraph 4-13. Upon receipt of a new NSN or authorized MCN, report the change using transaction code "K" (table B-5).

4-15. Duplicate WSNs within the same NSN

- a. Reporting activities will report any duplicate serial numbers to the UIT Central Registry. Duplicates will be reported by message or letter.
- b. When the UIT Central Registry encounters duplicate serial numbers, it will request both activities to verify the WSNs and stock number of the weapon to assure report accuracy. If the weapon was reported incorrectly by one of the activities, then the appropriate correction will be prepared and forwarded by the activity in error. The correction will be submitted on the multifield correction format to the UIT Central Registry. Make the necessary correction to activity file record. If the weapon was shipped without submitting the required shipment transaction, the shipping activity will prepare and submit the necessary shipment transaction per instructions provided in paragraph 4-17a. When determined that the WSNs were reported correctly, the UIT Central Registry Office will notify one of the activities to modify the WSN. Weapons with duplicate serial numbers located in the wholesale system will be modified first, to the extent possible.

4-16. Initial registration

All reportable serial numbered items will be registered with the UIT Central Registry by the reporting activities. Local procedures will be established to ensure accountable property records obtain the serial numbers from the equipment. Physically verifying the serial number is critical to ensure data base accuracy. The reporting activity will submit a transaction using transaction code "B" per table B-1 format. Transmit the transaction to the UIT Central Registry and update the reporting activity file. New production items will be initially registered by the contractor submitting a procurement gain transaction,(transaction code "P", table B-1)to the UIT Central Registry.

4-17. Shipments and transfers

Follow the procedures and requirement in AR 725-50 for Military Standard Requisitioning and Issue Procedures (MILSTRIP) documentation accompanying small arms shipment. The shipping documentation for each registered small arms shipment will include a list of the serial numbers of each weapon in the shipment.

- a. *Shipment (other than new procurement) transactions.* When a weapon is shipped to an accountable property record supported by another reporting activity file (including other services and DRMO), the losing activity will prepare two small arms shipment transactions (transaction code "S") per table B-1 attaching the copies to the shipping documentation. For multiple weapon shipments, the transactions will be grouped and identified by box number and

placed in/on the first container/unit load. Transmit the transaction to the UIT Central Registry and update the reporting activity file.

b. Shipments from procurement. When small arms are shipped from a contractor to activities within Army, the contractor is required to prepare three WSN control “P” transactions (table B-1). One copy will be sent to the UIT Central Registry to open the record. This record will be maintained in suspense until confirmation of receipt of the weapon is provided by the receiving activity. The two remaining copies will have the RIC of the UIT Central Registry and will accompany the shipping documentation. When shipments consist of multiple containers, listing will identify which serial numbers are within each of the containers.

c. Shipments to grant aid or FMS. Report shipments directed under grant aid or FMS agreements to the UIT Central Registry. Follow the shipment procedures in a above, using transaction code “F” instead of transaction code “S” (table B-1). Listings are not required to accompany weapon shipment.

d. Shipments to other agencies or activities. Report shipments to other agencies or activities outside the control of DoD to the UIT Central Registry. Follow the procedures in a above, using transaction code “N” instead of transaction code “S” Include shipments to civilian activities, non-DoD Government activities, and non-reporting (classified) military activities. Transaction copies are not required to accompany weapon shipment.

e. Shipments to other services. Follow the procedures and requirements in AR 725-50 for Military Standard Requisitioning and Issue Procedures (MILSTRIP) documentation accompanying small arms shipments between DoD components. Attach a list of the serial numbers for each weapon in the shipment documentation. When a shipment consists of multiple containers, the listing will identify which serial numbers are within each container. Report shipments to other services to the UIT Central Registry following the procedures in a above. The UIT Central Registry will enter the shipping data into the active file to indicate the intransit shipment. The UIT Central Registry then forwards the transaction to the destination Service Registry.

f. Shipment cancellations. To cancel a reported shipment of a serial-numbered weapon prepare a shipment cancellation transactions (transaction code “D”, table B-1), using all data contained in the shipment transaction. Transmit the transaction to the UIT Central Registry and update the reporting activity file.

g. Property book or ownership change. To report the movement of a small arm within the reporting activity (installation/area file) jurisdiction, prepare a multifield correction transaction (transaction code “K,” table B-5), identifying the new owning unit or activity. Transmit the transaction to the UIT Central Registry and update the reporting activity file.

4-18. Follow-up for weapons in transit

The UIT Central Registry will use the format in table B-7 to follow-up on all in-transit small arms. This includes CONUS shipments in transit for more than 30 calendar days or OCONUS shipments in transit for 90 calendar days from date of shipment for which no confirmation of receipt (transaction code “R”) has been received. The UIT Central Registry will allow 10 calendar days for response to the follow-up transaction. The same format, timeframes, and procedures will be used by the UIT Central Registry for follow-up action for all weapons reported “received” by a reporting activity for which a transaction code “S” has not been received from the shipping activity. The following functions will be performed if—

a. The weapon has been received, the receiving activity will submit a receipt transaction per paragraph 4-20a.

b. The weapon has not been received, the receiving activity will submit to the UIT Central Registry a non-receipt transaction (transaction code “A,” table B-1) leaving the transaction date blank.

c. No response received by the UIT Central Registry within 10 calendar days an electronic transmission (message) will be sent to the receiving activity with an information copy to the receiving activity’s higher headquarters. If there is a negative or no response to the message within 14 calendar days, the UIT Central Registry will report the weapon(s) as missing, lost or stolen to the DoD Central Registry and the appropriate investigative agency with an information copy provided shipping activity to initiate a report of survey.

4-19. Open shipment notification

In addition to automated follow-ups for weapons in transit (para 4-18), the UIT Central Registry will prepare and furnish to each reporting activity file a monthly notification of all open shipments on the DA master file. This

notification will provide, in addition to over age shipments, those shipments that have posted to the UIT master file during the previous 30 days. The following functions will be performed at the UIT Central Registry:

- a. Prepare the notification immediately after the last update cycle of the month. (Receipts must arrive at the UIT Central Registry prior to the last Thursday of the month to be cleared off of the next monthly report.)
- b. Transmit the notification to each installation or area file no later than the 10th of each month.
- c. Provide a monthly report to each MACOM identifying by quantity and age the open shipments for their installation or area file.
- d. Provide a monthly report to each Service Registry identifying those Army over age shipments to their Service.
- e. Provide a quarterly open shipment report to AMC with information copies to HQDA and all MACOMs. This report will identify by quantity and age the open shipments for each MACOM.

4-20. Receipt

a. If the serial number is correct, the reporting activity will prepare a receipt transaction (transaction code "R," table B-1). Use the serial number data in the shipment documentation serial number listing to prepare the receipt transaction. Transmit the transaction to the UIT Central Registry and update the reporting activity file.

b. If the serial number data on the shipment documentation does not correspond to the actual small arms by serial number, use the following procedures:

(1) Prepare a receipt "R" transaction (table B-1) for the weapon under the erroneous NSN/WSN per instructions in paragraph 4-20a.

(2) Prepare the required NSN/WSN correction transaction (transaction code "K") per table B-5 to update the UIT Central Registry master file and the reporting activity file.

(3) Prepare a SF 364 (Report of Discrepancy (ROD)), per AR 735-5 and AR 735-11-2, and send it to the shipping activity that submitted the erroneous shipment data.

c. Receipt transaction without serial number documentation. Small arms received without serial number transactions or lists will be considered as unregistered. Prepare two small arms receipt transactions (transaction code "R") per appendix B to update the reporting activity file and to notify the UIT Central Registry. Use the information on the shipping documentation DD Form 1348-1A (Issue Release/Receipt Document) or DD Form 1348-2 (DoD Issue Release/Receipt Document with Address Label) to complete the receipt transaction.

d. Receipts from other Services. Report receipts from other Services following the procedures in a above. The UIT Central Registry will match the small arms data against the intransit record. Discrepant serial number(s) will be verified by telephone or letter and corrective action will be taken as required. The UIT Central Registry will provide the DSM transaction with transaction code "R" to the shipping Service Registry.

4-21. Inventory gain

Report the gain of a serial-numbered weapon through inventory adjustment (for example, found on post). Prepare an inventory gain transaction (transaction code "C") per table B-1. Transmit the transaction to the UIT Central Registry and update the reporting activity file. Additional reporting is as required per AR 710-2.

4-22. Loss

a. *Suspected loss.* Report a potential lost or stolen weapon to the UIT Central Registry and identify that an investigation or report of survey is in process. Prepare a notification of suspected loss transaction (transaction code "Q") per table B-1. Transmit the transaction to the UIT Central Registry and update the reporting activity file. Identify the DA report sequence number from the DA Form 3056 (Report of Missing/Recovered Firearms, Ammunition and Explosives) in the document number field (columns 30-43) of the "Q" transaction for follow-up action by the UIT Central Registry and the HQDA (DAMO-ODL), 400 Army Pentagon, Washington, DC 20310-0400.

(1) The following functions are performed at the UIT Central Registry:

(a) Review/research each suspected loss against the UIT master file.

(b) If the weapon is found under a different reporting activity or under a different NSN (same type weapon), report finding to the reporting activity and HQDA (DAMO-ODL).

(c) If the weapon is not found, report suspected loss to the HQDA (DAMO-ODL).

(d) Prepare and furnish a quarterly report of weapons reported as suspected lost or stolen to the MACOMs and HQDA (DAMO-ODL).

(2) The following functions are performed at the reporting installation or area files:

(a) Ensure that suspected lost or stolen weapons are reported per AR 190-11.

(b) Identify the DA report sequence number from the DA Form 3056 (AR 190-11) in the document number field

(columns 30-43) of the "Q" transaction (table B-1) for follow-up action by the UIT Central Registry and HQDA (DAMO-ODL).

(c) Recovered weapons will be reported to the UIT Central Registry per paragraph 4-21 and to HQDA (DAMO-ODL) per AR 190-11.

b. Inventory loss. Report the loss or theft of a weapon and show that an investigation has been completed and report of survey initiated. Prepare an inventory loss transactions (transaction code "L," table B-1). The report of survey number will be identified in the document number field (columns 30-44). Transmit the transaction to the UIT Central Registry and update the reporting activity file.

(1) The UIT Central Registry will take the same action on losses as required for suspected lost or stolen weapons in paragraphs a(1)(a) through (d) above.

(2) The reporting activity will take the same actions as required in paragraph a(2)(a) through (c) above.

(3) MACOMs will take the same actions as required in paragraphs a(2)(a) and (c) above.

4-23. Recovered small arms

a. Reportable small arms confiscated or otherwise recovered (previously dropped from accountability by Report of Survey, or Board of Investigation) will be reported to the HQDA (DAMO-ODL) per AR 190-11 and registered to the UIT Central Registry as an inventory gain, transaction code "U," table B-1.

b. Recovered weapons will be reported to the UIT Central Registry per paragraph 4-23a. Recovered small arms without NSN/serial numbers will be reported by message per paragraph 4-13a.

4-24. Interrogation requests

a. The UIT Central Registry will provide to investigative agencies, within 72 hours, the identification of the last known accountable activity having a specific serial-numbered small arm. Investigative agencies will query the UIT Central Registry by message, letter, or telephone. Upon identifying the last known owner of the weapon from the UIT master file or other available serial number files, the UIT Central Registry will query the responsible component registry or Army reporting activity as to current weapon status and owning activity (property book account). Once the weapon status and owning unit are identified, the UIT Central Registry will provide a response to the investigative agency.

b. The UIT Central Registry will enter all inquiries for weapons located in foreign countries on the UIT Central Registry file when no record exists on the active or inactive file. This will be accomplished using transaction Code "I" per table B-1, entering the message/inquiry form number in the document number field for cross-reference purpose. For weapons identified as belonging to a DoD Service, these entries will remain in the UIT master file until the weapon is returned to DoD control and properly recorded on a DoD Service Registry. Weapons identified as other than DoD in origin will be placed in the inactive file of the UIT Central Registry.

c. Reporting activities receiving weapon serial number verification or status requests from the UIT Central Registry will direct the accountable owning unit (property book account) of record to sight verify the weapon and furnish verification results directly to the UIT Central Registry within 48 hours of the original request.

4-25. Demilitarization

Report small arms if demilitarized per DoD 4160.21-M-1 and washed out of the system to the UIT Central Registry. Prepare a demilitarization transaction (transaction code "V") per table B-1. Transmit the transaction to the UIT Central Registry and update the reporting activity file. This transaction will be submitted by the activity performing the demilitarization taking the weapon out of the system.

4-26. Unit deployments

When a unit transfers from the jurisdiction of one reporting activity to the jurisdiction of another, the gaining activity will follow receipt procedures prescribed in paragraph 4-20, and the losing activity will follow shipping procedures prescribed in paragraph 4-17.

4-27. Reporting activity changes and corrections

a. Change to DODAAC. When the DODAAC of a reporting activity changes, prepare a transaction per table B-6 using transaction code "M" Transmit the transaction to the UIT Central Registry and update the reporting activity file. Only one transaction is required to change the DODAAC for all serial-numbered small arms reported by the activity.

b. Serial number corrections. To correct a small arms serial number erroneously reported to the UIT Central Registry, prepare a multifield correction transaction (transaction code "K"), per table B-5. Transmit the transaction to the UIT Central Registry and update the reporting activity file.

c. NSN corrections. Use the procedures outlined in b above to correct a NSN erroneously reported to the UIT Central Registry using the multifield correction transaction.

d. Mass stock number change. Use these procedures to accommodate stock number changes as directed by ACALA or AMCOM through AMDF changes or notification of change from the UIT Central Registry. Prepare one mass stock

number change transaction (transaction code “H”), per table B-6. Transmit this transaction to the UIT Central Registry to change all affected stock numbers for that reporting activity. Update all of the current small arms transactions to identify the new stock number in the reporting activity’s active file.

4–28. Small arms reconciliation procedures

a. Each reporting activity will use the format in table B-3 with transaction code “E” in column 7 to prepare their annual reconciliation submission to the UIT Central Registry. Discrepancies and necessary follow-ups on records will be forwarded, by the UIT Central Registry, to the reporting activities for correction using the format in table B-3.

b. The UIT Central Registry will use the format in table B-4 to follow-up with reporting activities on non-response to previously submitted reconciliation requests and rejects. Detailed reconciliation procedures are in paragraph 4-8.

4–29. Depot or storage facility procedures

Depot and storage facilities will use the following procedures to report serial number transactions:

a. *Receipts.*

(1) Turn-ins (receipts) from supported activities will be reported per paragraph 4-20.

(2) Receipts (other than turn-ins) that have been registered in the UIT Central Registry will have a listing of the serial number of each weapon shipped attached to the shipping documentation when received. Validate that listing by checking the list against the serial number of the small arm. Take the serial number data from the validated small arms serial number listing and receipt transactions. Transmit it to the UIT Central Registry per paragraph.

(3) Receipts of weapons without a small arms serial number listing will be considered as not registered in the UIT Central Registry. Open these weapon packs and report the WSN data to the UIT Central Registry. Prepare a registration transaction (transaction code “R”), using data from shipment documents, such as document number, shipper’s DODAAC, etc. Attach two copies to the storage container and transmit transaction to UIT Central Registry and update reporting activity files.

b. *Shipments to other activities.* Identify the serial number of the small arms to be shipped from the transaction copies attached to the storage containers. Report shipments per paragraph 4-17.

c. *Other transactions.* Report other required transactions per procedures in this section.

Section III

Security Risk Category I Non-Nuclear Missile and Rocket Serial Number Registration and Reporting

4–30. Objectives of Category I Serial Number Reporting

This section provides the DA standard procedures for reporting select Category I non-nuclear missile and rocket serial number data to the UIT Central Registry as required by DoD 4000.25-2-M. The UIT Central Registry maintains Category I asset serial number visibility within the Active Army, U.S. Army Reserve, ARNGUS, and Army Reserve Officer Training Corps. The UIT Central Registry is designed to provide investigative agencies, within 72 hours, the identification of the last responsible Army activity having a specific serial-numbered Category I asset.

4–31. Items subject to reporting

a. Controlled Inventory Item Code 1 (CIIC 1) (Category I) non-nuclear missiles and rockets that are accounted for in unclassified property records will be reported to the UIT Central Registry.

b. All Category I munitions with serial numbers are to be reported. Serial numbered Light Anti-Tank Weapons are reportable, those manufactured without serial numbers are not reportable.

c. As new Category I items are introduced into the Army inventory, they will be reportable.

4–32. Reporting procedures

a. The DICs shown in table 4-2 and the transaction codes in table 4-6 will be used to report Category I asset status through a serialization officer/reporting activity. Expenditure of the missile or rocket will be reported using Transaction Code “2;” this action terminates further reporting to the Registry.

Table 4–6
Category I transaction codes

Code: A

Description: Asset not received. Used to respond to a follow-up request.

Code: B

Description: Initial registration of missile/rocket.

Code: C

Description: Inventory gain. Reports of a serial number gain through inventory adjustment will be made under this transaction.

Table 4-6
Category I transaction codes—Continued

Code: D

Description: Shipment reversal. Used by shipping activity to reverse an invalid shipment transaction (code “S”) that was previously reported to the Registry.

Code: E

Description: Annual reconciliation. Used for annual missile/rocket serial number reconciliation.

Code: F

Description: Shipment to Foreign Military Sales (FMS)/Grant Aid. Used to record the issue of a serial number directed under FMS or Grant Aid agreements.

Code: H

Description: Mass stock number change. Used by either the reporting activity or the central registry to change all serial number records from a given stock number to a new stock number.

Code: I

Description: Interrogation/Inquiry Record. Enter all inquiries from law enforcement agencies and from appropriate Military and civilian activities for assets located in foreign countries on the UIT Registry file when no record exists on the active or inactive file.

Code: J

Description: Emergency suspension of reporting requirements. Use of this code must be authorized by HQDA. A single “J” transaction using DIC “DSM” format with the owning activity in positions 69-74 will suspend all records for that activity.

Code: K

Description: Multifield correction. Used by reporting activities to correct erroneous serial number, NSN, MCN, LCN, or owning activity address (DODAAC/UIC of the activity in possession of the asset) that has been reported and posted to the registry.

Code: L

Description: Inventory loss. Reports inventory loss after all investigative requirements, including reports of survey and security reports, have been completed.

Code: M

Description: DODAAC/UIC mass change. This transaction will cause all serial numbers to be transferred from one DODAAC/UIC (columns 51-56) to another DODAAC/UIC (columns 45-50). This normally results from unit redesignation. One “M” transaction will change the dDODAAC/UIC in all records.

Code: N

Description: Shipment to other agencies. Reports shipments to activities outside the control of DoD. This includes shipments to civilian activities, non-DoD governmental activities, and non-reporting (classified) military activities. It excludes FMS or grant aid.

Code: P

Description: Procurement gain. Prepared by the manufacturer or procurement source for initial registration and shipment of a missile/rocket.

Code: Q

Description: Notification of suspected loss. Reports a potential lost or stolen serial number. Investigation, report of survey, or security report is in process.

Code: R

Description: Receipt. Reports/confirms the receipt of a missile/rocket from one reporting activity to another. Used to reports shipments between DoD activities.

Code: S

Description: Shipment. Reports the shipment of a serial number from one reporting activity to another within DoD control.

Code: T

Description: Confirmation of completed shipment from one Service/Agency to another. Used by UIT Registry to reflect shipments completed between Services.

Code: U

Description: Found or recovered. Used to report the recovery of a serial number previously reported lost or stolen on a transaction“Q.”

Code: V

Code: Demilitarization. Used by demilitarization activities to report destruction of missiles/rockets through demilitarization.

Code: Z

Table 4-6
Category I transaction codes—Continued

Description: Initial registration and shipment. Used for registering the shipment of unregistered stock. Serves a dual purpose as “B” and “S” transactions.

Code: 2

Description: Expended Category I non-nuclear missile or rocket. This code is used when the missile or rocket has been expended in use (fired) and terminates the requirement to report to the UIT Central Registry.

Notes:

* These are standard MILSTRAP codes. Unassigned codes may be used by the Army for Army-unique applications as long as the code is not assigned for MILSTRAP use. If, at any time, the code is approved for MILSTRAP use, the Army will have to conform and change.

b. Installation Ammunition Storage Points (ASPs) that have been assigned serialization reporting duties will use an ad hoc query of their SAAS-4 or SAAS-MOD system to submit date. At a minimum, the ASP will run the ad hoc query weekly to capture transactional data to be submitted to the UIT Central Registry. Refer to paragraph 4-5e for assistance in creating the ad hoc query and for instructions to submit electronic ad hoc files to the UIT Central Registry.

c. Follow-up procedures for delinquent shipment/receipt transaction and for reject transactions will be provided by the UIT Central Registry. Reconciliation procedures to ensure the accuracy of Category I data will also be provided by the UIT Registry.

4-33. Exclusions to reporting

a. Classified activities that determine specific on-hand Category I assets should not be registered under these procedures should request guidance through the UIT Central Registry.

b. Army elements will not report Category I assets belonging to another Service. However, shipments received from another Service to the Army for maintenance purposes will be reported to the UIT Registry using the procedures in 4-17e. This requirement will be included in any maintenance support agreement.

4-34. Category I error transaction and reject codes

The error transaction and reject codes listed in table 4-4 are two-character alphanumeric or numeric codes that identify the type of transaction error. These codes are used on-line or on reject listings to identify transaction errors or rejects, type of error, and reconciliation action to be taken by the reporting activity and the UIT Registry.

4-35. Duplicate serial numbers within the same NSN

a. Reporting activities will report any duplicate serial numbers to the UIT Central Registry. Duplicates will be reported by message or letter.

b. When the UIT Central Registry encounters duplicate serial numbers, it will request both activities to sight verify the serial numbers and stock number of the missile/rocket to assure report accuracy. If the asset was reported incorrectly by one of the activities, then the appropriate corrective transaction will be prepared and forwarded by the activity in error. The correction will be submitted on the multifield correction format to the UIT Central Registry. Make the necessary correction to activity file record. If the asset was shipped without submitting the required shipment transaction, the shipping activity will prepare and submit the necessary shipment transaction per instructions provided in paragraph 4-37a below. When determination has been made that the serial numbers were reported correctly, the UIT Central Registry Office will notify one of the activities to modify the serial number. Weapons with duplicate serial numbers located in the wholesale system will be modified first, to the extent possible.

4-36. Initial registration

All reportable serial-numbered items will be registered with the UIT Central Registry by reporting activities. Local procedures will be established to ensure accountable property records correctly record the serial numbers from the equipment. Physically verifying the serial number is critical to ensure data base accuracy. The reporting activity will submit a transaction using transaction code “B” per table B-1 format. Transmit the transaction to the UIT Central Registry and update the reporting activity file. New production items will be initially registered by the contractor submitting a procurement gain transaction (transaction code “P,” table B-1) to the UIT Central Registry.

4-37. Shipments and transfers

Follow the procedures and requirements in AR 725-50 for Military Standard Requisitioning and Issue Procedures (MILSTRIP) documentation accompanying missile/rocket shipments. The shipping documentation for each missile/rocket shipment will include a list of the serial numbers of each asset in the shipment.

a. *Shipment (other than new procurement) transactions.* When a Category I asset is shipped to an accountable property record supported by another reporting activity (including other services and DRMO), the losing activity will prepare two small arms shipment transactions (transaction code “S”) per table B-1, attaching the copies to the shipping

documentation. For multiple asset shipments, the transactions will be grouped and identified by box number and placed in/on the first container/unit load. Transmit the transaction to the UIT Central Registry and update the reporting activity file.

b. Shipments from procurement. When missiles/rockets are shipped from a contractor to activities within Army, the contractor is required to prepare three serial number control "P" transactions. One copy will be sent to the UIT Central Registry to open the record. This record will be maintained in suspense until confirmation of receipt of the asset is provided by the receiving activity. The two remaining copies will have the RIC of the UIT Central Registry and will accompany the shipping documentation. When shipments consists of multiple containers, listing will identify which serial numbers are within each of the containers.

c. Shipments to grant aid or FMS. Report shipments directed under grant aid or FMS agreements to the UIT Central Registry. Follow the shipment procedures in a above, using transaction code "F" instead of transaction code "S" (table B-1). Listings are not required to accompany shipments.

d. Shipments to other agencies or activities. Report shipments to other agencies or activities outside the control of DoD to the UIT Central Registry. Follow the procedures in a above, using transaction code "N" instead of transaction code "S" Include shipments to civilian activities, non-DoD Government activities, and non-reporting (classified) military activities. Transaction copies are not required to accompany shipments.

e. Shipments to other services. Follow the procedures and requirements in AR 725-50 for MILSTRIP documentation accompanying missile/rocket shipments between DoD components. Attach a list of the serial numbers for each asset in the shipment documentation. When a shipment consists of multiple containers, the listing will identify which serial numbers are within each container. Report shipments to other services to the UIT Central Registry following the procedures in a above. The UIT Central Registry will enter the shipping data into the active file to indicate the in-transit shipment. The UIT Central Registry then forwards the transaction to the destination Service Registry.

f. Shipment cancellations. To cancel a reported shipment of a serial-numbered asset, prepare a shipment cancellation transaction (transaction code "D," table B-1) using all data contained in the shipment transaction. Transmit the transaction to the UIT Central Registry and update the reporting activity file.

g. Property book or ownership change. To report the movement of a missile/rocket within the reporting activity jurisdiction, prepare a multiframe correction transaction (transaction code "K", table B-5), identifying the new owning unit or activity. Transmit the transaction to the UIT Central Registry and update the reporting activity file.

4-38. Follow-up for Category I assets in transit

The UIT Central Registry will use the format in table B-7 follow-up on all in-transit shipments of Category I assets. This includes CONUS shipments in transit for more than 30 calendar days or OCONUS shipments in transit for 90 calendar days from date of shipment for which no confirmation of receipt (transaction code "R") has been received. The UIT Central Registry will allow 10 calendar days for response to the follow-up transaction. The same format, timeframes, and procedures will be used by the UIT Central Registry for follow-up action for all assets reported "received" by a reporting activity for which a transaction code "S" has not been received from the shipping activity. The following procedures apply:

- a.* If the asset has been received, the receiving activity will submit a receipt transaction per paragraph 4-40a below.
- b.* If the asset has not been received, the receiving activity will submit to the UIT Central Registry a non-receipt transaction (transaction code "A," table B-1) leaving the transaction date blank.
- c.* If no response is received by the UIT Central Registry within 10 calendar days, an electronic transmission (message) will be sent to the receiving activity with an information copy to the receiving activity's higher headquarters. If there is a negative or no response to the message within 14 calendar days, the UIT Central Registry will report the asset(s) as missing, lost, or stolen to the appropriate investigative agency with an information copy provided to shipping activity to initiate a report of survey.

4-39. Open shipment notification

In addition to automated follow-ups for assets in transit (para 4-38), the UIT Central Registry will prepare and furnish to each reporting activity a monthly notification of all open shipments on the UIT master file. This notification will provide, in addition to over age shipments, those shipments that have been posted to the UIT master file during the previous 30 days. The following functions will be performed at the UIT Central Registry:

- a.* Prepare the notification immediately after the last update cycle of the month. (Receipts must arrive at the UIT Central Registry prior to the last Thursday of the month to be cleared off of the next monthly report.)
- b.* Transmit the notification to each reporting activity no later than the 10th of each month.
- c.* Provide a monthly report to each MACOM, identifying by quantity and age the open shipments for their installation or area file.
- d.* Provide a monthly report to each Service Registry identifying those Army over age shipments to their Service.
- e.* Provide a quarterly open shipment report to AMC with information copies to HQDA and all MACOMs. This report will identify by quantity and age the open shipments for each MACOM.

4-40. Receipt

a. If the serial number is correct, the reporting activity will prepare a receipt transaction (transaction code "R," table B-1). Use the serial number data in the shipment documentation serial number listing to prepare the receipt transaction. Transmit the transaction to the UIT Central Registry and update the reporting activity file.

b. If the serial number data on the shipment documentation does not correspond to the actual asset(s) by serial number, use the following procedures:

(1) Prepare a receipt "R" transaction for the asset under the erroneous NSN/SN per instructions in paragraph 4-40a.

(2) Prepare the required NSN/SN correction transaction (transaction code "K") per table B-5 to update the UIT Central Registry master file and the reporting activity file.

(3) Prepare a SF 364, per AR 735-5 and AR 735-11-2, and send it to the shipping activity that submitted the erroneous shipment data.

c. Receipt transaction without serial number documentation. Assets received without serial number transactions or lists will be considered as unregistered. Prepare two receipt transactions (transaction code "R") per table B-1 to update the reporting activity file and to notify the UIT Central Registry. Use the information on the shipping documentation DD Form 1348-1A or DD Form 1348-2 to complete the receipt transaction.

d. Report receipts from other Services following the procedures in a above. The UIT Central Registry will match the missile/rocket data against the in-transit record. Discrepant serial number(s) will be verified by telephone or letter and corrective action will be taken as required. The UIT Central Registry will provide the DSM transaction with transaction code "R" to the shipping Service Registry.

4-41. Inventory gain

Report the gain of a serial-numbered missile/rocket through inventory adjustment (for example, found on post). Prepare an inventory gain transaction (transaction code "C"). Transmit the transaction to the UIT Central Registry and update the reporting activity file. Additional reporting is as required per AR 710-2.

4-42. Loss

a. Suspected loss. Report a potential lost or stolen asset to the UIT Central Registry and identify that an investigation or report of survey is in process. Prepare a notification of suspected loss transaction (transaction code "Q") per table B-1. Transmit the transaction to the UIT Central Registry and update the reporting activity file. Identify the DA report sequence number from the DA Form 3056 in the document number field (columns 30-43) of the "Q" transaction for follow-up action by the UIT Central Registry and the HQDA (DAMO-ODL).

(1) The following functions are performed at the UIT Central Registry:

(a) Review/research each suspected loss against the UIT master file.

(b) If the asset is found under a different reporting activity or under a different NSN (same type missile/rocket), report finding to the reporting activity and the HQDA (DAMO-ODL).

(c) If the asset is not found, report suspected loss to the HQDA (DAMO-ODL).

(d) Prepare and furnish a quarterly report of missiles/rockets reported as suspected lost or stolen to the MACOM and the HQDA (DAMO-ODL).

(2) The following functions are performed at the reporting activity:

(a) Ensure that suspected lost or stolen missiles/rockets are reported per AR 190-11.

(b) Identify the DA report sequence number from the DA Form 3056 (AR 190-11) in the document number field (columns 30-43) of the "Q" transaction (table B-1) for follow-up action by the UIT Central Registry and the HQDA (DAMO-ODL).

b. Inventory loss. Report the loss or theft of a missile/rocket and show that an investigation has been completed and report of survey initiated. Prepare an inventory loss transaction (transaction code "L," table B-1). The report of survey number will be identified in the document number field (columns 30-44). Transmit the transaction to the UIT Central Registry and update the reporting activity file.

(1) The UIT Central Registry will take the same action on losses as required for suspected lost or stolen missiles/rockets in paragraphs a(1)(a) through (d) above.

(2) The reporting activity will take the same actions as required in paragraph a(2)(a) through (c) above.

(3) MACOMs will take the same actions as required in paragraphs a(3)(a) and (b) above.

4-43. Recovered missiles/rockets

a. Reportable assets confiscated or otherwise recovered (previously dropped from accountability by Report of Survey, or Board of Investigation) will be reported to the HQDA (DAMO-ODL) per AR 190-11 and registered to the UIT Central Registry as an inventory gain, transaction code "U".

b. Recovered missiles/rockets will be reported to the UIT Central Registry per paragraph 4-41 and to the HQDA (DAMO-ODL) per AR 190-11.

c. Recovered assets without NSN/serial numbers will be reported by message per paragraph 4-13a.

4-44. Interrogation requests

a. The UIT Central Registry will provide to investigative agencies, within 72 hours, the identification of the last known accountable activity having a specific serial-numbered missile/rocket. Investigative agencies will query the UIT Central Registry by message, letter, or telephone. Upon identifying the last known owner of the asset from the UIT master file or other available serial number files, the UIT Central Registry will query the responsible Army reporting activity as to current weapon status and owning activity (property book/stock record account). Once the asset status and owning unit are identified, the UIT Central Registry will provide a response to the investigative agency.

b. The UIT Central Registry will enter all inquiries for weapons located in foreign countries on the UIT Central Registry file when no record exists on the active or inactive file. This will be accomplished using transaction Code "I," per table B-1, entering the message/inquiry form number in the document number field for cross-reference purposes. These entries will remain in the UIT master file until the weapon is returned to DoD control and properly recorded on the Registry.

c. Reporting activities receiving missile/rocket serial number verification or status requests from the UIT Central Registry will direct the accountable owning unit (property book/stock record account) of record to sight verify the weapon and furnish verification results directly to the UIT Central Registry within 48 hours of the original request.

4-45. Demilitarization

Report missiles/rockets if demilitarized per DoD 4160.21-M-1 and washed out of the system to the UIT Central Registry. Prepare a demilitarization transaction (transaction code "V") per table B-1. Transmit the transaction to the UIT Central Registry and update the reporting activity file. This transaction will be submitted only by the activity performing the demilitarization taking the missile/rocket out of the system.

4-46. Unit deployments

When a unit transfers from the jurisdiction of one reporting activity to the jurisdiction of another, the gaining activity will follow receipt procedures prescribed in paragraph 4-40, and the losing activity will follow shipping procedures prescribed in paragraph 4-42.

4-47. Reporting activity changes and corrections

a. Change to DODAAC. When the DODAAC of a reporting activity changes, prepare a transaction per table B-6 using transaction code "M." Transmit the transaction to the UIT Central Registry and update the reporting activity file. Only one transaction is required to change the DODAAC for all serial-numbered assets reported by the activity.

b. Serial number corrections. To correct an asset serial number erroneously reported to the UIT Central Registry, prepare a multifield correction transaction (transaction code "K"). Transmit the transaction to the UIT Central Registry and update the reporting activity file.

c. NSN corrections. Use the procedures outlined in b above to correct a NSN erroneously reported to the UIT Central Registry using the multifield correction transaction.

d. Mass stock number change. Use these procedures to accommodate stock number changes as directed by AMCOM or IOC through AMDF changes or notification of change from the UIT Central Registry. Prepare one mass stock number change transaction (transaction code "H") per table B-6. Transmit this transaction to the UIT Central Registry to change all affected stock numbers for that reporting activity. Update the current asset transactions to identify the new stock number in the reporting activity's active file.

4-48. Reconciliation procedures

a. Each reporting activity will use the format in table B-3 with transaction code "E" in column 7 to prepare their annual reconciliation submission to the UIT Central Registry. Discrepancies and necessary follow-ups on records will be forwarded, by the UIT Central Registry, to the reporting activities for correction using the format in table B-3.

b. The UIT Central Registry will use the format in table B-4 to follow-up with reporting activities on non-responses to previously submitted reconciliation requests and rejects. Detailed reconciliation procedures are in paragraph 4-8.

4-49. Depot or storage facility procedures

Depot and storage facilities will use the following procedures to report serial number transactions:

a. *Receipts.*

(1) Turn-ins (receipts) from supported activities. Receipts from supported activities will be reported per paragraph 4-40.

(2) Receipts (other than turn-ins) that have been registered in the UIT Central Registry will have a listing of the serial number of each asset shipped attached to the shipping documentation when received. Validate that listing by checking the list against the serial number of the missile/rocket. Take the serial number data from the validated asset serial number listing and receipt transactions. Transmit it to the UIT Central Registry per paragraph

(3) Receipts of assets without a serial number listing will be considered as not registered in the UIT Central Registry. Prepare a registration transaction (transaction code "R"), using data from shipment documents, such as

document number, shipper's DODAAC, etc. Attach two copies to the storage container and transmit transaction to UIT Central Registry and update reporting activity files.

b. Shipments to other activities. Identify the serial number of the asset to be shipped from the transaction copies attached to the storage containers. Report shipments per paragraph 4-37.

c. Other transactions. Report other required transactions as detailed in this section.

Section IV Radiation Testing and Tracking System (RATTS)

4-50. Objectives of RATTS

RATTS is a program established to maintain radioactive source serial number visibility and wipe test results of all radioactive sources within the active Army, USAR, ARNGUS, and other DoD components. It is designed to provide strict control and identification of all radioactive sources for the purpose of user or maintainer safety. RATTS meets the requirements imposed by the NRC as outlined in NRC License 12-00722-13 and NRC License 12-00722-14. The transaction codes in table 4-7 will be used to report changes affecting the radioactive source status in the reporting activities master file and the UIT Central Registry.

Table 4-7
RATTS transaction codes

Code: B

Description: Initial registration of radioactive source.

Code: C

Description: Inventory gain. Reports an inventory gain of a previously reported lost/stolen or found radioactive source serial number.

Code: D

Description: Shipment reversal. Used by shipping activity to reverse an invalid shipment transaction (code S/F/N) for which a serial number was previously reported to the Registry.

Code: E

Description: Annual reconciliation. Used for annual serial number reconciliation.

Code: F

Description: Shipment to Foreign Military Sales (FMS)/Grant Aid. Used to record the issue of a serial number directed under FMS or Grant Aid agreements.

Code: J

Description: Emergency suspension of reporting requirements. Use of this code must be authorized by HQDA. A single "J" transaction with the owning activity in positions 69-74 will suspend all records for that activity.

Code: K

Description: Multifield correction. Used by reporting activities to correct erroneous reported serial numbers or owning activity address (DODAAC/UIC of the activity in possession of the radioactive source) that has been reported and posted to the registry.

Code: L

Description: Inventory loss. Reports inventory loss after all investigative requirements, including report of survey and security reports, have been completed.

Code: M

Description: DODAAC/UIC mass change. This transaction will cause all serial numbers to be dropped from a DODAAC/UIC (columns 51-56) and to be recorded with another DODAAC/UIC (columns 45-50). This normally results from unit redesignation. One "M" transaction will change the DODAAC/UIC in all records.

Code: N

Description: Shipment to other agencies. Reports shipments to activities outside the control of DoD. This includes shipments to civilian activities, non-DoD governmental activities, and non-reporting (classified) military activities. It excludes FMS or grant aid.

Code: P

Description: Procurement gain. Prepared by the manufacturer or procurement source for initial registration and shipment of a radioactive source.

Code: Q

Description: Notification of suspected loss. Reports a potential lost or stolen serial number. Investigation, report of survey, or security report is in process.

Code: R

Table 4-7
RATTS transaction codes—Continued

Description: Receipt. Reports/confirms the receipt of a radioactive source from one reporting activity to another. Used to report receipt between DoD activities.

Code: S

Description: Shipment. Reports the shipment of a serial number from one reporting activity to another within DA control.

Code: U

Description: Found or recovered. Used to report the recovery of a serial number previously reported lost or stolen on a transaction“Q.”

Code: V

Description: Demilitarization. Used by demilitarization activities to report destruction of radioactive sources through demilitarization.

Code: W

Description: Used to report wipe test results.

Code: X

Description: Used to report removal of radioactive source from end item.

Code: Y

Description: Used to report insertion of radioactive source into end item.

Notes:

* These are standard MILSTRAP codes. Unassigned codes may be use by the Army for Army unique applications as long as the code is not assigned for MILSTRAP use. If, at any time, the code is approved for MILSTRAP use, the Army will have to conform and change.

4-51. Items subject to reporting

a. This section provides the RATTS standard procedures for the reporting of the cell, detector chemical (a component of the M43A1 detector), and the drift tube module (a component of the chemical agent monitor (CAM)). In turn, the M43A1 detector and the M42 alarm are components of the M8A1 chemical agent alarm. The drift tube module in the CAM is the key component of the end item. Hereafter the cell, detector chemical, and CAM drift tube module are identified as radioactive “sources.” The requirements for these standard procedures are set forth in AR 700-64, AR 385-11, and the Nuclear Regulatory Commission (NRC) License 12-00722-13 and 12-00722-14.

b. The NRC Licenses require serial number control of the radioactive source throughout its life cycle. The NRC requires a wipe test on an annual basis for the M43A1 detector radioactive source and the CAM radioactive source. In addition, the M43A1 detector radioactive source the M43A1 detector radioactive source and the CAM radioactive source must be wipe tested within 6 months of UIC transfer.

4-52. RATTS error transaction and reject codes

The RATTS reject error codes identified in tables 4-8 through 4-10 are two-character alphanumeric or numeric code that identify the type of transaction and reconciliation error. These codes are used on-line or on reject listings to identify transaction errors or rejects, type of error, and reconciliation action to be taken by the reporting activity and the UIT Central Registry. The manual data entry instructions for radioactive source serial number (RSSN) control transactions are in appendix C.

Table 4-8
Radioactive source error transaction reject codes

Error code: 05

Error message: Identifies that a serial number record exists on the UIT Central Registry master file but the reporting activity did not submit “E” reconciliation record. An image of the UIT Central Registry master file record along with the rejected transaction serial number will be furnished to the reporting activity.

Solution: Verify both active and inactive records.

1. If the serial number is on hand and in the active file, return the error transaction to the UIT Central Registry. Use the required transaction code in column 7 to indicate that the UIT Central Registry is correct. This will remove the reject suspense, and preclude followup action.
2. If the serial number is not on hand and in the inactive file, send to the UIT Central Registry a copy of the inactive record and return the error transaction with the required transaction code, to remove the reject suspense and to preclude follow-up action.
3. If there is no record of the serial number contact the UIT Central Registry for required action.

Error code: 06

Error message: Identifies a duplicate E record submitted for reconciliation by a reporting activity.

Solution: No action required by reporting activity. The records will be rejected to the UIT Central Registry for verification action.

Error code: 07

Table 4–8
Radioactive source error transaction reject codes—Continued

Error message: Identifies a reporting activity reconciliation transaction sent to the UIT Central Registry, but the UIT Central Registry reflects a different reporting activity of record. The UIT Central Registry will send a copy of the UIT Central Registry master record and the rejected transaction to the reporting activity.

Solution: Verify both active and inactive records. In each of the following cases the reporting activity is required to resubmit the error transaction with the required transaction code to remove the reject suspense in addition to the following actions.

1. If the serial number is correct and a recent receipt, notify the UIT Central Registry to request the reportable shipping activity to submit the required shipment transaction. You must then clear the reject and submit an “R” transaction to post to the master file.
 2. If the serial number is not a recent shipment receipt and the serial number is physically on hand as reported, notify the UIT Central Registry.
 3. If the reject transaction has erroneous data, clear reject and submit to the UIT Central Registry the proper registration transaction.
 4. If the serial number is not on hand and not on either the active or inactive file, notify the UIT Central Registry.
-

Error code: 08

Error message: Unmatched serial number. The serial number reported is not listed on the UIT Central Registry master file.

Solution: Reporting activity will review the original “E” transaction submitted to the UIT Central Registry.

1. If the reject transaction has erroneous data, clear reject and submit to the UIT Central Registry the proper registration transaction.
 2. If determined that the serial number is correct the reporting activity will submit a “C” transaction to the UIT Central Registry.
-

Table 4–9
Radioactive “source” format error codes

Error code: 4A

Error message: Invalid transaction code (column 7).

Solution: Solution: Verify the radioactive source transaction code (table 4-7). Resubmit with valid code.

Error code: 4B

Error message: Invalid radioactive source serial number (columns 8-18).

Solution: Physically verify serial number of radioactive source and submit corrected transaction.

Error code: 4C

Error message: Invalid service code (column 19).

Solution: Service code is numeric. Resubmit transaction with corrected service code. Enter “1” for Army. Enter “2” for Navy. Enter “3” for Marine Corps. Enter “4” for Air Force.

Error code: 4D

Error message: Invalid document number (columns 20-34).

Solution: Verify the document number and resubmit corrected transaction.

Error code: 4E

Error message: Invalid wipe test date (columns 35-39).

Solution: Verify the year as numeric in columns 35-36 and the Julian date as numeric in columns 37-39. Resubmit the corrected transaction.

Error code: 4F

Error message: Invalid reporting activity (columns 40-45).

Solution: The reporting activity address (DODAAC/UIC) is invalid for radioactive source serialization program. Verify activity address. If incorrect, resubmit the transaction with corrected DODAAC/UIC. If the DODAAC/UIC is a new reporting activity, notify the UIT Central Registry and the DODAAC will be added to the DoD master address file. Resubmit transaction.

Error code: 4G

Error message: Invalid owning activity (columns 47-52).

Solution: Resubmit the transaction with the correct owning activity address.

Error code: 4H

Error message: Invalid “ship to” activity (columns 54-59).

Solution: “Ship to” activity address (DODAAC/UIC) is invalid. Verify DODAAC/UIC. If incorrect, resubmit transaction with corrected DODAAC/UIC. If correct, notify the UIT Central Registry and the DODAAC/UIC will be added to the DoD master address file or cross-reference file.

Error code: 4J

Error message: Invalid detector serial number (columns 60-70).

Solution: Verify detector/CAM serial number and resubmit corrected transaction.

Error code: 4K

Error message: Invalid uCi (columns 71-73).

Solution: The reading of uCi is numeric. Verify, correct, and resubmit transaction.

Table 4–10
Radioactive source logic error codes

Error code: 4L

Error message: The radioactive source serial number is already on the master file.

Solution: UIT Central Registry use only.

Error code: 4M

Error message: The serial number matches the master file but the latest transaction code is not compatible with this transaction.

Solution: UIT Central Registry use only.

Error code: 4N

Error message: The reported radioactive source serial number does not match any serial number on the master file.

Solution: UIT Central Registry use only.

Error code: 4P

Error message: The reported radioactive source serial number matches a serial number on the master file but the latest reporting activity or “ship to” activity is not compatible with this transaction.

Solution: UIT Central Registry use only.

Error code: 4Q

Error message: Invalid transaction date.

Solution: UIT Central Registry use only.

4–53. Duplicate RSSNs

a. Reporting activities will report any duplicate serial numbers to the UIT Central Registry. Duplicates will be reported by message or letter. Modification of serial numbers is not authorized unless approved by the UIT Central Registry.

b. When the UIT Central Registry encounters duplicate serial numbers, it will request both activities to verify the RSSNs and stock number of the radioactive source to assure report accuracy. If the radioactive source was reported incorrectly by one of the activities, then the appropriate correction will be prepared and forwarded by the activity in error. The correction will be submitted, per the multifield correction format in table C-11, to the UIT Central Registry. Make the necessary correction to reporting activity files. If the radioactive source was shipped without submitting the required shipment transaction, the shipping activity will prepare and submit the necessary shipment transaction per instructions provided in paragraph 4-55. When determined that the RSSNs were reported correctly, the UIT Central Registry will notify one of the activities to modify the WSN. Radioactive sources with duplicate serial numbers located in the wholesale system will be modified first, to the extent possible.

4–54. Initial registration of radioactive source

All serial numbered radioactive sources and detectors containing a radioactive source will be registered with the UIT Central Registry. Reporting activities will submit the serial numbers. Local procedures should be established to ensure accountable property records obtain the serial numbers per TM instructions from the equipment. Physically verifying the serial number is critical to ensure data base accuracy. The reporting activity will submit a transaction using transaction code “B” per table C-1 format. Transmit the transaction to the UIT Central Registry and update the reporting activity file. New production items will be initially registered by the contractor submitting a procurement gain transaction (transaction code “P,” table C-1) to the UIT Central Registry.

4–55. Shipments and transfers

a. Shipment (other than new procurement) transactions. Ensure the wipe test is current (within the last six months) prior to UIC transfer. When a radioactive source is shipped from an accountable property record to another reporting activity file (including other services and DRMO), the losing activity will prepare two radioactive source shipment transaction (transaction code “S”) per table C-2 attaching the copies to the shipping documentation. For multiple shipments, the transactions will be grouped and identified by pallet number and placed in the shipping documentation. All transactions and shipping documentation will be placed in pallet number one. Transmit the transaction to the UIT Central Registry update the reporting activity file.

b. Shipments to grant aid or FMS. Report shipments directed under grant aid or FMS agreements to the UIT Central Registry. Follow the shipment procedures in a above, using transaction code “F” instead of transaction code “S,” table C-2. Listings are not required to accompany shipment.

c. Shipments to other agencies or activities. Report shipments to other agencies or activities outside the control of DoD to the UIT Central Registry. Follow the procedures in a above, using transaction code “N” instead of transaction

code "S," table C-2. Include shipments to civilian activities, non-DoD Government activities, and non-reporting (classified) military activities. Transaction copies are not required to accompany shipment.

d. Shipments to other services. Follow the procedures and requirements in AR 725-50 for Military Standard Requisitioning and Issue Procedures (MILSTRIP) documentation accompanying shipments between DoD components. Attach a list of the serial numbers for each radioactive source in the shipment documentation. When a shipment consists of multiple containers, the listing will identify which serial numbers are within each container. Report shipments to other services to the UIT Central Registry following the procedures in a above. The UIT Central Registry will enter the shipping data into the active file to indicate the intransit shipment. The UIT Central Registry then forwards the transaction to the destination Service Registry.

e. Shipment cancellations. To cancel a reported shipment of a serial-numbered radioactive source prepare a shipment cancellation transactions (transaction code "D") per table C-3, using all data contained in the shipment transaction. Transmit transaction to the UIT Central Registry and update reporting activity file.

f. Property book or ownership change. To report the movement of a radioactive source within the reporting activity jurisdiction, prepare a multifield correction transaction (transaction code "K", table C-11), identifying the new owning unit or activity. Transmit the transaction to the UIT Central Registry and update the reporting activity file.

4-56. Follow-up for radioactive sources in transit

The UIT Central Registry will follow-up on all in-transit radioactive sources. This includes CONUS shipments in transit for more than 30 calendar days or OCONUS shipments in transit for 90 calendar days from date of shipment for which no confirmation of receipt has been received. The UIT Central Registry will allow 10 calendar days for response to the follow-up inquiry. The same format, timeframes, and procedures will be used by the UIT Central Registry for follow-up action for all radioactive sources reported "received" by a reporting activity for which a transaction code "S" has not been received from the shipping activity. The following procedures apply:

a. If the radioactive source has been received, the receiving activity will submit a receipt transaction per paragraph 4-58.

b. If the radioactive source has not been received, the receiving activity will confirm non-receipt to the UIT Central Registry.

c. If no response is received by the UIT Central Registry within 10 calendar days an electronic transmission (message) will be sent to the receiving activity with an information copy to the receiving activity's higher headquarters. If there is a negative or no response to the message within 14 calendar days, the UIT Central Registry will report the radioactive source(s) as missing, lost or stolen to the UIT Central Registry and the appropriate investigative agency with an information copy provided shipping activity to initiate a report of survey.

4-57. Open shipment notification

In addition to automated follow-ups for radioactive sources in transit, the UIT Central Registry will prepare and furnish to each reporting activity a monthly notification of all open shipments on the UIT master file. This report will provide, in addition to over age shipments, those shipments that have been posted to the UIT master file during the previous 30 days. The following functions will be performed at the UIT Central Registry:

a. Prepare the notification immediately after the last update cycle of the month. (Receipts must arrive at the UIT Central Registry prior to the last Thursday of the month to be cleared from the next monthly report.)

b. Transmit the notification to each reporting activity no later than the 10th of each month.

c. Provide a monthly report to each MACOM identifying by quantity and age the open shipments for their installation or area file.

d. Provide a quarterly open shipment report to AMC with information copies to HQ DA and all MACOMs. This report will identify by quantity and age the open shipments for each MACOM.

4-58. Receipt

a. If serial number of radioactive source received is correct, prepare a receipt transaction (transaction code "R") per table C-4. Use the serial number data in the shipment documentation. Transmit the transaction to the UIT Central Registry and update reporting activity's file.

b. If serial number data on the shipping documentation does not correspond with the actual radioactive source serial number, use the radioactive source serial number to prepare a receipt transaction (transaction code "R") per table C-4. Transmit the transaction to the Central Registry and update reporting activity's file.

c. Radioactive sources received without transactions or lists will be considered as unregistered. Prepare and transmit a receipt transaction (transaction code "R") per table C-4 to the UIT Central Registry and update reporting activity file. Use information on the shipping documentation DD Form 1348-1A or DD Form 1348-2 to complete the receipt transaction.

4-59. Inventory gain

Report gain of a radioactive source through inventory adjustment (for example, found on post). Prepare inventory gain

transaction (transaction code "C") per table C-6. Transmit transaction to the UIT Central Registry and update reporting activity file. Additional reporting is as required per AR 710-2.

4-60. Loss

a. Suspected loss. Report a potential lost or stolen radioactive source to the UIT Central Registry and identify that an investigation or report of survey is in process. Prepare a notification of suspected loss transaction (transaction code "Q") per table C-5. Transmit transaction to the UIT Central Registry and update reporting activity file.

(1) The following functions are performed at the UIT Central Registry:

- (a) Review/research each suspected loss against the master file.
- (b) If the radioactive source is found under a different reporting activity, report finding to the reporting activity.
- (c) On-line access to the data base through query screens will be made available to the ACALA radiation protection officer to allow immediate access and notification of suspected losses.

(2) The following functions are performed at the reporting activity:

(a) Identify the document number from the DA Form 444 (Inventory Adjustment Report) or Serious Incident Report Number in columns 20-33 of the "Q" transaction for follow-up action by the Central Registry.

(b) Recovered radioactive sources will be reported to the UIT Central Registry and have a wipe test performed.

(c) If the radioactive source is not found, report suspected loss to the HQDA (DAMO-ODL).

b. Inventory loss. Report the loss or theft of a radioactive source and show that an investigation has been completed, and report of survey initiated. Prepare and transmit to the UIT Central Registry an inventory loss transaction (transaction "L") per table C-5. Identify the report of survey number in columns 20-34. The Central Registry will take the same actions on losses as required for suspected lost or stolen radioactive source in paragraphs a(1)(a) through (c) above.

4-61. Recovered radioactive source

A radioactive source, confiscated or otherwise recovered (previously dropped from accountability by report of survey, Inventory Adjustment, or Board of Investigation) will be registered and reported to the UIT Central Registry as an inventory gain (transaction code "C") per table C-6. A wipe test will also be performed on the recovered radioactive source using the procedures in paragraph 4-63.

4-62. Interrogation requests

RATTS is designed to provide information on individual elements or a combination of elements. A total history of actions pertaining to the radioactive source will be maintained. The wipe test data is also incorporated in the program. Information available on the wipe test is the date and reading of all tests and the date of next required test. The program also flags all readings above the safety level to allow the UIT Central Registry to notify the current owner.

4-63. Wipe test maintenance reporting procedures

ACALA will notify the reporting activity when wipe tests are required, using RATTS to determine the requirement. The following procedures will be used in the wipe test process.

a. The reporting activity will—

(1) Provide the owning unit with three completed copies of the "W" transaction per table C-7 for each piece of equipment to be tested. The reporting activity will fill out all required entries with the exception of columns 35-39, 54-59, and 71-73. The owning unit will submit three copies with each piece of equipment (that has radioactive source as a component) to the designated Direct Support/Test, Measurement and Diagnostic Equipment (DS/TMDE) unit to have the wipe test performed. A fourth copy of the "W" transaction will be retained by the reporting activity for its files.

(2) Notify the owning unit to isolate a specific radioactive source, per appropriate TMs, when notified by ACALA, AMSTA-AC-CTCD, that a test sample reading has exceeded .004 uCi. The device will be held until disposition instructions are received.

b. The testing activity (DS/TMDE unit) will—

(1) Receive from the owning unit the equipment and three "W" transaction copies.

(2) Perform the wipe test and check the wipes with the appropriate radio meter; e.g., AN/VDR-2 or an equivalent beta meter for CAM and AN/PDR-56, AN/PDR-60, or an equivalent alpha meter for M43A1 CAD, to ensure there is no measurable radiation leaking.

(3) Annotate new label to reflect correct information. Place label over original label.

(4) Accomplish the following actions when wipe test is completed and is .004 uCi or less.

(a) Annotate two of the three accompanying "W" transactions with date of wipe test (cc 35-39), DODAAC of the testing activity (cc 54-59), and the code 555 in the wipe test results field (cc 71-73). Return one of these "W"

transactions with the equipment to the to the owning activity. Forward the other "W" transaction to the reporting activity.

(b) Mail the third transaction, entering the date of wipe test (cc 35-39) and the DODAAC of the testing activity (cc 54-59), with the wipe test sample to the designated radiological lab (RL) per appropriate TM.

(5) Accomplish the following actions when wipe test is completed and is more than .004 uCi.

(a) Annotate two of the three accompanying "W" transactions with date of wipe test (cc 35-39), DODAAC of the testing activity (cc 54-59), and the code 999 in the wipe test results field (cc 71-73). Attach one of these "W" transaction and red tag to the equipment that must be bagged and held until final results or disposition instructions are received. Forward the other "W" transaction to the reporting activity who will in turn forward the transaction to the Central Registry.

(b) Mail the third transaction, entering the date of wipe test (cc 35-39) and the DODAAC of the testing activity (cc 54-59), with wipe test sample to the designated RL per appropriate TM.

c. The RL will—

(1) Evaluate wipe test sample within 5 working days of receipt of "W" transaction and sample.

(2) Enter wipe test results in columns 71-73 of "W" transaction and transmit completed transaction to Central Registry.

(3) Notify owning unit, reporting activity, and DS/TMDE unit by message of final wipe test results.

(4) Notify ACALA, ATTN: AMSTA-AC-CTCD, Rock Island, IL 61299-7630, immediately by message if test sample exceeds .004 uCi. The AMSTA-AC-CTCD will then notify AMSMC-SF.

4-64. Removal and insertion of radioactive source

a. *Removal of a radioactive source.* When a testing activity (DS/TMDE/Depot) removes an inoperative radioactive source from a device they will prepare four copies of a "X" transaction per table C-13 for each radioactive source removed. Transmit transaction to the UIT Central Registry, to the reporting activity, and a copy along with the wipe sample to the RL. The fourth copy will be retained with the equipment until disposition instructions are received.

b. *Insertion of a radioactive source.* When a testing activity (DS/TMDE/Depot) inserts a radioactive source into a device they will prepare four copies of a "Y" transaction per table C-13 for each radioactive source removed. Transmit transaction to the UIT Central Registry, to the reporting activity, and a copy along with the wipe sample to the RL. The fourth copy will be retained with the equipment until disposition instructions are received.

4-65. Demilitarization

Report radioactive sources if demilitarized per DoD 4160.21-M-1 and washed out of the system to the UIT Central Registry. Prepare demilitarization transaction (transaction code "V") per table C-8. Transmit transaction to the UIT Central Registry and update reporting activity's file. The disposal activity will submit the transaction.

4-66. Unit deployments

When a unit transfers from the jurisdiction of one reporting activity to the jurisdiction of another reporting activity, the gaining activity will follow receipt procedures in paragraph 4-58 and the losing activity will follow shipment procedures in paragraph 4-55.

4-67. Reporting activity changes and corrections

a. *Change to DODAAC.* When the DODAAC of a reporting activity changes, prepare transaction using transaction code "M" per table C-12 and transmit to the UIT Central Registry and update reporting activity file. Only one transaction is required to change the DODAAC for all serial-numbered sources arms reported by the activity.

b. *Serial number corrections.* To correct a radioactive source serial number erroneously reported to the UIT Central Registry, prepare multifield correction transaction (transaction code "K") per table C-11, and transmit to the UIT Central Registry and update reporting activity file.

4-68. Reconciliation procedures

a. Each reporting activity will use the format in table C-10 to prepare their annual reconciliation to the UIT Central Registry. Discrepancies and necessary follow-ups on records will be forwarded, by the UIT Central Registry, to the reporting activities for correction.

b. The UIT Central Registry will follow-up with reporting activities on non-response to previously submitted reconciliation requests and rejects.

4-69. Depot or storage facility procedures

Depots and storage facilities will use the following procedures to report serial number transactions:

a. Receipts.

(1) Turn-ins (receipts) from supported activities. Receipts from supported activities will be reported per paragraph 4-58.

(2) Receipts (other than turn-ins) that have been registered in the UIT Central Registry will have a listing of the serial number of each radioactive source shipped attached to the shipping documentation when received. Validate that listing by checking the list against the serial number of the radioactive source. Take the serial number data from the validated serial number listing and receipt transactions. Send the transactions to the UIT Central Registry per paragraph 4-5. When registered radioactive sources are placed in storage, two additional copies of the transaction will be prepared for each radioactive source and attached to the storage container to aid reporting of later transactions.

b. Other transactions. Report other required transactions per procedures in this section.

Section V

Controlled Cryptographic Items Serialization Program (CCISP)

4-70. Objectives of CCISP

This section provides the DA standard procedures for reporting controlled cryptographic end item (CCEI) serial number data includes embedded COMSEC) under the Controlled Cryptographic Item Serialization Program (CCISP) per DA Pam 25-380-2.

a. The CCISP was established to maintain serial number visibility of designated CCEI within the active Army, U.S. Army Reserve, ARNGUS, and Army Reserve Officer Training Corps. The UIT Central Registry is part of CCISP and will provide NSA and investigative agencies, within 72 hours, the identification of the last responsible Army activity having a specific serial numbered CCEI. The transaction codes in table 4-11 and DICs in table 4-12 will be used for CCI reporting.

b. Follow-up procedures for delinquent shipment/receipt transactions and for reject transactions will be provided by the UIT Central Registry. They will also provide reconciliation procedures to ensure accuracy of the CCEI data.

Table 4-11
CCISP transaction codes

Code: A

Description: CCI not received. Use to respond to a follow-up request.

Code: B

Description: Initial registration of CCI.

Code: C

Description: Inventory gain. Reports an inventory gain of a previously reported lost/stolen or found CCI serial number.

Code: D

Description: Shipment reversal. Used by shipping activity to reverse an invalid shipment transaction (codes S, F, N, P, and Z) for which a serial number was previously reported to the Registry.

Code: E

Description: Annual reconciliation. Used for annual CCI serial number reconciliation.

Code: F

Description: Shipment to Foreign Military Sales (FMS)/Grant Aid. Used to record the issue of a serial number CCI directed under FMS or Grant Aid agreements.

Code: H

Description: Mass stock number change. Used by either the reporting activity or the central registry to change all serial number records from a given stock number to a new stock number.

Code: J

Description: Emergency suspension of reporting requirements. Use of this code must be authorized by HQDA. A single "J" transaction with the owning activity in positions 69-74 will suspend all records for that activity.

Code: K

Description: Multifield correction. Used by reporting activities to correct erroneous serial number, NSN, MCN, LCN, or owning activity address (DODAAC/UIC of the activity in possession of the CCI) that has been reported and posted to the registry.

Code: L

Table 4–11
CCISP transaction codes—Continued

Description: Inventory loss. Reports inventory loss after all investigative requirements, including report of survey and security reports have been completed.

Code: M

Description: DODAAC/UIC mass change. This transaction will cause all serial numbers to be dropped from a DODAAC/UIC (columns 51-56) and to be recorded with another DODAAC/UIC (columns 45-50). This normally results from unit redesignation. One “M” transaction will change the DODAAC/UIC in all records.

Code: N

Description: Shipment to other agencies. Reports shipments to activities outside the control of DA. This includes shipments to civilian activities, other Services, non-DoD governmental activities, and non-reporting (classified) military activities. It excludes FMS or grant aid.

Code: P

Description: Procurement gain. Prepared by the manufacturer or procurement source for initial registration and shipment of a CCI.

Code: Q

Description: Notification of suspected loss. Reports a potential lost or stolen serial number. Investigation, report of survey, or security report is in process.

Code: R

Description: Receipt. Reports/confirms the receipt of a CCI from one reporting activity to another.

Code: S

Description: Shipment. Reports the shipment of a serial number from one reporting activity to another within DA control.

Code: U

Description: Found or recovered. Used to report the recovery of a serial number CCI previously reported lost or stolen on a transaction “Q.”

Code: V

Description: Demilitarization. Used by demilitarization activities to report destruction of CCI through demilitarization.

Code: X

Description: Termination of suspension requirement. Used to report termination of suspension requirement reported under transaction code “J.”

Code: Z

Description: Initial registration and shipment. Used for registering the shipment of unregistered stock. Serves a dual purpose as “B” and “S” transactions. For depot use only.

Notes:

* These are standard MILSTRAP codes. Unassigned codes may be use by the Army for Army unique applications as long as the code is not assigned for MILSTRAP use. If, at any time, the code is approved for MILSTRAP use, the Army will have to conform and change.

Table 4–12
CCISP document identifier codes

DIC: “BDB”

Document title: CCISP registration and update transaction.

Description: Used for registration and reporting of CCI between reporting activities and the UIT Central Registry.

DIC: “BDE”

Document title: CCISP multifield correction.

Description: Used for correcting erroneous or invalid NSN, DODAAC or serial number in the UIT Central Registry file.

DIC: “BDF”

Document title: CCISP shipment status/reject transaction.

Description: Used for notification of shipment status or rejected transactions by the UIT Central Registry.

4–71. Items subject to reporting

Report all CCEI, including those mounted on aircraft, vehicles, and vessels, in the Army inventory to the UIT Central Registry. NSA designates an item as a CCI and establishes asset tracking requirements. HQDA (SAIS-ADS) publishes an updated CCI listing every 6 to 8 months to identify new items.

4-72. Exclusions to reporting

The CCEI in table 4-13 will not be reported through CCISP.

Table 4-13
CCI Listing

CCI: T40405
NSN: 5810-01-026-9620
Item: KOI-18

CCI: E98103
NSN: 5810-01-026-9618
Item: KYK-13

CCI: E45820
NSN: 5810-00-919-8161
Item: KYK-28

CCI: E45830
NSN: 5810-00-471-5068
Item: KYK-38

CCI: N02758
NSN: 5810-01-026-9619
Item: KYX-15

CCI: N02758
NSN: 5810-01-095-1312
Item: KYX-15A

CCI: C69121
NSN: 5810-01-103-3175
Item: KGV-9

CCI: S60844
NSN: 5895-01-175-0784
Item: KGV-6

CCI: Z18060
NSN: 5810-01-224-0427
Item: KGV-13

4-73. CCISP error transaction and reject codes

The CCISP error transaction and reject codes listed in table 4-14 are two-character alphanumeric or numeric codes that identify the type of transaction error. These codes are used on-line or on reject listings to identify transaction errors or rejects, type of error, and reconciliation action to be taken by the reporting activity and the UIT Central Registry. The manual data entry instructions for CCI transactions are in appendix D.

Table 4-14
CCISP Error transaction codes

Error code: 05

Error message: Identifies that a serial number record exists on the UIT Central Registry master file but the reporting activity did not submit "E" reconciliation record. An image of the Registry master file record along with the rejected transaction serial number will be furnished to the reporting activity.

Solution: Verify both active and inactive records.

1. If the serial number is on-hand and in the active file, return the error transaction to the UIT Central Registry. Use the required transaction code in column 7 to indicate that the Registry is correct, to remove the reject suspense, and to preclude follow-up action.
 2. If the serial number is not on hand and in the inactive file, send to the appropriate registry a copy of the inactive record and return the error transaction with the required transaction code, to remove the reject suspense and to preclude follow-up action.
 3. If there is no record of the serial number contact the appropriate registry for required action.
-

Error code: 06

Error message: Identifies a duplicate E record submitted for reconciliation by a reporting activity.

Solution: No action required.

Table 4-14
CCISP Error transaction codes—Continued

Error code: 07

Error message: Identifies a reporting activity reconciliation request that was sent to the UIT Central Registry, but the Registry reflects a different reporting activity of record. The Registry will send a copy of the Registry master record and the rejected transaction to the reporting activity.

Solution: Verify both active and inactive records. In each of the following cases the reporting activity is required to resubmit the error transaction with the required transaction code to remove the reject suspense in addition to the following actions.

1. If the serial number is a recent receipt, you must request the reportable shipping activity to submit the required shipment transaction. You must then clear the reject and submit an "R" transaction to post to the master file.
 2. If the serial number is not a recent shipment receipt and the serial number is physically on hand as reported, clear reject and take the action required for duplicate serial numbers within the same NSN.
 3. If the reject transaction has erroneous data, clear reject. If an "05" error has been received for the materiel take no other action in response to the "07". If an "05" has not been received then prepare and submit to the UIT Central Registry the proper registration transaction.
 4. If the serial number is not on-hand and not on either the active or inactive file, notify the UIT Central Registry.
-

Error code: 08

Error message: Unmatched serial number. The serial number reported is not listed on the Registry master file.

Solution: Reporting activity will review the original "E" transaction submitted to the Registry.

1. If determined by sight verification that the serial number is wrong or contains erroneous data, resubmit the error transaction with required transaction code in column 7 to remove the reject suspense. Reporting activity then should resubmit transaction with correct data.
 2. If determined that the serial number is correct the reporting activity will submit a "C" transaction to the UIT Central Registry for RATTs and SASP items. For CCISP items the reporting activity will notify the UIT Central Registry. The UIT Central Registry, in coordination with the NICP, will identify the corrective actions required by the reporting activity to record the serial number and clear the error.
-

Error code: 2A

Error message: Invalid document identifier code (columns 1-3).

Solution: Verify records and resubmit corrected transaction.

Error code: 2B

Error message: Serial number contains blanks, invalid or missing characters.

Solution: The reporting activity will physically verify the serial number of the end item and send a corrected transaction.

Error code: 2C

Error message: Invalid transaction code (column 7).

Solution: Reporting activity will verify the transaction code from Table 4-11 and resubmit the transaction with a valid transaction code.

Error code: 2D

Error message: Unmatched NSN (columns 8-22).

Solution:

1. The reporting activity will verify that the NSN is valid and pertinent for reporting. Resubmit the transaction to the Registry with a written request to add the NSN to the NSN file.
 2. If the reported stock number was wrong, resubmit the corrected transaction with the correct NSN.
-

Error code: 2E

Error message: Entries in columns 45-50 and 51-56 are equal. The reporting activity cannot ship to itself.

Solution: Verify the "ship to" address, correct and resubmit. If the "ship to" is a unit supported by a reporting activity, submit a "K" transaction.

Error code: 2L

Error message: Transaction date (columns 76-80) is not numeric or is blank.

Solution: Correct and resubmit transaction.

Error code: 12O (alphabetic character)

Error message: Invalid "ship-to" address DODAAC/UIC (columns 45-50).

Solution: The "ship-to" activity address is not identified on the Registry address table. Verify the address data on the shipment documents and resubmit.

Error code: 2P

Error message: Invalid address (DODAAC/UIC) in columns 51-56 (reporting activity).

Solution: The reporting activity address (DODAAC/UIC) rejected as invalid or the activity address does not match what is on the Registry as the owner of the serial number. Verify the rejected transaction against the Registry master file image. Correct and resubmit the transaction.

Error code: 2R

Error message: Columns 69-74 is blank or contains an invalid accountable/owning activity.

Solution: Verify, correct ("K" transaction), and resubmit. Notify the UIT Central Registry that it is a supported DODAAC.

Error code: 3A

Table 4-14
CCISP Error transaction codes—Continued

Error message: Open shipment follow-up.

Solution: Verify records and if material was received submit an "R" transaction. If material was not received submit an "A" transaction.

Error code: 3B

Error message: Notification to shipper of non-receipt.

Solution:

1. Shipper will verify records and submit a "D" (reversal) transaction if material was not sent.
 2. If records verify that material was sent the shipper will submit a "Q" (suspected loss) transaction while doing a tracer action. If material is not found shipper will submit a "L" (loss) transaction. If material is found shipper will submit proof of receipt. The UIT Central Registry will provide further instructions as required.
-

Error code: 3K

Error message: Receipt transaction received before shipment transaction.

Solution: Shipping activity will verify and submit required shipment transactions to enable receipts to post to UIT Central Registry master file.

Error code: 3U

Error message: The NSN and serial number duplicates one on record in the master file.

Solution: Verify records.

1. If incorrect submit same data using a transaction code "9" to remove reject suspense and also submit correction with appropriate transaction code.
 2. If correct follow instructions for reporting duplicate serial numbers.
-

Error code: 5A

Error message: No matching serial number on the master file.

Solution: The reporting activity will verify records.

1. If serial number is in error, correct and resubmit the transaction.
 2. If serial number is correct submit appropriate registration transaction ("B", "R", or "W") or contact the UIT Central Registry for assistance.
-

Error code: 5B

Error message: No matching NSN/MCN for the specified serial number.

Solution: The reporting activity will verify the NSN/MCN, correct and resubmit.

Error code: 5C

Error message: The reporting activity address for the specified serial number and NSN does not match the activity address on the master file.

Solution: The reporting activity will verify records.

1. If incorrect submit same data using transaction code "9" to remove reject suspense and also submit the correction with the appropriate transaction code.
 2. If correct, submit appropriate registration transaction ("B", "R", or "W") or contact the UIT Central Registry for assistance.
-

Error code: 5D

Error message: No matching ship-to activity address or document number for the serial number and NSN as listed on the open shipment transaction on the UIT Central Registry.

Solution: Reporting activity will verify data.

1. If incorrect, submit same data using transaction code "9" to remove reject suspense and resubmit using correct data with the appropriate transaction code.
 2. If correct, contact the UIT Central Registry for instructions.
-

Error code: 5E

Error message: The transaction submitted matches master file on the specified criteria but the latest transaction code is not compatible with this transaction.

Solution: The reporting activity will verify transaction.

1. If incorrect, submit same data using transaction code "9" to remove reject suspense and resubmit transaction with correct data.
 2. If correct, contact the UIT Central Registry for assistance.
-

Error code: 5F

Error message: Unable to add the transaction to the master file due to an invalid character in position 51.

Solution: Registries will notify reporting activity of error and coordinate corrective action.

Error code: 5G

Error message: Matches the master file on the specified criteria but the transaction date is not greater than the master file date.

Solution: The reject will be corrected by the UIT Central Registry with the reporting activity receiving an information copy of CCI corrections.

Error code: 5H

Error message: Catalog record is not a CCISP item.

Table 4-14
CCISP Error transaction codes—Continued

Solution: Verify transaction and if appropriate correct and resubmit. Do not use DIC "BDE" with transaction code "K," after notification the error will be deleted from the UIT Central Registry files.

Error code: 95

Error message: Accountable (owning) activity does not match current owning activity listed in the UIT Central Registry master file.

Solution: The reporting activity will verify transaction.

1. If incorrect, submit same data using transaction code "9" to remove reject suspense and resubmit transaction with correct data.
 2. If correct, determine if change of owner occurred since initial registration of material. If change has occurred, submit DIC "BKE" using transaction code "K" to correct owner at DA UIT Central Registry. If change has not occurred contact the UIT Central Registry for assistance.
-

Error code: 96

Error message: Accountable (owner) activity with suspended reporting requirement.

Solution: The reporting activity will verify transaction.

1. If incorrect, resubmit with correct data.
 2. If correct, verify that suspension of reporting requirements for owning activity has been lifted. If reporting requirement suspension has been lifted, submit "X" transaction and then resubmit rejected transaction. If suspension has not been lifted then no reporting requirement exists.
-

Error code: FU_

Error message: Registries follow up on previous reject transaction. Follow-up code "FU" will be entered in columns 25-26. The number of follow-ups will be entered in column 27. Only one follow-up will be provided for reconciliation transaction rejects.

Solution: N/A

4-74. Reporting CCI with missing/illegible serial numbers

a. Those CCIs discovered without an NSN, serial number, or with missing, obliterated, mutilated or illegible serial numbers will be reported to the UIT Central Registry for review and coordination with the NICP for assignment of appropriate identification number. Do not assign a local management control number (MCN) in lieu of a request for assignment of NSN. Reporting activities will use the format in table 4-15 to report all CCIs without a NSN or serial number to the UIT Central Registry by message or letter. This report also serves as the request for assignment of a serial number or NSN.

b. A UIT Central Registry assigned MCN will be used by the reporting activities for any CCI without legible identification data until a valid NSN/serial number is provided by the UIT Central Registry. The UIT Central Registry will coordinate assignment of a NSN/serial number with the NICP. When the UIT Central Registry notifies the reporting activity of assignment of the NSN/serial number, the owning unit will notify and coordinate with the supporting COMSEC direct support maintenance facility to replace the data plate.

Table 4-15
CCI serial number or NSN request format

NSN: (NSN or none)

Serial Number: (SN or none)

Description: Full description plus short title

4-75. Reporting of local modification of CCI

The UIT Central Registry will be informed by the reporting activity when authorized local modification of a CCI changes its identification. If modification produces a CCI with a different NSN, such changes should be reported using transaction code "K" per table D-3.

4-76. Duplicate serial numbers within the same NSN

a. Reporting activities will report any duplicate serial numbers they discover by message or letter to the UIT Central Registry. No modification of serial numbers is authorized unless approved by the UIT Central Registry in coordination with the NICP and NSA.

b. When the UIT Central Registry encounters duplicate serial numbers, both reporting activities will be requested to verify the serial number and stock number to ensure report accuracy. If the serial number was reported incorrectly by one of the activities, then the appropriate correction will be prepared and forwarded by the activity in error. When determined that the serial numbers were reported correctly the reporting activities will trace the CCIs in question back to the source and report audit trail, duplication of serial number, and owner's DODAAC to the UIT Central Registry. The UIT Central Registry will validate audit trail and coordinate with the wholesale commodity manager and NSA the

assignment of a new serial number or modification of an existing serial number. The UIT Central Registry will notify reporting activities of required remarking instructions and new serial numbers.

4-77. Initial registration

All designated serial numbered CCIs will be registered with the UIT Central Registry. Reporting activities will submit the serial numbers. Local procedures should be established to ensure that accountable officers obtain the serial numbers from the equipment. Physically verifying the serial number is critical to ensure data base accuracy. Prepare the transaction (transaction code "B") per table D-1 and transmit to the UIT Central Registry and update reporting activity records. New production items will be initially registered by the contractor using a procurement gain transaction (transaction code "P") per table D-1.

4-78. Shipments and transfers

The shipping documentation for each registered CCI shipment will include a list of the serial numbers of each CCI in the shipment. The shipping activity will notify the receiving activity of shipment of CCI.

a. Shipment (other than new procurement). When a CCI is shipped to an accountable property record supported by another reporting activity (including other services and DRMO), the losing activity will prepare two shipment transactions (transaction code "S") per table D-1. Attach two copies to the shipping documentation for the CCI. For multiple CCI shipments, the transactions will be grouped and identified by box number and placed in/on the first container/unit load. Transmit the transaction to the UIT Central Registry and update the reporting activity's file.

b. Shipments from procurement. When reportable CCIs are shipped from a contractor to activities within the Army, the contractor must prepare three procurement transactions (transaction code "P") per table D-1. Transmit the transaction to the CCI Registry to open the record. This record will be maintained in suspense until confirmation of the receipt of the CCI is provided by the receiving activity. The receiving activity will submit the receipt transaction (transaction code "R") per table D-1 to update the UIT Central Registry. The contractor will attach two copies of the serial number listing to the shipping documentation for the CCI. For multiple CCI shipments the serial number listings will be grouped, identified by box number, and placed in the first container.

c. Shipments to grant aid or FMS. Shipments directed under grant aid or FMS agreements will be reported to the UIT Central Registry. Follow shipment procedures in a above, using transaction code "F" in lieu of transaction code "S" Listings are not required to accompany CCI shipments.

d. Shipments to other agencies/activities. Shipments to other agencies/activities (DoD components, civilian activities, and non-DoD Government activities) outside the control of DA will be reported per procedures in a above, using transaction code "N" in lieu of transaction code "S" listings are not required to accompany CCI shipments.

e. Shipment cancellations. To cancel a reported shipment of a serial numbered CCI prepare a shipment cancellation transactions (transaction code "D") per table D-1 using all data contained in the shipment transaction. Transmit transaction to the UIT Central Registry to cancel shipment and update reporting activity file.

f. Property book or ownership change. To report the movement of a CCI within the reporting activity (installation/area file) jurisdiction prepare multifield correction transaction (transaction code "K") per table D-3 identifying the new owning unit or activity. Transmit transaction to the UIT Central Registry and update the reporting activity file.

4-79. Follow-up for CCI in transit

The UIT Central Registry will follow-up on all in-transit CCI using the format in table D-2. This includes CONUS shipments in transit for more than 30 calendar days or OCONUS shipments in transit for 90 calendar days from date of shipment for which no confirmation of receipt has been received. The UIT Central Registry will allow 10 calendar days for response to the follow-up inquiry. The same format, timeframes, and procedures will be used by the UIT Central Registry for follow-up action for all CCI reported "received" by a reporting activity for which a transaction code "S" has not been received from the shipping activity. The following procedures apply:

a. If the CCI has been received, the receiving activity will submit a receipt transaction per paragraph 4-81.

b. If the CCI has not been received, the receiving activity will confirm non-receipt to the UIT Central Registry.

c. If no response is received by the UIT Central Registry within 10 calendar days an electronic transmission (message) will be sent to the receiving activity with an information copy to the receiving activity's higher headquarters. If there is a negative or no response to the message within 14 calendar days, the UIT Central Registry will report the CCI(s) as missing, lost or stolen to the UIT Central Registry and the appropriate investigative agency with an information copy provided shipping activity to initiate a report of survey.

4-80. Open shipment notification

In addition to automated follow-ups for CCIs in transit, the UIT Central Registry will prepare and furnish to each reporting activity a monthly notification of all open shipments on the UIT master file. This report will provide, in

addition to over age shipments, those shipments that have posted to the UIT master file during the previous 30 days. The following functions will be performed at the UIT Central Registry:

- a. Prepare the notification immediately after the last update cycle of the month. (Receipts must arrive at the UIT Central Registry prior to the last Thursday of the month to be cleared off of the next monthly report.)
- b. Transmit the notification to each reporting activity no later than the 10th of each month.
- c. Provide a monthly report to each MACOM identifying by quantity and age the open shipments for their installation or area file.
- d. Provide a quarterly open shipment report to AMC with information copies to HQDA and all MACOMs. This report will identify by quantity and age the open shipments for each MACOM.

4-81. Receipt

- a. The reporting activity will ensure that the receiving activity physically verifies the serial number of the received CCI. If correct the activity will prepare a transaction (transaction code "R") per table D-1 using serial number data from the CCI. Transaction code "B" per table D-1 will be used when material is received from non-DA CCI Registry supported activity (to include Navy, Marine Corps, and Air Force). Transmit to the UIT Central Registry and update the reporting activity's file.
- b. If serial number data on the shipment documentation does not correspond to the actual CCI by serial number then the reporting activity will prepare two copies of SF 364 per AR 735-5 and AR 735-11-2. Send one copy to the shipping activity that submitted the erroneous shipment data, who upon receipt of the transaction will submit a reversal per paragraph 4-78e and process a corrected transaction. The other copy will be sent to the reporting activity. A receipt transaction will then be prepared per a above reporting the actual serial number(s).
- c. Receipt transaction without serial number documentation. Prepare receipt transactions (transaction code "R" or "B" as appropriate) per table D-1. Use shipping documentation DD Form 1348-1A or DD Form 1348-2 information to complete the receipt transaction. Transmit to the UIT Central Registry and update the reporting activity's file.

4-82. Inventory gain

Report the gain of a CCI through inventory adjustment; for example, the recovery of a previously reported lost CCEI. Prepare CCI inventory gain transactions (transaction code "C") per table D-1. Transmit to the UIT Central Registry and update the reporting activity's file. Additional reporting is as required per AR 710-2 and DA Pam 25-380-22.

4-83. Loss

- a. *Suspected loss.* Report a potential loss of a CCI to the UIT Central Registry. Prepare suspected loss transaction (transaction code "Q") per table D-1. Transmit to the UIT Central Registry and update the reporting activity's file. Accountability will be maintained until an "L" transaction (loss) is submitted. Suspected loss of a CCI also requires insecurity reporting per TB 380-40-22.
- b. *Inventory loss.* Report the loss of a CCI. Prepare loss transaction (transaction code "L") per table D-1. Identify report of survey number in the document number field (columns 30-44). Transmit to the UIT Central Registry and update the reporting activity's file. Loss of a CCI also requires insecurity reporting per DA Pam 25-380-22.

4-84. Recovered CCI

- a. Recovery of CCI previously dropped from accountability will be registered and reported to the DA CCI Registry as an inventory gain, transaction code "C," per table D-1. An insecurity report will be submitted per DA Pam 25-380-22.
- b. Recovered CCEI without NSN/serial numbers will be reported by message to the DA CCI Registry. (See par 4-74a.) An insecurity report will be submitted per DA Pam 25-380-22.

4-85. Interrogation requests

- a. The UIT Central Registry will provide investigative agencies, within 72 hours, the identification of the last known accountable activity having a specific serial numbered CCI. Investigative agencies query the UIT Central Registry by message, letter, or telephone. Upon identifying the last known owner of the CCI from the UIT Central Registry file, the UIT Central Registry will query the responsible reporting activity as to current CCI status and owning activity (SRA/property book account). Once CCI status and owning unit are identified, the UIT Central Registry will provide response to the investigative agency.
- b. Reporting activities receiving CCI serial number status requests or verification from the UIT Central Registry will direct the owning SRA/property book to sight verify the serial number and furnish its results directly to the UIT Central Registry within 48 hours.

4-86. Demilitarization

- a. All CCI must be returned by retail support activities to the COMSEC Directorate at Tobyhanna Army Depot

(DODAAC W81U11) for disposal. Local demilitarization or disposal is specifically prohibited in the interests of National Security.

b. The Tobyhanna Army Depot (DODAAC W81U11) will report any CCI that has been destroyed or washed out of the system to the UIT Central Registry using demilitarization transaction (transaction code “V”) per table D-1.

4–87. Unit deployments

When a unit transfers from the jurisdiction of one reporting activity to the jurisdiction of another, the gaining activity will follow receipt procedures in paragraph 4-81a, and the losing activity will follow shipping procedures in paragraph 4-78a.

4–88. Reporting activity changes and corrections

a. *Change to DODAAC.* When the DODAAC of a reporting activity changes, prepare a transaction (transaction code “M”) per table D-1 and transmit to the UIT Central Registry and update reporting activity’s file. Only one transaction is required to change the DODAAC for all serial-numbered CCI reported by the activity.

b. *Serial number corrections.* The following procedures will be used by the reporting activity to correct an erroneous CCI serial number on record at the CCI Registry:

(1) Contact the UIT Central Registry to coordinate correction of CCI serial number(s) submitted by “L” and “Q” transactions.

(2) Send a “D” transaction, per table D-1, to the UIT Central Registry to cancel a previous shipment notice (transaction codes “F,” “N,” “P,” or “Z”) and submit the appropriate transaction with the correct serial number.

(3) Send a “K” transaction, per table D-3, to the UIT Central Registry to restore a previously corrected serial number to the proper file location.

c. *NSN corrections.* Send a “K” transaction, per table D-3, to the UIT Central Registry to restore a previously corrected serial number.

4–89. Reconciliation procedures

a. The reporting activity will use the format in table D-1 with transaction code “E” in column 7 to prepare their annual reconciliation submission to the UIT Central Registry.

b. The UIT Central registry will use the format in table D-2 to follow-up with reporting activities on non-response to previously submitted reconciliation requests and rejects. Detailed reconciliation procedures are in paragraph 4-8.

4–90. Depot or storage facility procedures

Depot and storage facilities will use the following procedures to report serial number transactions:

a. Receipts.

(1) Turn-ins (receipts) from supported activities will be reported per paragraph 4-81.

(2) Receipts (other than turn-ins) that have been registered in the UIT Central Registry will have a listing of the serial number of each CCI shipped attached to the shipping documentation when received. Validate that listing by checking the list against the serial number of the small arm. Take the serial number data from the validated CCI serial number listing and receipt transactions and prepare an “R” transaction per paragraph 4-81. When registered CCI are placed in storage, two additional copies will be prepared for each CCI and attached to the storage container to aid reporting of later transactions.

(3) Receipts of CCI without a serial number listing will be considered as not registered in the UIT Central Registry. Open these packs and report the CCISN data to the UIT Central Registry. Prepare registration transaction (transaction code “R” per table D-1, using data from shipment documents, such as document number, shipper’s DODAAC, etc. Attach two copies to the storage container. Transmit transaction to UIT Central Registry and update reporting activity file.

b. *Shipments to other activities.* Identify the serial number of the CCI to be shipped from the transaction copies attached to the storage containers. Report shipments per paragraph 4-78.

c. *Other transactions.* Report other required transactions as applicable in this section.

Chapter 5

Registration and Reporting of U.S. Army Vehicles (RCS CSGLD-1608)

5–1. Overview

This chapter prescribes—

a. The procedures for requesting, issuing, and maintaining vehicle registration numbers for U.S. Army vehicles and equipment mounted on vehicles listed in table 5-1. This includes all towed equipment with a wheel size of 12 inches or larger and all self-propelled riding and/or special motor driven wheel mounted equipment (i.e. air compressors,

generators, etc.) will require a USA Registration Number, unless a state license plate is required in order to utilize equipment on state roadways.

b. The structure of the Army registration numbering system for Army vehicles and equipment in table 5-1.

c. Procedures for reporting vehicles by NSN and serial number.

d. Procedures for reporting asset data that will be interrelated with other functional reporting at the various command levels.

e. Standard design features (that is, codes, formats, and procedures) that are applicable to systems in being or currently planned for development in the DoD and DA activities and elements.

Table 5-1
Positions 1 and 2 of the U.S. Army vehicle registration number

Code	Description
Tanks	
JA	Tank, combat, M48 series
JC	Tank, combat, flamethrower
JD	Tank, combat, 76 mm gun, M41 series
JF	Tank, combat, 120 mm gun
JJ	Tank, combat, 105 mm gun, M60 series
JK	Tank, combat, 152 mm gun, M60 series
JP	Combat engineer vehicle, M728
JQ	Armored reconnaissance airborne assault vehicle, 152 mm, M551
JT	Recovery vehicle, M51/M74/M88 series
JU	Gun ft 90 mm, M56
JV	Recovery vehicle, M578
JX	Miscellaneous tanks
JZ	Tank combat, M1 series
Combat Vehicles	
KA	Gun, antiaircraft, SP, 40 mm, M42 series
KB	Howitzer, SP, 105 mm, M7 series
KC	Howitzer, SP, 105 mm, M52 series
KD	Howitzer, SP, 8-in, M110, gun, 175 mm, M107
KE	Howitzer, SP, 105 mm, M108 series
KG	Howitzer, SP, 155 mm, M109 series
KH	Howitzer, SP, 8-in, M55 gun, 155 mm, M53 gun
KL	Gun, antiaircraft, SP, 20 mm, M163 series
KZ	Miscellaneous combat vehicles
Armored carriers	
MB	M113 Configuration
MC	M113A configuration
MG	M116 configuration
MH	M114 configuration
MJ	M571 configuration
MN	M106 configuration
MP	M125 configuration
MQ	M548 configuration
MR	M577 configuration

Table 5-1
Positions 1 and 2 of the U.S. Army vehicle registration number—Continued

Code	Description
MS	M132 configuration
MT	Armored cars
MV	Infantry or cavalry fighting vehicles, M2 & M3 series
MW	Launcher rocket carrier, rocket launcher, SP, MLRS
MY	Miscellaneous armored carriers
Tactical Vehicles	
NA	1/4-ton vehicle configuration
NB	1/4-ton Vehicle configuration, M151 series
NC	1/2-ton vehicle configuration
NF	3/4-ton vehicle configuration
NG	1 1/4-ton vehicle configuration
NH	2 1/2-ton vehicle configuration, diesel
NJ	2 1/2-ton vehicle configuration, gasoline
NK	2 1/2-ton vehicle configuration, multifuel
NL	5-ton vehicle configuration, diesel
NM	5-ton vehicle configuration, gasoline
NN	5-ton vehicle configuration, multifuel
NP	6-50 ton vehicle configuration
NU	Heavy equipment transporters
NW	Trailers
NX	Semitrailers
NY	Miscellaneous tactical vehicles
Other automotive categories	
PA	Semitrailer, van, stake configuration
PB	Trailer, bed configuration
PC	Trailer, utility, and cargo configuration
PE	Trailer, special-purpose, bakery, and kitchen
PF	Trailer, special-purpose, electronics
PG	Trailer, special-purpose, radar
PH	Trailer, special-purpose, water
PJ	Trailer, special-purpose, fuel
PK	Trailer, special-purpose, other
PL	Dolly and miscellaneous trailer configuration
Prototype Equipment	
TE	Prototype equipment (all configurations)
Construction equipment (self-propelled or towed)	
UA	Construction support equipment
UB	Paving equipment
UC	Tractors (tracked, wheeled industrial and agricultural)
UD	Cranes
UE	Graders and loaders
Power Generation equipment (vehicle mounted)	

Table 5-1
Positions 1 and 2 of the U.S. Army vehicle registration number—Continued

Code	Description
VA	Generators-high power 60 Hz, 30, 45, and 60 KW
VB	Generators-400 Hz, all KW sizes
VC	Generators-low power, 60 HZ, 10 KW and under
VD	Generator-medium power, 60 HZ, 15 KW
VE	Generator-super power, 60 HZ, 100 KW and over
VF	Generators-direct current, all KW sizes
Other ground forces support equipment (vehicle mounted or floating equipment)	
WE	Welding and gas generating equipment
WF	Bridging equipment
WG	Marine equipment
WJ	Materials handling equipment, electric
WK	Amphibious equipment (See note 2.)
WL	Materials handling equipment, diesel or gasoline
WR	Food preparation equipment
WS	Compressors
WT	Miscellaneous support equipment (not otherwise classified)

Notes:

¹ Non-tactical wheeled vehicles C_ All commercial non-tactical vehicles (Second position will be alpha, except I,O,Q,X, and Z).

² Assignment of U.S. Army Registration Numbers to marine and amphibious equipment is limited to tactical river-crossing equipment and equipment used by recreational activities.

5-2. Functional requirements

- a. The Executive Director, USAMC LOGSA, will act in accordance with paragraph 1-12g.
- b. MACOMs will ensure that all elements within their commands adhere to the requirements in paragraph 1-7j through l. MACOMs assist in the maintenance and accuracy of a complete national central registration file by reporting the following to Executive Director, U.S. Army Materiel Command Logistics Support Activity, ATTN: AMXLS-RRS, Redstone Arsenal, AL 35898-7466 using DA Form 2408-9 (Equipment Control Record) in DA Pam 738-750:
 - (1) All gains and transfers of equipment subject to registration number assignment and control.
 - (2) Those registration numbers to be deleted from the central registration file when such equipment is removed from Army accountability.
 - (3) Register all unregistered materiel and all Army materiel covered in this chapter that have illegible or missing numbers.

5-3. DA-procured materiel

Registration numbers for all Army materiel in table 5-1, procured by or assigned to DA, will be issued by the Executive Director, U.S. AMC LOGSA.

a. *Procurement.*

- (1) The procuring agency or office of AMC MSCs will submit a written request to LOGSA (AMXLS-RRS). They

will also send a copy of the procurement work order as required by HQ AMC, when procurement action is initiated. Registration numbers will not be requested from LOGSA earlier than 6 months prior to production of the equipment.

(2) The procuring agency or office or appropriate AMC MSC will ensure the following information is provided on the written request submitted for assignment of U.S. Army registration numbers:

- (a) The procurement request order number (PRON).
- (b) National stock number (NSN).
- (c) Item name.
- (d) Model.
- (e) Quantity.
- (f) Contract number.
- (g) Contract start date.
- (h) Contract completion date. If exact dates are not stipulated by contract, enter an estimated date.
- (i) Delivery schedule by PRON. If exact dates are not stipulated by contract, enter an estimated date.

(3) On the basis of paragraph (1) above, a block of registration numbers will be issued to the procuring agency or office or commodity manager for use as follows:

(a) One registration number will be assigned to each vehicle or item of equipment. Registration numbers will be assigned in chronological sequence with equipment serial numbers. This will assist in equipment life-cycle management and future validation efforts.

(b) Registration numbers will not be requested, issued, or assigned for trailer chassis that are being procured for integration into a higher assembly. Registration numbers will be requested by the higher assembly manager.

(c) The LOGSA Registration Office will be notified of all unused registration numbers.

(4) The procuring agency or office will ensure that the DA Form 2408-9 is prepared and distributed per DA Pam 738-750 to satisfy the following requirements:

(a) Prepare a DA Form 2408-9 as an acceptance and registration report at the time the equipment is accepted into the Army inventory from the vendor. The National Maintenance Point (NMP) copy 1 will be submitted to LOGSA within 15 working days after acceptance to establish the registration number in the central registration file.

(b) Prepare a DA Form 2408-9 as a transfer report at the time the equipment is shipped from the acceptance point to the initial accountable Army consignee. The NMP copy 1 will be submitted to LOGSA within 15 days after shipment to establish the ownership of the equipment in the central registration file.

(5) For non-tactical wheeled vehicles, the NMP copy 1 of an acceptance and registration report, prepared on DA Form 2408-9, will be submitted by the recipient of the vehicle in accordance with DA Pam 738-750. The report will be used to establish the registration number in the central registration file.

(6) Submission of an acceptance and registration report will not be limited to those items listed in appendixes to DA Pam 738-750 but will be prepared for all items subject to registration number assignment and control.

(7) U.S. Army Registration Numbers will be requested, issued, or otherwise used only on U.S. Army owned equipment. Registration numbers will not be issued for equipment purchased with nonappropriated funds (AR 215-1).

b. Integration into higher assemblages. When materiel is integrated into a higher assemblage (for example, common van converted into laundry or bakery unit, or generator sets into power units) the higher assemblage manager will—

(1) Submit a written request to LOGSA (AMXLS-RRS) with a copy of the workorder authorizing integration of the components at the time integration is initiated. Based on the request, a block of registration numbers will be issued per (3) above.

(2) Ensure that the following information is provided in the written request submitted or on the work order:

- (a) NSN.
- (b) Item name.
- (c) Model.
- (d) Quantity.
- (e) Completion date of the integration of all items on the request.
- (f) Assembly order control number or maintenance PRON.

(3) Upon receipt of the registration numbers, accomplish the following per DA Pam 738-750:

(a) Prepare a gain report on DA Form 2408-9 for the assemblage and submit to LOGSA. Enter gain code “T” in block 17.

(b) Prepare a loss report on DA Form 2408-9 for each reportable item integrated into the assembly. Enter loss code “N” in block 17 to indicate that the item’s identity is being lost by becoming part of a higher assemblage. Submission of a loss report on reportable items being integrated into a higher assemblage will not be limited to those items listed in appendixes to DA Pam 738-750 but will be prepared on all items subject to registration number assignment and control.

c. Gains to Army accountability from sources other than procurement and for materiel that has illegible or missing

registration numbers. To obtain registration numbers for materiel in these categories, the following actions are required:

(1) The activity having or gaining accountability will submit a written request for assignment of registration number(s). Request will include a statement indicating that registration number(s) requested is for materiel that is a gain(s) to the Army inventory or for materiel that has illegible or missing registration number(s). An acceptance and registration report, prepared on DA Form 2408-9 and containing those data elements required by DA Pam 738-750, will be submitted on each item for which a registration number is requested, will accompany the request. The submittal of the form will not be limited to those items listed in the appendixes in DA Pam 738-750 but will be prepared on all items subject to registration number assignment and control.

(2) The LOGSA will assign new registration numbers for materiel that are gains to the Army inventory. The new registration number will be entered in block 10 of DA Form 2408-9 and returned to the requester.

(3) The LOGSA will conduct an audit trail by serial number and registration number check of the central registration file for vehicles with missing or illegible registration numbers. If available in the central registration file, the registration number will be entered in block 10 of DA Form 2408-9 and returned to the requester. When registration information is not available from the central registration file, LOGSA will assign and enter a new registration number in block 10 and return to the requester.

(4) The LOGSA will update the central registration file to include the newly assigned registration number.

d. Transfer of accountability. The following actions are required for reporting transfer of materiel from one Army activity to another:

(1) The shipping activity will prepare a transfer report on DA Form 2408-9, per DA Pam 738-750, and submit to LOGSA at the time the materiel is shipped (dropped from accountable records).

(2) The receiving activity will prepare a Transfer Report on DA Form 2408-9, per DA Pam 738-750, and submit to LOGSA when materiel is received (picked up on accountable records).

(3) Transfer reports, prepared on DA Form 2408-9, will not be limited to those items contained in appendixes to DA Pam 738-750 but will be submitted on all items subject to registration number assignment and control.

(4) On receipt of a transfer report, LOGSA will update the central registration file to indicate the current UIC of the activity having accountability for the item.

e. Loss to the Army inventory of a registered item.

(1) When a registered item is dropped from the Army inventory for any reason, a DA Form 2408-9 will be prepared and submitted to LOGSA per DA Pam 738-750.

(2) Use of DA Form 2408-9 to delete registration numbers from the central registration file will not be limited to those items contained in appendixes to DA Pam 738-750 but will be submitted on all items subject to registration number assignment and control.

(3) Upon receipt of a loss report, prepared on DA Form 2408-9, LOGSA will update the central registration file with date and reason for loss.

f. Reclaimed and recovered materiel. For that materiel claimed from property disposal offices and that materiel previously identified as a combat loss that is recovered or recaptured, the provisions of paragraph c above apply.

g. Modifications. A DA Form 2408-9 will be submitted to LOGSA for any change to an end item that identifies the item to a different category in table 5-1.

5-4. Configuration of the U.S. Army registration number

Registration numbers for all Army materiel covered by this chapter will be of uniform length and will consist of six positions as follows:

a. Positions 1 and 2 will be alphabetical (table 5-1). For non-tactical wheeled vehicles, position 1 will be "C" and position 2 will be alphabetical, except for the letters I, O, Q, X, and Z (that series would begin with CA and progress through CY as needed).

b. Positions 3, 4, 5, and 6 will be alphanumeric, except for non-tactical vehicles which will be all numeric. The numbering system will begin with 0001 and progress through ZZZZ (for example, NG00A9, next number is NG00AA). Letters I and O will not be used. For non-tactical wheeled vehicles, the numbering sequence will begin with 0001 and progress through 9999.

5-5. Marking standards

Numbers and letters on U.S. Army vehicles covered by this chapter will be applied per AR 750-1 and TM 43-0139. Commanders will ensure that the U.S. Army registration number is properly stenciled on the vehicle when camouflage painting is required. The following publications will be used in the marking of U.S. Army vehicles:

a. TB 43-0209.

b. AR 58-1. This regulation outlines the markings for non-tactical wheeled vehicles (passenger-carrying and general-purpose).

5-6. Renumbering of materiel

Existing materiel will not be renumbered to the configuration cited in paragraph 5-4 without instructions and approval from HQ AMC (AMCSM-MSP).

5-7. Vehicle reporting requirements

Dual reporting is not required. One report on DA Form 2408-9 for each transaction will fulfill the requirement of DA Pam 738-750 and the central registration file.

Chapter 6

Status Reporting of Operational Project Stocks

6-1. Overview

This chapter prescribes the procedures, formats, and instructions on the preparation and submission of 80 position transactions of the status of operational projects. Activities that do not have capability to provide LOGSA the on hand/due in information via Total Asset Visibility (TAV) are required to submit operational project stock status transactions. This chapter also prescribes the required planning, control, and management of operational projects by DA and HQ AMC.

6-2. Stock status transaction reporting for all operational projects

a. Reporting will be accomplished via Total Asset Visibility data feeds. Exceptions will be SAILS sites and Soldiers Systems Command.

b. The project accountable activity will submit the initial stock status transactions; thereafter, only data that has changed since the last quarterly submission will be reported as of the 15th day of March, June, September, and December. Transactions will be sent within 15 workdays after the cutoff date to LOGSA.

c. The project accountable activities operating under SAILS will run SAILS cycle ALSO6 (Operational Projects Stock Status Report) and forward output via Autodin, the preferred means of submission, or EMA/EMS Stock Status cards to LOGSA. Those project accountable activities not operating under SAILS will prepare the stock status transaction on a general-purpose card form. Use the authorization transactions (AR 710-1, chap 6) to extract the required data elements. SAILS sites will prepare the approved item stock status transaction per table 6-1.

Table 6-1
Operational projects stocks status transaction

Columns: 1-3

Field legend: DIC

Instructions: Enter DIC "EMA" code to identify the transmission as data related to stock status information on an approved authorized item. Enter DIC "EMS" to identify the transmission as data related to stock status information on a substitute for an approved authorized item.

Columns: 4-6

Field legend: RIC.

Instructions: Enter the RIC (from).

Columns: 7

Field legend: Type of transaction.

Instructions: A supplementary code is used in data submissions to show the type of action the submission will generate. The following transaction codes apply:

Code 1-represents deletion to the file. A stock status delete transaction must match the stock status transaction from a prior submission in the columns listed below:

- (1) Columns 1-3 (DIC (EMA or EMS))
- (2) Columns 9-21 (NSN)
- (3) Column 22 (Commodity manager code)
- (4) Columns 58-60 (on-hand location (RIC))
- (5) Column 63 (condition code)
- (6) Columns 69-71 (Project code)
- (7) Columns 72-73 (Section number)
- (8) Columns 74-77 (Section item number)
- (9) Columns 78 (DA approved changed (if applicable))

Code 2-represents addition to the file.

Code 3-represents changes to the data file and can only be made for columns 33-37, quantity due-in; and columns 64-68, on-hand quantity.

Columns: 8

Field legend: Identification number code.

Table 6-1
Operational projects stocks status transaction—Continued

Instructions: Enter one of the following codes identifying the type of stock number in columns 9-21 or LIN entered in columns 26-31 or both:
"A" -Army commercial vehicle code (ACVC) (columns 9-21).
"D" -Nonstandard item (NSI)(columns 9-21).
"H" -NSN (columns 9-21).

Columns: 9-21

Field legend: Authorized/substitute stock number.

Instructions: Enter the stock number of the item authorized (DIC EMA in columns 1-3) in support of the project; or the stock number being substituted (DIC EMS in columns 1-3) for the authorized item identified by the section number in columns 72-73 and section item number in columns 74-77 of the authorization transaction.

Columns: 22

Field legend: Commodity Manager.

Instructions: Enter the code (SB 700-20) identifying the commodity manager of the item (same as authorization record).

Columns: 23

Field legend: Appropriation and Budget Activity Code (ABAC).

Instructions: Match the ABA code in the authorization record.

Columns: 24

Field legend: Logistics control code (LCC).

Instructions: If no ABA code in authorization record, leave blank. Enter the LCC.

Columns: 25

Field legend: Blank.

Instructions: Blank.

Columns: 26-31

Field legend: LIN.

Instructions: Enter the LIN.

Columns: 32

Field legend: RICC.

Instructions: Enter the RICC.

Columns: 33-37

Field legend: Quantity due in.

Instructions: Enter quantity of items (columns 9-21) due in. See instructions for columns 64-68. (If there is no due-in quantity, zero fill.)

Columns: 38

Field legend: Quantity change.

Instructions: Enter "A" for increase or "D" for decrease in assets from preceding quarterly report.

Columns: 39

Field legend: Reason for quantity change.

Instructions: Enter the appropriate alpha code indicating the reason for change as listed below. (If there is no change, leave blank.)

"A" -DCSLOG approval for issue of principal items or Army War Reserve items.

"B" -90/120 days' loan approved by CG, FORSCOM, TRADOC, USARPAC or overseas commander.

"C" -120 days' loan approved by CG, USAMC; CG USAISC, TSG.

"D" -Receipt of assets.

"E" -Issue of assets.

"F" -Change or revision to project.

"G" -Item in maintenance.

"H" -Serviceability code change caused by item changing from unserviceable to serviceable or vice-versa.

"I" -Inter-depot transfer.

"J" -Catalog change. A change in unit of issue will cause apparent fluctuations in quantities.

"K" -Inventory loss.

"L" -Restratification.

"N" -Logistical gain or loss.

"O" -Clerical error.

Columns: 40

Field legend: Serviceability code.

Instructions: Enter "S" for serviceable or "U" for unserviceable.

Table 6-1
Operational projects stocks status transaction—Continued

Columns: 41-52

Field legend: Blank.

Instructions: Blank.

Columns: 53-57

Field legend: Quantity change.

Instructions: Enter the quantity of increase or decrease from the previous quarterly report. See instructions for columns 64-68. If no change, zero fill.

Columns: 58-60

Field legend: On-hand location.

Instructions: Enter the routing identifier code (AR 725-50) of the location of the stocks. When more than one location is used, prepare multiple transactions identifying each quantity stored in each specific location. Internal codes may be used for sites not qualifying for a code under AR 725-50.

Columns: 61-62

Field legend: UI.

Instructions: Same as authorization transaction.

Columns: 63

Field legend: Condition code.

Instructions: Enter the condition code (AR 725-50, app C-14) identifying the degree of serviceability, condition and completeness in terms of readiness for issue, and use to identify actions underway to change the status of the item. When the item is being carried under more than one condition code, furnish a separate transaction showing the quantity of the item being reported against each such condition code.

Columns: 64-68

Field legend: On-hand quantity.

Instructions: Enter the quantity of the item on-hand in the location identified in columns 58-60. Right justify all entries. If the quantity exceeds 99,999 round to the nearest hundreds or thousands as applicable, using an "11" punch in column 64 to indicate hundreds or a "12" punch in column 64 to indicate thousands; for example, quantity and columns 64-68 entry

(1) 1=00001

(2) 4,321=04321

(3) 54,321=54321

(4) 654,321=06543 w/"11"punch in column 64

(5) 7,654,321=76543 w/"11"punch in column 64

(6) 87,654,321=87654 w/"12"punch in column 64

Note. A "12" punch is required only when the quantity exceeds 9,999,999.

Columns: 69-71

Field legend: Project code.

Instructions: Enter project code assigned.

Columns: 72-73

Field legend: Section number.

Instructions: Enter the appropriate section number as shown in the authorized transaction.

Columns: 74-77

Field legend: Section item number.

Instructions: Enter the appropriate section item number as shown in the authorization transaction. When the transaction submission is for a substitute item, the section item number to be cited will be the same as shown on the authorization transaction.

Columns: 78

Field legend: Project change number.

Instructions: Enter the appropriate project change number as shown in the authorization transaction.

Columns: 79-80

Field legend: Date of submission.

Instructions: Code months as follows: (Column: 79)

"1" Jan "4" Apr "7" Jul "0" (numeric) Oct

"2" Feb "5" May "8" Aug "J" Nov

"3" Mar "6" Jun "9" Sep "K" Dec

6-3. Stock status

Status of operational project stocks on hand within the proponent command and at the commodity commands is available thru TAV.

Chapter 7 Continuing Balance System-Expanded (CBS-X)

7-1. Overview

a. This chapter provides responsibilities and guidance for maintaining Army-wide equipment control data through the CBS-X.

b. Detailed wholesale policy and procedures for CBS-X are also in this chapter. Refer to AR 710-2 and its supporting DA pamphlets for detailed retail policy and procedures.

7-2. Functional requirements

a. The CG, AMC will exercise management control over CBS-X operations at LOGSA MIC and at the MSCs, and establish policy and responsibilities for developing the official equipment position for separate stocks stored in AMC depots, and Army stocks in DLA depots.

b. The CGs of MACOMs will—

(1) Establish command policy and responsibilities to perform the following:

(*a*) Ensure that both manual and automated CBS-X transaction reporting are complete.

(*b*) Support LOGSA MIC in the annual and/or semiannual reconciliation of CBS-X equipment status.

(*c*) Ensure that unit data information for CBS-X is correct. Unit data will be transmitted to LOGSA MIC at least weekly during peacetime. Daily transmission of data will be required under wartime procedures.

(*d*) Ensure that all manual property books report substitute status changes by forwarding a completed DA Form 4708 (Quantity Change for Substitute in Property Book) to the CCA.

(*e*) Ensure that all accountable records furnish beginning inventory balance on items assigned RICC 2, A, B, C or Z as listed in SB 700-20 by using DA Form 3161 (Request for Issue or Turn-In).

(2) Designate Central Collection Activities (CCA) as appropriate to support CBS-X transaction reporting within the command.

(3) Designate an Unit Identification Code Information Officer (UICIO) to ensure that the UICs are properly

registered per JCS Publication 6, Volume II, Procedures, and that DODAACs and derivative UICs are assigned for each separate stock record account to include ORF.

(4) Ensure that deactivated units turn in all their equipment, report the turn in to CBS-X, and request a DODAAC deletion through their Army Network Station IAW AR 725-50.

c. The State adjutant general of each state will—

(1) Establish command policy and responsibilities to ensure that automated CBS-X transaction reporting is complete, and that CBS-X data is correct and updated at least weekly; and support the annual reconciliation of CBS-X equipment status.

(2) Designate an UICIO to ensure that UICs are properly registered per JCS Publication 6, Volume II, Procedures, and that DODAACs are assigned per procedures in AR 725-50, chapter 9.

(3) Ensure LOGSA MIC is notified when a mass change is made to units or activities that are reorganized or redesignated and a new UIC is assigned.

d. The Executive Director, LOGSA will—

(1) Function as the official Army data bank for the CBS-X.

(2) Maintain operational control of the system and serve as the point of contact on all matters involving the CBS-X.

(3) Ensure activities submit input data by the date scheduled and that the data are correct.

(4) Take appropriate followup action, as required, if data are not accurate and submitted on schedule.

(5) Ensure that CBS-X output products are prepared and distributed monthly.

(6) Distribute CBS-X item coverage selection file.

(7) Maintain updated unit data information for the CBS-X Customer Information Control File.

(8) Provide management reports to MACOMs as requested to support operations of CBS-X at command level.

(9) Provide official equipment data to support the Total Army Equipment Distribution Program (TAEDP), Requisition Validation (REQVAL), Equipment Release Priority System (ERPS), and other HQDA budgeting, planning, and logistics documents as required.

(10) Develop improvements, modifications or enhancements to CBS-X as directed by higher commands or as needed to assure that CBS-X provides accurate equipment control data.

(11) Develop special products to meet customer needs.

(12) Plan, conduct, and execute the annual and or semiannual reconciliation of all Army property books and accountable records through the CBS-X Equipment Control Program.

(13) Develop procedural guidance on systems operations.

(14) Prepare training documentation for CBS-X systems.

e. The CGs of AMC MSCs will submit documenting CCSS“DZA” transactions each time equipment changes depot storage locations, condition code, O/P Code, project code, and an image of the MILSTRIP transaction when equipment is received at or shipped from depots. When field unit equipment balances are suspect, the MSC will identify the suspected error to the LOGSA MIC, and provide data regarding the quantity in question along with supporting document numbers and any other pertinent information. The LOGSA MIC will research the potential discrepancy and verify all information with the field unit or installation. Upon completion of the research, any necessary adjustments will be prepared and processed to update CBS-X balances, and the managing MSC notified.

f. Property book and accountable officers with manual accounts will—

(1) Submit transaction reports to the local installation’s Central Collection Activity (CCA).

(2) Annually reconcile CBS-X equipment balances against the accountable record by executing the annual CBS-X data base manual reconciliation program upon receipt of floppy diskettes from LOGSA MIC containing unit balances as reflected in CBS-X as of the established cutoff date. The data diskettes will be preceded by written notification of pending reconciliation. Written notification will be transmitted to the unit from LOGSA MIC sixty (60) days prior to the established reconciliation cutoff date. Followup to assure reconciliation adjustments post in CBS-X.

g. Property book and accountable officers with automated accounts will—

(1) Comply with appropriate system documentation guidance and supplementary MACOM procedures for submitting transactions to CBS-X.

(2) Upon receipt of written notification from LOGSA MIC establishing dates for conducting unit validations, select reconciliation/validation option from the automated menu and execute the semi-annual validation of unit asset records against asset balances reflected in CBS-X.

h. The head of each CCA will comply with procedures contained in AR 710-2, its supporting DA pamphlets, and appendix E.

7-3. Objectives of CBS-X

a. The objectives of the CBS-X are to provide the Army with a single equipment accounting system for major items

and selected secondary and stock fund equipment. CBS-X maintains the official Army Equipment Control System for—

- (1) On-hand equipment identified by LIN/NSN to the appropriate property book or stock record account UIC.
 - (2) Depot stocks identified to the ICP/appropriate depot, as well as the ownership, purpose, condition and project code of the equipment.
 - (3) In-transit materiel identified to the unit that will gain the equipment.
- b. CBS-X equipment status supports procurement and distribution planning documents, for example, the Total Army Equipment Distribution Program (TAEDP) and the Major Item Requisition Validation (MIRV) and the Requisition Validation (REQVAL) system.
- c. Unit CBS-X reporting requirements are established by HQDA to ensure complete asset visibility for RICC 2, A, B, C or Z items of equipment. The comparison of the degree of agreement between the CBS-X data base asset balances with the unit accountable record is calculated through a unit “compatibility rate” ($\text{Compatibility Rate} = 100 - (\text{Adjusted Quantity} / \text{Quantity On Hand Value}) \times 100$) where adjusted quantity = the number of individual assets adjusted—each, and quantity on hand value = number of individual assets on the CBS-X database as of the reconciliation cutoff date). The DA goal for unit compatibility with CBS-X has been designated to be 98%, with a 3% management range for units with manual property books.

7-4. Coverage of items

- a. CBS-X item coverage is determined by SB 700-20. Specifically, CBS-X will provide equipment status on all equipment designated as RICC 2, A, B, C or Z for Active Army, ARNGUS, USAR, and Government contractors.
- b. CBS-X transaction reporting is required to provide—
- (1) Equipment being carried on the property book as substitutes for valid authorization items designated as RICC 2, A, B, C or Z for Active Army, ARNGUS, USAR, and Government contractors.
 - (2) Equipment designated as RICC 2, A, B, C or Z for Active Army, ARNGUS, USAR, and Government contractors being carried on property book as substitutes for authorized items regardless of RICC.
- c. CBS-X reporting is not required for conventional ammunition (Class V) items.

7-5. Security classification

CBS-X data is unclassified regardless of the size of the force, command, or theater. This also includes equipment totals relative to the total Army inventory.

7-6. CBS-X system description

The CBS-X uses transaction accounting to maintain auditable accountability at the property book or stock record account level for field equipment and at the purpose or condition code level by depot for wholesale equipment. The various programs used for processing this data are as follows:

- a. *Daily processors.* The daily processors accept the data, identify, reformat, edit, and interpret all supply actions that are submitted from the wholesale or retail supply systems throughout the Army before the appropriate debits and credits are applied to the CBS-X equipment master. Update of the CBS-X master file, using these supply actions, completes the actual computation of equipment balances.
- b. *Customer Information Control File (CICF).* The CICF (an output product of the Asset Force Information file) maintains and updates the CBS-X unit data information to include cross-referencing every Army DODAAC to its appropriate UIC. This file is used to identify the accountable record to which the supply transactions should be applied. It is updated via—
- (1) MACOM notification of additions or deletions. Each MACOM UIC/DODAAC assignment control officer is required to mail deletions, changes, and additions to LOGSA MIC on a daily basis.
 - (2) Daily submission of DODAAC changes from LOGSA MIC.
 - (3) Weekly submission of status of resource and training system (SORTS) files.
 - (4) Field changes during annual reconciliation.
- c. *Substitute file.* The CBS-X system maintains and updates substitutes that provides visibility on items being carried on property books as substitutes for valid authorizations. The substitutes are updated based on substitute change records submitted from the property book units.
- d. *Receipt confirmation.* Receipt confirmation is a portion of the transaction update in CBS-X that matches shipments (issues) to receipts. It identifies shipments not received and receipts with no issues. It provides CBS-X the capability of including in-transit equipment in the overall worldwide equipment position.
- e. *Semiannual process.* To maintain a correct equipment master file, the cataloging and unit data information in the master file is updated. The SB 700-20 is the primary input to the item coverage (catalog update subsystem of CBS-X). This process determines changes in NSNs and LINs for RICC 2, A, B, C, or Z items to be applied to the master file and identifies RICC 2, A, B, C, or Z items for which a new beginning inventory is required.
- f. *Customer requirements.* To fulfill its major goal, one equipment system satisfying all Army requirements for

equipment data, of CBS-X equipment master file can be restructured, summarized, and portrayed in different ways to satisfy the requirements of the various logistics management systems.

7-7. CBS-X data input sources

a. Data input required to compute the CBS-X equipment data base for all CONUS or OCONUS property book and SRAs is due in LOGSA MIC weekly. Data input sources are shown below.

(1) Weekly transaction data extracted from all SAILS stock record accounts. This data is an automated submission via DDN (formerly AUTODIN) from each SAILS account using cycle "ALSMK."

(2) Weekly submission of SAILS equipment balances by DDN. Data are provided from SAILS "ALSQP" cycle.

(3) Weekly transaction data from automated SRAs using systems other than SAILS. This applies to SRAs using Standard Army Retail Supply System (SARSS), CCSS, AMC Installation Supply System (AMCISS), and the Supply Accounting and Management Information System (SAMIS) (ARNGUS units).

(4) Weekly transaction data from units operating under the Standard Property Book System-Redesign (SPBS-R), Installation Equipment Management (IEMS), Defense Property Accounting System (DPAS), Army Medical Department Property Accounting System (AMEDDPAS). Data is submitted via Defense Data Network (DDN), BLAST, Modulator/Demodulator (modem) or floppy diskette.

(5) Manual property book and SRA transactions are submitted through the CCA for all property book units and supply support activities except for units belonging to the ARNGUS.

(6) ARNGUS manual transactions will be submitted as part of the automated SAMIS extract of CBS-X transaction data.

b. The supply transaction input methods of manual and automated input to the CBS-X program are shown below.

(1) Manual input.

(a) Property Books.

(b) Stock Record Accounts.

(2) Automated input.

(a) CCSS.

(b) SARSS.

(c) AMCISS.

(d) SAILS.

(e) SAMIS.

(f) IEMS-R.

(g) SPBS-R.

(h) DPAS.

(i) AMEDDPAS.

7-8. Transactions required by CBS-X

The types of transactions that are used in the CBS-X to show potential or actual net increases or decreases to the Army's inventory are described as shown below. (See AR 725-50, app C-1, for applicable DICs).

a. *Shipment transactions.* Shipment transactions identify quantities of materiel being shipped to a supported unit or activity by a higher supply source. The CBS-X subtracts the quantity from the shipping source and establishes an in-transit quantity to the gaining unit or activity.

b. *Receipt transactions.* The CBS-X uses receipt transactions from source systems to determine when a shipment has been received. The receipt transaction closes out the in-transit quantity that was identified to the gaining unit. The in-transit transaction is held in file until receipt confirmation is received through automated sources for most of the Army.

c. *Turn-in transactions.* These transactions are used to identify the movement of RICC 2, A, B, C, or Z end items from a unit to a stock record or supply support activity account as follows:

(1) Where the stock record or SSA has SAILS, these transactions are captured via the automated CBS-X SAILS weekly transmission submission. The SPBS-R also reports turn-ins to CBS-X.

(2) When the stock record or SSA maintains a manual account, they submit turn-in transactions to their central collection activity.

(3) Units that are not automated will submit copies of turn-ins to the CCA as well as the Stock Record Account or SSA. CBS-X uses the turn-in submitted by the unit to subtract the quantity from the unit's on-hand balance and creates an in-transit to the stock record or SSA. The receipt document submitted by the stock record or SSA clears the in-transit and confirms receipt to the stock record or SSA.

d. *Property book loss transactions, minor corrections, or lateral transfers.* These transactions apply to those records pertaining to RICC 2, A, B, C, or Z items where adjustments have been made to the unit's property book balance.

7-9. Mobilization procedures

To maintain visibility of major items throughout mobilization, deployment or redeployment, units will continue to

report CBS-X. This will allow CBS-X to separately identify units and equipment deployed versus those units left in the rear.

7-10. Output products from the CBS-X process

CBS-X output reports are described below.

a. CBS-X Transaction Report. This report provides an audit trail of the input transactions used for updating the CBS-X equipment master file. The report identifies every transaction that contributed to the change in asset balances since the previous cycle. This includes manual adjustments, shipments, receipts (including materiel attributed to an in-transit condition received by a consignee), or changes made to the property book records. (Report is sequenced by installation codes.)

b. CBS-X Component Equipment Report. The component equipment report consists of a listing of each NSN with the calculated quantity of component equipment and the ratio factor used for calculation of these quantities.

c. CBS-X Reconciliation Report. This report shows equipment balances by LIN/NSN for each UIC within Active Army commands, USAR or ARNGUS activities that will maintain the property book and retail SRAs. This report is the basis for the annual reconciliation as conducted by LOGSA MIC DES team in reconciling differences between the property book or retail SRAs and transactions processed into the CBS-X within a specified timeframe.

d. CBS-X snapshot product. This product contains property book and supply support activity balances identified to the UIC level.

7-11. Assistance

a. CBS-X asset data is available to the user through PC based query applications. The stand alone version, known as the Distribution Execution System (DES), is transactionally updated on a daily basis via electronic means by LOGSA MIC to the user, or monthly via floppy diskette. DES offers unit authorization and readiness data. Information regarding the acquisition of the DES applications may be obtained by calling LOGSA MIC at DSN 645-8259 for units east of the Mississippi; DSN 645-7527 for units west of the Mississippi; DSN 645-8342 for USARPAC, USARSO and Korea units; DSN 645-8089 for USAREUR/SWA units.

b. For CBS-X problems or questions, contact USAMC LOGSA, ATTN: AMXLS-MD, Redstone Arsenal, AL 35898-7466, DSN 645-8259 for units east of the Mississippi; DSN 645-7527 for units west of the Mississippi; DSN 645-8342 for USARPAC, USARSO and Korea units; DSN 645-8089 for USAREUR/SWA units; and DSN 645-7197 or 645-7549 for wholesale/retail stock account.

Appendix A References

Section I Required Publications

AR 190-11

Physical Security of Arms, Ammunition and Explosives. (Cited in para 4-20.)

AR 708-1

Cataloging and Supply Management Data. (Cited in para 3-2.)

AR 710-1

Centralized Inventory Management of the Army Supply System. (Cited in paras 1-4, 1-12, 3-1, and 6-2.)

AR 710-2

Supply Policy Below the Wholesale Level. (Cited in paras 1-7, 3-3, 3-4, 4-73, 7-1, 7-2, 7-3, and 7-7 and tables 2-2, 2-3, and 3-2.)

AR 725-50

Requisitioning, Receipt, and Issue System. (Cited in paras 4-7, 4-15, 4-62, 4-75, 7-2, and 7-8 and tables 2-2, 2-3, 3-2, and 6-1.)

AR 735-5

Accounting for Lost, Damaged, and Destroyed Property. (Cited in paras 4-18 and 4-72.)

AR 735-11-2

Reporting of Item Discrepancies. (Cited in paras 4-18 and 4-72.)

AR 750-1

Army Materiel Maintenance Concepts and Policies (Cited in para 5-5.)

DA Pam 25-380-2

Security Standards for Controlled Cryptographic Items. (Cited in paras 4-56, 4-63, 4-73, 4-74, and 4-75.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 25-30

Army Integrated Publishing and Printing Program

AR 58-1

Management, Acquisition and Use of Administrative Use Motor Vehicles

AR 190-51

Security of Army Property at Unit and Installation Level

AR 215-1

Administration of Morale, Welfare, and Recreation and Nonappropriation Fund Instrumentality

AR 380-5

Department of the Army Information Security Program

AR 380-40

Policy for Safeguarding and Controlling Communication Security (COMSEC) Material

AR 380-380

Automated Systems Security

AR 385-11

Ionizing Radiation Protection. (Licensing, Control, Transportation, Disposal and Radiation Safety)

DA Pam 710-2-1

Using Unit Supply System Manual Procedures

DA Pam 710-2-2

Supply Support Activity System Manual Procedures

DA PAM 738-750

The Army Maintenance Management System. (TAMMS)

DoD 4000.25-7-6-M

DoD Activity Address Directory.

DoD 4000.25-2-M

Military Standard Transaction Reporting and Accounting Procedures

DoD 4140.1-R

DoD Materiel Management Regulation

DoD 4160.21-M

Defense Disposal Manual.

DoDD 5100.76-M

Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives

DoDD 5160.65

Single Manager for Conventional Ammunition

DoDD 7200-10-M

Department of Defense Reporting of Government Property Lost, Damaged, or Destroyed

SB 700-20

Army Adopted/Other Items Selected for Authorization/List of Reportable Items

TB 43-0209

Color, Marking, and Camouflage Painting of Military Vehicles, Construction Equipment, and Materials Handling Equipment

TM 43-0139

Painting Instructions for Field Use

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 444

Inventory Adjustment Report

DA Form 2408-9

Equipment Control Record

DA Form 2609

Historical Property Catalog

DA Form 2765-1

Request for Issue or Turn-In

DA Form 3056

Report of Missing/Recovered Firearms, Ammunition and Explosives

DA Form 3161

Request for Issue or Turn-In (when used for lateral transfer or beginning inventory.)

DA Form 4697

Department of The Army Report of Survey

DA Form 4708

Quantity Change for Substitute in Property Book

DA Form 4949

Administrative Adjustment Report. (AAR)

DD Form 250

Materiel Inspection and Receiving Report

DD Form 362

Statement of Charges/Cash Collection Voucher

DD Form 1131

Cash Collection Voucher

DD Form 1348

DoD Single Line Item Requisition System Document (Manual)

DD Form 1348-1A

Issue Release/Receipt Document

DD Form 1348-2

DOD Issue Release/Receipt Document With Address Label

DD Form 1392

Data Message Form

SF 153

COMSEC Materiel Report

SF 364

Report of Discrepancy

Appendix B

DODSASP/Category I Manual Data Entry Instructions

B-1. DODSASP/Category I procedures for manual transactions

Manual control transaction formats in tables B-1 through B-7 are to be used for WSN reporting when automated supply support is not available to a reporting activity.

B-2. Initial registration and later update transactions format

Reporting activities will use the format in table B-1 to report initial registration of small arms and later update transactions to the UIT Central Registry. Small arms transaction codes with definitions are identified in table 4-2.

Table B-1
DODSASP/Category I WSN control entries

Columns: 1-3
Field legend: DIC.
Instructions: Enter DIC 'DSM.'

Columns: 4-6
Field legend: RIC (to).
Instructions: Enter "AGT"

Columns: 7
Field legend: Transaction code.
Instructions: Enter the appropriate transaction code from table 4-2.

Columns: 8-22
Field legend: NSN/MCN/LCN.
Instructions: Enter NSN/MCN/LCN.

Columns: 23-29
Field legend: Local use.
Instructions: This field may be used for any purpose prescribed by the command or installation.

Columns: 30-43
Field legend: Document number.
Instructions: Enter or perpetuate appropriate document number.

Columns: 44
Field legend: Suffix code.
Instructions: Enter or perpetuate appropriate suffix code, if applicable, or leave blank.

Columns: 45-50
Field legend: DODAAC shipped to/received from.
Instructions: Use on shipment transaction codes: F, N, P, S, and Z. Use Unit Identification Code (UIC), if the DODAAC is not assigned.

Columns: 51-56
Field legend: DODAAC-reporting activity.
Instructions: Enter reporting activity or manufacturer DODAAC identification. Use the UIC if the DODAAC is not assigned.

Columns: 57-67
Field legend: Serial number.
Instructions: Enter serial number, right justify, and zero fill. If the serial number begins with a zero, replace the first zero with an ampersand ('&') and left zero fill the balance of the field.

Columns: 68
Field legend: Blank.
Instructions: Leave blank.

Columns: 69-74
Field legend: Accountable activity.
Instructions: Enter the DODAAC/UIC of the SRA or property book owning or possessing the weapon. For a "J" transaction enter the owning activity DODAAC/UIC that is being suspended.

Columns: 75
Field legend: Blank.
Instructions: Leave blank.

Columns: 76-80
Field legend: Transaction date.
Instructions: Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80. For transaction code '2' enter date round was expended.

B-3. Reconciliation or Reject Notification format

The UIT Central Registry will reject invalid or incomplete transactions to the reporting activity using the format in table B-2.

Table B-2
DODSASP/Category I reconciliation or reject entries

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "DSR."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter the code identifying the activity to receive the reject.

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "E" for reconciliation. For rejected transaction, perpetuate date from incoming transaction.

Columns: 8-22

Field legend: NSN/MCN/LCN.

Instructions: Enter NSN/MCN/LCN being reconciled or perpetuate data from the incoming transaction being rejected.

Columns: 23-24

Field legend: Reject error code.

Instructions: Enter appropriate reject code from table 4-3.

Columns: 25-29

Field legend: Reject date.

Instructions: Enter date transaction was rejected.

Columns: 30-43

Field legend: Document number.

Instructions: For rejects, perpetuate document number being rejected.

Columns: 44

Field legend: Suffix code.

Instructions: Perpetuate suffix code of rejected transaction, if available.

Columns: 45-50

Field legend: DODAAC shipped to/received from.

Instructions: Perpetuate data from rejected transaction, if available.

Columns: 51-56

Field legend: DODAAC-reporting activity.

Instructions: For reconciliation transaction enter reporting activity, use UIC if DODAAC not assigned. For rejects perpetuate data from rejected transaction.

Columns: 57-67

Field legend: Serial number.

Instructions: Enter serial number being reconciled, right justify, and zero fill. For rejects, perpetuate data from the incoming transaction being rejected.

Columns: 68

Field legend: Blank.

Instructions: Leave blank.

Columns: 69-74

Field legend: Accountable activity.

Instructions: Enter the DODAAC/UIC of the SRA or property book owning or possessing the weapon. For rejects, perpetuate from rejected transaction.

Columns: 75

Field legend: Blank.

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80. For transaction code '2' enter date round was expended

B-4. Reconciliation and reject followups format

The UIT Central Registry will use the format in table B-3 to followup with a unit or activity that has not responded to initial reconciliation and reject notifications.

Table B-3
DODSASP/Category I reconciliation or reject followup entries

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC 'DSF.'

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter the code identifying the activity to receive the follow up.

Columns: 7

Field legend: Transaction code.

Instructions: Perpetuate from DIC "DSR."

Columns: 8-22

Field legend: NSN/MCN/LCN.

Instructions: Perpetuate from DIC "DSR."

Columns: 23-24

Field legend: Reject error code.

Instructions: Perpetuate from DIC "DSR."

Columns: 25-29

Field legend: Reject date.

Instructions: Perpetuate from DIC "DSR."

Columns: 30-43

Field legend: Document number.

Instructions: Perpetuate from DIC "DSR."

Columns: 44

Field legend: Suffix code.

Instructions: Perpetuate from DIC "DSR."

Columns: 45-50

Field legend: DODAAC shipped to/received from.

Instructions: Perpetuate from DIC "DSR."

Columns: 51-56

Field legend: DODAAC-reporting activity.

Instructions: Perpetuate from DIC "DSR."

Columns: 57-67

Field legend: Serial number.

Instructions: Perpetuate from DIC "DSR."

Columns: 68

Field legend: Blank.

Instructions: Leave blank.

Columns: 69-74

Field legend: Accountable activity.

Instructions: Perpetuate from DIC "DSR."

Columns: 75

Field legend: Blank.

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Perpetuate from DIC "DSR."

B-5. Correction rejection format

Reporting activities and units will respond to reconciliation and rejects from the UIT Central Registry using the format in table B-4.

Table B-4
DODSASP/Category I correction entries

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC 'DSC.'

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Perpetuate from DIC "DSR."

Columns: 8-22

Field legend: NSN/MCN/LCN.

Instructions: Perpetuate from rejected transaction or enter corrected transaction code.

Columns: 23-24

Field legend: Reject error code.

Instructions: Perpetuate from rejected transaction.

Columns: 25-29

Field legend: Reject date.

Instructions: Perpetuate from rejected transaction.

Columns: 30-43

Field legend: Document number.

Instructions: Perpetuate from rejected transaction.

Columns: 44

Field legend: Suffix code.

Instructions: Perpetuate from rejected transaction.

Columns: 45-50

Field legend: DODAAC shipped to/received from.

Instructions: Perpetuate from rejected transaction or enter corrected DODAAC.

Columns: 51-56

Field legend: DODAAC-reporting activity.

Instructions: Perpetuate from rejected transaction or enter corrected DODAAC.

Columns: 57-67

Field legend: Serial number.

Instructions: Perpetuate from rejected transaction or enter corrected serial number.

Columns: 68

Field legend: Blank.

Instructions: Leave blank.

Columns: 69-74

Field legend: Accountable activity.

Instructions: Perpetuate from rejected transaction or enter corrected DODAAC.

Columns: 75

Field legend: Blank.

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Perpetuate from rejected transaction.

B-6. DODSASP/Category I multifield correction format

The reporting activity will use the format in table B-5 to correct the NSN, DODAAC, and/or serial number in a previously submitted transaction.

Table B-5
DODSASP/Category I multifield correction entries

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "DSA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter 'K.'

Columns: 8-22

Field legend: NSN.

Instructions: Enter the NSN on the master file.

Columns: 23

Field legend: Blank.

Instructions: Leave blank.

Columns: 24-29

Field legend: DODAAC of the reporting activity.

Instructions: Enter the reporting activity DODAAC or UIC if DODAAC is not assigned.

Columns: 30

Field legend: Blank.

Instructions: Leave blank.

Columns: 31-41

Field legend: WSN.

Instructions: Enter the WSN on master file.

Columns: 42-56

Field legend: Corrected NSN/MCN/LIN.

Instructions: Enter the new NSN/MCN/LIN if applicable or leave blank.

Columns: 57

Field legend: Blank.

Instructions: Leave blank.

Columns: 58-63

Field legend: Corrected accountable activity.

Instructions: Enter the new or corrected DODAAC/UIC of the SRA or property book owning or possessing the weapon. Leave blank if applicable.

Columns: 64

Field legend: Blank.

Instructions: Leave blank.

Columns: 65-75

Field legend: Corrected WSN.

Instructions: Enter the new WSN, if applicable, or leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

B-7. Mass stock number change format

The format in table B-6 will be used by reporting activity to make mass stock number changes as directed by ACALA or AMCOM through the AMDF or as notified of change by the UIT Central Registry.

Table B-6
DODSASP/Category I mass stock number change entries

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "DSB."

Columns: 4-6

Field legend: RIC.

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "H."

Columns: 8-22

Field legend: NSN, management control number (MCN), or local control number (LCN).

Instructions: Enter NSN, MCN, or LCN on DA Registry master file.

Columns: 23-37

Field legend: New NSN, MCN, or LCN.

Instructions: Enter new NSN, MCN, or LCN.

Columns: 38-42

Field legend: Effective date.

Instructions: Enter 2-digit year in columns 38-39 and 3-digit Julian date in columns 40-42.

Columns: 43-50

Field legend: Blank.

Instructions: Leave blank.

Columns: 51-56

Field legend: DODAAC-reporting activity.

Instructions: Enter the reporting activity or manufacturer DODAAC identification. Use the UIC if the DODAAC is not assigned.

Columns: 57-62

Field legend: Accountable activity.

Instructions: Enter DODAAC/UIC of the SRA or property book owning or possessing the weapon.

Columns: 63-80

Field legend: Multiuse.

Instructions: For intra-service or agency use, enter data prescribed by the service or agency.

B-8. DODSASP/Category I reporting activity address change format

The format in table B-7 will be used by the reporting activity to report a change to its DODAAC/UIC to the UIT Central Registry. Only one transaction is required to change the DODAAC/UIC for all serial numbered small arms reported by the activity.

Table B-7
DODSASP/Category I reporting activity address change

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "DSM."

Columns: 4-6

Field legend: RIC.

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "M."

Table B-7
DODSASP/Category I reporting activity address change—Continued

Columns: 8-44

Field legend: Blank.

Instructions: Leave blank.

Columns: 45-50

Field legend: New activity address.

Instructions: Enter the new reporting activity DODAAC.

Columns: 51-56

Field legend: Old activity address.

Instructions: Enter the old reporting activity DODAAC.

Columns: 57-80

Field legend: Blank

Instructions: Leave blank.

B-9. Shipment followup format

The format in table B-8 is used by the DA Registry to followup with a reporting activity on all small arms intransit for which no receipt has been received within the required time frame.

Table B-8
DODSASP/Category I shipment followup entries

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC 'DSD.'

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter the code identifying the activity to receive the followup.

Columns: 7

Field legend: Blank.

Instructions: Leave blank.

Columns: 8-22

Field legend: NSN/MCN/LCN.

Instructions: Enter NSN/MCN/LCN of weapon.

Columns: 23-29

Field legend: Multiuse

Instructions: HQDA may prescribe any use for this field.

Columns: 30-43

Field legend: Document number.

Instructions: Perpetuate appropriate document number.

Columns: 44

Field legend: Suffix code.

Instructions: Perpetuate suffix code.

Columns: 45-50

Field legend: Shipped to DODAAC.

Instructions: Enter ship to DODAAC.

Columns: 51-56

Field legend: Received from DODAAC.

Instructions: Enter DODAAC of reporting activity or manufacturer that shipped the weapon.

Columns: 57-67

Field legend: Serial number.

Instructions: Enter serial number of weapon being shipped.

Columns: 68

Table B-8
DODSASP/Category I shipment followup entries—Continued

Field legend: Blank.

Instructions: Leave blank.

Columns: 69-74

Field legend: Accountable activity.

Instructions: Enter the DODAAC/UIC of the SRA or property book owning or possessing the weapon.

Columns: 75

Field legend: Blank.

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter 2-digit year in columns 76-77 and 3-digit Julian date in columns 78-80 of the date weapon was shipped.

Appendix C

RATTS Manual Data Entry Instructions

C-1. RATTS processing for manual transactions

These formats and procedures are to be used for manual input into the RATTS.

C-2. Initial registration of a radioactive source

Reporting activities will use this format to report initial registration of a radioactive source by the reporting activity (transaction code “B”) and the manufacture (transaction code “P”).

Table C-1
RATTS initial registration transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC “BDA.”

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter “AGT.”

Columns: 7

Field legend: Transaction code.

Instructions: Enter appropriate transaction code.

a. Enter “B” for initial registration of a radioactive source by the field.

b. Enter “P” for initial registration and shipment of a radioactive source by the manufacturer.

Columns: 8-18

Field legend: Radioactive source serial number.

Instructions: Enter serial number of radioactive source being reported.

Columns: 19

Field legend: Service code.

Instructions: Enter “1” for Army; Enter “2” for Navy; Enter “3” for Marine Corps; Enter “4” for Air Force.

Columns: 20-33

Field legend: Document number.

Instructions: Enter document number from section F of contract for “P” transaction. Enter document number, if available, for “B” transaction.

Columns: 34

Field legend: Suffix code.

Instructions: Enter or perpetuate appropriate suffix code, if applicable, or leave blank.

Columns: 35-39

Field legend: Radioactive source wipe test date.

Table C-1
RATTS initial registration transaction format—Continued

Instructions: Instructions: Enter date of wipe test using 2-digit year in columns 35-36 and three-digit Julian date in columns 37-39.

Columns: 40-45

Field legend: DODAAC-reporting activity.

Instructions: Enter reporting activity DoDAAD. Enter "0" (numeric) in column 40 and the manufacture CIC in columns 41-45 for "P" transaction.

Columns: 46-53

Field legend: Manufacture lot number ("P")/Owning activity ("B")

Instructions: Enter eight-digit number to identify manufacture lot number for "P" transaction. Leave columns 46 and 53 blank and enter DODAAC in columns 47-52 of unit possessing radioactive source for "B" transaction.

Columns: 54-59

Field legend: Ship to activity

Instructions: Enter ship-to DODAAC from section F of contract for "P" transaction. Leave blank for "B" transaction.

Columns: 60-70

Field legend: Detector or CAM serial number.

Instructions: Enter serial number of detector/CAM in which radioactive source is installed.

Columns: 71-73

Field legend: Wipe test results

Instructions: Enter uCi reading. The DS/TMDE reading will be identified as 555=GO or 999=NO GO for "B" transaction. Enter actual reading for "P" transaction.

Columns: 74-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80. Enter date of initial registration for "B" transaction. Enter date of DD Form 250 (Materiel Inspection and Receiving Report).

C-3. RATTS shipment and transfer format

Reporting activities will use this format to report shipment of a radioactive source by the reporting activity to another reporting activity under the DA NRC license (transaction code "S"); to FMS/Grant Aid (transaction code "F"); and to other agencies and Services outside the DA NRC license (transaction code "N").

Table C-2
RATTS shipment and transfer transaction format

Columns: 1-3

Instructions: DIC.

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter appropriate transaction code.

- a. Enter "S" to report shipment to another reporting activity under the DA NRC license control.
 - b. Enter "F" to report shipment to FMS/Grant Aid.
 - c. Enter "N" to report shipment to other agencies and Services outside the DA NRC license control.
-

Columns: 8-18

Field legend: Radioactive source serial number.

Instructions: Enter serial number of radioactive source being reported.

Columns: 19

Field legend: Service code

Table C-2
RATTS shipment and transfer transaction format—Continued

Instructions: Enter "1" for Army; Enter "2" for Navy; Enter "3" for Marine Corps; Enter "4" for Air Force.

Columns: 20-33

Field legend: Document number.

Instructions: Enter document number on shipping instructions or DD Form 1348.

Columns: 34

Field legend: Suffix code.

Instructions: Enter or perpetuate appropriate suffix code, if applicable, or leave blank.

Columns: 35-39

Field legend: Radioactive source wipe test date.

Instructions: Enter date of wipe test using 2-digit year in columns 35-36 and three-digit Julian date in columns 37-39.

Columns: 40-45

Field legend: DODAAC-reporting activity.

Instructions: Enter reporting activity DODAAC.

Columns: 46-53

Field legend: Blank

Instructions: Leave blank.

Columns: 54-59

Field legend: Ship to activity

Instructions: Enter ship-to activity DODAAC to which radioactive source is being shipped.

Columns: 60-70

Field legend: Detector or CAM serial number.

Instructions: Enter serial number of detector/CAM in which radioactive source is installed.

Columns: 71-73

Field legend: Wipe test results

Instructions: Enter uCi reading. The DS/TMDE reading will be identified as 555=GO or 999=NO GO.

Columns: 74-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter shipment date. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-4. RATTS shipment reversal format

Reporting activities will use this format to reverse an invalid shipment transaction (transaction codes "S," "P," "F," and "N").

Table C-3
RATTS shipment reversal transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "D."

Columns: 8-18

Field legend: Radioactive source serial number.

Table C-3
RATTS shipment reversal transaction format—Continued

Instructions: Enter serial number of radioactive source being reported.

Columns: 19

Field legend: Service code

Instructions: Enter "1" for Army; Enter "2" for Navy; Enter "3" for Marine Corps; Enter "4" for Air Force.

Columns: 20-33

Field legend: Document number.

Instructions: Enter document number furnished on shipment transaction being reversed.

Columns: 34

Field legend: Suffix code.

Instructions: Enter or suffix code recorded on document number source.

Columns: 35-39

Field legend: Radioactive source wipe test date.

Instructions: Perpetuate from document number source.

Columns: 40-45

Field legend: Reporting activity DODAAC.

Instructions: Enter reporting activity DODAAC.

Columns: 46-53

Field legend: Blank

Instructions: Leave blank.

Columns: 54-59

Field legend: Ship to activity

Instructions: Enter ship-to activity DODAAC. Same as transaction being reversed.

Columns: 60-70

Field legend: Detector or CAM serial number.

Instructions: Enter serial number of detector/CAM in which radioactive source is installed. Same as transaction being reversed.

Columns: 71-73

Field legend: Wipe test results

Instructions: Enter uCi reading. Same as transaction being reversed.

Columns: 74-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter reversal date. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80

C-5. RATTS shipment receipt format

Reporting activities will use this format to report receipt of radioactive source.

Table C-4
RATTS shipment receipt transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "R."

Table C-4
RATTS shipment receipt transaction format—Continued

Columns: 8-18

Field legend: Radioactive source serial number.

Instructions: Enter serial number of radioactive source being reported.

Columns: 19

Field legend: Service code

Instructions: Enter "1" for Army; Enter "2" for Navy; Enter "3" for Marine Corps; Enter "4" for Air Force.

Columns: 20-33

Field legend: Document number.

Instructions: Enter document number furnished on shipment transaction being received.

Columns: 34

Field legend: Suffix code.

Instructions: Enter or suffix code recorded on document number received.

Columns: 35-39

Field legend: Radioactive source wipe test date.

Instructions: Perpetuate from document number received.

Columns: 40-45

Field legend: Reporting activity DODAAC.

Instructions: Enter reporting activity DODAAC receiving radioactive source.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47-52

Field legend: Owning activity

Instructions: Enter DODAAC of unit actually possessing radioactive source.

Columns: 53

Field legend: Blank

Instructions: Leave blank.

Columns: 54-59

Field legend: Shipping activity

Instructions: Enter DODAAC of activity from which radioactive source was received. This information is located in columns 54-59 of RATTS transaction that was attached to shipment.

Columns: 60-70

Field legend: Detector or CAM serial number.

Instructions: Enter serial number of detector/CAM in which radioactive source is installed.

Columns: 71-73

Field legend: Wipe test results

Instructions: Enter uCi reading located in columns 71-73 of RATTS transaction that was attached to shipment.

Columns: 74-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter date of receipt of radioactive source. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-6. RATTS potential and actual loss format

Reporting activities will use this format to report potential loss (transaction code "Q") and notification of an inventory loss (transaction code "L") of a radioactive source.

Table C-5
RATTS potential loss/actual loss transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "Q" for a potential loss or transaction code "L" for an actual loss.

Columns: 8-18

Field legend: Radioactive source serial number.

Instructions: Enter serial number of radioactive source being reported.

Columns: 19

Field legend: Service code

Instructions: Enter "1" for Army; Enter "2" for Navy; Enter "3" for Marine Corps; Enter "4" for Air Force.

Columns: 20-33

Field legend: Document number.

Instructions: Enter report of survey identification number for a "L" transaction. Enter document number from DA Form 444 (Inventory Adjustment Report) or serious incident report number for a "Q" transaction.

Columns: 34

Field legend: Suffix code.

Instructions: Enter or suffix code if available.

Columns: 35-39

Field legend: Blank

Instructions: Leave blank.

Columns: 40-45

Field legend: Reporting activity DODAAC.

Instructions: Enter reporting activity DODAAC.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47-52

Field legend: Owning activity

Instructions: Enter DODAAC of unit possessing radioactive source at time of loss or theft.

Columns: 53

Field legend: Blank

Instructions: Leave blank.

Columns: 54-59

Field legend: Blank

Instructions: Leave blank.

Columns: 60-70

Field legend: Detector or CAM serial number.

Instructions: Enter serial number of detector/CAM in which radioactive source is installed. If radioactive source was not installed in end item leave blank.

Columns: 71-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter date of report of survey for "L" transaction. Enter date radioactive source was discovered missing and Serious Incident Report implemented. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-7. RATTs potential and actual loss format

Reporting activities will use this format to report an inventory gain (transaction code "C") of a previously reported loss (transaction code "L") and an inventory gain (transaction code "U") of a previously reported suspected loss (transaction code "Q") of a radioactive source.

Table C-6
RATTs inventory gain transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "C" for reporting an inventory gain of a previously reported potential loss. Enter transaction code "U" for reporting an inventory gain of a previously reported actual loss.

Columns: 8-18

Field legend: Radioactive source serial number.

Instructions: Enter serial number of radioactive source being reported.

Columns: 19

Field legend: Service code

Instructions: Enter "1" for Army; enter "2" for Navy; enter "3" for Marine Corps; enter "4" for Air Force.

Columns: 20-33

Field legend: Document number.

Instructions: Enter document number.

Columns: 34

Field legend: Suffix code.

Instructions: Enter or suffix code if available.

Columns: 35-39

Field legend: Radioactive source wipe test date

Instructions: Enter date of wipe test. Enter 2-digit year in columns 35-36 and three-digit Julian date in columns 37-39.

Columns: 40-45

Field legend: Reporting activity DODAAC.

Instructions: Enter reporting activity DODAAC.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47-52

Field legend: Owning activity

Instructions: Enter DODAAC of unit possessing radioactive source.

Columns: 53

Field legend: Blank

Instructions: Leave blank.

Columns: 54-59

Field legend: Blank

Instructions: Leave blank.

Columns: 60-70

Field legend: Detector or CAM serial number.

Instructions: Enter serial number of detector/CAM in which radioactive source is installed. If radioactive source was not installed in end item leave blank.

Columns: 71-73

Table C-6
RATTS inventory gain transaction format—Continued

Field legend: Wipe test results

Instructions: Enter uCi reading. The DS/TMDE reading will be identified as 555=GO or 999=NO GO for "B" transaction. Radiological lab will input actual reading.

Columns: 74-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter date of reversal. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-8. RATTS wipe test reporting format

This format will be used to report the results of radioactive source wipe test.

Table C-7
RATTS wipe test transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "W."

Columns: 8-18

Field legend: Radioactive source serial number.

Instructions: Enter serial number of radioactive source being reported.

Columns: 19

Field legend: Service code

Instructions: Enter "1" for Army; enter "2" for Navy; enter "3" for Marine Corps; enter "4" for Air Force.

Columns: 20-33

Field legend: Document number.

Instructions: Enter document number if available.

Columns: 34

Field legend: Suffix code.

Instructions: Enter suffix code if available.

Columns: 35-39

Field legend: Radioactive source wipe test date

Instructions: Enter date of wipe test. Enter 2-digit year in columns 35-36 and three-digit Julian date in columns 37-39.

Columns: 40-45

Field legend: Reporting activity DODAAC.

Instructions: Enter reporting activity DODAAC.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47-52

Field legend: Owning activity

Instructions: Enter DODAAC of unit possessing radioactive source.

Columns: 53

Table C-7
RATTS wipe test transaction format—Continued

Field legend: Blank
Instructions: Leave blank.

Columns: 54-59
Field legend: Testing activity
Instructions: Enter DODAAC of the DS/TMDE unit performing the test.

Columns: 60-70
Field legend: Detector or CAM serial number.
Instructions: Enter serial number of detector/CAM in which radioactive source is installed. If radioactive source was not installed in end item leave blank.

Columns: 71-73
Field legend: Wipe test results
Instructions: Enter uCi reading. The DS/TMDE reading will be identified as 555=GO or 999=NO GO for "B" transaction. Radiological lab will input actual reading.

Columns: 74-75
Field legend: Blank
Instructions: Leave blank.

Columns: 76-80
Field legend: Transaction date.
Instructions: Enter date of reversal. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-9. RATTS demilitarization reporting format

This format will be used by the demilitarization activity to report the disposal of a radioactive source.

Table C-8
RATTS disposal transaction format

Columns: 1-3
Field legend: DIC.
Instructions: Enter DIC "BDA."

Columns: 4-6
Field legend: RIC (to).
Instructions: Enter "AGT."

Columns: 7
Field legend: Transaction code.
Instructions: Enter transaction code "V."

Columns: 8-18
Field legend: Radioactive source serial number.
Instructions: Enter serial number of radioactive source being disposed.

Columns: 19
Field legend: Service code
Instructions: Enter "1" for Army; enter "2" for Navy; enter "3" for Marine Corps; enter "4" for Air Force.

Columns: 20-33
Field legend: Document number.
Instructions: Enter document number if available.

Columns: 34
Field legend: Suffix code.
Instructions: Enter suffix code if available.

Columns: 35-39 Blank
Field legend: Leave blank.

Columns: 40-45
Field legend: Reporting activity DODAAC.

Table C-8
RATTS disposal transaction format—Continued

Instructions: Enter disposal activity DODAAC.

Columns: 46-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter date radioactive source was disposed. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-10. RATTS emergency suspension reporting format

This format will be used by the reporting activity to report the suspension of the reporting requirement of a radioactive source. The use of this code must be authorized by HQDA.

Table C-9
RATTS emergency suspension transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "J."

Columns: 8-18

Field legend: Blank

Instructions: Leave blank.

Columns: 19

Field legend: Service code

Instructions: Enter "1" for Army; enter "2" for Navy; enter "3" for Marine Corps; enter "4" for Air Force.

Columns: 20-39

Field legend: Blank

Instructions: Leave blank.

Columns: 40-45

Field legend: Reporting activity DODAAC.

Instructions: Enter reporting activity DODAAC.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47-52

Field legend: Owning activity

Instructions: Enter DODAAC of unit possessing radioactive source that has been approved by HQ DA for suspension of reporting.

Columns: 53-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter date of transaction. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-11. RATTS annual reconciliation format

This format will be used to report the annual reconciliation results to the Central Registry.

Table C-10
RATTS reconciliation transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "E."

Columns: 8-18

Field legend: Radioactive source serial number.

Instructions: Enter serial number of radioactive source being reported.

Columns: 19

Field legend: Service code

Instructions: Enter "1" for Army; enter "2" for Navy; enter "3" for Marine Corps; enter "4" for Air Force.

Columns: 20-33

Field legend: Document number.

Instructions: Enter document number if available.

Columns: 34

Field legend: Suffix code.

Instructions: Enter suffix code if available.

Columns: 35-39

Field legend: Blank

Instructions: Leave blank.

Columns: 40-45

Field legend: Reporting activity DODAAC.

Instructions: Enter reporting activity DODAAC.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47-52

Field legend: Owning activity

Instructions: Enter DODAAC of unit possessing radioactive source.

Columns: 53-59

Field legend: Blank

Instructions: Leave blank.

Columns: 60-70

Field legend: Detector or CAM serial number.

Instructions: Enter serial number of detector/CAM in which radioactive source is installed. If radioactive source was not installed in end item leave blank.

Columns: 71-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter date radioactive source reconciled. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-12. RATTs multifield correction format

This is a transaction that allows the reporting activity to correct the owning activity DODAAC, and/or serial numbers of the radioactive source and CAM or detector.

Table C-11
RATTs multifield correction transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "K."

Columns: 8-18

Field legend: Radioactive source serial number.

Instructions: Enter serial number of radioactive source on the master file.

Columns: 19

Field legend: Service code

Instructions: Enter "1" for Army; enter "2" for Navy; enter "3" for Marine Corps; enter "4" for Air Force.

Columns: 20

Field legend: Blank

Instructions: Leave blank.

Columns: 21-26

Field legend: Reporting activity DODAAC.

Instructions: Enter reporting activity DODAAC.

Columns: 27

Field legend: Blank

Instructions: Leave blank.

Columns: 28-38

Field legend: Detector or CAM serial number.

Instructions: Enter serial number of detector/CAM in which radioactive source is installed. If radioactive source was not installed in end item leave blank.

Columns: 39

Field legend: Blank

Instructions: Leave blank.

Columns: 40-50

Field legend: Corrected radioactive source serial number.

Instructions: Enter corrected serial number of radioactive source or if applicable leave blank.

Columns: 51

Field legend: Blank

Instructions: Leave blank.

Columns: 52-57

Field legend: Corrected Owning activity

Instructions: Enter corrected DODAAC of unit possessing radioactive source.

Columns: 58

Field legend: Blank

Instructions: Leave blank.

Columns: 59-69

Field legend: Corrected Detector or CAM serial number.

Instructions: Enter, if applicable, corrected serial number of detector/CAM in which radioactive source is installed. If radioactive source was not installed in end item leave blank.

Table C-11
RATTS multifield correction transaction format—Continued

Columns: 70-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter date radioactive source corrected. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-13. RATTS reporting activity address change format

This transaction is used to change the DODAAC of the reporting activity. Only one transaction is required for all serial numbered radioactive sources reported by the activity.

Table C-12
RATTS reporting activity address change transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "M."

Columns: 8-13

Field legend: Reporting activity DODAAC.

Instructions: Enter reporting activity DODAAC that is on the master file.

Columns: 14

Field legend: Service code

Instructions: Enter "1" for Army; enter "2" for Navy; enter "3" for Marine Corps; enter "4" for Air Force.

Columns: 15

Field legend: Blank

Instructions: Leave blank.

Columns: 16-20

Field legend: Transaction date.

Instructions: Enter date transaction inputted. Enter 2-digit year in columns 16-17 and three-digit Julian date in columns 18-20.

Columns: 21-42

Field legend: Blank

Instructions: Leave blank.

Columns: 43-48

Field legend: New reporting activity DODAAC.

Instructions: Enter new reporting activity DODAAC.

Columns: 49

Field legend: Blank

Instructions: Leave blank.

Columns: 50-80

Field legend: Direction

Instructions: Enter reason for address change, e.g., unit order (UO), special order (SO), etc.

C-14. Removal and insertion of a radioactive source

Testing activities will use this format and instructions to report removal (transaction code "X") and insertion (transaction code "Y") of a radioactive source into an end item.

Table C-13
RATTS removal and insertion transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code.

Instructions: Enter transaction code "X" when removal of a radioactive source is being reported. Enter transaction code "Y" when insertion of a radioactive source is being reported.

Columns: 8-18

Field legend: Radioactive source serial number.

Instructions: Enter serial number of radioactive source being reported.

Columns: 19

Field legend: Service code

Instructions: Enter "1" for Army; enter "2" for Navy; enter "3" for Marine Corps; enter "4" for Air Force.

Columns: 20-33

Field legend: Document number.

Instructions: Enter document number if available.

Columns: 34

Field legend: Suffix code.

Instructions: Enter suffix code if available.

Columns: 35-39

Field legend: Radioactive source wipe test date

Instructions: Enter date of wipe test. Enter 2-digit year in columns 35-36 and three-digit Julian date in columns 37-39.

Columns: 40-45

Field legend: Testing activity DODAAC.

Instructions: Enter testing activity DODAAC.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47-52

Field legend: Owning activity.

Instructions: Enter DODAAC of unit possessing radioactive source.

Columns: 53

Field legend: Blank

Instructions: Leave blank.

Columns: 54-59

Field legend: Testing activity

Instructions: Enter DODAAC of the testing activity performing the removal or insertion of the radioactive source.

Columns: 60-70

Field legend: Detector or CAM serial number.

Instructions: Enter serial number of detector/CAM in which radioactive source is installed or removed.

Columns: 71-73

Field legend: Wipe test results

Instructions: Enter uCi reading.

Columns: 74-75

Table C-13
RATTS removal and insertion transaction format—Continued

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter date of reversal. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

Appendix D

CCISP Manual Data Entry Instructions

D-1. CCISP processing for manual transactions

These formats and procedures are to be used for manual input into the CCISP.

D-2. CCISP Initial registration and later update transactions format

Reporting activities will use the format to report initial registration of CCI, and later update transactions to the Central Registry.

Table D-1
CCISP update transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC 'BDB.'

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter RIC 'AGT.'

Columns: 7

Field legend: Transaction code.

Instructions: Enter the appropriate transaction code from table 4-11.

Columns: 8-22

Field legend: NSN.

Instructions: Enter the NSN from the source document, left justify.

Columns: 23-29

Field legend: Local use.

Instructions: This field may be used for any purpose prescribed by the command or installation.

Columns: 30-43

Field legend: Document number.

Instructions: 1. Perpetuate the document number on the receipt from the 'S/Z' transaction, on SF 153 (COMSEC Material Report) transfer document, or on DD Form 1348 (DoD Single Line Item Requisition System Document (Manual)).
2. Perpetuate the document number on the 'L' transaction which resulted from the previously reported 'Q' transaction.
3. Enter the current document number for a new transaction.

Columns: 44

Field legend: Suffix code.

Instructions: Enter or perpetuate an appropriate suffix code, if applicable, or leave blank.

Columns: 45-50

Field legend: DODAAC-shipped to/received from.

Instructions: Use on shipment transaction code: F, M, N, S, W, and Z. Enter the new DODAAC with transaction code 'M'.

Columns: 51-56

Field legend: DODAAC-reporting activity.

Instructions: Enter the reporting activity or the manufacturer DODAAC identification.

Columns: 57-67

Field legend: Serial number.

Table D-1
CCISP update transaction format—Continued

Instructions: Enter the serial number from the source document, right justify, and zero fill.

Columns: 68

Field legend: Blank.

Instructions: Leave blank.

Columns: 69-74

Field legend: Accountable activity.

Instructions: Enter the DODAAC of the SRA or property book owning or possessing the CCEI.

Columns: 75

Field legend: Blank.

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter the current Julian date: columns 76-77 for year and columns 78-80 for Julian day.

D-3. CCISP Reconciliation or cyclic reject format

Followup transactions are prepared by the CCI Registry in the format in table D-2 and forwarded to the reporting activity as notification that reply has not been received.

Table D-2
CCISP shipment status or cyclic reject transaction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC 'BDF.'

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter the RIC of the activity that is to receive the followup.

Columns: 7

Field legend: Transaction code.

Instructions: Perpetuate data from the rejected transaction.

Columns: 8-22

Field legend: NSN.

Instructions: Perpetuate data from rejected transaction, left justify.

Columns: 23-24

Field legend: Reject error code.

Instructions: Enter the appropriate error transaction code from table 4-14.

Columns: 25-27

Field legend: Follow-up code.

Instructions: Enter the appropriate error transaction code for follow-ups from table 4-14.

Columns: 28-29

Field legend: Blank.

Instructions: Leave blank.

Columns: 30-43

Field legend: Document number.

Instructions: Perpetuate data from the rejected transaction, left justify.

Columns: 44

Field legend: Suffix code.

Instructions: Perpetuate data from the rejected transaction.

Columns: 45-50

Field legend: DODAAC-shipped to/received from.

Table D-2
CCISP shipment status or cyclic reject transaction format—Continued

Instructions: Perpetuate data from the rejected transaction.

Columns: 51-56

Field legend: DODAAC-reporting activity.

Instructions: Perpetuate data from the rejected transaction.

Columns: 57-67

Field legend: Serial number.

Instructions: Perpetuate data from the rejected transaction, right justify, and zero fill.

Columns: 68

Field legend: Blank.

Instructions: Leave blank.

Columns: 69-74

Field legend: Owning activity.

Instructions: Enter DODAAC of SRA/PBO owning or possessing CCEI or perpetuate data from the rejected transaction.

Columns: 75

Field legend: Blank.

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Perpetuate from DIC 'BDB.'

D-4. CCISP multifield correction format

This is a single transaction that allows the reporting activity to correct the NSN, DODAAC, and/or serial number.

Table D-3
CCISP multifield correction format

Columns: 1-3

Field legend: DIC.

Instructions: Enter DIC BDE.

Columns: 4-6

Field legend: RIC (to).

Instructions: Enter RIC B56.

Columns: 7

Field legend: Transaction code.

Instructions: Enter 'K.'

Columns: 8-22

Field legend: NSN.

Instructions: Enter NSN from previous transaction, left justify.

Columns: 23

Field legend: Blank.

Instructions: Blank.

Columns: 24-29

Field legend: Reporting activity of record.

Instructions: Enter DODAAC of the reporting activity of record.

Columns: 30

Field legend: Blank.

Instructions: Leave blank.

Columns: 31-41

Field legend: CCEI serial number.

Instructions: Enter the serial number from the previous transaction, right justify, and zero fill.

Table D-3
CCISP multifield correction format—Continued

Columns: 42-56

Field legend: Corrected NSN.

Instructions: Enter the new NSN (left justify) if applicable or leave blank.

Columns: 57

Field legend: Blank.

Instructions: Leave blank.

Columns: 58-63

Field legend: Corrected accountable activity.

Instructions: Enter the new or corrected DODAAC of the SRA/property book owning or possessing the CCEI.

Columns: 64

Field legend: Blank.

Instructions: Leave blank.

Columns: 65-75

Field legend: Corrected the serial number.

Instructions: Enter the new serial number (right justify, zero fill), if applicable, or leave blank.

Columns: 76-80

Field legend: Transaction date.

Instructions: Enter the current Julian date: columns 76-77 for the year, columns 78-80 for Julian day.

Appendix E

Central Collection Activity Procedures

E-1.

The CCA at each CONUS installation and OCONUS Command (that is Support Command, Corps or Divisional Materiel Management Center) as designated by the major commander will function as the coordinator between units or activities submitting data to LOGSA MIC. When a CCA is designated, and when any change occurs within the collection activity, the following information will be furnished to Commander, USAMC LOGSA, ATTN: AMXLS-MD, Redstone Arsenal, AL 35898-7466:

- a. Name of the point of contact.
- b. Complete mailing address to include office symbol.
- c. DSN number; if none, commercial number.

E-2.

The CCA will be responsible for the following functions:

- a. Disseminate CBS-X procedures or information to all supported units and activities as needed.
- b. Provide instructions to supported units and activities to explain where and when CBS-X manual documents should be forwarded to the collection activity.
- c. Collect forms (DA Form 444, DA Form 2765-1 (Request for Issue or Turn-In)), DA Form 3161, DA Form 4697 (Department of the Army Report Survey), DA Form 4708, DA Form 4949 (Administrative Adjustment Report), DD Form 362 (Statement of Charges/Cash Collection Voucher), DD Form 1131 (Cash Collection Voucher), and DD Form 1348-1A or DD Form 1348-2) from units and activities; and have the data entered per the instructions in the Input Records Selection, paragraphs 4.3 and 5.3 of the CCA/SSA/UIT software package.
- d. Submit data at least weekly to LOGSA MIC. Data can be submitted via floppy diskette, DDN, or electronically. Submit floppy diskettes to LOGSA MIC, ATTN: AMXLS-MD (CBS-X), Redstone Arsenal, AL 35898-7466. If transmission is DDN, use 'RUQADUE' for the routing identifier code and 'AHAE' for the content indicator code.
- e. Maintain a file of all forms submitted by the property book officer, and retain forms in this file for a period of 90 days after transmitting to assist in verification that CBS-X is updated.

Appendix F

Reportable Item Control Code

This code is a one-digit alpha/numeric code assigned to an item to identify the type of reporting the asset requires under the provisions of AR 710-3.

Table F-1
RICC Codes

Code: 0

Explanation: Not reportable under CBS-X, SIMS-X, or UIT.

Code: 1

Explanation: Deleted.

Code: 2

Explanation: Selected TOE/MTOE/TDA/CTA/JTA Authorized Items (including NSNs of a generic family) and non-authorized and obsolete items designated by Commodity Managers for management under CBS-X. This category includes major items on which data are required for the Army Materiel Plan and selected type classified secondary items and repair parts that require special control by commodity managers due to their importance and criticality. This category requires no serial number tracking.

Code: A

Explanation: Same as RICC 2, except asset requires serial number tracking for visibility.

Explanation: B

Code: Same as RICC 2, except asset requires serial number tracking for maintenance data.

Code: C

Explanation: Same as RICC 2, except asset requires serial number tracking for both supply visibility and maintenance data.

Code: 3

Explanation: Deleted.

Code: 8

Explanation: Army-managed items selected and designated by AMC MRCs for intensive management under SIMS-X per AR 710-1. Does not require serial number tracking.

Code: D

Explanation: Same as RICC 8 except asset requires serial number tracking for supply visibility.

Code: E

Explanation: Same as RICC 8 except asset requires serial number tracking for maintenance data.

Code: F

Explanation: Same as RICC 8 except asset requires serial number tracking for both supply visibility and maintenance data.

Code: G

Explanation: Asset requires no CBS-X or SIMS-X reporting, but does require serial number tracking for supply visibility.

Code: H

Explanation: Asset requires no CBS-X or SIMS-X reporting, but does require serial number tracking for maintenance data.

Code: J

Explanation: Asset requires no CBS-X or SIMS-X reporting, but does require serial number tracking for both supply visibility and maintenance data.

Code: K

Explanation: Same as RICC 2. Asset does not require serial number tracking, but contains installed component(s) that require serial number tracking for supply visibility.

Code: L

Explanation: Same as RICC 2. Asset does not require serial number tracking, but contains installed component(s) that require serial number tracking for maintenance data.

Code: M

Explanation: Same as RICC 2, Asset does not require serial number tracking, but contains installed component(s) that require serial number tracking for both supply visibility and maintenance data.

Code: N

Table F-1
RICC Codes—Continued

Explanation: Same as RICC 0, except asset contains installed component(s) that require serial number tracking.

Code: P

Explanation: Same as RICC A, except asset contains installed component(s) that require serial number tracking for supply visibility.

Code: Q

Explanation: Same as RICC A, except asset contains installed component(s) that require serial number tracking for maintenance data.

Explanation: R

Code: Same as RICC A, except asset contains installed component(s) that require serial number tracking for both supply visibility and maintenance data.

Code: Z

Explanation: Asset has been type classified obsolete, but still requires CBS-X tracking.

Glossary

Section I Abbreviations

AAC

Army address code

ABAC

Appropriation and budget activity code

ABF

availability balance file

ACLDB

Army central logistics data bank

ACS

Asset Control System

ACVC

Army commercial vehicle code

ADP

automatic data processing

AMC

U.S. Army Materiel Command

AMCOM

U.S. Army Aviation Missile Command

AMCISS

Army Materiel Command Installation Supply System

AMDF

Army master data file

ARA

assigned responsible agency

ARGUS

Army National Guard of the United States

ASL

authorized stockage list

AUTODIN

automatic digital network

CANN

cannibalization

CBS-X

Continuing Balance System-Expanded

CCA

central collection activity

CCEI

controlled cryptographic end item

CCI

controlled cryptographic item

CCISP

Controlled Cryptographic Item Serialization Program

CCISO

controlled cryptographic item serialization officer

CCSS

Commodity Command Standard System

CG

commanding general

CIC

content indicator code

CICF

customer information control file

CID

Criminal Investigation Division

CMC

commodity manager code

COMSEC

communications Security

CONUS

continental United States

COSCOM

Corps support command

CCSLA

U.S. Army Communications-Electronics Command, Communications Security Logistics Activity

CTA

common table of allowances

DA

Department of the Army

DAAS

Defense Automatic Address System

DCSLOG

Deputy Chief of Staff for Logistics

DESCOM

U.S. Depot Systems Command

DIC

document identifier code

DLA

Defense Logistics Agency

DoD

Department of Defense

DoDD

Department of Defense Directive

DODAAC

Department of Defense activity address code

DODSASP

Department of Defense Small Arms Serialization Program

DRMO

Defense Reutilization and Marketing Office

DS

direct support

DSN

Defense Switch Network

DSU

direct support unit

EIC

end item code

EUSA

Eighth U.S Army Korea

FBI

Federal Bureau of Investigation

FMS

foreign military sales

FOI

found on installation

FORSCOM

U.S. Army Forces Command

FTS

full-time support

GS

general support

GSU

general support unit

HQDA

Headquarters, Department of the Army

IAR

inventory adjustment report

IEMS

Installation Equipment Management System

ISD

installation supply division

JSACG

Joint Small Arms Control Group

LCC

logistics control code

LIN

line item number

LOGMIS

Logistics Management Information System

LOGSA

Logistics Support Activity

MACOM

major Army command

MCN

management control number

MDW

Military District of Washington

MILSTRAP

military standard transaction reporting and accounting procedures

MILSTRIP

military standard requisitioning and issue procedures

MMC

materiel management center

MSC

major subordinate command

MTMC

Military Traffic Management Command

NATO

North Atlantic Treaty Organization

NDCC

National Defense Cadet Corps

NIIIN

national item identification number

NMP

national maintenance point

NRC

Nuclear Regulatory Commission

NSA

National Security Agency

NSI
nonstandard item

NSN
National stock number

NSNMDR
national stock number master data record

OCONUS
outside continental United States

OMA
operation and maintenance Army

O/P
ownership/purpose code

ORF
operational readiness float

PA
procurement appropriation

PBO
property book officer

PRON
procurement request order number

RATTS
Radiation Testing and Tracking System

RCS
reports control symbol

RIC
routing identifier code

RICC
reportable item control code

RO
requisitioning objective

ROTC
Reserve Officer Training Corps

RSSO
radioactive source serialization officer

SAILS
Standard Army Intermediate Level Supply System

SAMIS
Supply Accounting and Management Information System

SASO
small arms serialization officer

SB

supply bulletin

SCOP-STOR

storage condition ownership/purpose code

SETAF

Southern European Task Force

SHAPE

Supreme Headquarters, Allied Powers, Europe

SIMS-X

Selected Item Management System-Expanded

SO

special order

SORTS

Status of Resource and Training System

SP

self-propelled

SPBS

Standard Property Book System

SPBS-R

Standard Property Book System-Redesign

SRA

stock record account

SSA

supply support activity

TAADS

The Army Authorization Document System

TAEDP

The Army Equipment Distribution Plan

TAG

The Adjutant General

TAMMC

theater Army materiel management center

TEAM-UP

Test and Evaluation Analysis Management Uniformity Plan

TM

technical manual

TRADOC

U.S. Army Training and Doctrine Command

TSG

The Surgeon General

TY-SCOP

type storage condition ownership/purpose code

UI

unit of issue

UIC

unit identification code

UICIO

unit identification code information officer

UIS

Unit Identification System

UO

unit order

USACE

U.S. Army Corps of Engineers

USACIDC

U.S. Army Criminal Investigation Command

USACSLA

U.S. Communication Security Logistics Activity

USAEIGHT

Eighth U.S. Army Korea

USAISC

U.S. Army Information Systems Command

USALIA

U.S. Army Logistics Integration Agency

USAR

U.S. Army Reserve

USAREUR

U.S. Army Europe

USARJ

U.S. Army Japan

USARPAC

U.S. Army Pacific

USATSG

U.S. Army Test Support Group

USMC

United States Marine Corps

USN

United States Navy

USP&FO

U.S. Property and Fiscal Officer

WSN

Weapon serial number

Section II**Terms**

This section contains no entries.

Section III**Special Abbreviations and Terms****Activity control file**

A master file of units and related unit information maintained in the MACOM Asset Control System. It contains all units within the MACOMs logistics responsibility for which CBS-X unit data are required.

Asset Control System

A DA standard computerized system used at the MACOM level. It obtains unit identification data from card or tape input at the MACOM, catalog data from SB 700-20, authorization data from The Army Authorization Documents System (TAADS), and the asset data from property book units and stock record accounts through CBS-X.

CBS-X in-transit record

A type of record in the CBS-X that identifies equipment that has been shipped from the losing accountable record but has not been received at the gaining accountable record.

CBS-X item coverage selection file

This file identifies, by NSN and LIN, all items of equipment included in CBS-X, as determined by the reportable item control code (RICC) identification in SB 700-20.

CBS-X Reconciliation

A review made by all property books or other accountable officers, semiannually for automated accounts (Active Army and USAR) and annually for manual accounts (Active Army, USAR, and ARNG) to—

- a. Verify transactions that have processed into CBS-X during the previous year.
- b. Correct the CBS-X balance on-hand, if required.
- c. Verify unit data information such as Defense Activity Address Code (DODAAC) being used to requisition items for the property book or stock record account.

CBS-X transaction reporting

A documenting supply transaction or property book form that must be submitted to CBS-X each time an on-hand balance quantity is changed on a property book, stock record account, or a HQ AMC wholesale accountable record.

Controlled Cryptographic Item

A secure telecommunication or information handling equipment, ancillary device, or associated cryptographic component, that is unclassified when UNKEYED but controlled. CCEIs require serial number reporting.

Cell

A component of the M43A1 detector.

Central Collection Activity

The activity designated by each MACOM to provide CBS-X field support and coordination for a specified supply support area or for a specified command. CCAs may be located at division, installation, corps, or subordinate MACOM level.

Central Information Control System

A subsystem of the CBS-X that contains required unit data information for each unit identification code included in the Army Force Accounting System. Required unit data information includes—

- a. DODAACs cross-referenced to correct property book, UIC, or accountable record UIC.
- b. Location of unit.
- c. Command hierarchy code.
- d. Installation code for CONUS and OCONUS units.

DA CCI Registry

The wholesale level activities or files that maintains visibility of all Controlled Cryptographic end item serial numbers within the Department of the Army and provides the National Security Agency with CCI end item status through transaction reporting.

A Small Arms Central Registry (The Army's component registry.)

The central activity or file that maintains visibility of all small arms serial numbers within the Department of the Army and provides the DoD Central Registry with weapon status through transaction reporting.

DODSASP Central Registry

The central activity or file that maintains visibility of all small arms serial numbers within the DoD and down to the component registries.

DODSASP Component Registry

The central activity or file that maintains visibility of all small arms serial numbers within the component and provides the DoD Central Registry with small arms status through transaction reporting.

DODSASP components

The Military Departments and the Defense Logistics Agency responsible for inventory management of DoD small arms.

DODSASP depot file

The activity or file located at each U.S. Army Materiel Command depot that maintains visibility of all small arms serial numbers for the reporting activities under that activity's jurisdiction.

DODSASP initial registration

The initial loading of the small arms serial number data into the component and DoD Registry.

DODSASP installation file

The reporting activity or file that maintains visibility of all small arms serial numbers on the property books or stock record accounts supported by that installation.

DODSASP area file

The reporting activity or file at commands that maintains visibility of all small arms serial number data for all small arms on-hand or in the hands of units or activities supported by the area file.

DODSASP transaction reporting

The reporting of individual transactions by serial number that affect the small arms balance of any property account.

DODSASP owning activity

The unit Property Book Officer that has accountability for reportable serial numbered items and reports status to the installation or area file.

Radioactive Source

In relation to the RATTs a radioactive source is defined as the cell, detector chemical (a component of the M43A1 detector), and the drift tube module (a component of the Chemical Agent Monitor (CAM)).

Radioactive Source wipe test

Procedure used to determine the presence of radiation.

RATTs Central Registry

The central activity or file that maintains visibility of all cell serial numbers within the Army and provides the DoD Central Registry with cell status through transaction reporting.

RATTs Components

The military department responsible for inventory management of the cell.

RATTs installation file

The reporting activity or file that maintains visibility of all cell serial numbers on property books or stock record accounts supported by that installation.

RATTS area file

The reporting activity or file at commands that maintains visibility of all cell serial numbers for cells on-hand or in the hands of units or activities supported by the area file.

RATTS testing activity

The activity that is responsible for performing the wipe test.

RATTS transaction reporting

The reporting of individual transactions by serial number that affect the cell status or balance of any property account.

Reporting activity

All installations, geographical areas, depots, and DoD components required to maintain and report serial number data to the Central Registry.

Serialization Officer

The appointed individual at the CONUS installation or oversea area file responsible for execution of the UIT serialization program as prescribed by this regulation.

Small arms

Handguns, shoulder fired weapons, light automatic weapons up to and including 50 caliber machine guns, recoilless rifles up to and including 106 mm, mortars up to and including 81 mm, man portable rocket launchers, rifle/shoulder fired grenade launchers, and individually operated weapons that are portable or can be fired without special mounts or firing devices and that have potential use in civil disturbances and are vulnerable to theft.

Substitute

An item of equipment that is maintained on a unit's property book to satisfy a LIN authorization for another item of equipment (SB 700-20, app H). The CBS-X maintains an Army-wide data base identifying all equipment being used as a substitute along with appropriate on-hand quantities.

USATSG/DS/GS

See RATTS testing activity.

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