

# **CDC 2S071**

## **Materiel Management Craftsman**

### **Volume 3. Warehouse Operations**



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In this final volume of your 2S071 career development course (CDC), Materiel Management Craftsman, your knowledge of duties and tasks associated with warehouse operations will increase.

Unit 1 outlines some inspection processes to include condition and identity changes. It will also cover some common programs controlled by warehouse inspectors.

Unit 2 looks at property responsibility. It also outlines methodology used in space management and reviews some of the critical processes warehouse personnel are responsible for. It concludes by explaining how to research and resolve inventory discrepancies.

Unit 3 contains information on threat reduction assets, which will include the types, how to perform materiel management functions, inspection process, and special handling of these assets.

A glossary is included for your use.

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**NOTE:**

In this volume, the subject matter is divided into self-contained units. A unit menu begins each unit, identifying the lesson headings and numbers. After reading the unit menu page and unit introduction, study the section, answer the self-test questions, and compare your answers with those given at the end of the unit. Then complete the unit review exercises.

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# Unit 1. Inspection Process

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**I**T IS THE RESPONSIBILITY OF THE COMMANDER (CC) of each Air Force activity to ensure that qualified personnel are assigned as required to apply adequate identification, condition, and status markings to items received and stored. The goal is to effect maximum surveillance through a minimum expenditure of effort. This unit discusses some of the procedures for accomplishing these tasks. We will begin with the inspection and return processes and then turn our attention to the different inspection programs.

## 1-1. Inspection Activities

Many of the items arriving daily at the receiving function are needed by our customers for supporting their mission; others may be stored for future use. As a materiel management craftsman, your job is twofold: (1) get these items processed into the Materiel Management System as quickly and accurately as possible, and (2) maintain an items proper condition and identity throughout the item's stock cycle.

### 401. Property identity

The materiel management inspector is responsible for establishing the condition and identification of items received, stored, issued, shipped, and transferred. This is accomplished through a surveillance inspection program designed to ensure deterioration and corrosion of items in storage is controlled. The results of inspections may require that inspectors process condition or identity changes for items.

#### Determine identity of property

All serviceable items that are received, stored, issued, or shipped must be properly identified. An item's identity consists of a reference number (part number), national stock number (NSN), and an item description (nomenclature). In order to validate the identity of an item; inspectors visually inspect the item and then cross-reference the information using the Web Federal Logistics Information System (WebFLIS). WebFLIS provides essential information about supply items including the NSN, the item's nomenclature, and manufacturers and suppliers (including part numbers).

#### Process condition change

The condition of property refers to the item's designation as either serviceable or unserviceable. An item's condition may change for various reasons. For example, the item may deteriorate or become damaged while in storage. When this happens, inspection personnel process a transaction identification code (TRIC) FCC (condition change). The FCC input records the change in the Materiel Management System by reducing the item record's serviceable balance and creating an unserviceable detail (R920) record. Inspection personnel notify the Air Force Materiel Command Supply Chain Management-Retail (AFMC SCM-R) Stock Control Activity of all changes to the unserviceable balance field. An exception applies to increases in which case, program control makes an immediate disposition.

The FCC input creates a Department of Defense (DD) Form 1348–1A, Issue Release/Receipt Document, as an output document. If the item is condemned, the DD Form 1348–1A is accompanied by a transfer document, which is used to send the item to the Defense Logistics Agency Disposition Services (DLADS). When directed by the output document, storage personnel review the condition change for completion and accuracy, relocate the property, enter the new warehouse location, and sign the DD Form 1348–1A. One copy of the signed output document is then forwarded to document control for filing.

### Process identity change

When an identity change is processed, it re-identifies a specific item or quantity of supplies from one stock number to another. This action is taken when an item is recorded incorrectly on an item record; equipment authorization inventory data (EAID), or a special purpose recoverables authorized maintenance (SPRAM) detail. This action should be very rare. When possible, record reversal processing should be used to correct the identification of items on detail records. Anyone identifying a discrepancy between the item and the detail record's stock number assignment and the physical item's actual stock number (known as misidentified) must notify a qualified inspector.

When notified of a misidentified item, the inspector takes the following steps.

Inspector Actions for Misidentified Items	
Step	Action
1	Inspect the item to confirm that it is misidentified.
2	Conduct a thorough research in the Materiel Management System to ensure the discrepancy cannot be resolved by other means.
3	If the item is misidentified, relabel the item to reflect the correct information.
4	Process an identity change transaction in the Materiel Management System.

The TRIC used for processing an identity change depends on where and what type of item is misidentified. The three TRICs used for processing identity changes are defined below:

TRICs For Processing Identity Changes	
TRIC	Purpose
FCH	Use to correct misidentified serviceable items in storage. It allows for the internal transfer of on-hand property from one stock number to another.
FER	Use to correct misidentified items recorded on an EAID. It provides the capability to make a single input to transfer an item from one authorized-in-use detail to another with a different stock number while the equipment is in use.
1SA	Use to correct misidentified SPRAM items. It allows for the internal transfer of a specific item or quantity of supplies from one stock number to another when it is recorded on a SPRAM detail.

**NOTE:** Use extreme care when processing an identity change. The transaction will create *both* a decrease and an increase inventory adjustment record.

The identity change transaction creates a DD Form 1348–1A as the output document. The inspector creates a suspense file and forwards the document to the applicable element for action. For example, if the document is forwarded to warehouse storage personnel, they assign a new location, ensure the item is relocated, enter the new location on the DD Form 1348–1A, and then return the annotated document to the inspector. The inspector then obtains the appropriate official's certification and forwards copy 1 to document control for filing, copy 2 to the custodian (for equipment and SPRAM), and copy 3 to the equipment accountability element (EAE) (for equipment and SPRAM).



**NOTE:** Identity changes are not allowed for vehicles and war reserve materiel (WRM) while on EAID. Process a return to stock *before* processing the identity change input. Then the item will be issued back to the appropriate EAID under the new stock number. *Identity change of a weapon or communications security (COMSEC) asset is not authorized.*

### **Inspection operations**

Inspection operations include verifying identity, security classification, condition (as certified by maintenance inspectors), status, markings, tagging, and labeling of property at Air Force activities in accordance with (IAW) Air Force Joint Manual (AFJMAN) 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*. The logistics readiness squadron (LRS) CC/accountable officer (AO) will appoint in writing an individual as chief inspector to oversee the care of supplies in storage (COSIS) program IAW Air Force Manual (AFMAN) 23-125 Interservice Publications (IP), *Stock Readiness*, this includes all inspection functions within the deployment and distribution flight. Chief inspectors are responsible for identifying, monitoring, testing, protecting, and preserving warehouse stock for the LRS CC/AO and will conduct an overall COSIS inspection for each warehouse annually. The chief inspector may identify personnel in writing as being authorized to perform limited inspector duties designated as inspection functions. Inspection duties are decentralized to various asset management functions within LRS requiring inspection actions.

The following are minimum basic requirements considered essential for the individual in order to adequately perform duties and responsibilities of a materiel management inspector. Inspectors must:

- Have functional knowledge with the use of technical orders (TO), stock lists, parts catalogs, and specifications to determine the completeness and/or condition of an item.
- Have a working knowledge of the applicable accounting systems used at the activity where the inspector is assigned to assure the proper processing of condition/identity changes.
- Know who the functional inspector for specialized areas such as fuels/lubes, lumber, munitions, weapons, small arms, preservation and packing, etc.

The materiel management inspector is a person authorized to perform the following inspection functions:

- Establish and maintain the final identification and classification of all property received, stored, issued, or shipped.
- Identify property known or suspected to be damaged or to have deteriorated or corroded during use, storage, or shipment.
- Ensure that reinspection dates prescribed by TOs are properly computed and entered on the applicable tags or labels or are included on the marking used in lieu of such tags and labels to identify property received, stored, issued, and/or shipped by a supply activity.
- Accept or reject property received on local purchase orders or contracts requiring inspection and/or acceptance at destination.
- Ensure documentation accompanies all property received, stored, issued, and shipped by a materiel management activity and directed condemned property when such action is prescribed by directives of higher authority.
- Establish and maintain inspection controls on materiel within the technical order compliance (TOC) category to ensure that inspection dates will permit the availability of serviceable stock.

**NOTE:** When condition status is in question or when the serviceable tag has been lost, defaced, or obliterated and not chargeable to the originator of the shipment, the logistics inspector/personnel must bench check the assets through authorized maintenance personnel to determine the final condition. Under no circumstance will logistic inspectors/personnel sign documentation attesting the property condition when its status is questionable.

Inspection programs and inspector qualifications for munitions inspectors will be IAW Air Force Instruction (AFI) 21-201, *Munitions Management*, TO 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*.

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### Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

#### 401. Property identity

1. How do you validate the identity of items that are received, stored, issued, or shipped to LRS?
2. What does the term *condition of property* refer to?
3. When possible, what action should be taken to correct the identification of items on a detail record instead of processing an identity change?
4. Match each TRIC in column B with its purpose in column A. Each item is used only once.

<i>Column A</i>	<i>Column B</i>
____ (1) Corrects misidentified serviceable items in storage.	a. ISA.
____ (2) Corrects misidentified items recorded on an EAID.	b. FCC.
____ (3) Corrects misidentified SPRAM items.	c. FER.
____ (4) Changes an items condition code.	d. FCH.
5. How is the COSIS program chief inspector appointed?
6. How is an individual identified as being authorized to perform limited inspector duties designated as inspection functions?

## 1-2. Miscellaneous Inspection Programs

At the discretion of the major command (MAJCOM), materiel management is responsible for establishing a program to thoroughly inspect all items in the accountable officer's storage activities. As a materiel management inspector, your roles and responsibilities are critical throughout all phases of warehousing functions. Inspection of materiel in storage is an extremely important step in the evaluation of materiel. These inspections not only prevent deterioration, but also ensure quality through the regular and rigorous inspection of all items entering the Materiel Management System. Moreover, materiel management inspectors are responsible for testing, repairing, protecting, and preserving all stocks in the inventory.

### 402. Shelf-life program

Shelf-life items possess deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure they will perform satisfactorily when issued. Consequently, as a materiel management inspector, you must closely monitor the shelf-life of items in storage.

#### Monitoring shelf-life items in storage

Once each quarter, or more often if necessary, materiel management inspectors request computer operations to process the shelf-life control list. The shelf-life control list shows all items assigned shelf-life codes on the item record. This listing serves as a guide for inspecting the items and ensuring that they are identified and tagged properly. Before the next inspection, the inspector annotates outdated items and those requiring issue or disposition on the listing. Items assigned a short shelf-life code should be screened more frequently. The annotated listing is kept until the next quarterly listing is run.

Inspectors will physically check each location for:

- Bin label is attached and matches property in location.
- Confirm the first-in/first-out (FIFO) issue control technique is being followed.
- Verify shelf-life and expiration date.

Ensure items are in original packing with manufacturer's label for type I shelf-life items. Type II shelf-life items may be extended after the completion of inspection, testing, or restoration. Therefore, type II shelf-life items must have a manufacturer's label or DD Form 2477, Shelf-Life Extension Notice. If local management or MAJCOM directs, a materiel management inspector reviews assets in mobility readiness spares packages (MRSP) using the mission support kit (MSK)/MRSP inventory list (R43) provided by the MRSP monitor. Report any item in storage that has deteriorated and is excluded from shelf-life control to the responsible item manager (IM) and headquarters (HQ), Air Force Materiel Command (AFMC) for shelf-life coding consideration.

#### Schedule and process for testing

*Under no condition will an item that has reached or passed its expiration date be issued.* Immediately notify inspection personnel when an item with an expired shelf-life date is discovered in stock. Inspectors will immediately begin a complete review of all assets on hand for that stock number.

When type I shelf-life items are outdated, materiel management inspectors process TRIC FCC (condition change) with an increase balance code of "H" for an automatic transfer to DLADS.

Inspectors schedule type II shelf-life items for serviceability testing 15–45 days *before* their expiration date. Testing is required when the on-hand balance for the affected items will remain in stock beyond their expiration date. This decision is based on the normal utilization rate and demand pattern for the affected item. TRIC FCC is *not* processed unless test results are not received before the expiration of shelf-life for that batch or lot number.

Inspectors must process a TRIC FCC to change the condition code to “J,” which will suspend outdated type II serviceable items in stock. This is done when the item is to be issued to maintenance for a serviceability test or when there is a delay in processing the item. The unserviceable issue to maintenance is done using TRIC MSI and with an activity code “C.” The maintenance function forwards a written reply of the test results, along with any materiel not used or destroyed in testing to the inspectors.

TRIC TIN is processed for any item destroyed because of testing. The TIN contains supply condition code “H” and action taken code “9.” An A5J transfer document to DLADS is produced. The A5J contains the following stamped, typed, or hand-scribed statement:

“PROPERTY REFLECTED ON THIS DOCUMENT HAS BEEN CONSUMED DURING  
ROUTINE TESTING IAW \_\_\_\_\_.”

The document is signed by the chief inspector, or his or her designee, and along with a copy of the written test result(s) is attached and forwarded to document control for filing and as an audit trail. The A5J document and the unserviceable item are forwarded to DLADS when the materiel is *not consumed, but tests unserviceable*. Items tested and found serviceable are tagged, and their expiration dates are extended according to instructions in AFMAN 23-122, *Materiel Management Procedures*, Section 5C.

After an item is inspected or tested and then extended to a new inspection or test date, a DD Form 2477 is attached to the outside container of each item. DD Form 2477 (fig. 1-1) indicates the update of an item’s inspection data.

SHELF-LIFE EXTENSION NOTICE	
PER DOD 4140.27-M, CONTAINERS REQUIRE RE-MARKING WITH EXTENDED SHELF-LIFE DATA. UNITS OF ISSUE REQUIRE RE-MARKING UPON OPENING CONTAINER.	
NSN:	_____
CONTRACT NUMBER:	_____
LOT/BATCH NUMBER:	_____
DATE TESTED:	_____
NEXT INSP/TEST DATE:	_____
AUTHORITY: (QSL, MQCSS, Other)	_____
INSPECTED BY: (Activity and Inspector's Name or Number)	_____

DD FORM 2477-3, APR 1999 PREVIOUS EDITION MAY BE USED.

Figure 1-1. DD Form 2477, Shelf-life extension notice

When small quantities of the same stock number reach their expiration date, the chief inspector must decide if testing is cost effective. Testing should not be done when the cost of the test is greater than the total dollar value of the outdated materiel, or when only one unit remains and the materiel will be consumed in testing.

### 403. Functional check items

Some items stocked in the LRS require calibration or a serviceability check before your customers can use them. These are called *functional check items*.

#### Identifying functional check items

Functional check assets fall into two categories:

- Assets requiring an extensive functional check before installation.
- Assets identified by an inspector, whose serviceability may be doubtful due to apparent mishandling while in stock or being dropped.

A maintenance point of contact (POC) (an individual jointly agreed on by the accountable officer and chief of maintenance) prepares a list of items requiring an extensive functional check before installation and gives that list to the materiel management inspectors. Normally, the list is in the form of a signed letter.

After receiving the listing, inspectors process an inquiry to determine the location of all assets on the listing, including interchangeable assets. These assets are physically inspected to determine if a functional check was already performed by the local maintenance activity. Appearance of a base maintenance inspector's stamp or signature is adequate proof of a functional check. Process TRIC FCD to load or delete the functional check flag indicator "F" for those items identified on the listing. An FCD input changes all master and interchangeable items in the group with the same system designator. For those items that require deletion, remove any distinctive markings from the bin labels.

### **Monitoring functional check items**

At least semiannually, ask computer operations to run a *functional check listing*. Computer operations forwards a copy of the listing to you and the maintenance POC. When you receive the listing, screen it against the previous listing and any letters submitted by the maintenance POC when reasons for differences are unknown. You need to thoroughly research items that were added or deleted from the previous list. If no requests for change are on file from the maintenance POC, contact the maintenance POC for verification. When you receive requests to add or delete functional check items, you can manually update the present listing or request a new one, depending on the number of changes required. Keep all listings and letters submitted by the maintenance POC on file until superseded or the items no longer require functional check. Provide a copy of the functional check listing to receiving for use during degraded operations.

At the discretion of a MAJCOM, DD Forms 1576, Test/Modification Tag-Materiel or 1576-1, Test/Modification Label-Materiel may be used for items that require in-stock functional checks. Otherwise, annotations are made on the DD Forms 1574, Serviceable Tag-Materiel or 1574-1, Serviceable Label-Materiel to indicate that in-stock functional checks are required.

### **404. Suspect and unsuitable items for Air Force use**

Suspect items or items unsuitable for Air Force use are identified as items that, if used before inspection for verification of serviceability, could cause a hazardous condition or damage to personnel, property, or equipment. These items must be screened closely before storage or issue to ensure only serviceable stock is used. Two examples are:

- A specific stock number for paint that could contain lead. That paint should not be used in housing areas around children because of the danger of children swallowing small paint chips.
- A stock number for a specific aircraft radio transmitter the manufacturer found to contain bad or faulty circuitry and is being recalled.

### **Identifying suspect or unsuitable items**

On occasion, materiel management inspectors receive official notification other than TOs, such as messages, letters, email, and so forth, specifying certain items of an NSN that are not suitable for Air Force use. The notification may state that items of a specific NSN produced by a particular manufacturer are unsuitable and should be condemned or returned. However, items having the same stock number, but produced by other manufacturers, are still satisfactory. The same situation may occur with only a group of items produced by a manufacturer, such as a particular series of serial numbers or a certain model. The applicable directive tells you how long the item should be coded as suspect materiel. If not, keep the code on the item record for one year.

### **Monitoring suspect or unsuitable items**

When you receive a message, letter, or email stating a stock number is suspect, you have certain responsibilities.

First, and most importantly, get the items flagged as quickly as possible so no harm comes to users of the materiel in question. How do you flag an item? Simply process a TRIC FCD with "S" in position 48 to load the suspect materiel flag to the item record. Now, anytime a receipt or return is processed on the stock number, an I302 management notice is output, and the property is suspended on the

unserviceable DIFM detail record. Dispose of unsuitable items according to the disposition instructions provided in the applicable directive. Return suitable items to a serviceable condition with the TRIC FCC input. When you decide an item is unsuitable, note the corrective action you have taken, and sign or stamp the front of the I302 management notice. Send one copy of the I302 to the stock control activity for control of the unserviceable item, attach the remaining copies to the property, and forward it to the unserviceable storage area.

#### *What do you do about property already in stock?*

First, process an inquiry to find out all balances on the item or affected detail records. Next, check all active locations [WRM, MRSP, MSK, base service store (BSS), and supply point (SP)] to identify any affected assets on-hand. Then, physically inspect the serviceability of each item. Finally, remove unsuitable on-hand assets from storage and dispose of them according to disposition instructions furnished in the applicable directive. If disposition instructions have not been provided, transfer the on-hand assets to an unserviceable detail location (supply condition code "J") using TRIC FCC.

#### *Items already at on-base organizations*

For items on bench stock, ask the bench stock support function to contact the appropriate organization(s) and take the appropriate action. To notify other customers or users of suspect materiel, develop local procedures (e.g., daily bulletins, newsletters, and phone calls). The type of item decides the basis of notification (i.e., a message concerning items peculiar to one organization should not be published in daily bulletins or newsletters).

#### **Inspection offline checklist**

Materiel management inspectors maintain inquiry images for items unsuitable for Air Force use (suspect materiel), functional checks, and time compliance technical orders (TCTO) not loaded during the initial screening. These images are arranged in stock number sequence. Use the images as the input to run the R32, inspection offline checklist. Inspectors use the R32 to determine if any items have been subsequently loaded.

The inquiry images are maintained until the situation or condition affecting the item has been resolved or rescinded. When an item has been loaded, the inquiry image can be removed. The R32 is processed at least once a month. Inspectors keep a copy of the R32 until rescinded by the next month's list.

#### **Materiel suspect code listing**

Each month, inspectors must request a utility program to list all stock numbers having materiel suspect codes assigned to them. One copy of the listing is maintained in receiving, which uses it during degraded operations. Inspectors maintain a working copy until a new monthly listing is printed.

### **405. Electrostatic sensitive devices and electrostatic discharge items**

The current trends in technology are toward more complex electronic parts, assemblies, and equipment. These electronic devices have highly sensitive characteristics and delicate, miniaturized construction, which makes them susceptible to damage from electrostatic discharge (ESD). One of your responsibilities is to protect items against this kind of damage. To provide this protection, you must first be able to identify ESD items.

#### **Identifying ESD items**

ESD items are stored and handled as specified in TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment*. ESD items must be stored in individually packaged units. If these items are stacked, they should be stacked in a manner that will not cause damage. Instructions must be posted informing warehouse personnel that the anti-static bags may be opened ONLY at an approved protective workstation.



Units, intermediate and exterior packs containing sensitive electronic devices are marked with certain labels. Unit packs are marked with the sensitive electronic device unit pack label (fig. 1-2). The sensitive electronic device symbol and lettering is black on a yellow background. You place this label on the identification marking side of the unit pack. If marking space is insufficient, place the label on the back of the unit pack.



Figure 1-2. Sensitive electronic device unit pack label.

Intermediate and exterior packs are marked with a yellow caution label with black lettering. Figure 1-3 shows an example of this Optional Form (OF) 87, Attention – Electrostatic Sensitive Devices (adhesive backed label). An OF 87 is placed on one side of each intermediate container. Two OF 87 are placed on each exterior container—one on the identification marked side (or surface) and one on the opposite side of each shipping container exceeding ½ cubic foot.



Figure 1-3. Sensitive electronic device caution label (intermediate and exterior packs).

Also, having type cargo code “3” stored on the item record identifies ESD items. When a physical inspection of an item suggests the type cargo code of that item is wrong, the inspector submits a message or letter to the transportation manager at the air logistics complex (ALC) for that particular item. Any electronic device received in ESD-protective packaging is considered an ESD item and is handled as one until proper determination of status is made.

### Monitoring ESD items

Everyone monitors ESD items. Some guidelines used to monitor them through the materiel management system are:

- Receiving will not open packages containing electrostatic discharge sensitive (ESDS) items. Refer any discrepancies to a supply inspector.
- If inspectors require that a unit pack of an ESD item be opened, it must be done only in an ESD protective area. This area usually consists of a grounded workbench, a personnel wrist

strap, a grounded floor mat, and grounded tools and equipment, all connected to a common ground. Figure 1-4 shows an example of an ESD packaging workstation.

- Ensure ESDS items are carried to and from the parts stockroom area in ESD protective packaging and conductive tote boxes or trays.
- Ensure all ESD items are properly labeled and packaged in ESD protective materiel.

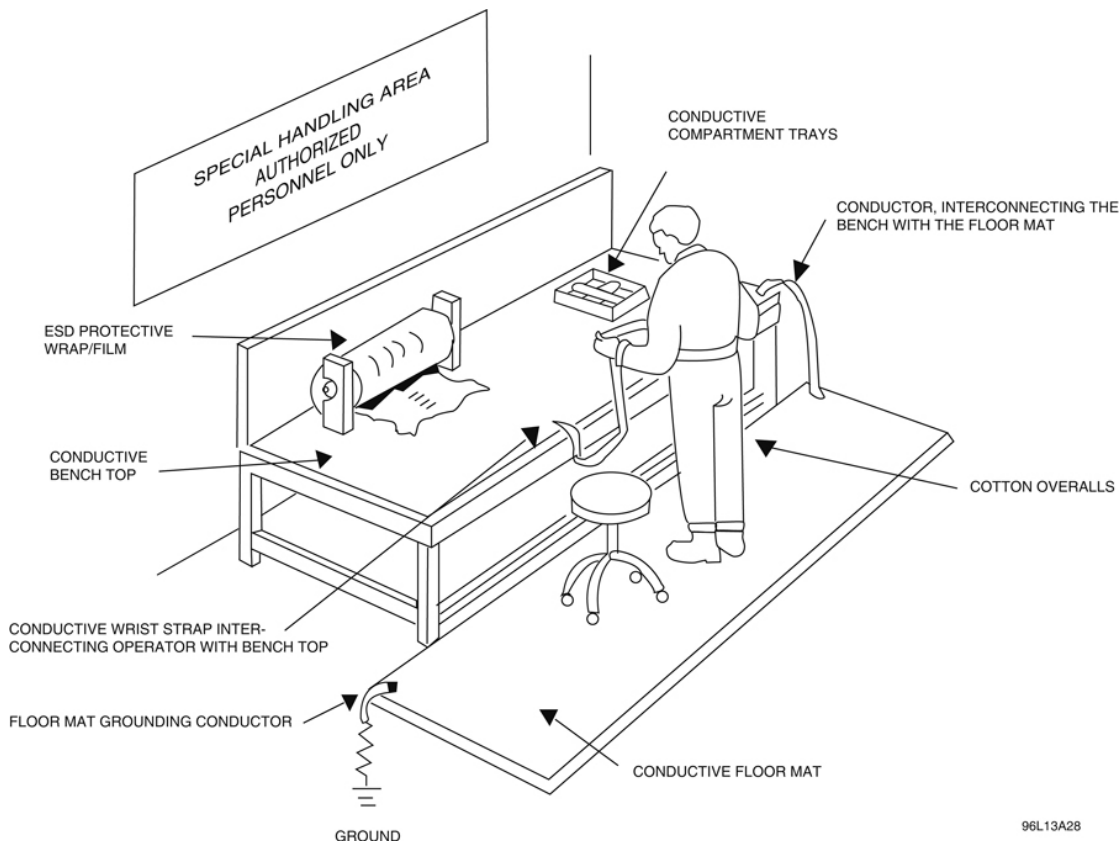


Figure 1-4. ESD packaging workstation.

#### 406. Precious metals recovery program

Precious metals include gold, silver, and the platinum metal group (platinum, palladium, rhodium, ruthenium, iridium, and osmium). The precious metals recovery program (PMRP) recovers these metals from items such as photographic and x-ray film, special wires, silver cell batteries, missile and electronic scrap, turnings, desalter kits, brazing alloys, solder, and dental scrap that have been returned to materiel management for disposal. PMRP was established to promote the economic recovery of precious metals from excess and surplus materiel. These items are identified on the item record with controlled item code (CIC) "R" and the applicable precious metal indicator code (PMIC). The PMIC identifies the type of precious metal contained in the defense materiel items. The following table shows a list of all the PMICs.

PMIC	Type of Precious Metal
A	Item does not contain precious metal.
U	Precious metal type is unknown.
V	Precious metal type varies between manufacturers.
S	Item contains silver.
G	Item contains gold.



PMIC	Type of Precious Metal
P	Item contains platinum metal group.
C	Item contains combination silver and/or gold and/or platinum.

### Inspecting precious metals

The materiel management flight chief inspector is the installation's PMRP manager and is the focal point for all matters concerning PMRP. The PMRP manager maintains a list of each organization's PMRP monitor's name and contact information (including location), along with the type of recovery equipment, type of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used. The PMRP manager visits each participating organization at least once every 24 months to review operations, documentation, and adherence to overall program requirements. A report of findings is maintained and corrective actions on discrepancies will be tracked until completion.

### Monitoring precious metals

All Air Force organizations identified as using items containing precious metals must establish protection requirements for fine precious metals in compliance with the PMRP. Because items containing precious metals are considered sensitive, they must be properly stored in a security cage (or physically secured if no cage is available) and segregated from other items. It is the using organization's responsibility to maintain files for silver recovery equipment and supplies, kinds of precious metal scrap generated, and the kind of fine and high precious metal content precious metal items used.

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## Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

### 402. Shelf-life program

1. How often are shelf-life items inspected?
2. List the types of entries a materiel management inspector will annotate on the shelf-life listing.
3. Why would a materiel management inspector process a TRIC condition change (FCC) when dealing with type I items under shelf-life control?
4. How many days *before their expiration date* are type II shelf-life items scheduled for serviceability testing?
5. What action do you take when an item is destroyed because of serviceability testing?

**403. Functional check items**

1. What are the two categories of functional check items?
2. What is adequate proof that a functional check was performed by base maintenance activity?
3. At a minimum, how often are functional check listings run?

**404. Suspect and unsuitable items for Air Force use**

1. Define an item that is suspect or unsuitable.
2. Unless instructed by applicable directives, how long should an item be coded as suspect?
3. What action should be taken if disposition instructions have not been provided by the applicable directive?
4. How are on-base customers notified of possible suspect items?

**405. Electrostatic sensitive devices and electrostatic discharge items**

1. What publication specifies how ESD items will be stored and handled?
2. How are unit packs marked to show they contain ESD items?
3. What type cargo code stored on the item record identifies an ESD item?
4. Where can ESD unit packs be opened if required?

**406. Precious metals recovery program**

1. Why was the precious metals recovery program established?

2. Who is the installation's PMRP manager and focal point for all matters concerning PMRP?
3. What organization is responsible for establishing protection requirements for fine precious metals in compliance with PMRP?

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## Answers to Self-Test Questions

### 401

- (1) Visually inspect the item and then cross-reference the information in WebFLIS.
- (2) The item as either serviceable or unserviceable.
- (3) Process a record reversal.
- (4) (1) d.  
(2) c.  
(3) a.  
(4) b.
- (5) The chief inspector is appointed in writing by the LRS CC/AO.
- (6) In writing by the chief inspector.

### 402

1. Quarterly or more often if necessary.
2. Items found to be outdated and items that require issue or disposition prior to the next inspection.
3. To process outdated shelf-life items with an increase balance code of "H" to transfer automatically to DLADS.
4. 15–45 days.
5. Process a turn-in with supply condition code "H" and action taken code "9."

### 403

1. (1) Assets requiring extensive functional check before installation.  
(2) Assets identified by an inspector, whose serviceability may be doubtful due to apparent mishandling while in stock or being dropped.
2. A base maintenance inspector's stamp or signature.
3. At least semiannually.

### 404

1. Items that, if used prior to inspection for verification of serviceability, could cause a hazardous condition or damage to personnel, property, or equipment.
2. 1 year.
3. Transfer the on-hand assets to an unserviceable detail location (supply condition code "J") using TRIC FCC.
4. By bulletins, newsletters, and phone calls.

### 405

1. TO 00–25–234.
2. With a sensitive electronic device unit pack label on the identification marking side of the unit pack.
3. The number three.
4. In an ESD protective area.

**406**

1. To promote the economic recovery of precious metals from excess and surplus materiel.
2. Materiel management flight chief inspector.
3. All Air Force organizations identified as using items containing precious metals.

**Complete the unit review exercises before going to the next unit.**

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## Unit Review Exercises

**Note to Student:** Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field-Scoring Answer Sheet.

**Do not return your answer sheet to the Air Force Career Development Academy (AFCDA).**

1. (401) Who is responsible for establishing the condition and identity of items received, stored, issued, shipped, and transferred by the logistics readiness squadron?
  - a. Air Force Materiel Command Supply Chain Management Retail (AFMC SCM-R) Stock Control Activity.
  - b. AFMC SCM-R Quality Assurance Activity.
  - c. Materiel management inspector.
  - d. Central storage personnel.
2. (401) An item's *identity* consists of what three items?
  - a. Part number, nomenclature, and source of supply.
  - b. Part number, national stock number, and nomenclature.
  - c. National stock number, source of supply, and nomenclature.
  - d. National stock number, controlled inventory item code, and source of supply.
3. (401) Which transaction identification code (TRIC) is used to *correct* misidentified serviceable items in storage?
  - a. FCC.
  - b. FCH.
  - c. FER.
  - d. ISA.
4. (401) Which assets are *not authorized* an identity change?
  - a. Vehicles and war readiness materiel (WRM).
  - b. Weapons and war readiness materiel (WRM).
  - c. Weapons and communications security (COMSEC).
  - d. War readiness materiel (WRM) and communications security (COMSEC).
5. (402) Type II shelf-life items are scheduled for serviceability testing how many days *before* their expiration date?
  - a. 10.
  - b. 15–45.
  - c. 60–90.
  - d. 120.
6. (402) Which transaction identification code (TRIC) should an inspector use to *transfer an unserviceable* shelf-life asset to maintenance?
  - a. FCC.
  - b. ISU.
  - c. MSI.
  - d. TIN.
7. (402) What is the purpose of the Department of Defense (DD) Form 2477, Shelf-Life Extension Notice?
  - a. Update inspection data.
  - b. Identify condemned items.
  - c. Identify property turned over to maintenance.
  - d. Identify property in stock that has been suspended.

8. (403) Who is *responsible* for providing materiel management inspectors with a list of items requiring extensive functional checks *prior* to installation?
  - a. Computer operations.
  - b. Chief of maintenance.
  - c. Maintenance point of contact.
  - d. Air Force Materiel Command Supply Chain Management Retail (AFMC SCM-R) Quality Assurance Activity.
9. (403) What transaction identification code (TRIC) is processed to *load or delete* the functional check flag indicator (*F*) on functional check assets?
  - a. FCD.
  - b. FCH.
  - c. FCK.
  - d. FTR.
10. (404) Which transaction identification code (TRIC) is used to load a *suspect materiel flag* to an item record?
  - a. FCC with an “F” in position 48.
  - b. FCD with an “F” in position 48.
  - c. FCC with an “S” in position 48.
  - d. FCD with an “S” in position 48.
11. (404) What management notice is produced anytime a receipt or return is processed against a stock number that has a *suspect materiel flag* loaded against it?
  - a. I302.
  - b. I012.
  - c. F111.
  - d. F112.
12. (405) What type of item is identified on the item record with a *type cargo code 3*?
  - a. Functional check.
  - b. Suspect/unsuitable.
  - c. Electrostatic sensitive device (ESD).
  - d. Time compliance technical order (TCTO).
13. (405) Who is responsible for *monitoring* electrostatic sensitive devices (ESD) items?
  - a. Everyone.
  - b. Storage personnel.
  - c. Inspection personnel.
  - d. Quality assurance activity.
14. (406) How are items containing *precious metals* identified on the item record?
  - a. Controlled item code “R” and the applicable precious metal indicator code (PMIC).
  - b. Controlled item code “P” and the applicable sensitive item code.
  - c. PMIC “R” and the applicable controlled item code.
  - d. PMIC “P” and the applicable sensitive item code.
15. (406) Who is responsible for maintaining a list of each organization’s precious metals recovery program (PMRP) monitor’s name and contact information (including location), along with the type of recovery equipment, type of precious metals scrap generated, and the kind of precious metals and high precious metals content items used?
  - a. Item manager.
  - b. Maintenance commander.
  - c. Materiel management flight chief inspector.
  - d. Logistic readiness squadron (LRS) commander.

16. (406) Where are items containing *precious metals* properly stored?
- a. Logistic readiness squadron (LRS) warehouse, first and second row.
  - b. LRS warehouse, first row only.
  - c. A security cage.
  - d. Outside storage.

**Please read the unit menu for unit 2 and continue ➔**

## **Student Notes**



## Unit 2. Materiel Management Process

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**T**HE AIR FORCE OBTAINS MOST OF ITS SUPPLIES in large quantities because it is more economical to do so. However, the Air Force cannot immediately use all of the items procured. Therefore, those items not used when they are bought must be stored for protection and availability. Each Air Force base may have several supply storage areas located as close as possible to main roads and railroad spur lines to save time, manpower, and money in moving supplies to and from the unloading points.

As receiving functions are completed, property is moved to either a delivery or a storage area. In this unit, we begin by outlining how warehouse storage space is planned and managed effectively, and then turn our attention to some essential storage practices used within the warehousing community. Lastly, we will learn about the different inventory processes.

### 2-1. Storage Space Management

The basic space management concepts outlined in this lesson represent some of the more commonly accepted practices for overall storage space management. They are based on established and proven methods found to reduce costs, increase item accessibility, permit accurate inventories, and improve effective utilization of assigned workforce. We'll start with the warehouse layout plan, followed by storage space utilization, and conclude with covering property storage principles.

#### 407. Warehouse layout plan

A warehouse layout plan is an excellent management tool for space control. It enables planning for the effective use of space. The warehouse layout plan is the framework for developing the overall materiel storage space. A complete and current floor plan shows the actual manner in which the gross space within a warehouse is used. The plan shows the division of space into storage, receiving, shipping areas, offices, and aisles. Each section or other subdivision of the floor plan indicates the square footage of gross space, non-storage space, and the net space available for storage.

#### Planning the physical layout of storage space

When considering physical layouts, effective use of the closely related principles of storage space and proper storage layouts must be considered. When making storage layouts, whether for covered or open storage, a floor plan for each storage area should be prepared. The plan must indicate all obstacles such as support columns, stairwells, elevator shafts, and restrooms.

Storage space maintenance represents a considerable portion of the supply activity's operational cost. Efficiency of operations and effective space utilization are prime factors in determining the best possible space layouts for storage operations.

### ***Basin, bin, shelf, and rack layout criteria***

Storage must be planned before the actual start of operations to assure the warehouse's floor and cubic capacity will be used to the greatest extent possible. A number of factors must be taken into consideration when determining the amount of space assigned to a specific item within a bin section. We'll cover them more specifically later in this unit. Some general considerations when planning storage are:

- Fast-moving "bin able" items, whether large or small, must be assigned space adequate to minimize replenishment frequency time and effort, and should be kept in the center levels to facilitate issue.
- Heavy items should be placed in lower levels, and lightweight items placed on upper levels.
- Double decking of bins and shelving, if practical, will result in better use of storage space.

However, other factors impacting economy of operations should be considered. When increased operating costs offset the savings, bins and shelving should not be double decked.

Before actual development of the stock layout plan, storage aid requirements should be determined. These requirements should be adjusted appropriately any time it is found that increased space utilization can be achieved. Storage must also be planned so that all stored materiel faces an aisle. When this storage method is used, a warehouse can hold a greater quantity of materiel, which will be readily accessible for issue and inventory. After all, space is the basic resource of storage, so use it wisely!

### ***Bulk storage area layout criteria***

Most of the principles for storing bulk items are exhibited in the layout for a complete warehouse. Various layouts for bulk storage can be used within space utilization guidelines. Bulk storage areas are subdivided into individual storage bays for stocking of property. Normally, pallets are used for placing items in individual locations. For this reason, aisles should be wide enough to allow using a forklift for stocking property or issuing property for distribution.

Bay sizes vary according to the items stored, but individual rows are arranged to allow materiel handling actions from the aisles. Easy access makes the direction in which materiel is distributed an important factor. In fact, this direction is a significant factor in space utilization. For example, selecting the proper storage direction can be invaluable in providing a variety of bay sizes without increasing the number of working aisles. Simultaneously, such planning tends to spread the volume of traffic equally over all aisles, relieving any congestion that might take place.

### ***Open storage layout criteria***

The efficient utilization of open storage cubic space is just as important as it is for covered storage space. There are many types of open storage space, and utilization of each type in the most effective manner requires careful planning and a thorough knowledge of materiel handling by storage personnel. Considerable thought must be given to the types of equipment to be used in each storage area. This will ensure the layout of space provides adequate operational or working areas. The layout of open storage is determined, to a great extent, by the location and layout of existing track and road facilities that service the area. Because of track and road layout, each open storage area presents a unique challenge for space layout. For this reason, layout plans must be flexible in order to effectively use a higher percentage of the net usable space in each area.

### ***Factors influencing a storage layout plan***

When planning the physical layout of a storage facility, the total storage space or gross storage space available is known as the *implementation point*. This is calculated by multiplying the length times the

width of the warehouse. You must also consider the size of the warehouse, number of stockrooms, and the number of bins or pallets that will hold the materiel. Figure 2-1 is an example of a stockroom storage area. The layout is the framework from which the overall net storage space is developed. Let's look at the factors that influence the development of this storage space.

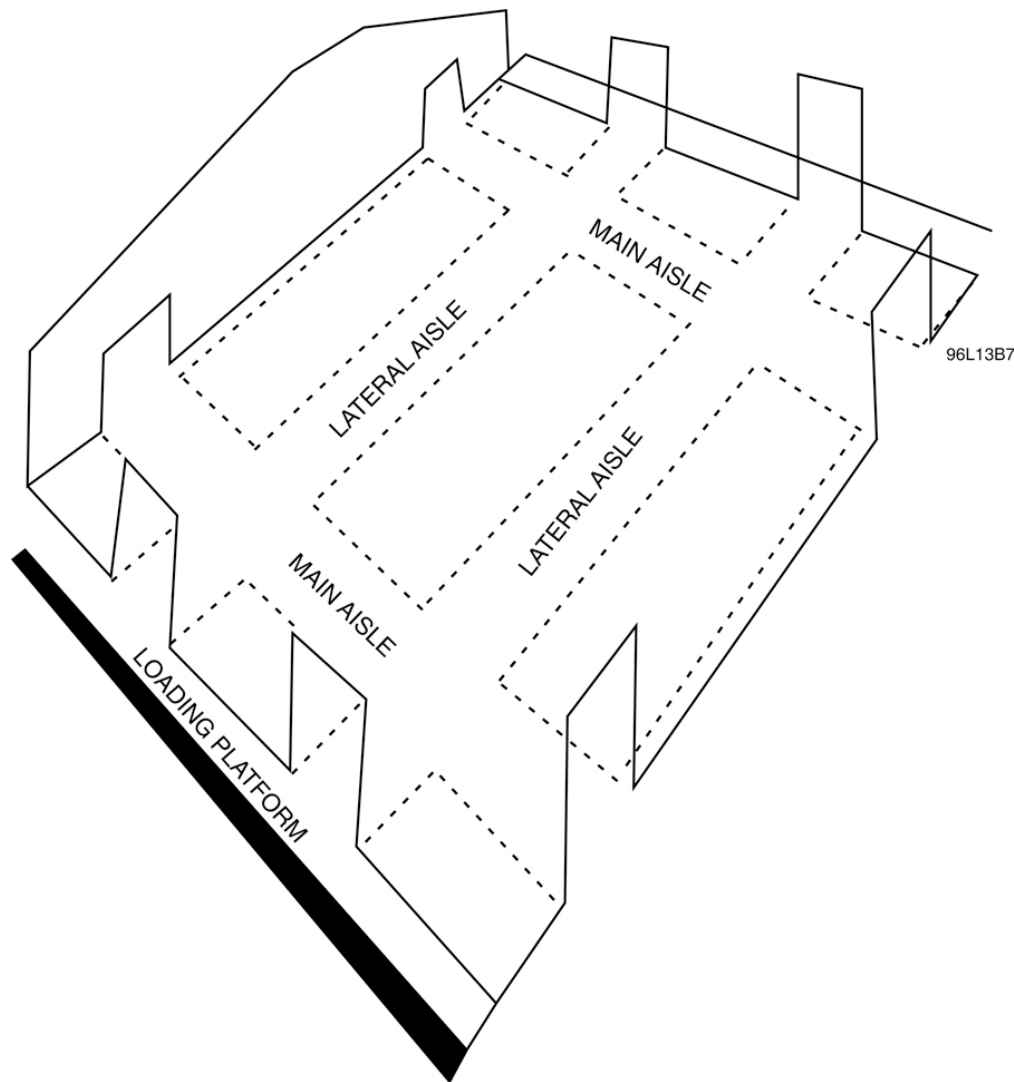


Figure 2-1. Stockroom storage area.

### *Item similarity*

Items with similar handling requirements should be stored together when practical. This facilitates storage and issue of the items and contributes to effective storage care. Normally, there is no requirement that materiel be segregated by stock class or group. However, where this is done, it can enhance inventory and validation of a storage area.

### *Item popularity*

Activity or popularity of materiel is an important factor in planning a storage layout. Store fast-moving items with great demand in locations where they are easily accessible and require as little handling as possible; conversely, store slow-moving items in less-convenient locations. Bulky, heavy items should be stored near doors or gates and aisles that lead directly to issuing, shipping, and receiving areas. Figure 2-2 shows an example of this.

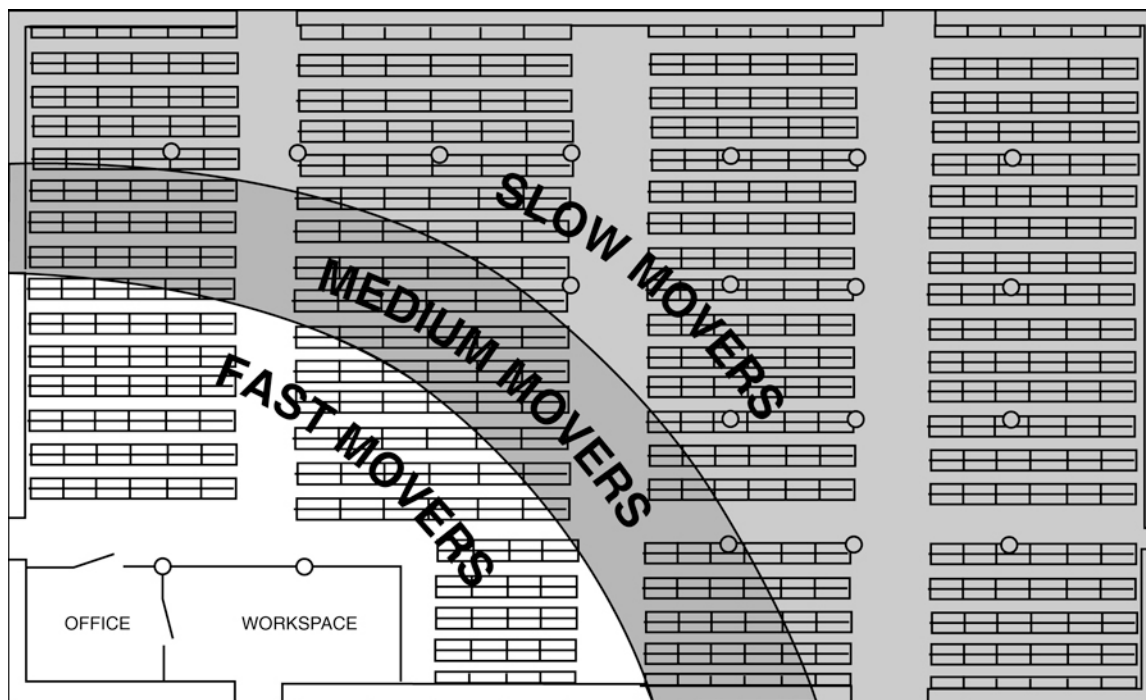


Figure 2-2. Storage layout using item popularity.

### *Item size and weight*

The dimensions and weight of individual items affect not only the amount of storage space allotted, but also the location where items are to be stored. For example, an aircraft wing element should be stored in a location that provides a balance between accessibility for required materiel handling equipment (MHE) and the least amount of intra-storage transport. The density of an item requires it be stored in an area that provides ample support as well as accessibility.

### *Item quantity*

The quantity of materiel on hand affects the amount of space required on the layout. Often it may be desirable to increase the allocated amount of space for an item in a single location to eliminate overflow into another item's location. This also reduces effort and personnel travel time when replenishing stock locations. It also reduces constant relocating of items and assigning new locations on computer records.

### *Item characteristics*

Most supply items do not require special storage. However, there are some items, especially those that are hazardous, sensitive, perishable, or deteriorative, that do require special considerations.

### *Aisles*

Aisle layout is determined by a number of factors: the warehouse structure; quantity, nature, and popularity of materiel stored; and the types and capacity of MHE to be used. Aisle width should be just enough to provide maneuvering room for the equipment used in moving property. When practical, aisles will lead directly to doorways. Placing of aisles must be applied judiciously; that is, when aisle placement results in considerable loss of space, or is otherwise inefficient, the loss of space must be balanced against sluggish storage operations. The location of structural columns is a critical factor in aisle placement. Using columns as aisle and bay boundaries can reduce the space loss due to columns. Some different types of aisles found in a storage operation are covered in the table below:

Aisles For Storage Operation	
Type	Description
Main	<p>This aisle runs the entire length of the warehouse.</p> <p>It is approximately 10–12-feet wide and should be wide enough to permit two-way traffic for powered MHE (i.e., forklifts and tugs). This aisle normally leads from one stockroom to another through warehouse doors.</p> <p>The main aisle is a high-use aisle for the different sections in materiel storage and distribution. Depending upon warehouse construction, a storage layout may have more than one main aisle. Figure 2–3 is an example of main aisle layout.</p>
Working	<p>These are the aisles used for placing materiel into and removing it from storage.</p> <p>There are two types of working aisles:</p> <ul style="list-style-type: none"> <li>• <i>Transportation aisles</i> (main) running the length of the building, and</li> <li>• <i>Cross aisles</i> running across the building.</li> </ul> <p>The number, width, and location of working aisles are important because, aisles determine storage boundaries and limit the space actually used in stocking property.</p> <p>Always establish aisle width to assure complete consideration of the relationship between operation efficiency and space economy. A standard warehouse stockroom needs at least two cross aisles.</p>
Personnel	<p>Personnel aisles are those used as pedestrian routes only and may be required for access to doors for personnel or to special interior areas; such aisles must be held to a minimum.</p> <p>Only a few of the doors for personnel in a warehouse need to be used, since entry is controlled. The use of personnel aisles aggravates the problem of pilferage, since such aisles usually are secluded.</p> <p>Where there is not enough traffic on working aisles to prohibit their use as personnel aisles, working aisles will double as personnel aisles.</p>
Service	<p>Service aisles are those that provide access to the interiors of property stacks for inventory, inspection, or protective processing. Usually, service aisles can be eliminated.</p> <p>Efficient warehousing operations require that each storage row contain only one item with a standard number of items per pallet location. This practice facilitates inventory and issue, making special service aisles unnecessary.</p> <p>However, service aisles may be necessary for special commodities that require frequent inspections.</p>

### *Non-storage/working areas*

Working areas are “non-storage space” (other than aisles) which include receiving and distribution bays, property inspection floor space, vehicle parking areas, offices, and break rooms. While there are no set rules, working areas should be held to a minimum because they reduce the actual storage area. Working areas are normally located in portions of a warehouse that have the lowest ceilings. Offices and breakrooms are usually located in the center section of the building or against a sidewall, so as not to interrupt work in storage areas. These areas should be located to minimize the time required for personnel and equipment travel between storage locations and working areas. When practical, non-storage areas that serve several buildings should be consolidated.

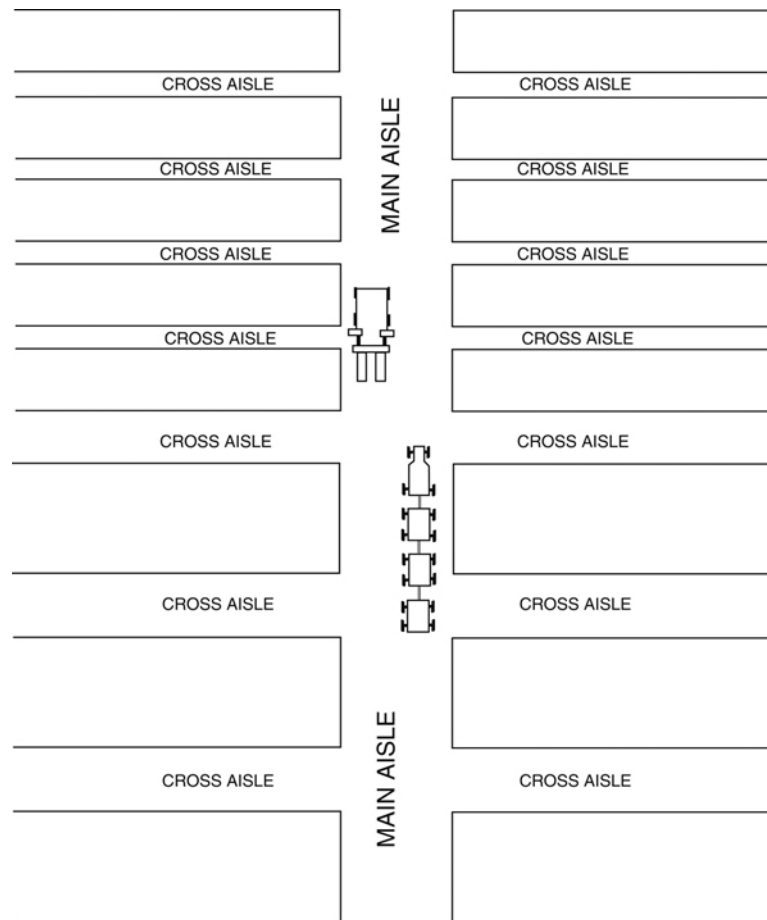


Figure 2-3. Main aisle layout.

#### 408. Storage space utilization

Effective control of space begins with the operating supervisor and extends through the commander. Storage space is a basic resource of any storage operation; consequently, one main goal to remember when storing property is to *waste as little space as possible*. Economy depends on optimum space utilization and the proper arranging of operations for materiel receipt, storage, and issue. Space economy can be obtained only through planning.

##### Utilizing storage space effectively

Conserving storage space is necessary because of potential space shortage and the costs associated with storing materiel. Two things that should be done to conserve space are: stack material as high as practical and as compactly as possible.

##### Stack high

Storage space is three-dimensional. Stacking items takes advantage of the most overlooked space—that is, vertical storage space. It is inefficient to have a warehouse with 25-foot high ceilings and then stack materiel only 5 feet high. Figure 2-4 shows a very good example of just what is meant by vertical space.

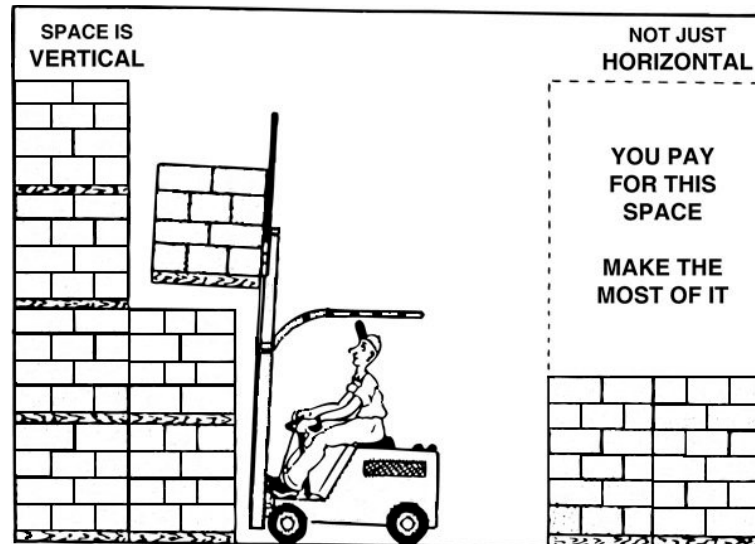


Figure 2-4. Use of vertical storage space.

The height to which supplies can be stored is impacted by several factors. The two major factors you must consider are the strength of the storage containers and the type of supplies to be stored. Also, keep in mind the use of available storage aids, the stability or safety of the stack, the maximum lifting height of the equipment, the floor load capacity of the storage areas, and the ceiling clearance. We will take a closer look at these factors later in this lesson. Figure 2-5 illustrates how items can be stored in stacks.

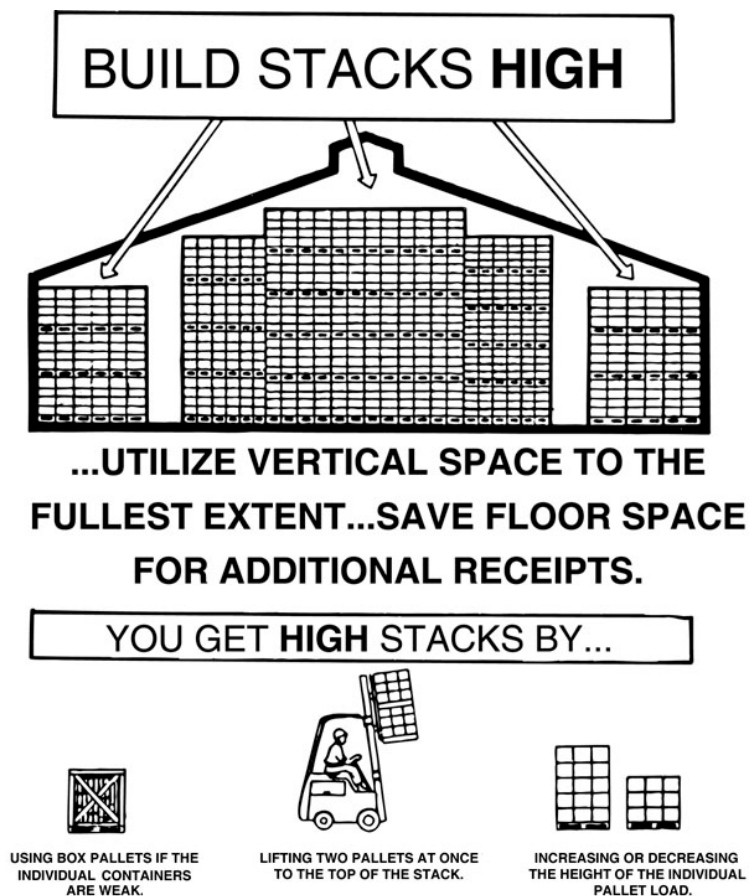


Figure 2-5. Store items as high as possible.



You will readily recognize that most wasted storage space will be in bulk storage areas. These are stockrooms or parts of stockrooms used for stocking very large quantities or for items that are large, heavy, and bulky. The best way to minimize the loss of space in these areas is to place items on pallets, and stack like items when possible.

### **Stack compactly**

The more compactly we pack, the more we can get into warehouses or other storage areas. In stacking various container sizes of the same item, wasted space can be minimized by matching and stacking containers by size. Although such effort may take a little more time, it usually pays dividends in the conservation of space and convenience in inventory.

Storing or withdrawing items in a way that causes the loss of storage space or wasted storage space is called *honeycombing*. Honeycombing results in empty areas that cannot be used for storing additional supplies. Removing or storing items this way is not a good storage practice.

Honeycombing is a result of poor space layout, poor storage plans, and poor methods. Figure 2-6 is an example of honeycombing due to improper withdrawal of stock.

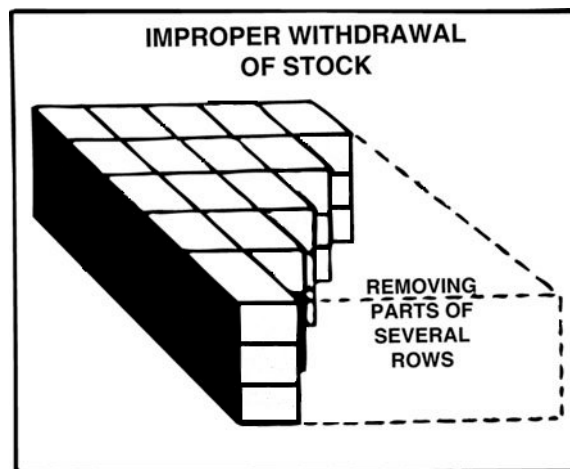


Figure 2-6. Honeycombing due to improper withdrawal of stock.

Excessive stacking depth can result in vacant space in front of stacks. This, too, is space that cannot be used for storing other items. Therefore, store large lots of bulk supplies in rows that are not more than 25–40-feet deep. An average railcar or trailer load of items contains approximately 2,000 cubic feet. By stacking items to a height of 16 feet, one row of 4-foot pallets will contain over one load. Any issues from this long row, however, further increases wasted space. Instead, stack several short rows of the same items together. This results in space immediately available for a new item when using one row at a time. Removing stock across several rows merely widens the aisle; it does not create more space for other items.

### **Minimize loss of storage space**

Six suggestions to minimize loss of storage space are:

Suggestions for Storage	
Type	Description
Store in several short rows rather than one long row.	By doing so, whole rows are cleared and made available for the storage of other materiel as stocks are depleted.
Store from the back of the storage area to the aisle.	Fill one row completely before proceeding to the next row. This seemingly obvious advice is often overlooked to “dress” aisles, leaving unused space hidden along the wall or between pallets.



Suggestions for Storage	
Type	Description
	When the pallet stack does not equal the row depth, unused space is left on the sides.
Organize a regular re-warehousing program.	The use of the pallet system makes re-warehousing a rapid and simple operation that can reclaim much valuable space through the consolidation of several rows into one, or the removal of small quantities to small lot or bin areas. In this manner, unusable space is converted into usable space and honeycombing is reduced. Excessive re-warehousing results in needless work, but space can be saved by a judiciously controlled re-warehousing program.
Store each pallet as compactly as possible.	Honeycombing includes void spaces caused by the arrangement of materiel on pallets, which results in loss of storage space. Space loss between stacks may be due to excessive overhang, resulting from poor palletization of the stock item.
Assure proper withdrawal of stock.	By emptying one row completely before you go to the next row, you eliminate honeycombing. This is the proper way to withdraw items from stock.
Store to a maximum height.	Honeycombing also can be vertical. To avoid the loss of cubic space, store materiel to the maximum practical height. To do this, consider the floor capacity of the storage area and the strength of the materiel to resist crushing.

### Factors limiting storage space utilization

Normally, you can stack items as high and compact as you want them; however, several physical and conditional factors limit the height and compactness of stacking materiel. Besides individual property characteristics, the type of storage space plays a key role in limiting your storage space.

### Property characteristic factors

The following table describes some property characteristic factors:

Property Characteristics	
Factor	Description
Quantity of inventory	Although many elements contribute to the computation of storage space requirements, quantity remains the basic element throughout your consideration. Regardless of size, weight, MHE requirement, and so forth, the quantity of the demand level you are going to maintain in stock dictates where and how you plan on stocking materiel. It would not be feasible to stock large quantity multiple pack assets in a 2 foot by 4-foot area on a bin shelf. Assets with these type characteristics would most likely be stored in a bulk storage area.
Commodity characteristics	The maximum stacking height is influenced by the characteristics of the materiel, or to some extent, its packaging. Often, these factors may prevent you from stacking to the height available in a given facility. The type of asset being stored must, therefore, be considered. This consideration supports the idea of "categorizing" supplies into groups to promote a constant storing height potential. Large aircraft parts, such as trailing edges, are representative of unpackaged and unusual shaped items that preclude the ability to stack efficiently. These types of items are best suited for storing in areas where the least storage height exists. On the other hand, items packed in containers of substantial strength or items that support the surface of containers will ordinarily lend to high stacking. Therefore, selection of storage locations should provide for <i>maximum storage height potential</i> .

Property Characteristics	
Factor	Description
Equipment capabilities	<p>It is very possible that potential warehouse storage space may be restricted by equipment capabilities.</p> <p>Even though a warehouse provides sufficient floor load capacity and clear vertical space, full vertical storage cannot be realized if adequate stacking equipment is not available.</p> <p>It is essential that you obtain all available MHE so full space utilization can be realized throughout all areas of your warehouse.</p>

### *Type storage space factors*

Both covered and open storage areas provide distinct differences when applying materiel storage conservation techniques.

### *Covered storage*

A warehouse facility presents many obstacles that limit the effective utilization of gross storage space. Two of the most prevalent hindrances are structural loss and floor load limits. *Structural loss* is the space not usable for storage because of obstructions associated within the facility's infrastructure. In many of our older buildings, the storage facility's infrastructure may restrict the height for stacking materiel. You must consider physical limitations, such as structural trusses and beams, fire extinguisher lines, heating equipment, and light fixtures.

Area	Clearance Requirements
Below joists, rafters, beams, and roof trusses	<p>The height of the stack is limited as follows:</p> <ul style="list-style-type: none"> <li>When stack heights do not exceed 15 feet, 18-inch clearance is maintained.</li> <li>When stack heights exceed 15 feet, 36-inch clearance is maintained.</li> </ul> <p>In spite of stack heights, a 36-inch clearance is maintained in buildings that do not have a water sprinkler system</p>
Below automatic sprinkler heads	<p>The height of the stack is limited:</p> <ul style="list-style-type: none"> <li>When stack heights <i>do not exceed</i> 15 feet, 18-inch clearance is maintained. See figure 2-7 for an example.</li> <li>When stack heights <i>exceed</i> 15 feet, 36-inch clearance is maintained. This is also shown in figure 2-7.</li> </ul> <p>When hazardous commodities are involved, 36-inch clearance is maintained regardless of stack height.</p>
Light or heating fixtures	18-inch clearance is maintained.
Above level of roof truss	When supplies are stacked above the horizontal level of lower roof truss members or beams, horizontal clearance between supplies and structural members or other installed devices will be 18 inches. This is also shown in figure 2-7.

The exact floor load limit or capacity is determined by the base civil engineer office. That office has access to the building blueprints, plus the knowledge and resources to measure the floor limit accurately. Once the capacity is determined, the floor load limit must be observed. This ensures there is no damage to the storage facility, the items being stored there, or the MHE that may be in use. It also prevents injury to you or to anyone else who may be in the area.

The best way to show the maximum floor load limit for an area is to post signs stating the floor load limit. These signs must be posted in highly visible spots throughout each storage area. Make sure that the *established floor loads are never exceeded*.

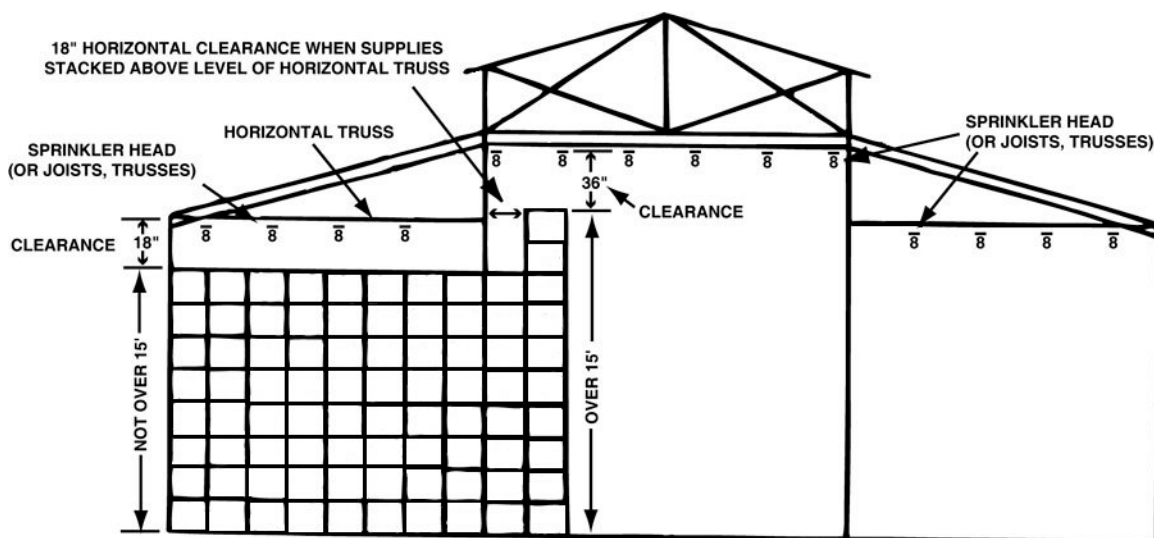


Figure 2-7. Clearance of material from sprinkler heads and roof trusses.

### *Open storage*

We have said that materiel stacked in open storage is subject to conditions not encountered in warehouse storage, particularly due to weather conditions. Do not position narrow, single stacks of materiel so that strong windstorms can blow them over. Fasten or anchor items light enough to be blown from the stack. The weight of the larger part of the stack then acts as an anchor and prevents items in the upper part of the stack from blowing away.

Storage heights of 12–16 feet are considered satisfactory only when the stability of the stack, or the shape or the weight of the item or its packaging is not a controlling factor in stack height. For heavy materiel, the space used is likely to be limited by the load-supporting capacity of the storage area or the ability of the lower units in the stack to support the superimposed weight of stacks.

For adequate drainage, elevate all supplies stored above the ground. Place them on dunnage. On well-drained, improved surfaces, a clearance of at least 4 inches between the ground and the stored supplies is necessary. On well-drained gravel surfaces, increase the clearance between the ground and the supplies to 8 inches.

## **409. Principles of property storage**

Each supply item must be ready for use by an organization in support of the overall mission; consequently, the care and preservation of items in stock are both important tasks. You are responsible for the serviceability of an item in storage until a customer needs it. Storage and handling methods to be followed with respect to other commodities must be according to the principles and practices included in AFJMAN 23–210.

### **General storage principles**

There is more to warehousing and storage than just handling the materiel. Certain principles must be kept in mind at all times when storing property.

#### *First-in, first-out concept*

Store supplies in a systematic way to aid in stock selection, inventory, inspection, and elimination of unnecessary handling and stock rotation. You are often required to store items that have limited shelf-life (e.g., paints and chemicals). To store and issue these items properly, follow the system of FIFO. This method ensures the oldest items are issued before they become outdated.

The use of the FIFO method is a simple task. You place an item that is stocked today behind any of the same items already in storage. By doing so, when the item is to be issued or shipped, you will be

more likely to select the items in stock the longest (first in) before you select those in stock the least amount of time. When this method is used, the number of items that will become outdated on a storage shelf is minimized. Hopefully, an item stored by this method will be used before it reaches its shelf-life expiration date.

### *Marking materiel for storage*

Properly marked and stored individual containers or packages enhance inventory and validation. Accurate stock accounting results in credible issues and an overall improved inventory condition. Materiel not properly identified and marked at the time of receipt is subject to improper storage and eventual issue. Supplies that fail to reach the point of use, because of inefficient warehouse methods, are as useless as if the item had never been ordered in the first place. Therefore, warehouse personnel must ensure that all condition, identification, and any hazardous tags/labels are in place on items received from the receiving function. Furthermore, you must confirm these markings and tags or labels remain in place during the storage life of each asset.

The best method to retain the identity of materiel in open storage areas is to laminate the original condition tag/label with plastic. Use a soft black lead pencil for marking, as it deteriorates the least when laminated. Other outside storage marking techniques include stenciled metal tags, embossed aluminum stripping, and identification sprayed on using an exterior type of paint. Obliterate any markings on containers that do not apply to the presently packaged materiel. Examples are mission capable (MICAP) labels or labels with "999." If you discover an asset in stock with no markings or identification labels, turn it over to an inspector for action.

### *Property protection*

Storage personnel are responsible for making sure that all materiel stored in the open is protected from direct exposure to the elements. Some items readily adaptable for open storage are chains, most non-ferrous metal objects, unfinished lumber products, galvanized or iron pipe (if treated and plugged), most vehicles (when retained in live storage with exterior parts properly preserved), and most items in large metal drums.

Other items can be protected from the elements by using preservatives, climatized or expendable end-item packs, and, when necessary, using roofs, portable sheds, or flexible coverings, such as tarpaulins or reinforced plastic sheets over those items easily damaged by weather. A common sense approach must be used in determining the type covering to be used. Using a covering materiel adds to the cost of storage operations from the standpoint of materiel cost and operating overhead in applying and removing the covering during storage handling.

If tarpaulins, plastic sheets, waterproof paper, or similar coverings are used, they should be flame retardant, and must not produce toxic fumes if combustion does occur. For example, polyethylene sheets are adequate for many applications, but they have a tendency to generate static electrical charges and should not be used to cover items subject to damage or ignition from static discharge. Using nylon-reinforced sheets will prolong the useful life of plastic coverings. Also, take care to provide adequate air circulation when flexible coverings are used. The relatively rapid temperature changes an item may be subject to can cause moisture to condense on the item. Unless this moisture evaporates and is carried away by adequate ventilation, mold or decay will result. Since this will often weaken or destroy wooden crates, give careful thought to local climatic conditions and to the absolute need to cover the item before covering crated items with tarpaulins or plastic sheets.

### *Dunnage*

All materiel stored outdoors must be elevated above the ground level by using dunnage or specially built platforms and foundations. As a rule, the type of storage area will determine the type of dunnage required. The purpose of the dunnage is to provide adequate ventilation beneath the item.

When covering machinery or other items that are not boxed, extend the covering to, but never below, the top of the dunnage on which the materiel is being stored. To further help air circulation in and

around the stored items, provide an opening in the upper area of the stack covering. The opening must be made so that rain or snow will not enter the stack.

### ***Materiel stacking***

Orderliness in stacking means “straight, stable, easily accessible stacks.” It also means placing like items together so the contents of the containers may be quickly and easily identified. Stacks should be reasonably regular and neat in appearance. The quantity in each row should be uniform, with partial containers placed in front for ease of access and inventory. Finally, as we learned earlier, stack high, stack compact!

### **Controlled items storage requirements**

Commanders are responsible for administering the physical security measures required for protection of classified, pilferable, and sensitive materiel. Space may be designated and isolated for control purposes within the general-purpose warehouse for both classified and pilferable/sensitive items. Visitors must enter these storage areas on a controlled basis to inspect and check stocks in which they have a valid interest. We will cover the minimum requirements for controlling specific items.

**NOTE:** Local procedures are established by base management and may exceed the requirements stated here.

### ***Classified materiel***

Classified materiel is materiel that requires protection in the interest of national security. The official responsible for the safekeeping of classified materiel evaluates local storage conditions. If conditions in the storage facility do not provide an acceptable degree of security, supplemental safeguards and guidance must be provided by the responsible official.

Classified items should be kept separate from other materiel. The most satisfactory method is to store such items in a separate building with a higher degree of physical protection than other buildings. When a separate building is not available or where its use is not warranted by the quantity of classified materiel, a room or cage may be constructed within a warehouse facility. This is what most of us have seen throughout Air Force installations. All of these areas must be approved and have approved locking systems. In addition to being stored separately from other materiel, classified materiel will be segregated in storage from sensitive, but unclassified items. This further segregation will prevent exposure to compromise of classified materiel incident, as well as possible theft attempt of unclassified, but sensitive materiel. The following table explains the degrees of classification and storage requirements.

<b>Storage Requirements for Classified Materials</b>	
<b>Classification</b>	<b>Storage Requirements</b>
Top Secret	<p>The storage of Top Secret materiel is limited to storage facilities under the control of a designated primary or subordinate Top Secret control officer, unless otherwise authorized in writing.</p> <p>The container used for Top Secret storage must be a class A vault. The area must be a controlled area with an alarm. The alarm must give security forces sufficient time to prevent the compromise of classified materiel.</p>
Secret and Confidential	<p>Secret and Confidential materiel must be stored in a class B vault or a secure storage room.</p> <p>Storage rooms used for storage of this materiel must meet the supplemental safeguards outlined by local authorities.</p>

### ***Pilferable/sensitive items***

Pilferable items are those items that have a ready resale value, civilian utility, or application as personal possessions; they are highly susceptible to theft. For these reasons, consider the cost to provide controlled storage and handling as compared to the potential losses when selecting items to be treated as pilferable items.

Sensitive items require a high degree of protection and control due to statutory requirements or regulations. These items include narcotics and drug abuse items; precious metals; items that are of a high value, are highly technical, or are hazardous in nature; and arms, ammunition, explosives (AA&E), and demolition materiel.

In addition to normal installation security procedures, commanders must assure storage procedures and techniques afford adequate protection for pilferable/sensitive items. Structural standards and control procedures should be maintained as directed by policy. Depending on local conditions and experience, these protective measures should include vault types or caged and/or fenced and locked security areas, assignment of responsibility for control of pilferable/sensitive item storage areas, restricting access to pilferable/sensitive storage areas, and procedures to control movement of these items within the storage installation.

Each pilferable and/or sensitive item is assigned a controlled item code (CIC). The controlled item codes and storage requirements for these items are described below:

<b>Pilferable and Sensitive Controlled Item Codes</b>	
<b>CIC</b>	<b>Explanation</b>
1, 2, 3, 4, 5, 6, 8, or 9	<p>Sensitive items must be stored and handled by authorized personnel only in areas approved for storage and processing according to published directives.</p> <p>For example, at each base, only a minimum number of persons should be authorized to process firearms. Commanders will establish criteria to be used in granting this authorization and assigning personnel to this function. Sensitive firearms must be stored in an approved, locked, steel weapons rack; in a locked metal container, or, when authorized, in a weapons storage cabinet.</p> <p>Coordinate with security forces to ensure your firearms storage rooms or areas meet storage and security requirements. Only authorized personnel should store and handle firearms, and then only in areas approved for their storage and processing.</p>
J – Miscellaneous	<p>This code is assigned to items requiring special control to prevent pilferage, but do <i>not</i> meet the definition of any other pilferage code.</p> <p>These items must be stored in facilities meeting the minimum storage requirements for similar category items.</p>
I – Aircraft Engine and Equipment Parts	Store these items only in controlled-entry warehouses.
M – Hand Tools and Shop Equipment	Store these items in the tool issue center.
N – Firearms	<p>Store these items in an approved weapons storage area, or in a pilferable item case, when approved by base resource protection officials.</p> <p>When storing firearms in a weapons storage area, additional internal security precautions are <i>not</i> required.</p>
P – Ammunitions and Explosives	Store these items in an area approved for explosives as defined locally.
Q – Drugs or Other Controlled Substances	These are controlled substances to be stored according to applicable directives.
R – Precious Metals, Drugs, or Other Controlled Substances	<p>These items must be stored in a security cage.</p> <p>They are not included in bench stock unless specifically authorized by the unit commander who controls and manages the bench stock.</p>
V – Individual Equipment and Clothing	Store these items in individual equipment.
W – Office Machines	Store these items in a security cage.
X – Photographer Equipment and Supplies	Store these items in a security cage.
Y – Communications/Electronic Equipment and Parts	Store these items in a controlled-entry warehouse.

Pilferable and Sensitive Controlled Item Codes	
CIC	Explanation
Z – Vehicular Equipment and Parts	Store these items in a controlled-entry warehouse.

### Security cage requirements

The minimum requirements for a security cage are:

- A security cage within a building is an area enclosed with rust-resistant, number-9 steel wire, with a mesh design no larger than 2-inch squares.
- All doors of wood construction must be reinforced externally by a 16-gage sheet of steel installed in a way that prevents easy removal.
- Windows, vents, or similar openings must be secured by bars, fabricated from steel pipe  $\frac{7}{8}$  inch in diameter or from  $\frac{1}{2}$ -inch, steel rods securely installed not more than 4 inches apart.
- Padlocks on doors must be of the high-security, key-actuated type.
- If CONEX containers are used as temporary security cages, secure them in such a manner that prevents removal.
- Materiel requiring the protection of a security cage may be stored in any storage facility that has greater security protection than enumerated above, providing the area is compatible with the physical properties of the materiel.

### Other storage requirements

Do not store funds, weapons, medical security items, controlled drugs, precious metals, or other items susceptible to theft in any security-type equipment, including vaults and vault-type rooms used for classified storage.

If the size, bulk, or nature of an item of classified materiel precludes its storage in a security filing cabinet, vault, or secure storage room, the responsible commander determines the security measures required for providing comparable protection. The storage of materiel in restricted areas and controlled areas is authorized and encouraged, if the protection afforded compares with the standards prescribed for the applicable classification category.

When key-operated, high-security padlocks are used to store classified materiel, the keys must be controlled as classified information, with a classification equal to the information being protected. Additional key controls are:

- Appointment of a key and lock custodian.
- Maintenance of a key and lock control register to identify keys for each lock and their current location and custody.
- Audit of keys and locks each month.
- An inventory of keys with each change of custodian.
- Prohibit removal of keys from the premises.
- Protection of keys and spare locks in a secure container.
- The change or rotation of locks at least annually, and their replacement upon the loss or compromise of their keys.
- Prohibition of master keying.

When combination padlocks are used to store classified materiel, combinations must be changed only by individuals having that responsibility and possessing an official security clearance under the following circumstances:

- When the padlock is placed in use.



- An SF 701, Activity Security Checklist, must be used to perform security checks at the close of each working day to ensure the area is secure. It ensures that classified materials are secured properly and allows for employee accountability in the event that irregularities are discovered. Also, SF 702, Security Container Check Sheet must be used to secure all vaults, secure rooms, and containers used for the storage of classified materiel. This form provides a daily record of the names and times that persons have opened, closed, and checked a particular container that holds classified items and/or information. Figure 2–8 is an example of a SF 702.

**Figure 2–8. SF 702, Security Container Check Sheet.**

**Figure 2–8. SF 702, Security Container Check Sheet.**



## Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

### 407. Warehouse layout plan

1. What framework is used to develop the overall material storage space?
2. What are the prime factors used in determining the best possible space layouts for storage operations?
3. What should be the first step before actual development of the stock layout plan within a given facility?
4. What storage factor is being utilized when fast-moving items of great demand are stored in locations where they are easily accessible with as little handling as possible?
5. What factors determine aisle layout when accomplishing the storage layout plan?
6. What are personnel aisles used for in a warehouse?
7. What type of aisles provides access to the interiors of stacks of property for inventory, inspection, or protective processing?

### 408. Storage space utilization

1. What main objective must you keep in mind when storing property?
2. What are the two main factors you must consider when planning the height to stack supplies?
3. What is honeycombing, and what does it result from?
4. How should an item be removed for use when it is stored in several rows?

5. List six suggested ways to minimize space loss.
6. What are the two most prevalent hindrances that limit effective utilization of gross storage space within a warehouse facility?
7. What automatic sprinkler head clearance is required when items are stacked to a height of 15 feet? When the stack is 18 feet high? When the stack is of hazardous property?
8. What is meant by the term “floor load limit or load capacity?”
9. Why must the floor load limit be observed?
10. What is the best way to let warehouse staff know the maximum floor load limit in a storage area?

**409. Principles of property storage**

1. What storage principle reduces the number of outdated items in stock?
2. What should you do when you find an item in stock with no markings or identification labels?
3. What types of items are readily adaptable for open storage?
4. How can items in outside storage be protected from direct exposure to the elements?

5. What conditions must be met if using tarpaulins, plastic sheets, waterproof paper, or similar coverings for items in outside storage?
6. What is used to elevate materiel in outside storage?
7. What is the purpose of dunnage?
8. What are the storage requirements for *Top Secret* materiel?
9. What are the storage requirements for *Secret and Confidential* materiel?
10. How are *sensitive firearms* stored?
11. How are precious metals stored?
12. How often will the keys and locks be audited when key-operated high security padlocks are used to store classified materiel?
13. How often are combinations changed when combination padlocks are used to store classified materiel?
14. What is the purpose of a SF 700, Security Container Information Form?

## 2-2. Storage Processes

As a materiel management craftsman working in the storage function, it is very important that you are familiar with key processes in your area. In this section, we will review some of those key processes you are required to perform and, in many cases, supervise in your daily duties. First, we will cover warehouse location validation and then resolving warehouse refusals. We will end this section with bench stock operations.

### 410. Warehouse location validation

Control of stored materiel depends on the accurate storage and control of property in stock.

Warehouse location validation has several purposes:

- To verify the asset is in fact stored in the warehouse location stated on the item record.
- To make sure all item records indicating a serviceable balance are assigned a warehouse location.
- To identify records having duplicated warehouse locations.

To assist in the control of property in stock, a warehouse location validation must be performed prior to a scheduled inventory. All assigned locations are validated at least once a year.

#### Validation preparation

Once the validation program is scheduled, the process follows the warehouse location sequence to verify the location of items in the warehouse. Warehouse location validations for satellite accounts are scheduled and conducted by storage personnel responsible for their respective accounts. When authorized, the warehouse location validation for type stock record account number (SRAN) “K” is scheduled and conducted as directed by the accountable officer.

#### Schedule

Storage personnel are required to prepare a warehouse location validation schedule for each fiscal year. This schedule must make sure all assigned locations are validated at least once a year. When the warehouse location validation schedule is prepared, the accountable officer must consider what coordination is necessary between the materiel management activities. Personnel in the inventory and storage functions must carefully consider when they will be able to work together on the validation and inventory, and what their workloads are going to be like during those times. The storage activity should complete scheduled validations within 10 workdays of the start of an inventory cycle or sample inventory. Performing a validation prior to the physical inventory ensures property is accurately stored and matches what is reflected on the item record balance. This is necessary for an effective and efficient inventory process. The noncommissioned officer in charge (NCOIC) of the storage function must provide copies of the location validation schedule to the appropriate stockrooms, the inventory function, and any other sections, as required locally. All recipients of the warehouse location validation schedule must retain it until it is replaced by a new or a revised schedule.

#### Creating validation lists

The warehouse location validation begins with the creation of a warehouse location validation listing. The Enterprise Solution-Supply (ES-S) warehouse management, locations/validations function is the primary tool for validations. ES-S replaces the location validation in the Standard Base Supply System (SBSS) and provides the ability to print validation listings and process transactions associated with location validations for bin rows or segments, serviceable balances with no locations, and dead locations. One day prior to the start of the validation, warehouse personnel will access ES-S to create and print out their warehouse location validation listing. When creating a listing, the user must identify parameters for ES-S to pull from. The *mandatory parameter inputs* are:

- SRAN.
- Beginning warehouse location.

- Ending warehouse location.
- Date of last inventory (DOLI).

The validation program writes warehouse change location (TRIC FCS) images to a location-validation database. This database file verifies that the assigned item record warehouse location agrees with the physical warehouse location during the validation. The program also prints the FCS images on the validation file listing in warehouse location sequence.

**NOTE:** ES-S only creates 500 records at a time. Therefore, the ending location for the validation will be the 500th record. If the listing is more than 500 records, use the next location and the original ending location to create additional validation files.

### Performing the validation

Before performing the validation and subsequent inventory, you will need to prepare the warehouse area. This involves marking the area with ropes, signs, or placards to identify and isolate the validation area. Limit the movement of assets and ensure all transactions are processed promptly. Doing so ensures the warehouse is in the best condition before an inventory.

Now that you are ready to begin, you will need the warehouse location validation listing provided by ES-S. This listing provides the beginning and ending warehouse locations you selected from your parameter input (in warehouse location sequence) and the system designator for the validation in progress.

Your first step in the validation is to compare the stock number displayed on the bin label with the stock number on the property in the bin. Check to see if this matches the information recorded on the item record by comparing it to the warehouse location validation listing. Ensure the materiel in each location is properly tagged, identified, and in its correct location. Replace any worn or missing bin labels as necessary. All containers housing controlled materiel (nuclear weapons-related materiel [NWRM], classified, sensitive, and pilferable) are opened to physically verify that the item matches the stock number on the outside property tag and bin label.

The second step is to delete any dead warehouse locations. Dead locations are item records with a serviceable balance of zero, a demand level of zero, and a date of last transaction (DOLT) equal to or greater than 30 days. Physically verify the location to ensure that it is empty. If the location is empty, delete it by processing a TRIC FCS. If there is stock in the bin, process a special inventory to turn in the stock and delete the location. Forward the request to the inventory section.

**NOTE:** *Do not count balances* when conducting annual validations. That is the purpose of an inventory, not a validation.

### Warehouse location validation discrepancies

When you process a warehouse location validation, there is always the possibility of finding discrepancies. Let's take a look at the two most commonly discovered discrepancies and how they may be handled.

#### *Property in wrong location*

When the stock number on the property does not match the stock number listed on the bin label, you must take the actions described below.

The very first thing to do is process a stock number inquiry in the materiel management system to determine if a location exists and that the property was accidentally put in the wrong location. If a warehouse location is *not* assigned to that item, process TRIC FCS to assign a location and move the item. It is imperative that property is re-located and/or separated prior to any inventory, issue (ISU), and/or ship (SHP) action. Failure to identify and move these "mis-located" assets in a timely manner contributes to out-of-balance conditions, erroneous stock records, and warehouse refusals. The key here is to ensure that the only property physically stored in each location is that property assigned to

the item record, nothing more—nothing less. Another way to determine the property's correct location is review the warehouse location change suspense file or research the daily document register (D04).

If the inquiry rejects due to the item record not being loaded, contact customer service to have the item record loaded. Once the item record is loaded, process TRIC FCS. Finally, prepare a request for a special inventory (TRIC 1GP) and forward it to the inventory section.

If the inquiry indicates a zero (0) balance, prepare a request for a special inventory, enter the location on the request, and forward it to the inventory section.

### ***Serviceable balance – no warehouse location***

When there is stock in the bin and no warehouse location has been assigned, you must check the warehouse location change suspense file and the serviceable balance - no location listing (R36) to see if a location is in the process of being loaded. The R36 is used to identify items having a serviceable balance but no warehouse location assigned to them, and a DOLT greater than three days. The listing is run daily using the ES-S warehouse management, location validation function to ensure items that appear on the listing are being worked in a timely manner. Unless there are special circumstances, items on the R36 will be resolved within five duty days.

Based on your research, take one of the following actions:

- If a location is being loaded, prepare a slip to indicate the bin has been validated.
- If the locator file indicates another location, move the stock to the proper location.
- If you cannot resolve the problem, request a special inventory, and place a hard copy of the request in the bin.

As a supervisor, you can appreciate the significance of having the correct property in a valid and accurate location at all times. The validation process remains the chief tool that ensures just that.

### **Reconciling the daily document register (D04)**

The daily document register (D04) is a management tool frequently used by warehouse personnel. This listing produces document control images for use in controlling auditable transactions processed by the materiel management system and provides warehouse personnel with a comprehensive means to review normal transactions on a daily basis.

Reconciliation of the D04 consists of the warehouse personnel verifying transactions have successfully processed for deleted item records (FID) that have remaining warehouse locations, indicative data changes (FIC), unit of issue/price changes (FCU), and controlled item changes (ISC). FID entries on the D04 are arranged sequentially by location. Warehouse personnel must verify *all* locations. If the location is empty, remove the bin label and cross out the corresponding entry. If the location contains property, prepare a 1GP and forward it to inventory. Enter the location of the property on the 1GP, but do not cross out the corresponding entry on the D04. Destroy the D04 once all actions have been completed. If any further questions arise, document control's master copy may be used.

When transactions FID, FIC, and ISC are processed, they automatically generate warehouse change documents. Warehouse personnel use these documents as suspense copies and will compare them to the D04 to ensure they processed correctly. Once all the transactions have been verified, the suspense copy and the D04 are destroyed.

If warehouse personnel are effectively using the D04, the validation process should be seamless, with very few discrepancies.

## 411. Resolving warehouse refusals

Normally, property is located in its assigned warehouse location; however, there are times when the property requested by the customer cannot be located. A warehouse refusal occurs when the computer shows a balance on the item record, but the warehouse location stated on an ISU/SHP document is either empty or does not contain enough items to fill the order.

### Required checks

If you are working in the storage function and find yourself with a potential warehouse refusal, there are steps you need to take:

1. Fill the order from the reserve location, if one exists.
2. Check adjacent locations to see if the item might have fallen into the adjacent location or has been stored in the wrong location.
3. Check the same and adjacent locations in the bin rows on each side of the one stated on the ISU/SHP document.
4. Check the locator listing and FCS suspense file for a possible warehouse location change.
5. Process a consolidated transaction history (CTH) inquiry to check for recent transactions.
6. Check with receiving, inspection, and the flight service center to determine possible availability of the property.

If the property is still not located after all the preceding checks, notify the warehouse or stockroom supervisor of the shortage. The warehouse or stockroom supervisor must personally verify the shortage by repeating all of the procedures above. This action is used as a safeguard against overlooking the obvious; such as, property that is physically located in an adjacent location was not found due to irresponsible checks. If an asset is available to be released, then we have met customer requirements; if not, then there is a good chance of hindering the mission. As a materiel management craftsman, it is your responsibility to exhaust all available means of locating the needed asset.

Once the refusal is verified, the warehouse or stockroom supervisor stamps all copies of the ISU/SHP document "WAREHOUSE REFUSAL" (using 1/2-inch block letters and red ink). The supervisor signs copy 1 across the stamp and writes "ASSIGN TEX (transaction exception) CODE P" beneath the stamp.

The warehouse/stockroom supervisor must process a special inventory request (TRIC 1GP) to assign a freeze code "I" to the item record. Freeze code "I" will "freeze" an item or detail records for a special inventory. The purpose of the freeze code is to prevent further transactions from processing against the item or detail records. The supervisor then forwards all copies of the refused documents along with the 1GP output notice to inventory. Inventory monitors this freeze code by keeping a copy of the special inventory request notice. This suspense notice is cleared upon completion of the special inventory.

After the inventory has been completed, a copy of the annotated 1GP notice is returned to the requesting warehouse/stockroom supervisor. Inventory may keep a copy that shows the completed action for the purposes of analysis, if locally required.

**NOTE:** Special inventory procedures will be covered under the inventory process section of this career development course (CDC).

### Distribution of warehouse refusal documents

If an asset cannot be found to clear a warehouse refusal, the original issue document must still be properly distributed because it has a document number, and a document control record (DCR) has been created under program control. Distribution for issue documents is:

- Copy 1 - Document control.
- Copy 2 - Input source.
- Copy 3 - Organization that requested the item.

- Copy 4 - Flight service center, if the expendability, recoverability, reparability cost designator (ERRCD) code is “XD” or “XF.”
- Copy 5 - Customer support.

When no assets are available to satisfy a shipping document, send copy 1 to document control, copy 2 to the input source, and destroy copies 3 through 7 or distribute them IAW local policy.

Bench stock issue documents marked “WAREHOUSE REFUSAL” are sent to document control so they can clear the DCR. A copy of the record reversal and correction document is sent to customer support and the bench stock monitor so the bench stock issue request can be re-input. If an asset is found to satisfy the out-of-balance condition, the documentation is processed as normal with the property going to the appropriate organization.

#### 412. Bench stock operations

Often the success of the mission depends heavily on bench stock support. A simple item that costs less than 25 cents may delay the repair of a due-in from maintenance (DIFM) item just as easily as an item costing much more. Bench stocks are consumable items kept on-hand in work centers to increase mission support.

##### Minimum reserve authorization or maximum authorized quantity

Bench stock levels for items are justified by normal consumption patterns, and computed by the bench stock review. Authorized levels *not based on consumption* must have either a bench stock minimum reserve authorization (MRA) or maximum authorized quantity (MAQ) flag entered in the master bench stock detail. An example of a non-consumption based bench stock item is a supported end item which is a primary mission aircraft or missile system for which maintenance’s deputy commander has determined that maintenance cannot wait for the item to be delivered by LRS. The following table gives you the bench stock flag indicators and their meanings:

Bench Stock Flags	
Flag	Meaning
1	MRA based on a 30-day requirement.
2	MAQ based on a 30-day requirement.
3	MRA based on a 45-day requirement.
4	MAQ based on a 45-day requirement.
A	MRA based on a 60-day requirement.
B	MAQ based on a 60-day requirement.
C	Authorization based on consumption for 60 days with no bench stock minimum reserve.
D	Quantity unit pack to be considered when computing recommended level.
BLANK	Authorization based on consumption for 30 days with no bench stock minimum reserve.

Bases use MRA and MAQ procedures to establish, order, and maintain adequate stock for bench stock levels not based on normal consumption. The MRA and MAQ keep the authorization from appearing on the monthly bench stock review (M04) as a recommended deletion, and are used in M04 computation formulas if applicable. MRAs and MAQs for bench stock have no relationship to adjusted stock levels, minimum or maximum quantities do not imply that you establish a minimum or maximum adjusted stock level. The requirements for adjusted stock levels related to bench stock items are established on the merits of each case. The accountable officer may use an excess exception (EEX) code to protect a temporary, but large quantity of bench stock items from disposition. When MAQs are established, make sure the authorized detail quantity does *not* exceed the MAQ.



### Conducting bench stock review

The bench stock program is a very important aspect of materiel management's customer support. It involves a large expenditure of funds and a substantial volume of transactions. Through the proper assignment of standard reporting designator (SRD) data, demands on bench stock items identify mission requirements. The bench stock review is conducted in three separate phases:

Bench Stock Review	
Phase	Action
I	Conducted monthly using the bench stock recommended additions, changes, and deletions program (M04).
II	Accomplished semiannually using the bench stock review (S04).
III	Validate SRD/MRA data annually.

#### *Phase I—Monthly recommended additions, changes, and deletions*

Bench stock is reviewed monthly for additions, changes, and deletions. Items recommended for bench stock by the materiel management system are based on past issue (ISU) and due-out release (DOR) actions, and coordination with the affected bench stock account representative is done before making changes. The M04 produces a listing of items that qualify for addition to organizational bench stocks. These additions are computed from the economic order quantity (EOQ) consumption detail records built from ISUs and DORs processed for expendable (ERRCD XB3) items not currently on bench stock. These details are maintained in the materiel management system database for 180 days; if they are not recommended for addition, they are deleted. Once an item is recommended for addition, it stays in the materiel management system database for 30 days. If at the end of the 30-day period the item has not been added, the detail is deleted and the consumption is lost.

When customer support personnel receive a request to add items to the M04, they will verify that the requested stock number and unit of issue is correct, check the interchangeable and substitution group (ISG) listing for the master stock number, and furnish the IEX, application code, and system designator for each item. Next, each item is reviewed to ensure all bench stock requirements are met. Once the item is approved for addition, process TRIC 2BS to load a master bench stock detail and then process TRIC 1BS to fill the bench stock request.

#### *Phase II—Semiannual recommended additions, changes, and deletions*

The semiannual bench stock review will be arranged by the customer support element with coordination between the LRS CC/AO and the supported organization commander or maintenance chief. The semiannual review may be discontinued with the concurrence of the LRS commander and the supported organization commander, but a validation must be conducted at least annually.

Customer support is responsible for arranging the semiannual joint review meeting with the bench stock-supported shops. Customer support, materiel control, and the shop supervisors participate in the joint review meeting. All additions, changes, and recommended deletions are reviewed during the joint review, and the listing is altered as needed and signed by the reviewers. Special emphasis must be given to items with no demands in the past year and items with excessive quantities not supported by demands. Customer support keeps a copy of the signed listing until the next review.

A complete inventory and replenishment is done within 15 days of the scheduled semiannual review. The review must be concluded and normal support to the shops resumed as quickly as possible, but within one workweek. MAJCOMs may extend the one-week time limit for distant or remote off-base supported organizations.

After all necessary actions have been taken, customer support provides copies of the organization's bench stock listing (S04), to the applicable shop supervisor and materiel control. Materiel control files a copy of the S04 with the signed listing from the joint review meeting. A thorough review is extremely important to ensure bench stock supports the mission effectively and economically.

***Phase III—Annual SRD/MRA validation***

The SRD data and MRA levels must be validated annually at the same time as one of the semiannual bench stock reviews. Bench stock demands are identified to mission requirements only if proper SRD data are loaded. MRA levels may no longer be valid, resulting in erroneous stock control practices.

After Phase II of the review is done, take the following actions:

- Send a cover letter signed by the LRS commander, with a copy of the S04, to materiel control requesting review of all SRD and MRA data. The shop supervisor must certify completion of the review by endorsement.
- Make any changes resulting from this review to the master bench stock detail.
- File a copy of the endorsed review and use it for verification of the annual review.

**Bench stock review list (M04)**

The M04 is used to calculate bench stock authorized quantities. This list provides customer support and individual organizations with the information needed to review recommended changes and deletions of existing bench stock detail records, and identifies items for possible addition based on consumption.

**Organization bench stock list (S04)**

The S04 provides master and organization bench stock listings in either stock number, part number, or item number (organization bench stock listing only) sequence. The purpose of the S04 is to provide listings of items authorized on bench stock for applicable activities, control the assignment of bench stock document numbers, and assist shop personnel in the location of bench stock items. The S04 is run after each semiannual review in item number sequence.

**NOTE:** Handwritten entries are made to the bench stock listings maintained in the bench stock support function as levels are adjusted or items are added or deleted during the semiannual review.

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**Self-Test Questions**

**After you complete these questions, you may check your answers at the end of the unit.**

**410. Warehouse location validation**

1. Who prepares a warehouse location validation schedule?
2. The warehouse location validation schedule is prepared for what period of time?
3. When should the storage activity complete scheduled warehouse location validations?
4. What is the primary tool used to create a warehouse location validation listing?

5. List the mandatory parameter inputs to create a warehouse location validation listing.
6. Explain how to prepare the warehouse area for a validation.
7. What product do you use to ensure the stock number displayed on the bin label and property in the bin, matches the information on the item record?
8. List three results of not correcting “mislocated” assets found during the validation process.
9. There is stock in a bin and no warehouse location has been assigned, what can you check to see if a location is in the process of being loaded?
10. When there is stock in the bin and no warehouse location has been assigned, what actions do you take when trying to resolve the issue?
11. What is the purpose of the daily document register (D04)?
12. How do warehouse personnel reconcile FID entries on the D04?

#### **411. Resolving warehouse refusals**

1. What actions do you take when a warehouse refusal occurs?

2. What does the warehouse supervisor do when a warehouse refusal is verified?
3. What TRIC is used to assign freeze code “I” to the item record for a warehouse refusal?
4. What is the purpose of a freeze code?

#### **412. Bench stock operations**

1. What is a bench stock?
2. Why do bases use MRA or MAQ procedures with bench stock?
3. What code can be used to protect a temporary large quantity of bench stock items from disposition?
4. What are the phases of bench stock review?
5. When a phase II semiannual bench stock review is conducted, what is the timeframe of the review?
6. How often are SRD data and MRA levels validated?
7. What is the difference between the M04 and the S04?

## 2-3. Inventory Processes

An inventory consists of two basic elements—the actual property in stock and the records indicating the quantity of each item. The objective is to determine the compatibility of these two variables. The purpose of an inventory is to correct errors in processing and storage operations. This permits item and detail record balances to agree with actual quantities of stock on hand or in use. Inventories give management a measurement of the accuracy of accountable records, along with other statistical data, to include the accuracy of warehouse locations, stock identification, and statistics for stock levels and funding purposes. This section will cover the inventory processes beginning with a lesson on conducting inventories. This is followed by researching and resolving inventory discrepancies. Then we will cover record reversal and correction. We conclude with asset management.

### 413. Conducting inventories

The first step to having a successful inventory program is to establish an inventory schedule and deadline date. Before performing each inventory, warehouse personnel will need to conduct a warehouse location validation and prepare the warehouse for inventory.

#### Scheduling inventories

Inventories are conducted on a quarterly, semiannual, annual, or as-required basis, depending on the type of asset. You will need to establish an inventory schedule by end of fiscal year to ensure all items assigned a warehouse location and/or a detail record are inventoried at their prescribed frequency. The accountable officer has the option of increasing the frequency of the inventories. This decision usually relies on the accuracy of past inventories. If accurate inventories were performed in the past, this may not be necessary. On the other hand, if past inventories were inaccurate or showed numerous discrepancies, the accountable officer has the authority to request stricter inventory schedules.

When possible, the inventory schedule should follow the warehouse location validation. After completing the inventory schedule, provide a copy of the schedule to all affected functional areas. The accountable officer will notify supported unit commanders of upcoming scheduled inventories.

**NOTE:** Out-of-cycle inventories (that satisfy abnormal needs) do *not* satisfy the quarterly, semiannual, or annual complete inventory requirements.

The following table shows the frequency at which each type of asset must be inventoried.

Inventory frequency	Type of assets	Additional remarks
Quarterly	Out-of-warehouse investment.	Includes DIFM assets, hand receipts, spares excess to bench mockup authorizations, and similar stocks controlled by command or local systems procedures or projects.
	In-warehouse investment.	Selected by AFMC. Use special inventory procedures for these items.
Semiannual	Classified items with controlled item codes (CIC) "A" – "H," "K," "L," "O," "S," and "T." Sensitive items with CICs "1" – "6," "8," "9," "Q," "R," and "S."	Inventory any item upgraded to classified immediately upon its identification as a classified item. Forward a copy of the warehouse data change notice showing the change in the CIC, to Inventory for a special inventory.
	Base service store (BSS) - individual equipment element (IEE) items.	Perform a wall-to-wall inventory of the BSS/IEE items during September and March.
	Items with a CIC "U" or "7"	May be inventoried in lots semiannually using the sample inventory technique or, if determined by the accountable officer, annually using the complete inventory technique.
Annual	SP, RSP, MSK, WRM, NWRM.	

Inventory frequency	Type of assets	Additional remarks
	Pilferable items with CICs "I," "J," "M," "N," "P," "V," "W," "X," "Y," "Z," or "**."	
	Custody receipt accounts – Custodian authorization /custody receipt listing (CA/CRL).	
As-required	Items added to the critical item management system.	Use special inventory procedures. Start the inventory within 5 days after receiving the 1GP output document, unless an inventory of the item was accomplished within the past 30 days.

### Deadline date

The deadline date is the Julian date on which the actual inventory count begins. The balance on the computer record as of the deadline date is the balance that the inventory count input balance is compared to. Establish an inventory deadline date for each segment of the schedule. All actions applicable to the location scheduled for inventory must be processed at least one day *before* the deadline date.

### Types of inventories

Inventories are divided into types based on the amount or type of materiel being inventoried. Each inventory type provides management with data concerning the accuracy of accountable records by type of account, type of inventory, and category of property. The types of inventories covered are complete and special.

#### Complete inventory

A complete inventory is designed for conducting a 100 percent inventory count of all items within specified parameters. This type of inventory is conducted using the *closed warehouse method*. This method "closes" the warehouse or the portion of the warehouse housing the property being inventoried to all receipts and issue transactions except emergency issue transactions, and urgency of need "A" requests, while the physical count is being made. The accountable officer must ensure the warehouse does not remain closed to normal receipts and issues for an unreasonable length of time and that all backlog transactions are processed immediately upon completion of an inventory.

#### Special inventory

Unlike complete inventories where entire lots or sections of the warehouse are counted at specific intervals, *special inventories are conducted by line item on an as-required basis*. Special inventory counts apply to all on-hand and in-use supply and equipment items and may be conducted under either normal operations or the closed warehouse method. Although there are several reasons for doing a special inventory, the main reason is to correct out-of-balance conditions, which could result in warehouse refusals. A special inventory does *not* satisfy the requirement for a complete inventory regardless of how many times the item has had a special inventory in the past.

### Preparing inventory parameter request

Before a physical count is performed, you must notify the materiel management system the item records you plan to count. One day before the inventory deadline date, prepare an inventory parameter request to select the records you want to have inventoried. You can select your parameter in different ways—by CIC, ERRCD, DOLT, DOLI, warehouse location, or type record account code. Enter the Julian inventory deadline date on the parameter request and forward it to computer operations for end-of-day (EOD) processing.

### *Complete inventory record selection*

Computer operations will process your parameter request with the inventory count file program (R12). The R12 program writes inventory count records for all item records with a serviceable balance and a warehouse location that fall within your parameter request. It writes these records to a database file and assigns freeze code "C" (frozen for prior inventory and not cleared) to all item records specified within the parameter format. Freeze code "C" overrides any freeze code assigned to the item record, except freeze codes "L" (data base key/set error) and "Q" (insufficient balance). Count records are not produced for records with freeze codes "Q," "L," or "C." For those records, a reject notice is output from the remote processing station (RPS) main console.

### *Special inventory record selection*

When an inventory discrepancy is discovered outside the scheduled inventory time frame, a special inventory is requested to resolve the problem. Organizations may also request inventory assistance for discrepancies they discover on equipment items maintained on their accounts.

### *Freeze code "I"*

Item records frozen for special inventory are identified with freeze code "I." Freeze code "I" can be assigned one of two ways:

- Automatically by in-line programs when there is an insufficient balance for degraded operations transactions, condition changes, or identity changes (creates a 290 reject and special inventory request (1GP) notice under program control).
- Manually by processing a special inventory request (TRIC 1GP).

Monitor assignment of this code by keeping a copy of each 290 reject (insufficient quantity) and special inventory request (1GP) notices in a suspense file. An alternate method is to keep an automated file of all frozen item records. Maintain this file in stock number sequence. Completion of the special inventory and deletion of the freeze code will clear your suspense file.

### *290 Reject insufficient qty*

A 290 reject occurs whenever a degraded operation transaction is processed against an insufficient computer balance. Sometimes this is a simple matter where the quantity or stock number was input in error. If this is the case, unfreeze the item record and have the initiator reprocess the transaction with the correct information. If that was not the case, special inventory action is required. A 290 reject will produce a 1GP notice in all cases for inventory action.

### *1GP procedures*

Processing TRIC 1GP will freeze the item record with freeze code "I" and produce an output notice containing the asset, detail, and transaction history information of the item. The 1GP program will also produce an inventory recount (IRC) suspense image for each item or detail record requested.

After you receive a 1GP notice, you will need to decide whether a record adjustment is required. If your research confirms that adjustment to the item record balance is *not* required, take the following actions:

When an Item Record Balance Adjustment is <u>Not</u> Required	
Step	Action
1	Process TRIC IRC with the item record serviceable balance or detail balance (for DIFM items) reflected in the inventory count. This input deletes the freeze code "I."
2	Prepare and process a record reversal and correction (TRIC RVP) or other transaction as required.
3	If applicable, send the warehouse refusal documents back to storage for processing.
4	Annotate the 1GP notice with the action taken. Use this notice to clear the "I" freeze code suspense file.

If an *adjustment is required*, do the following:

When an Item Record Balance Adjustment Is Required	
Step	Action
1	Enter the NSN, system designator, count quantity, and appropriate TEX code using the serialized report code (SRC) screen.
2	Prepare record reversal and correction transactions if required.
3	Annotate the corrective action on the 1GP notice and keep the notice as a suspense copy until the adjustment appears on the document register. Use this notice to clear the freeze code "I" suspense file.

### Perform complete inventory

Conducting complete inventory counts include storage area preparation, count record preparation and processing, and inventory count completion requirements.

Conducting A Complete Inventory	
Action	Description
Storage Area Preparation for Inventory Count.	<p>The personnel in the affected materiel storage area will make the following preparations for an inventory count:</p> <ul style="list-style-type: none"> <li>• Complete the processing of all materiel receipt and issue transactions affecting the locations scheduled for inventory count at least one day before the inventory count deadline date.</li> <li>• Isolate and identify the area scheduled for inventory by clearly marking the boundaries of the inventory count area.</li> <li>• Limit the movement of assets in the locations to be inventoried.</li> <li>• Only <i>emergency issues</i> should be processed in the 24 hours leading up to the inventory deadline date.</li> <li>• Record all transactions that affect the inventory balances of locations undergoing inventory count.</li> <li>• Use a recap sheet to record the transactions, and include at least the following data: <ul style="list-style-type: none"> <li>○ Stock number.</li> <li>○ System designator.</li> <li>○ Quantity.</li> <li>○ Document number.</li> <li>○ TRIC.</li> <li>○ Warehouse location.</li> </ul> </li> </ul>
Inventory Count/Recount Record Preparation and Processing	Inventory count personnel must prepare parameter requests one day before the inventory count deadline date and forward them to computer operations personnel for input during end-of-day processing.
Creating and Processing Inventory Count Records	Inventory count personnel process an R12 inventory count listing for inventory to initiate the retail supply system creation of inventory count format images (TRIC CIC/EIC) for each item to be counted.
Processing Inventory Recounts	<p>Input data record collection for IRC is accomplished in the same manner as inventory count processing.</p> <p>That is, personnel conducting the recount physically count the inventory in the bin locations indicated in the IRC images and record the count balance.</p> <p>When the recount is complete, the IRCs are updated with the recount quantities and inputted in the materiel management system.</p>



## Perform special inventory

Personnel from inventory count conduct the special inventory count as follows:

Conducting The Special Inventory Count	
Step	Action
1	Count the items in the bin location reflected on the IRC output notice. If the item count is equal to the quantity indicated in the 1GP output notice, process an IRC transaction. IRC inputs for system designator 01 may be made over any host base terminal, if allowed by the user-identification (ID)/password. IRC inputs for system designators that begin with an A may be made from terminals 041 through 049, if allowed by the user-ID /password. NOTE: If a TEX code is in the IRC input, it appears on the M10 Consolidated Inventory Adjustment Document Register for the management review.
2	If the item count is <i>not</i> equal to the quantity indicated in the 1GP output notice, conduct research to determine the cause and appropriate actions to correct the out-of-balance condition.

## 414. Researching inventory discrepancies

Two things can happen when processing the count images (CIC, IRS). If the count quantity agrees with the item record quantity, the freeze code is deleted and the appropriate records are updated. If the quantities disagree, the computer produces a recount image for your action.

If you have done your recounts and you find the quantities still do not match, your next step is to research the inventory discrepancy. Research is performed for discrepancies that fall outside the automatic adjustment criteria.

### Research objectives

The objectives of research are:

- Ensure errors were not made during the inventory.
- Process record reversal and correction for erroneous transactions.
- Account for transactions that may not have been posted to the recap sheet.
- Account for rejected transactions.
- Correct warehouse location errors.
- Identify the type of errors that caused the discrepancy so an analysis can determine corrective action.

### Items requiring research

Before adjusting accountable records, you should first make every effort to resolve the cause of the discrepancies. The presence of inventory adjustments among accountable transactions indicates the accounting system has lost control and needs external inventory action to bring about reconciliation. The procedures for adjusting discrepancies for complete and special inventories are:

#### Complete inventory

If your recount quantity (IRC input) is equal to the record balance, the computer removes the freeze code “C” and updates the applicable records. If the quantities are unequal and the item does not meet the criteria for automatic adjustment, an F105 management notice, RECOUNT DISCREPANCY-REQUIRES ADDITIONAL RESEARCH is output. In addition, another IRC image is created with a research indicator “AR” in positions 52–53 indicating that additional research is required.

The F105 management notice provides item or detail record data to help you in the research process. When your research is completed, process the IRC image with the AR and count quantity. This transaction adjusts the record balance and updates the applicable inventory accuracy records. Repeat the process until the inventory for the selected parameter is complete.

### Special inventory

Special inventory counts are used to reconcile out-of-balance conditions discovered during other than complete inventory counts. Special inventory counts apply to all on-hand and in-use supply and equipment items. Initiate special inventory counts by processing TRIC 1GP to freeze the item record and/or details using freeze code "I." This generates an output of asset/detail information requested by the input. The 1GP output notice lists transaction histories occurring on the same day as the 1GP process date.

The item record is automatically frozen when a special inventory of a detail is conducted. Assign freeze code "I" as described below:

Assign Freeze Code "I"	
Reason	Description
Insufficient balance	When an insufficient balance exists for degraded operation transactions, item condition code changes, or identity changes, the materiel management system calls program 1GP/NGV413 to assign the freeze code. Inventory count personnel receive the degraded operation transaction reject and the 1GP notice for this action.
Warehouse refusals	For warehouse refusals, the warehouse/stockroom supervisor assigns freeze code "I" by inputting a 1GP. The 1GP output notice is forwarded to inventory count personnel.
Other requirements	If it is necessary, inventory count personnel freeze the item record for other special inventory requirements. They accomplish this action by inputting a 1GP special inventory request. When the freeze code is assigned, the 1GP output notice serves as the freeze code suspense notice.
Removing freeze code "I"	Input of the special inventory image (IRC) using the SRC screen removes freeze code "I" from the item record or detail records.
Processing inline transactions	Inline transactions that do not affect the serviceable balance and are frozen with a freeze code "I" will be allowed to process.

Researching inventory discrepancies whether complete or special are important, each transaction affects the health of the accountable officer's account and the AF inventory as a whole.

### Causative research

Causative research is accomplished for all pilferable items valued over \$100, all controlled items, DIFMs, and adjustments greater than \$1,000. The purpose of causative research is to identify, analyze, and evaluate the root cause of inventory discrepancies with the goal of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after a thorough review of the transactions, no conclusive findings are possible.

The table below is an overview of the steps available when conducting research. The steps in the table outline those areas that may need to be researched when investigating out-of-balance conditions. It is important to note that the steps are *not listed in sequence*. You determine research sequence based on the type of discrepancy you are experiencing.

Research Steps	
Steps/Checks	Remarks
Daily/consolidated transaction register or CTH inquiry report	Review the daily transaction register/consolidated transaction register or the CTH inquiry report to find erroneous transactions.
ES-S database (If available)	Review ES-S reports to determine if property was not put away/not pulled.
Unprocessed backlog	Review unprocessed backlog, including the daily/cumulative reject listing.

Research Steps	
Steps/Checks	Remarks
Serviceable balance—no location listing	Review the serviceable balance—no location listing to determine if a different warehouse location was assigned.
Bin notice file	Review the bin notice file to determine if a bin notice is on file with a warehouse location.
Emergency issues	Review emergency issues made during complete inventory count to ensure all physical movement of materiel in and out of the storage bin was properly recorded. Check recap sheets.
Receiving line	Check the receiving line for assets that have not been forwarded to storage and issue.
Additional research	Do additional research as locally determined.

### Researching transaction histories

When researching the transaction history of an item, use the information below to determine how far back in time you need to research the physical shortage or overage.

Transaction History Research Guidance	
Discrepancy	Action
Physical shortages	Begin with the current date and go back to the last item record with a zero balance.  If at this point, you have not detected the error and believe more research is required, either continue back one year or go back to the last inventory adjustment or back to the previous numeric DOLI.
Physical overages	Begin with the current date and go back one year to the last inventory adjustment or the previous numeric DOLI.  Exclude DOLI with an alpha in the first position since these were included within the parameters of an inventory lot.

### Further research

When initial research does not identify probable causes, further research may be required to resolve the discrepancy. Further research includes the following:

- Reviewing and evaluating existing procedures to see that property is adequately protected.
- Determining if procedures are being followed according to regulations.
- Determining each person's type of responsibility.
- Determining whether or not gross negligence is involved.
- Determining the cause or probable cause for the discrepancy.
- Recommending the action necessary to eliminate or reduce the discrepancies.

### Items requiring further research

Items that require further research on unresolved discrepancies include the following:

- Any discrepancy for "sensitive items" (e.g., drugs or precious metals) regardless of the dollar value.
- Classified items regardless of the dollar value.
- Hand tools or other pilferable items with a unit cost over \$100 or a total cost over \$500.
- Unclassified items assigned CIC "7."
- Any discrepancy that suggests fraud, theft, or negligence.

- Arms and ammunition (*mandatory for all personal arms*) whether or not the person responsible for the weapons is willing to pay for it.
- Repetitive losses when the dollar value of the adjustment equals or exceeds the projected costs of the investigation report.
- Discrepancies for any item worth more than \$50,000.
- Research requested by the accountable officer.

The further research must be conducted by a person who is not supervised by the accountable officer. The appointing authority, normally the accountable or responsible officer, appoints the individual who conducts the further research.

Results of the investigation are documented on a DD Form 200, Financial Liability Investigation of Property Loss. The report of survey (ROS) is used to substantiate adjustment of the stock record account and determine the financial responsibility of the accountable officer. This is important because all Air Force members and employees can be held accountable for the loss, damage, or destruction of government property caused by negligence, willful misconduct, or deliberate unauthorized use. Bottom-line, *everyone is held accountable*.

**NOTE:** ROS is covered in volume 1.

### 415. Resolving inventory discrepancies

Once the inventory count is complete, you take action to resolve any discrepancies found. Do this either through automatic adjustment to the item record or through further research.

#### Automatic adjustment criteria

Some items are automatically adjusted when the inventory balance and computer balance do not agree. Automatic adjustments are made only after an IRC is performed and the following conditions are met:

- Item is type account code “B.”
- Total dollar value for pilferable items is less than \$100 or less than \$1,000 for all other unclassified (controlled item code “U”) items. The dollar value for automatic adjustment is computed by multiplying the adjusted quantity by the unit price.

**NOTE:** CIC “7” items *require research prior to adjustment* although they are considered unclassified for storage and handling purposes.

Automatic adjustments are identified on both the transaction register and the consolidated inventory adjustment document register (M10) with the phrase AUTO-COMPL for complete inventory inputs and AUTO-SAMPLE for sample inventory inputs.

#### Discrepancy categories

The purpose of research is to determine the type of discrepancy so that you can begin to reconcile the accountable records and provide a valid transaction record that accounts for all items. The types of discrepancies and their explanations are described in the following table.

Discrepancy Categories	
Category	Explanation
Resolved discrepancies	<p>The result of an accountable processing error.</p> <p>This discrepancy can be corrected with an <i>accounting</i> adjustment, like an RVP, rather than an <i>inventory</i> adjustment.</p> <p>An inventory adjustment is not necessary to correct the error.</p>

Discrepancy Categories	
Category	Explanation
Unresolved discrepancies that do not require further research	The cause or probable cause has been determined through causative research. Also includes discrepancies where the probable cause is unknown but further research is not required. The stock records may be adjusted with an inventory adjustment transaction.
Unresolved discrepancies – no personal responsibility involved	Further research indicates personal responsibility is <i>not</i> involved, but additional documentation is needed to support an inventory adjustment (i.e., ROS) to relieve the accountable officer of further accountability or responsibility.
Unresolved discrepancies – with personal responsibility	Personal responsibility is shown and a formal investigation (e.g., ROS) is required to further support the adjustment and relieve the accountable officer of further accountability or responsibility.

Inventory collects and classifies the causes of *unresolved* discrepancies in order to show trends or problem areas. Use this data to determine how to prevent these discrepancies from occurring again. For example, inventory adjustments resulting from found-on-base (FOB) transactions may be a trend that causes unresolved discrepancies. An inventory discrepancy decision table (fig. 2-09) can be very useful in maximizing your research efforts and determining the type of discrepancy.

### Corrective actions

Document your research actions (including discrepancies and corrective action) and file this information in document control as a supporting document. After research, correct the discrepancies by doing the following, if necessary.

- Process record reversal and correction for erroneous transactions detected during research for resolved discrepancies.
- Advise storage and issue or the warehousing activity for other type accounts and satellites to move the property to the correct location or to process a warehouse location change.
- Process backlog transactions that include corrected rejected documents by applicable functional area for resolved discrepancies.
- Adjust the count or recount quantity for unresolved discrepancies. Then reprocess the count or recount image.

### Supporting documentation for inventory adjustments

Supporting documentation is required for all adjustments that fall outside the automatic adjustment criteria. You may require one or more of the following documents to support an inventory adjustment.

- Completed research worksheets or inventory registers.
- DD Form 200.
- DD Form 361, Transportation Discrepancy Report (TDR) or a message confirming the item is lost in shipment.
- DD Form 1131, Cash Collection Voucher.
- DD Form 362, Statement of Charges/Cash Collection Voucher.
- SF 364, Report of Discrepancy (ROD).
- DD Form 114, Military Pay Order.
- AF Form 2005, Issue/Turn-In Request.
- DD Form 1150, Request for Issue or Turn-In
- DD Form 1348-1A, Issue Release/Receipt Document.
- SF 153, COMSEC Material Report.

## INVENTORY DISCREPANCY DECISION TABLE

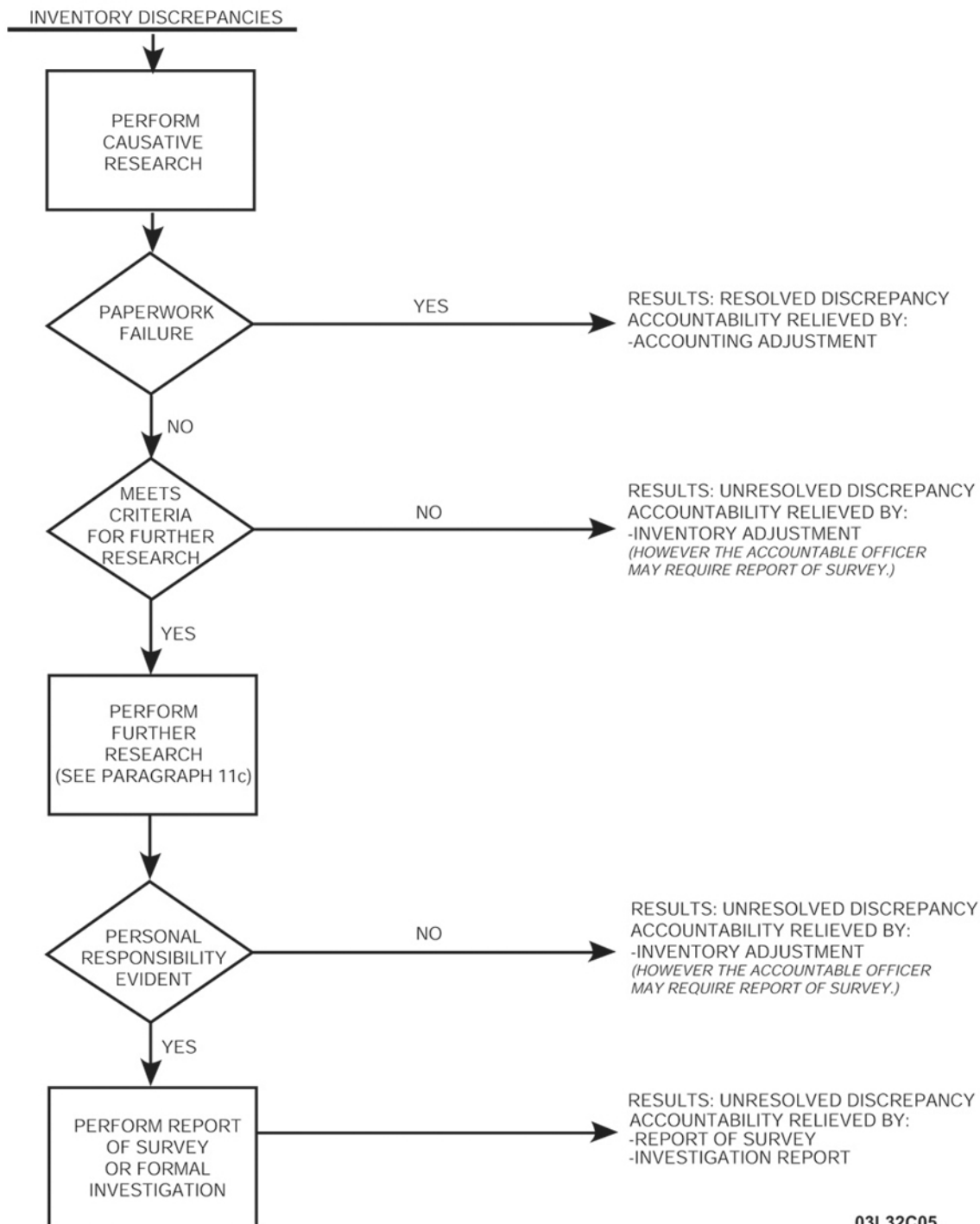


Figure 2-9. Inventory discrepancy decision table.

Supporting documentation is *not* required for *resolved* discrepancies since inventory adjustments were not involved. However, you will need to identify the cause of the discrepancy to determine trends and problem areas (for example, document not posted or duplicate inputs). For unresolved discrepancies, attach the supporting documentation to the Consolidated Inventory Adjustment Document Register (M10).

### **Consolidated Inventory Adjustment Document Register (M10)**

Inventory adjustments are stored internally on inventory adjustment records. These records are printed and deleted at least monthly by processing the M10.

All adjustments affecting item records with a CIC other than “U” are printed as part of the controlled item inventory adjustment list. This list is given to the applicable accountable officer for extensive research to determine the cause of the inventory discrepancy and to ensure corrective action is initiated as required. If the nature of a discrepancy indicates the need for immediate reporting, it is given expeditiously to the commander of the office of special investigations (OSI) detachment with an information copy to the chief of security forces and to the chairman of the Resource Protection Loss Prevention Work Group to determine if there is probable cause to suspect theft and if an investigation is needed.

The last page of the M10 shows the number of sample inventories in progress over 30 days. Any time during the month the accuracy records are prepared or deleted because of running the A02 (prep inventory accuracy records), attach the original copy of the A02 as a supporting document to the M10 register for that month.

The accountable officer signs the certification and approval blocks of the M10. There are instances when two certification signatures are required. The same person normally does not sign both the certification and approval blocks.

Inventory must ensure the proper certification and approval signatures are on the original copy of the listing and there are no obvious errors before forwarding it to document control for filing. This copy must reach document control within 30 days of the report date. Keep copy 2 until document control receives the original copy of the M10. Once the original copy of the M10 is filed in document control, copy 2 can be destroyed.

### **Inventory analysis**

We have learned why inventories are necessary and how discrepancies are corrected. Finding and correcting accounting discrepancies through inventories is not enough. Anytime inventory adjustments are required, it is a good indication there is something wrong with our materiel management accounting system.

Inventory analysis can reveal trends that can be a valuable tool toward gaining effective asset control by identifying areas of current and potential high loss. A monthly inventory analysis is performed to identify control system failures so that improvements can be made and reduce the recurrence of similar discrepancies. Inventory analysis also ensures that the proper inventory adjustment and controls were asserted. This information is used to prepare trend charts used to evaluate trend indicators or identify system problems needing corrective action. Extra controls are then established for areas with high rate of inventory adjustments to gain effective asset control. These controls include:

- Additional research designed to identify system or procedural deficiencies causing an inventory adjustment, high loss items, and possible pilferage.
- Initiation of ROS as required.
- Disciplinary action as required.
- Initiation of studies and action items designed to correct deficiencies.

### **416. Record reversal and correction process**

Unfortunately, there are times when erroneous data is entered and the request successfully processes. For example, an issue request for organization code 735 is erroneously input as 753. If organization code 753 is loaded, the request processes even if the organization did not do the issue request. Some of the results of an item being processed for the wrong organization code are:



- The item is delivered to the wrong place, delaying the mission.
- One organization pays for an item it did not request or need.
- Resources (time, gas, and truck wear and tear) are wasted delivering the item to the wrong place.
- Consumption is not shown against the correct organization.

Sometimes processing a turn-in from organization 753 and an issue to organization 735 corrects an error like this. At other times, the transaction is reversed in the materiel management system database. This type of transaction is called a *record reversal and correction* (formerly known as reverse post). Record reversal and correction is used to remove erroneous data from the materiel management system database.

### Authorization for processing

Record reversal and correction (TRIC RVP) transactions are controlled TRICs. Processing is authorized or restricted by user-ID. This allows accountable officers the flexibility to determine specific individual authorizations. Typically, there are four functional areas in materiel management authorized to process RVP transactions: inventory, flight service center, document control, and customer service. The following table describes the responsibilities for each of them.

Record Reversal and Correction Transaction Authorizations	
Functional Area	Responsibilities
Inventory	Responsible for initiating and processing RVP inputs to correct overages and shortages of warehouse assets found during inventories and caused by an error in previous input.
Flight service center	Responsible for initiating and processing RVP inputs to correct errors involving assets under DIFM control (DIFM detail). <b>NOTE:</b> One exception is an organization refusal.
Document control	Responsible for initiating and processing RVP inputs to correct documentation errors found during quality control checks. Document control also processes RVP inputs for errors found by other functional areas of the LRS (excluding inventory and flight service center). The activity finding the error assigns the freeze code "Q" and notifies the functional area responsible for the initial input. The functional area responsible for the initial input provides document control all the research information necessary to complete the RVP action. For example, document control will RVP all errors involving stock numbers, quantities, inappropriate use of overages, shortages, partial indicators on receipts, document numbers, condition codes, price changes, and so forth.
Customer service	The accountable officer may allow the zero overpricing (ZOP) monitor to initiate and process RVP inputs when items are verified as overpriced. The ZOP monitor examines the transaction history, identifies monetary transactions requiring RVP, processes the RVP, and closes the case file. The accountable documents generated from RVP action are forwarded to document control for filing.

**NOTE:** At bases where CTH procedures have been implemented, the accountable officer has the option of designating who may process RVP inputs. The appointment of these individuals constitutes the authority and responsibility to input these transactions as necessary. The accountable officer should ensure the designated personnel are properly trained in RVP procedures, especially concerning prior year funds.

The following table shows the types of transactions authorized RVP action. These document identification codes (DIC)/TRICs are further restricted by the type transaction phrase codes (TTPC) authorized RVP action.



DIC/TRIC	TYPE DOCUMENT
A2(X)	Redistribution order (RDO)
A4(X)	Referral order
DOR	Due-out release
FTR	Excess equipment
ISU	Issue.
MSI	Issue from detail
REC	Receipt
SHP	Shipment
TIN	Turn-in
TRM	Transfer to DLADS
1PU	Direct charge

The following TTPCs may be RVPd with the type of transactions listed in the table above.

TTPCs AUTHORIZED RECORD REVERSAL AND CORRECTION			
TTPC	TRANSACTION PHRASE	TTPC	TRANSACTION PHRASE
1A	– Item Record/unserviceable detail	2T	+Add received not billed (RNB) detail
1B	+Item Record/unserviceable detail	2U	Change DIFM detail
1C	– SP detail	3A	– Item record/unserviceable detail (Transfer to DLADS) (Transfer to DRMO)
1D	+SP detail	3G	– SPRAM detail
1E	– Delete SP detail	3H	+SPRAM detail
1F	+Add SP detail	3J	– Delete SPRAM detail
1G	– MSK detail	3K	+Add SPRAM detail
1H	+MSK detail	3P	– Item record (partial issue)
1I	– Delete MSK detail		
1J	+Add MSK detail	3Q	– Item record/unserviceable detail (post-post issue)
1K	– In-use detail	3S	– Item record/unserviceable detail (not repairable this station (NRTS) shipment) (NRTS shipment) – Item record/unserviceable detail (NRTS shipment)
1L	+In-use detail	5A	– Special spares detail (NRTS shipment)
1M	– Delete in-use detail	5C	- Decrease/delete special spares detail
1N	+Add in-use detail	5D	+ Add/increase special spares detail
1O	– In-place readiness spares package (IRSP) detail	5E	– High-priority mission support kit (HPMSK) detail
1P	+IRSP detail		
1Q	– Delete IRSP detail	5G	- Decrease/delete HPMSK detail
1R	+Add IRSP detail		
1S	– Due-in detail	5H	+ Add/increase HPMSK detail

TTPCs AUTHORIZED RECORD REVERSAL AND CORRECTION			
1U	– Delete due-In detail	5I	– Partial RDO denial
1W	– Status detail	6C	– Non-airborne mobility readiness spares package (NAMRSP) detail
1Y	– Delete status detail	6E	Decrease/delete NAMRSP detail
2A	– Due-out detail	6F	+ Add/increase NAMRSP detail
2C	– Delete due-out detail	6J	– Weapons training detachment operating spares (WTDOS) detail
2H	+Add shipped not credited (SNC) detail	6N	– War consumables distribution objective (WCDO) detail
2I	– MRSP detail	6P	- Decrease/delete WCDO detail
2J	+MRSP detail	6Q	+ Add/increase WCDO detail
2K	– Delete MRSP detail	6R	– Scheme detail
2L	+Add MRSP detail	6S	+Scheme detail
2M	– DIFM detail	7F	– Munitions WRM detail
2N	+DIFM detail	7Y	Project funds management record (PFMR)/organization cost center report (OCCR) adjustment
2O	– Delete DIFM detail	8B	+Financial inventory accounting (FIA) field
2P	+Add DIFM detail	9D	– FIA field

In many cases, erroneous data can be removed from the materiel management system database. However, there are three types of transactions that cannot be removed using this method. These are referred to as “exceptions.” The following table lists the three exceptions and provides additional information for each:

Erroneous Transactions that Cannot Be Removed by RVP Action	
Exception	Additional Information
Vehicle issue transactions	Do <i>not</i> RVP vehicle issue transactions involving registered equipment management (REM) details.
Organizational refusals	Do <i>not</i> RVP items returned because: <ul style="list-style-type: none"> <li>• Too many were issued.</li> <li>• The wrong item was issued and returned after having been signed for.</li> </ul> Process these items using TIN procedures.
Price and price change errors	Limit the RVP transactions involving price and price change errors to <i>significant errors</i> . Significant errors are those changes <ul style="list-style-type: none"> <li>• Where the amount of the <i>unit price change exceeds</i> \$99.99.</li> <li>• When the <i>unit price change variance</i> is 500 percent or greater and the extended cost is more than \$99.99.</li> </ul> RVP <i>only</i> budget code “9” items processed in the current fiscal year.

### RVP procedures

Record reversal and correction consists of a series of steps required to insure all transactions affected by the erroneous input are corrected and each input is processed in the correct sequence. Listed below are those steps and a brief explanation of each.

Steps for RVP Process		
Step	Action	Description
1	Conduct research	<p>Before processing any RVP transaction, you must first research the transaction to determine if it can be reversed, and identify all transactions associated with the input.</p> <p>Use the transaction register to research your reversal action.</p> <p>If you discover an error during the day of the transaction, use the transaction history record to find all required information to begin RVP action.</p>
2	Identify all associated transactions	<p>The number of transactions requiring an RVP depends on the number of transactions associated with the error and those caused by the error.</p> <p>During your research, ensure all transactions involving substitutes are reversed when applicable.</p> <p>You can identify substitute transactions by checking the stock number on the transaction register; a substitution has occurred when the stock number requested field is different from the stock number of the transaction.</p> <p>You can also use the document register to research substitute transactions since all stock numbers are listed for each document number processed.</p>
3	Coordinate with asset management	Those responsible for the RVP must coordinate with asset management to determine correct quantities, unit of issue, or stock numbers for RVP action.
4	Sequence transactions for record reversal and correction	Those responsible for the RVP also determine the required sequence for record reversal and correction of each transaction (i.e., DORs before receipts).
5	Check for detail records	<p>If the transaction affects in-use, SP, SPRAM, WRM, MSK, or MRSP details, make sure authorized detail records are loaded for the document number being reversed.</p> <p>The RVP program will increase, decrease, add (substitute), or delete (substitute) detail records when required.</p> <p>If you process an RVP for a detail record, and the on-hand quantity becomes zero, the computer will <i>not</i> delete the record if the authorized quantity is one or more. When the on-hand quantity is reduced to zero, and if the detail record contains part number or supplementary data, the computer will <i>not</i> delete substitute SP detail records.</p> <p>If the transaction affects DIFM unserviceable detail records, RVP programs will add, increase, delete, or decrease these detail records as required.</p> <p>The unserviceable detail is built by the RVP input. No prior load of the detail is required. For TIN/REC transactions, a DIFM unserviceable detail record must be loaded for the document number being reversed.</p>
6	Assign freeze code "Q"	<p>The next step is to assign freeze code "Q" to all item records requiring RVP action. Do this by processing TRIC FFC, if they do not already have a freeze code assigned. This action prevents further transaction processing against the item records during research for the RVP.</p> <p>You can process RVP inputs for item records with freeze codes "Q," "I," or "C." Clear any other freeze code before initiating RVP action. You may need to freeze more than one item record; that is, substitute/interchangeable issues.</p> <p>For all RVP transactions (except TRIC DOR), the computer automatically deletes freeze code "Q" from the item record once the RVP transaction has successfully processed. An I105 management notice is output on the document control terminal or RPS/main system to advise document control that the freeze code was removed.</p> <p>If you are processing an RVP for TRIC DOR, an additional RVP for TRIC REC or TIN is <i>not</i> required to complete the transaction; you must use a freeze code delete input (FFC) to remove the freeze code "Q." This is required because a DOR RVP transaction will not remove the freeze code "Q" automatically.</p> <p>If you enter a freeze code "Q" on the item record in error or through research, you are not required to complete the RVP transaction. You must delete the freeze code "Q" by processing a freeze code delete.</p>

Steps for RVP Process													
Step	Action	Description											
7	Prepare RVP input	RVP procedures (TRIC RVP) require different formats for ISUs, TINs, DORs, SHPs, RECs, and transfers.  Air Force Handbook (AFH) 23–123, <i>Materiel Management Handbook</i> , Volume 2, Part 1, Section 5F contains the RVP formats for transactions that can be reversed and contains the menu screens used to process an RVP.  Use the following guidelines when processing RVP for the different type transactions.											
		Type transaction	Guidelines	ISU/MSI	You must make RVP inputs for each transaction affecting the item record (ISU) or detail record (MSI) balance.  For example, if the transaction being reversed is a partial issue (TTPC 3P) and issues were made from two item records, process an input for each transaction history (TTPC 3P).	TIN	These type RVPs require one input to complete the RVP transaction.  If the transaction is under DIFM control, the computer updates the DIFM detail records according to the DIFM detail records at the time the RVP transaction was processed.  These records may not be identical to the transaction histories created at the time of the original DOR or TIN process.	DOR	If a due-out detail will be added, the due-out flag on the input RVP transaction may be “0” (firm) or “1” (memo). The computer assigns this flag according to the input.  Bases have the option of reinstating due-outs as firm or memo. If a due-out detail already exists, the due-out flag on the input RVP must equal the due-out flag on the detail record.  Budget code “8” RVP inputs must include the extended cost from the 1PU (TTPC 7Y) transaction history.	SHP/TRM/FTR/A2(x) and A4(x)	You must process one input for each transaction affecting the item record/DIFM unserviceable detail record balance.  If a part of this reversal is associated with lateral due-out processing, use the re-input of an AO(x) to re-create the due-out detail record.  <i>TRIC RAR shipments cannot be reversed.</i> If an error for a TRIC RAR shipment is found, process a receipt input.	REC	On these type transactions, you must process one receipt RVP for each transaction affecting the item record, DIFM unserviceable, and due-in details.
		Type transaction	Guidelines										
		ISU/MSI	You must make RVP inputs for each transaction affecting the item record (ISU) or detail record (MSI) balance.  For example, if the transaction being reversed is a partial issue (TTPC 3P) and issues were made from two item records, process an input for each transaction history (TTPC 3P).										
		TIN	These type RVPs require one input to complete the RVP transaction.  If the transaction is under DIFM control, the computer updates the DIFM detail records according to the DIFM detail records at the time the RVP transaction was processed.  These records may not be identical to the transaction histories created at the time of the original DOR or TIN process.										
		DOR	If a due-out detail will be added, the due-out flag on the input RVP transaction may be “0” (firm) or “1” (memo). The computer assigns this flag according to the input.  Bases have the option of reinstating due-outs as firm or memo. If a due-out detail already exists, the due-out flag on the input RVP must equal the due-out flag on the detail record.  Budget code “8” RVP inputs must include the extended cost from the 1PU (TTPC 7Y) transaction history.										
		SHP/TRM/FTR/A2(x) and A4(x)	You must process one input for each transaction affecting the item record/DIFM unserviceable detail record balance.  If a part of this reversal is associated with lateral due-out processing, use the re-input of an AO(x) to re-create the due-out detail record.  <i>TRIC RAR shipments cannot be reversed.</i> If an error for a TRIC RAR shipment is found, process a receipt input.										
REC	On these type transactions, you must process one receipt RVP for each transaction affecting the item record, DIFM unserviceable, and due-in details.												

Steps for RVP Process		
Step	Action	Description
		<p>The RVPREC format is divided into four sections—one for each type transaction affected by the original REC input, as follows:</p> <ul style="list-style-type: none"> <li>• TTPC 1B: Adjust the item record/DIFM unserviceable detail.</li> <li>• TTPC 1S/1U: Add/increase due-in detail records.</li> <li>• TTPC 2T: Add the received, but not billed detail record.</li> <li>• TTPC 1W, 1Y: Adjust billed not received (BNR)/local purchase status detail record.</li> </ul> <p>If the receipt being reversed is a local purchase, then all TTPCs (1B,1S/SU, 2T,1W/1Y) must be reversed.  <i>Exception:</i> if the received, but not billed detail (2T) is no longer loaded, then omit the 2T on the RVP input.</p>
		<p>1PU (Budget Code "9" Only)</p> <p>You will need to process only one input to complete the RVP transaction. The program will write two transaction history records.</p> <p>To process each input, obtain a letter of request/authorization signed by the supply management activity group (SMAG) manager.</p>
8	Process RVP	<p>The initiator must verify all elements of data in the RVP transaction input before processing the input to the materiel management system.</p> <p>By verifying the transaction prior to input, you can minimize the number of rejects that might occur.</p> <p>Your goal is to RVP erroneous data with no rejects.</p>

Computer operations forwards RVP output documents (DD Form 1348-1A) to the initiator. The initiator annotates the date and transaction serial numbers that were reversed with that particular input. The original copy of DD Form 1348-1A is sent to document control. One copy is sent to records maintenance for reviewing the freeze code (FFC) file to ensure rejected documents are processed. Additional copies are kept by the initiator to ensure all actions on the reversal are completed. On completion of the reversal actions, the copies may be destroyed or kept for information purposes.

The RVP program interfaces with activities outside LRS, including the various accounting and finance (A&F) programs. The PFMR is updated for stock fund ISU and TIN transactions. A test of fund availability is made for each stock fund TIN that was reversed. If this test shows funds are *not* available to cover the transaction, management notice A916 - REVERSE-POST EXCEEDS PROJECT FMR BALANCE BY \$, is output by the program. The materiel acquisition control record (MACR) is updated for applicable receipt transactions. BNR details are created when an RVP of a funded receipt is processed, and the corresponding RNB detail is *not* located.

Once all erroneous transactions are reversed, the correct data is input. RVP actions cost time and money; so, it is important to process all transactions correctly the first time.

### Automated record reversal and correction

Automated RVP builds RVP inputs from the related transaction history records stored in the CTH area of the materiel management system database. Initial RVP research is accomplished by querying the stored CTH record. Like a manual RVP, you must freeze the item records (TRIC FFC) prior to doing the RVP.

All information and requirements for regular RVP apply to an automated RVP. Automated RVP processing is limited to one input at a time. The only information required is the TTPC, date, and serial number of the transaction you want to RVP. To RVP current day transactions, use standard RVP procedures. *Only transactions that have been converted to CTH records may be reversed using automated RVP procedures.* Enter the transaction date in year and Julian date sequence in the TRANS DATE field. The TRANS SERIAL # is the five-position serial number from the original document you are reversing. You then enter the two-position TTPC in the TTPC field. After you complete the entries, press ENTER to transmit the request to the materiel management system database. The materiel management system retrieves the CTH record for each entry based on the input transaction date and serial number. When records are found for the input entries transmitted, the RVP program compares the input TTPC to the stored TTPC. If the TTPC are equal, the program builds the RVP image. You must review all prefilled data on the RVP screens for accuracy before input. The internal processing procedures for automated RVP are accomplished in the same way as the manual RVP processing procedures you learned earlier.

### 417. Asset management

The ES-S asset management capability incorporates the tracking and automated identification technologies (AIT) functionality formerly provided by the Standard Asset Tracking System (SATS). Asset management provides an enterprise asset tracking capability that replaces the base level client/server architecture of SATS. The mobile device application and mobile device data synchronization is provided by the enterprise data collection layer (EDCL), which is an application hosted on the Global Combat Support System-Air Force (GCSS-AF) framework. The EDCL is the enterprise “server” that provides an enterprise view of assets as they move through the warehouse to the shelf or delivery to a customer.

#### Asset management report access

Reports are accessed via the asset management drop-down menu on the ES-S home page.

The reports are categorized into all open records, creation to delivery times, customer validation, inactive customers, items delivered, items not pulled, items not put away, items not received, and items put away.

A short description of each asset management report is included in following table. Most report results are filtered based on the criteria entered on the report criteria entry page.

Asset Management Reports	
Report	Report Results
All open records	Displays all open asset management records based on report criteria selected by the user.
Creation to delivery times	Displays delivery times for asset management records based on report criteria selected by the user.
Customer validation	Displays all customer records in the database based on report criteria selected by the user.
Inactive customers	Displays a list of customers who have not signed for any assets within 180 days based on report criteria selected by the user.
Items delivered	Displays all Items delivered based on report criteria selected by the user.
Items not Pulled	Displays all items not pulled based on report criteria selected by the user.
Items not put away	Displays all Items not put away based on report criteria selected by the user.

Asset Management Reports	
Report	Report Results
	There will be 2 reports: one for kits and one for warehouses. This report will contain only STK asset management records
Items not received	Displays all items not received based on report criteria selected by the user. This report will <i>not</i> contain TIN, REC, or STK asset management records.
Items put away	Displays all Items put away based on report criteria selected by the user.

The asset management reports we will be mentioning are the items not pulled, items not put away, and items not received.

### Items not pulled report

All items that have not been pulled from the warehouse for delivery for the given selection criteria appear on this report. To run the report, select asset mgt, reports, items not pulled from the menu, a report criteria entry page will be displayed. The report criteria entry consists of three sections that can be used to filter what records are retrieved on the selected report. Figure 2-10 is an example of the report criteria entry page for items not pulled.

**NOTE:** If no criteria are entered, then the report results will display *all* items not pulled for all SRANs.

Figure 2-10. Report criteria entry for items not pulled.

### Submitting the query

Click the RUN REPORT button to retrieve the selected items not pulled report from the ES-S asset management database.

Prior to running the report, the user can select the number of rows to display per table (page) and/or choose to update profile (with current selections). When the update profile checkbox is selected, the criterion that is currently selected will be used for subsequent reports.

**NOTE:** Changing the number of rows on this screen does *not* change the default number used for future queries. To change the default, go to tools/preferences and edit preferences.

### Items not pulled report results

A sample items not pulled report is shown in figure 2-11. Each column on the list can be sorted by clicking on the column heading. The number of records displayed per page is controlled by user preferences (to set user preference, go to tools/preferences). Page sequencing is accomplished by clicking on page numbers or next/last hyperlinks at the bottom of each page. The report criteria section can be collapsed by clicking on the underlined report criteria - <report title> hyperlink.

Asset Management - Items Not Pulled Report												
Report Criteria												
Move To History												
1348-1A Print Options												
Results												
Select	Asset Mgt ID	TRIC	NWRM	Stock Number	Document Number	Unit Of Issue	Quantity	Location	Pull Assigned To	Created By	Created Date/Time	Priority
<input type="checkbox"/>	<a href="#">#26010342YBQ</a>	DOR		5826010121968	X100FL03450001	EA	1	01A001A001A		scott.a.hunter@FUNCTIONAL TESTERS	08 Dec 2010/1340	03
<input type="checkbox"/>	<a href="#">#26010342YBB</a>	DOR		5826010121938QQ	X100SH03450001	EA	1	01A001A001A		ess.user12@SPO	08 Dec 2010/1240	02
<input type="checkbox"/>	<a href="#">#26010342YBN</a>	ISU		5320000043506SX	X100SH03420009	EA	1	01A001A001A		ess.user12@SPO	08 Dec 2010/1632	04
<input type="checkbox"/>	<a href="#">#26010342YBI</a>	DOR		6605011170263	X100SH03450025	EA	1	01A001A001A		scott.a.hunter@FUNCTIONAL TESTERS	08 Dec 2010/1351	03
<input type="checkbox"/>	<a href="#">#26010318YQO</a>	ISU		5310014880488	U891VA01880488	EA	1	01Q001A002B		esssystem	15 Nov 2010/1018	
<input type="checkbox"/>	<a href="#">#26010308YUJ</a>	ASU		5810010508115CA	FB526003080500	EA	2	01S000D999		esssystem	04 Nov 2010/1422	15
<input type="checkbox"/>	<a href="#">#26010314YMG</a>	ISU		5820013688292CY	S0054500020890	EA	1	01S024A025		esssystem	10 Nov 2010/1446	04
<input type="checkbox"/>	<a href="#">#26010307YI9</a>	A4A		5820013688292CY	FB282303079012	EA	1	01S024A025		esssystem	03 Nov 2010/1242	06
<input type="checkbox"/>	<a href="#">#26010307YI6</a>	A2A		5820013688292CY	FB282303079010	EA	1	01S024A025		esssystem	03 Nov 2010/1216	06
<input type="checkbox"/>	<a href="#">#26010307YI3</a>	ISU		5820013688292CY	X100AP03070003	EA	2	01S024A025		esssystem	03 Nov 2010/1021	04
<input type="checkbox"/>	<a href="#">#26010307YH0</a>	ISU		5820013688292CY	X100AP03070001	EA	3	01S024A025		esssystem	03 Nov 2010/0819	04
<input type="checkbox"/>	<a href="#">#26010304YH0</a>	ISU		5820013688292CY	X100AP03060008	EA	3	01S024A025		esssystem	02 Nov 2010/1536	04
<input type="checkbox"/>	<a href="#">#26010314YLC</a>	ISU		5820013688292CY	U109CX01728292	EA	1	01S024A025		esssystem	10 Nov 2010/1234	04
<input type="checkbox"/>	<a href="#">#26010282YQO</a>	ASU		1560013548303BA	FB526002922251	EA	1	02A006A006		esssystem	19 Oct 2010/1453	15
<input type="checkbox"/>	<a href="#">#26010282YQO</a>	ISU		5331015400697BE	X100SH02920007	EA	1	02B003C002A		esssystem	19 Oct 2010/1451	06
<input type="checkbox"/>	<a href="#">#26010288Y7K</a>	BSU		5310014508651BA	B398B100900627	EA	4	02B003C003A		esssystem	25 Oct 2010/1121	
<input type="checkbox"/>	<a href="#">#26010288Y7W</a>	BSU		5320013378518BA	B398B100900243	EA	4	02B006B003B		esssystem	25 Oct 2010/1121	
<input type="checkbox"/>	<a href="#">#26010288Y7Z</a>	BSU		5305013109254SX	B398B000900246	EA	2	02B008F004E		esssystem	25 Oct 2010/1121	
<input type="checkbox"/>	<a href="#">#26010288Y8S</a>	BSU		5305013109254SX	B398B100900071	EA	3	02B008F004E		esssystem	25 Oct 2010/1121	
<input type="checkbox"/>	<a href="#">#26010288Y7Y</a>	BSU		5325014062632BA	B398B100900639	EA	9	02B008H002B		esssystem	25 Oct 2010/1121	

Figure 2-11. Item not pulled report results.

**NOTE:** If the report selection criteria is too broad and the number of rows that would be returned exceeds the threshold established by the ES-S system administrators, then the system displays a “=max results allowed exceeded=“warning in the report results header. This warning indicates that the data set being viewed is *not complete*. Narrow down the report selection criteria and reprocess the report.

### Report field descriptions

This section displays data from the asset management record in the ES-S database, for example:

- Asset management ID.
- TRIC.
- Stock number.
- Document number.
- Unit of issue.
- Quantity.
- Location.
- Pull assigned to.
- Created by.
- Created date/time.
- Priority.



### *Exporting the items not pulled report*

The report can be exported into comma-separated value (CSV), Microsoft Excel, or portable document format (PDF) file format by clicking on the applicable icon at the bottom of each page.

### *Selecting an asset management record from the report*

To view records in more detail, select a record from the report results list by clicking on a hyperlinked asset management ID number. This will display the asset management record order details page (fig. 2-15). The selected record contains data elements from the asset management record and any corresponding asset management records.

### **Items not put away report**

All items that have been released to stock, but not put away in the warehouse for the given selection criteria appear on this report. To run the report, select asset mgt, reports, items not put away from the menu, a report criteria entry page will be displayed. The report criteria entry consists of three sections that can be used to filter what records are retrieved on the selected report. Figure 2-12 is an example of the report criteria entry page for items not put away.

Figure 2-12. Report Criteria Entry for Items Not Put Away.

### *Entering filter selection criteria*

The filter criteria area contains data entry blocks for the user to specify selection criteria. The user can search by SRAN and any of the following combinations: type (warehouse or kit), stock number, document number, created date/time (range), or warehouse location (range).

**NOTE:** If no criteria are entered then the report results will display all items not put away for all SRANs.

### *Submitting the query*

Click the RUN REPORT button to retrieve the selected items not put away report from the ES-S asset management database.

Prior to running the report, the user can select the number of rows to display per table (page) and/or choose to update profile (with current selections). When the update profile checkbox is selected, the currently selected criteria will be used for subsequent reports.

**NOTE:** Changing the number of rows on this screen does *not* change the default number used for future queries. To change the default, go to tools/preferences and edit preferences.

### Items not put away report results

A sample items not put away report is shown in figure 2–13. Each column on the list can be sorted by clicking on the column heading. The number of records displayed per page is controlled by user preferences (to set preference go to tools/preferences). Page sequencing is accomplished by clicking on page numbers or next/last hyperlinks at the bottom of each page. The report criteria section can be collapsed by clicking on the underlined report criteria - <report title> hyperlink.

Asset Management - Items Not Put Away Report												
<u>Report Criteria</u>												
<u>Move To History</u>												
1348-1A Print Options												
Results												
Select	Asset Mgt ID	TRIC	NWRM	Stock Number	Document Number	Unit Of Issue	Quantity	Location	Pull Assigned To	Created By	Created Date/Time	Priority
<input type="checkbox"/>	<a href="#">449710347SV4</a>			5365014689427BA	FB449701800157	EA	1	01E011A002B		ess user12@TEST GROUP	13 Dec 2010/0925	
<input type="checkbox"/>	<a href="#">449710347SV7</a>			5365014689427BA	FB449703459988	EA	2	01E011A002B		ess user12@TEST GROUP	13 Dec 2010/1100	
<input type="checkbox"/>	<a href="#">449710180R6U</a>			5998031191113	FB449711119900	EA	5			ess user12	29 Jun 2010/1109	
<input type="checkbox"/>	<a href="#">449711006S2D</a>			5310110750750	FB480010859234	EA	10			ess user12	06 Jan 2011/1309	
<input type="checkbox"/>	<a href="#">449710236R8S</a>			5310002200220	FB480010859234	EA	4			ess user12	24 Aug 2010/0934	
<input type="checkbox"/>	<a href="#">449711006S2C</a>			5310110750750	FB480010859234	EA	10			ess user12	06 Jan 2011/1309	
Number of rows per page: 50 <input type="button" value="Update"/>												
6 records found, displaying all records												
Export options:  CSV  Excel  PDF												

Figure 2–13. Item not put away report results.

**NOTE:** If the report selection criteria is too broad and the number of rows that would be returned exceeds the threshold established by the ES-S system administrators then the system displays the “=max results allowed exceeded=” warning in the report results header. This warning indicates that the data set being viewed is NOT complete. Narrow down the report selection criteria and reprocess the report.

### Report field descriptions

This section displays data from the asset management record in the ES-S database, for example:

- Asset management ID.
- Stock number.
- Document number.
- Unit of issue.
- Quantity.
- Location.
- Tmp Loc (temporary location).
- Created by.
- Created date/time.

### Exporting the Items Not Put Away Records Report

The report can be exported into CSV, Excel, or PDF file format by clicking on the applicable icon at the bottom of each page.

### Selecting an asset management record from the report

To view records in more detail, select a record from the report results list by clicking on a hyperlinked asset management ID number. This will display the asset management record order details page (fig. 2–14). The selected record contains data elements from the asset management record and any corresponding asset management records.

Asset Management Record Details					
Asset Management Record Details					
1348-1A Print Options					
Asset Management Record (ISU - 480011013DIK)					
STOCK NUMBER	: 5826010121938	CREATED BY	: esssystem	CREATED DATE	: 13 Jan 2011/1006
QUANTITY	: 1	CLOSED BY	:	CLOSED DATE	:
UNIT OF ISSUE	: EA	CONDITION CODE	: A	UJC	: AA
DOCUMENT NUMBER	: X100SH10130001	SUFFIX CODE	: R	PRIORITY	: 03
ORIGINATING DOCUMENT NUMBER	:	OFF BASE FLAG	:	ORIGINAL ASSIGNED UID	:
PULL ASSIGNED TO	: scott.a.hunter@ROBO	PULLED BY	: scott.a.hunter@ROBO	PULLED DATE	: 13 Jan 2011/1137
CREATED OFFLINE FLAG	:	PUT AWAY BY	:	PUT AWAY DATE	:
DELIVERY RECEIVED BY	:	DELIVERED BY	:	DELIVERY DATE	:
WAREHOUSE REFUSAL FLAG	: N	WAREHOUSE REFUSAL BY	:	WAREHOUSE REFUSAL DATE	:
WAREHOUSE LOCATION	: 02A099A099	TEMPORARY LOCATION	: SCOTT	TRANSACTION NUMBER	: 1100500154
UNSERV. DOCUMENT NUMBER	:	CIC	: 7	REJECT NUMBER	:
MARK FOR	: 67A1234AAC231C	RIC	:		
SERIAL NUMBERS	:			SBSS RESPONSE	: <a href="#">View SBSS Response</a>

Movement					
Date/Time	Asset Management ID	SRAN	User ID	Moved From	Moved To
13 Jan 2011/1147	480011013DIK	4800	scott.a.hunter@ROBO		SCOTT

Figure 2-14. Asset management record details.

### Items not received report

All items that have not been received by the customer for the given selection criteria appear on this report. To run the report, select asset mgt, reports, items not received from the menu. A report criteria entry page will be displayed. The report criteria entry consists of three sections that can be used to filter what records are retrieved on the selected report. An example of the report criteria entry page for items not received is shown in figure 2-15.

Report Criteria - Items Not Received	
SRANs	: <div>4427 - TRAVIS CA 4497 - DOVER DE</div>
TRICs	: <div></div>
PRIORITY	: <div></div>
NWRM ONLY	: <input type="checkbox"/>
STOCK NUMBER	: <div></div>
DOCUMENT NUMBER	: <div></div>
ORG SHOP CODE	: <div></div>
Created Date/Time (Range)	
FROM DATE	: <div></div>
TO DATE	: <div></div>
Warehouse Location (Range)	
FROM	: <div></div>
TO	: <div></div>
Number of rows to display per table: <div>20</div>	
<div>Run Report</div> <div>Reset</div>	
Update Profile (with current selections) <input type="checkbox"/>	

Figure 2-15. Report criteria entry for items not received records.

**NOTE:** If no criteria are entered, then the report results will display all items not received for all SRANs.

### Entering filter selection criteria

The filter criteria area contains data entry blocks for the user to specify selection criteria. The user can search by SRAN and any of the following combinations: TRIC, priority, stock number, document number, org/shop code, created date/time (range), or warehouse location (range).

- Multiple values may be entered in the TRIC text box separated by a comma.
- An asterisk “\*” can be used as a wildcard in the TRIC and ORG SHOP CODE text box.
- To quickly select SRANs click the show “All” SRANs icon (📄) and to quickly deselect all SRANs click the “select none” icon (🗑).

### Submitting the query

Click the RUN REPORT icon to retrieve the selected items not received report from the ES-S asset management database.

Prior to running the report, the user can select the number of rows to display per table (page) and/or choose to update profile (with current selections). When the update profile checkbox is selected, the criterion that is currently selected will be used for subsequent reports.

**NOTE:** Changing the number of rows on this screen does *not* change the default number used for future queries. To change the default, go to tools/preferences and edit preferences.

### Items not received report results

A sample items not received report is shown in figure 2–16. Each column on the list can be sorted by clicking on the column heading. The number of records displayed per page is controlled by user preferences (to set preference go to tools/preferences). Page sequencing is accomplished by clicking on page numbers or next/last hyperlinks at the bottom of each page. The report criteria section can be collapsed by clicking on the underlined report criteria - <report title> hyperlink.

Report Results - Items Not Received run at Fri 30 Apr 2010 06:45:21														
Asset Mgt ID	TRIC	NWRM	Stock Number	Document Number	Priority	Unit Of Issue	Quantity	Location	Temp Loc	Pulled By	Pulled Date/Time	Created By	Created Date/Time	Off Base Flag
<a href="#">442709335CQV</a>	AZA		5895000894521CX	FB441793359123	06	EA	1	01A011C048		ess user12	08 Dec 2009/1028	essystem	01 Dec 2009/1400	
<a href="#">4427093337EJE</a>	SHP	NWRM	5826010121938	FB441793367001	03	EA	1	17C002C002	RICHTER	scott.a.hunter	25 Mar 2010/2143	scott.a.hunter	03 Dec 2009/1001	
<a href="#">4427093337EJN</a>	ISU		5826010121938	X800SH93360005	03	EA	1	17C002C002		scott.a.hunter	25 Mar 2010/2144	essystem	03 Dec 2009/1504	
<a href="#">4427093337EJP</a>	SHP		5826010121938	FB442793370101	03	EA	1	17C002C002	FTA TEST	ess user12	03 Dec 2009/1506	ess user12	03 Dec 2009/1506	
<a href="#">4427093337EJT</a>	SHP		5998031140215	FB442793370106	03	EA	1			ess user12	03 Dec 2009/1602	ess user12	03 Dec 2009/1602	
<a href="#">4427093337EJV</a>	SHP		5998031140215	FB442793370108	03	EA	1			ess user12	03 Dec 2009/1612	ess user12	03 Dec 2009/1612	
<a href="#">4427093337EJX</a>	SHP		5998031140215	FB442793370110	03	EA	1			ess user12	03 Dec 2009/1617	ess user12	03 Dec 2009/1617	
<a href="#">442709345EKO</a>	MSI		5826010121938	X800SH93500001	AA	EA	1	TB02B2C				essystem	11 Dec 2009/1404	
<a href="#">442709345EKV</a>	DOR		5826010121938	U158CC01180054	04	EA	1	17C002C002		ess user12	15 Dec 2009/1543	ess user12	15 Dec 2009/1543	
<a href="#">442709350EKP</a>	SHP		0340002120735SX	FB442793001245		EA	1					thomas.r.monow	16 Dec 2009/1732	
<a href="#">442709351EKQ</a>	SHP		5310000090050	FB442793001411		EA	1					thomas.r.monow	17 Dec 2009/1115	
<a href="#">442709355EKT</a>	DOR		5895015184459BA	J215FA80519027	02	EA	1	17A014A038	MICAP LINE	scott.a.hunter	24 Mar 2010/0714	ess user12	21 Dec 2009/1613	
<a href="#">442710087ELT</a>	AZA		5820011002391RY	FD20600027F006	06	EA	1	NO WHSE LOC		scott.a.hunter	12 Apr 2010/1303	essystem	08 Mar 2010/1123	
<a href="#">442710089ELC</a>	AZA		5826014120738CX	FD20600027F555	06	EA	1	NO WHSE LOC	STEVE	scott.a.hunter	24 Mar 2010/1107	essystem	22 Mar 2010/0825	
<a href="#">442710082EMK</a>	SHP		5841015204271CX	FB442700820015	03	EA	1		78B2802	carlos.martin	23 Mar 2010/1639	carlos.martin	23 Mar 2010/1639	
<a href="#">442710085ELZ</a>	DOR		5820011002391RY	X100R093650001	04	EA	1	NO WHSE LOC				essystem	26 Mar 2010/1222	

Figure 2–16. Items not received report results.

**NOTE:** If the report selection criteria is too broad, and the number of rows that would be returned exceeds the threshold established by the ES-S system administrators, then the system displays the “=max results allowed exceeded=” warning in the report results header. This warning indicates that

the data set being viewed is NOT complete. Narrow down the report selection criteria and reprocess the report.

### ***Report field descriptions***

This section displays data from the Asset Management Record in the ES-S database, for example:

- Asset management ID.
- TRIC.
- Stock number.
- Document number.
- Priority.
- Unit of issue.
- Quantity.
- Location.
- Tmp Loc (temporary location).
- Pulled by.
- Pulled date/time.
- Created by.
- Created date/time.
- Off base flag.

### ***Exporting the items not received records report***

The report can be exported into CSV, Excel, or PDF file format by clicking on the applicable icon at the bottom of each page.

### ***Selecting an asset management record from the report***

To view records in more detail, select a record from the report results list by clicking on a hyper-linked asset management ID number. This will display the asset management record order details page (fig. 2-14). The selected record contains data elements from the asset management record and any corresponding asset management records.

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## **Self-Test Questions**

**After you complete these questions, you may check your answers at the end of the unit.**

### **413. Conducting inventories**

1. When should the accountable officer enforce stricter inventory schedules?
2. What must the accountable officer ensure when conducting a *complete inventory*?
3. What is the main reason for performing a *special inventory*?
4. When are parameter requests for an inventory prepared?
5. What program writes inventory count records to a database file and assigns freeze code “C” to all item records within the input parameter?
6. Count records are *not produced* for records assigned with what freeze codes?

7. What actions are necessary in conducting complete inventory counts?
8. When conducting a *special inventory*, what should you do if the item count is *not* equal to the quantity indicated in the 1GP output notice?

#### **414. Researching inventory discrepancies**

1. What is produced when the CIC input count quantity does not equal the item record balance?
2. When conducting complete inventories, what is the output when the input recount quantity does not equal the item record balance, and the item does not qualify for automatic adjustment?
3. What is the purpose of *causative research*?
4. How would you research the transaction history for a *physical shortage*?
5. When is further research required to resolve an inventory discrepancy?
6. Where are the results for items requiring further research documented?

#### **415. Resolving inventory discrepancies**

1. Specify the criteria for an *automatic adjustment*.
2. What management products do automatic adjustments appear on?
3. What is the purpose of researching inventory discrepancies?
4. What are the four categories of *inventory discrepancies*?
5. What types of inventory adjustment items require support documentation?

6. What list requires extensive research to determine the cause of the inventory discrepancy and to ensure corrective action is initiated as required?
7. Where is the original copy of the M10 filed?
8. What tool is used to identify current and potential high loss areas?
9. List the controls used for areas with *high rate of inventory adjustments*.

**416. Record reversal and correction process**

1. What type of transaction is used to remove erroneous data from the materiel management system database?
2. What four functional areas of materiel management typically are authorized to process RVP transactions?
3. What transactions *cannot* be removed from the materiel management system by processing an RVP?
4. List the steps required to ensure all transactions affected by erroneous inputs are corrected.
5. What management notice is output by the program if a test of fund availability for a TIN shows funds are *not available* to cover the RVP transaction?
6. What information is required to process an automated RVP?

**417. Asset management**

1. What are the different types of asset management reports?
2. If the report criteria entry fields are left blank for items not pulled/items not put away, what will the report display?



3. In what formats can an items not pulled report be exported in?
4. How do you view ES-S asset management database records in more detail?
5. What button is clicked to retrieve the selected items not received report from the ES-S asset management database?

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### Answers to Self-Test Questions

#### 407

1. The warehouse layout plan.
2. Efficiency of operations and effective space utilization.
3. Determining storage aid requirements.
4. Item popularity.
5. The structure of a warehouse; quantity, nature, and popularity of materiel stored; and the types and capacity of materiel-handling equipment available for use.
6. As pedestrian routes only. They are used to access doors or special interior areas.
7. Service aisles.

#### 408

1. Waste as little space as possible.
2. (1) The strength of the storage containers.  
(2) The type of supplies to be stored.
3. Honeycombing is the practice of storing and withdrawing items in a manner that the resulting empty area cannot be used for the storage of additional supplies. It is a result of poor space layouts and poor storage plans and methods.
4. One row at a time, which makes space immediately available for a new item.
5. (1) Store in several short rows rather than one long row.  
(2) Store from the back of the storage area to the aisle.  
(3) Organize a regular rewarehousing program.  
(4) Store each pallet as compactly as possible.  
(5) Assure the proper withdrawal of stock.  
(6) Store to maximum heights.
6. (1) Structural loss.  
(2) Floor load limits.
7. 18 inches, 36 inches, 36 inches.
8. The total or maximum amount of weight that may be stored in a specific amount of floor space.
9. To ensure there is no damage to the storage facility, the items being stored there, or the MHE that may be in use, and to prevent any injury to anyone who may be in the area.
10. By the use of signs stating the floor load limit, and posted in highly visible spots throughout the storage area.



**409**

1. The principle of FIFO.
2. Turn the item over to an inspector.
3. Chains, most nonferrous metal objects, unfinished lumber products, galvanized or iron pipes, most vehicles, and most items in large metal drums.
4. By using preservatives, climatized or expendable end item packs, and when necessary, using roofs, portable sheds or flexible coverings such as tarpaulins or reinforced plastic sheets over materiel easily damaged by weather.
5. The covering should be flame retardant and must not produce toxic fumes if combustion does occur.
6. Dunnage or specially built platforms and foundations.
7. Provide adequate ventilation beneath items in stock.
8. A class A vault is required; storage facilities must be under the control of the designated primary or subordinate Top Secret control officer, the area must be controlled and alarmed.
9. A class B vault or secure storage area that meets the supplemental safeguards outlined by local authorities.
10. In an approved, locked, steel weapons rack; in a locked metal container; or, when authorized, in a weapons storage cabinet.
11. In a security cage.
12. Once a month.
13. When a padlock is placed in use, when an individual knowing the combination no longer requires access, when the combination has been subject to possible compromise, at least annually, and when taken out of use.
14. It shows the location of the container and the names, home addresses, and home telephone numbers of the individuals having knowledge of the combination.

**410**

1. Storage personnel.
2. Each fiscal year.
3. Within 10 workdays of the start of an inventory cycle or sample inventory.
4. ES-S.
5. SRAN, beginning warehouse location, ending warehouse location, DOLI.
6. Mark the area with ropes, signs, or placards to identify and isolate the area. Limit the movement of assets and ensure all transactions are processed promptly.
7. Warehouse location validation listing.
8. Out-of-balance conditions, erroneous stock records, or warehouse refusals.
9. The warehouse location change suspense file and the serviceable balance - No warehouse location listing (R36).
10. (1) If location is being loaded, prepare a slip to indicate the bin has been validated.  
(2) If the locator file indicates another location, move the stock to the proper location.  
(3) If you cannot resolve the problem, request a special inventory, and place a hard copy of the request in the bin.
11. To produce controlling auditable transactions processed by the materiel management system and provide a comprehensive means to review normal transactions on a daily basis.
12. Verify all locations; if the location is empty, remove the bin label, and cross out the corresponding entry on the D04. If the location contains property, prepare a 1GP and forward it to Inventory. Enter the location on the property on the 1GP but do not cross out the corresponding entry on the D04.

**411**

1. (a) Fill the order from the reserve location, if one exists.  
(b) Check adjacent locations to see if the item might have fallen into the adjacent location or has been stored in the wrong location.

- (c) Check the same and adjacent locations in the bin rows on each side of the one stated on the ISU/SHP document.
  - (d) Check the locator listing and FCS suspense file for a possible warehouse location change.
  - (e) Process a consolidated transaction history (CTH) inquiry to check for recent transactions.
  - (f) Check with receiving, inspection, and the flight service center to determine possible availability of the property.
- 2. Stamps all copies of the ship/issue document "WAREHOUSE REFUSAL" (using 1/2-inch block letters and red ink). The supervisor signs copy 1 across the stamp and writes "ASSIGN TEX CODE P" beneath the stamp, and process a special inventory request (TRIC 1GP) to assign freeze code I to the item record.
  - 3. TRIC 1GP.
  - 4. To prevent further transactions from processing against the item or detail record.

#### 412

- 1. Consumable items kept on-hand in work centers to increase mission support.
- 2. To establish, order, and maintain adequate stock for bench stock levels not based on normal consumption.
- 3. An excess exception code.
- 4. (a) Conducted monthly using the bench stock recommended additions, changes, and deletions program (M04).  
(b) Accomplished semiannually using the bench stock review (S04).  
(c) Validate SRD/MRA data annually.
- 5. Within one workweek. Distant or remote off-base supported organizations may request an extension from their MAJCOM.
- 6. Annually, at the same time as one of the semiannual bench stock reviews.
- 7. The M04 is used to calculate bench stock authorized quantities by providing the products needed to review recommended changes, recommended deletes of existing bench stock detail records, and identify items for possible addition based on consumption. The S04 provides a listing of items authorized on bench stock for applicable activities, control the assignment of bench stock document numbers, and assist shop personnel in the location of bench stock items.

#### 413

- 1. If past inventories were inaccurate or showed numerous discrepancies.
- 2. That the warehouse does not remain closed to normal receipts and issues for an unreasonable length of time and that all backlog transactions are processed immediately upon completion of an inventory.
- 3. To correct out-of-balance conditions.
- 4. One day before the inventory deadline date.
- 5. Inventory Count File Program (R12).
- 6. "Q," "L," or "C."
- 7. Storage area preparation, count record preparation and processing, and inventory count completion requirements.
- 8. Conduct research to determine the cause and appropriate actions to correct the out-of-balance condition.

#### 414

- 1. A recount image.
- 2. F105 management notice and an IRC image with AR in positions 52-53.
- 3. To identify, analyze, and evaluate the root cause of inventory discrepancies with the goal of eliminating repetitive errors.
- 4. Begin with the current date and go back to the last item record with a zero balance.
- 5. When initial research does not identify probable causes.
- 6. On a DD Form 200.

**415**

1. Item is type account code B. Total dollar value for pilferable items must be less than \$100. All other unclassified (controlled item code “U”), must be less than \$1,000.
2. Both the transaction register and the consolidated inventory adjustment document register (M10).
3. To determine the type of discrepancy so that you can begin to reconcile the accountable records and provide a valid, audible transaction record that accounts for all items.
4. (1) Resolved discrepancies.  
(2) Unresolved discrepancies that do not meet criteria for further research.  
(3) Unresolved discrepancies where further research indicates no personal responsibility.  
(4) Unresolved discrepancies where further research indicates evidence of personal responsibility.
5. Inventory adjustments that do not meet the automatic adjustment criteria.
6. Controlled item inventory adjustment list.
7. Document control.
8. Inventory analysis.
9. (1) Additional research designed to identify system or procedural deficiencies causing an inventory adjustment, high loss items, and possible pilferage.  
(2) Initiation of reports of survey, as required.  
(3) Disciplinary action, as required.  
(4) Initiation of studies and action items designed to correct deficiencies.

**416**

1. Record reversal and correction.
2. Inventory, flight service center, document control, and customer service.
3. Vehicle issue transactions, organizational refusals, price, and price change errors.
4. Conduct research; identify all associated transactions; coordinate with asset management; sequence transactions for record reversal and correction; check for detail records; assign freeze code “Q”; prepare RVP input; Process RVP.
5. A916 – REVERSE-POST EXCEEDS PROJECT FMR BALANCE BY \$.
6. TTPC, date, and serial number of the transaction.

**417**

1. The reports are categorized into all open records, creation to delivery times, customer validation. Inactive customers, items delivered, items not pulled, items not put away, items not received, and items put away.
2. All items not pulled/items not put away for all SRANs.
3. As CSV, Excel, or PDF format by clicking on the applicable icon at the bottom of each page.
4. Select a record from the report results list by clicking on a hyperlinked asset management ID number.
5. RUN REPORT.

**Complete the unit review exercises before going to the next unit.**

## Unit Review Exercises

**Note to Student:** Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field-Scoring Answer Sheet.

**Do not return your answer sheet to the Air Force Career Development Academy (AFCDA).**

17. (407) What is considered to be the *framework* in which the *overall* materiel storage space is developed?
  - a. Facility design plan.
  - b. Facility layout guide.
  - c. Warehouse design plan.
  - d. Warehouse layout plan.
18. (407) When the physical layout of a storage facility is planned, the *total or gross* storage space is known as the
  - a. reference point.
  - b. identification point.
  - c. authorization point.
  - d. implementation point.
19. (407) What *storage factor* is used when fast-moving items of great demand are stored in easily accessible locations that requires as little handling as possible and slow moving items are stored in less convenient locations?
  - a. Item quantity.
  - b. Item similarity.
  - c. Item popularity.
  - d. Item size and weight.
20. (407) What storage factor increases the amount of space for an item in a location to *eliminate overflow* into another item's location?
  - a. Item quantity.
  - b. Item similarity.
  - c. Item popularity.
  - d. Item size and weight.
21. (407) Which type of aisle runs the *entire length* of the warehouse?
  - a. Fire.
  - b. Main.
  - c. Service.
  - d. Working.
22. (408) What is the *basic resource* of any supply and distribution operation?
  - a. Gross space available.
  - b. Storage space layout.
  - c. Storage space.
  - d. Storage plan.
23. (408) What is the practice of storing or withdrawing items in a way that causes a *loss of storage space* called?
  - a. Honeycombing.
  - b. Cross stacking.
  - c. Mezzanine storage.
  - d. Potential vacant space.

24. (408) At a *minimum*, how many inches of clearance space must be maintained around *light or heating fixtures* in a storage space?
- a. 12.
  - b. 18.
  - c. 24.
  - d. 36.
25. (408) In a storage space, the *total or maximum amount* of weight that can be stored in a specific amount of floor space is known as
- a. scale load.
  - b. weight limit.
  - c. floor load limit.
  - d. weight restriction.
26. (409) Which method of storage helps to ensure that the *oldest items are issued* before they become outdated?
- a. First in, last out.
  - b. First in, first out.
  - c. Stock by serial number.
  - d. Stock using national stock number (NSN).
27. (409) When storing materiel outside, what must be used to *elevate the property* above ground level to provide adequate ventilation?
- a. Galvanized crate.
  - b. Metal drums.
  - c. Tarpaulin.
  - d. Dunnage.
28. (409) Which class of storage vault is used to store *Top Secret* materiel?
- a. A.
  - b. B.
  - c. C.
  - d. D.
29. (409) What class of storage vault is used to store *Secret and Confidential* materiel?
- a. A.
  - b. B.
  - c. C.
  - d. D.
30. (409) Items that require a high degree of protection and control *due to statutory requirements or regulations* are designated as
- a. sensitive items.
  - b. pilferable items.
  - c. protective items.
  - d. critical items.
31. (409) The combination on padlocks for classified storage must be changed at least
- a. monthly.
  - b. quarterly.
  - c. semiannually.
  - d. annually.

32. (409) Which Standard Form (SF) is used to secure vaults, secure rooms, and containers used for the *storage of classified materiel*?
- a. SF 700.
  - b. SF 701.
  - c. SF 702.
  - d. SF 703.
33. (410) What individual or activity schedules and conducts a warehouse location validation for satellite accounts?
- a. Inspection section personnel.
  - b. Inventory section personnel.
  - c. Account storage personnel.
  - d. Accountable officer.
34. (410) At a *minimum*, how often must all warehouse locations be validated?
- a. Monthly.
  - b. Quarterly.
  - c. Semiannually.
  - d. Annually.
35. (410) The ability to print warehouse location validation listings and process transactions associated with location validation for bin rows, serviceable balances with no locations, and dead locations is provided by
- a. customer service.
  - b. Enterprise Solution-Supply (ES-S).
  - c. Enterprise Data Collection Layer (EDCL).
  - d. Interactive Communications Interface (ICI).
36. (410) How many days *prior to the start* of a warehouse validation do warehouse personnel create the warehouse validation listing?
- a. 1.
  - b. 5.
  - c. 10.
  - d. 15.
37. (410) What type of items must be opened to *physically verify* that the item in the container matches the stock number on the outside property tag and bin label?
- a. Medical.
  - b. Controlled.
  - c. Hazardous.
  - d. Equipment.
38. (410) What transaction identification code (TRIC) is used to *delete* a dead location?
- a. FSC.
  - b. FID.
  - c. FIC.
  - d. FCS.
39. (410) Failure to identify and move property that is located in the wrong warehouse location in a timely manner contributes to out-of-balance conditions, erroneous stock records, and
- a. zero demand levels.
  - b. warehouse refusals.
  - c. out of cycle inventories.
  - d. mission capabilities (MICAP).

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40. (410) Within what period of time must items listed on the serviceable balance – no location listing (R36) be resolved?
- a. 1 duty day.
  - b. 3 duty days.
  - c. 5 duty days.
  - d. 7 duty days.
41. (410) Warehouse personnel use the daily document register (D04) to verify successful processing for transactions on warehouse location deletions, indicative data changes, unit of issue changes, and
- a. organizational refusals.
  - b. hazardous item changes.
  - c. controlled item changes.
  - d. record reversal and corrections.
42. (411) What occurs when the warehouse location stated on an issue or shipment document is *either empty or does not contain enough* items to fill the request?
- a. Zero demand levels.
  - b. Warehouse refusals.
  - c. Adjusted stock levels.
  - d. Organizational refusals.
43. (411) Which freeze code is loaded to the item record due to a *warehouse refusal*?
- a. C.
  - b. D.
  - c. I.
  - d. Q.
44. (412) What flag must be entered in the master bench stock detail if the authorized level is *not* based on consumption?
- a. Minimum reserve authorization (MRA) or maximum authorized quantity (MAQ).
  - b. Authority for issue or economic order quantity (EOQ) consumption.
  - c. Maintenance priority or mission capable (MICAP) action.
  - d. Cumulative recurring demand or excess exception code.
45. (412) At a minimum, how often are *phase I reviews* for bench stock additions, changes, and deletions done?
- a. Monthly.
  - b. Quarterly.
  - c. Semiannually.
  - d. Annually.
46. (412) Items recommended for bench stock are based on
- a. adjusted stock levels.
  - b. type of supported end items.
  - c. standard reporting designator data.
  - d. past issues and due-out release actions.
47. (412) At a *minimum*, standard reporting designator (SRD) data and minimum reserve authorization (MRA) levels must be validated
- a. monthly.
  - b. quarterly.
  - c. semiannually.
  - d. annually.

48. (412) After the bench stock review, who does customer support provide copies of the organization bench stock listing (S04) to?
- A. Shop supervisor and materiel control.
  - b. Unit commander and materiel control.
  - c. Shop supervisor and document control.
  - d. Unit commander and document control.
49. (412) When is the S04 run in item number sequence?
- a. At least annually.
  - b. After the M04 is processed.
  - c. After each semiannual review.
  - d. After items with deviations are added.
50. (413) During a closed warehouse inventory, what type of issue transactions *can be removed* from the warehouse?
- a. Initial.
  - b. Temporary.
  - c. Emergency.
  - d. Free.
51. (413) What type of inventory is *conducted* by line item on an *as-required* basis?
- a. Sample.
  - b. Special.
  - c. Complete.
  - d. Out-of-cycle.
52. (413) What freeze code identifies a *special* inventory?
- a. C.
  - b. I.
  - c. L.
  - d. Q.
53. (414) Which option is *not* an objective of inventory research?
- a. Account for rejected transactions.
  - b. Correct warehouse location errors.
  - c. Process requisitions when required.
  - d. Process record reversal and corrections for erroneous transactions.
54. (414) Causative research will be conducted for all adjustments greater than
- a. \$1,000.
  - b. \$1,500.
  - c. \$2,000.
  - d. \$5,000.
55. (414) When researching a *physical overage*, how far back from the current date should you go to the last inventory adjustment?
- a. 18 months.
  - b. 12 months.
  - c. 6 months.
  - d. 3 months.



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56. (415) The type account code for an item to be considered for an *automatic* adjustment is
- B.
  - D.
  - E.
  - X.
57. (415) An automatic adjustment for a pilferable item occurs when the record balance does *not* agree with the recount quantity and the dollar value of the adjustment is *less than*
- \$1,000.
  - \$100.
  - \$50.
  - \$25.
58. (415) What phrase identifies *automatic adjustments* on the transaction register and the consolidated inventory adjustment document register (M10) for *complete* inventory inputs?
- COMPL-ADJ.
  - SAMPLE-ADJ.
  - AUTO-COMPL.
  - AUTO-SAMPLE.
59. (415) What type of *inventory discrepancy* occurs due to an *accountable processing error*?
- Unresolved discrepancy that do *not* require further research.
  - Unresolved discrepancy with *no* personal responsibility.
  - Unresolved discrepancy with personal responsibility.
  - Resolved discrepancy.
60. (415) What product prints and deletes *internally stored* inventory adjustment records?
- Consolidated inventory adjustment document register (M10).
  - Consolidated transaction register (M19).
  - Inventory accuracy trends (M23).
  - Inventory reconciliation (M02).
61. (415) What function is responsible for verifying certification and approval signatures are on the *original* copy of the consolidated inventory adjustment document register (M10)?
- Inventory.
  - Quality assurance.
  - Document control.
  - Records maintenance.
62. (415) What tool is used to gain effective asset control by identifying areas of *current and potential* high loss?
- Trend analysis.
  - Special analysis.
  - Inventory analysis.
  - Complete analysis.
63. (416) What transaction identification code (TRIC) is used to process a *record reversal and correction transaction*?
- IAD.
  - RRC.
  - RVP.
  - TRN.

64. (416) What freeze code is assigned to item records requiring *record reversal and correction*?
- a. C.
  - b. I.
  - c. L.
  - d. Q.
65. (416) What publication contains the formats for transactions and the menu screens used to process record reversal and corrections (RVP)?
- a. Air Force Manual (AFMAN) 23-122.
  - b. Air Force Handbook (AFH) 23-123.
  - c. Air Force Instruction (AFI) 23-101.
  - d. AFI 23-111.
66. (416) Automated record reversal and correction (RVP) processing is *limited* to how many inputs at a time?
- a. One.
  - b. Two.
  - c. Five.
  - d. Nine.
67. (417) What asset management record is displayed in the Enterprise Solution-Supply (ES-S) *items not put away* report?
- a. PIC.
  - b. REC.
  - c. STK.
  - d. TIN.
68. (417) In the Enterprise Solution-Supply (ES-S) Asset Management database, to view records in more detail, click on a hyperlinked
- a. location.
  - b. stock number.
  - c. asset management ID number.
  - d. asset management order details.
69. (417) How many filter criteria sections are in the Enterprise Solution-Supply (ES-S) Asset Management Items Not Put Away report?
- a. Three.
  - b. Four.
  - c. Five.
  - d. Six.
70. (417) What Enterprise Solution-Supply (ES-S) asset management report shows all items that have *not been delivered* to the customer?
- a. Items not pulled.
  - b. Items not received.
  - c. Items not delivered.
  - d. Items not put away.

**Please read the unit menu for unit 3 and continue ➔**

## Unit 3. Management of Controlled Materiel

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**I**N RESPONSE TO AN INCIDENT involving the misidentification and incorrect shipment of assets, on 26 March 2008, the Secretary of Defense (SECDEF) directed the Secretary of the Air Force (SECAF), the Secretary of the Navy (SECNAV), and the Director of the Defense Logistics Agency (DLA) to conduct a comprehensive review and physical inventory by serial number of all nuclear weapons and NWRM under the authority or custody of their respective organizations. The SECDEF ordered the departments to verify control of these items, to assess the adequacy of each department's current policies and procedures, to identify the need for changes, and report their results to him within 60 days.

The Air Force maintains custody of the most varied array of nuclear weapons and NWRM in the Department of Defense (DOD), requiring a sophisticated, responsive, end-to-end logistics network to maintain their readiness. Positive inventory control of the assets within these systems is a top priority of the Air Force.

### 418. Types of controlled materiel

The Air Force manages a worldwide supply chain supporting diverse nuclear-capable weapons systems and maintains custody of the most varied array of nuclear weapons in the DOD. While the diversity of weapons, weapons systems, platforms, and locations makes the Air Force an agile nuclear warfighting force, it creates the requirement for a sophisticated, responsive, end-to-end logistics network.

#### Nuclear weapons-related materiel

NWRM is defined in the Air Force's Comprehensive Review and Physical Inventory of Nuclear Weapons and Weapons-Related Materials Plan, dated 4 April 2008, as:

Any components that: are critical to launch, enable, inhibit, and authenticate status (code and critical components); are classified or become classified once installed and used; serialized items installed on operationally deployed weapons systems; items removed/replaced as an end item (there are critical parts inside, but are not normally removed separately).

From the tasking in the unit overview, the SECDEF directed all services with protecting our NWRM. To clarify what exactly constituted nuclear weapons from NWRM, the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3150.04B, *Nuclear Weapons Stockpile Logistics Management and Nuclear Weapons Reports Under the Joint Reporting Structure*, was cited as the primary reference. This instruction which was published in January 2017, defined a nuclear weapon as

A complete assembly (i.e., implosion type, gun type, or thermonuclear type) in its intended ultimate configuration which, upon completion of the prescribed arming, fuzing, and firing sequence, is capable of producing the intended nuclear reaction and release of energy.

Figure 3-1 shows the correlation to other items that may be stored within the supply chain management operation.

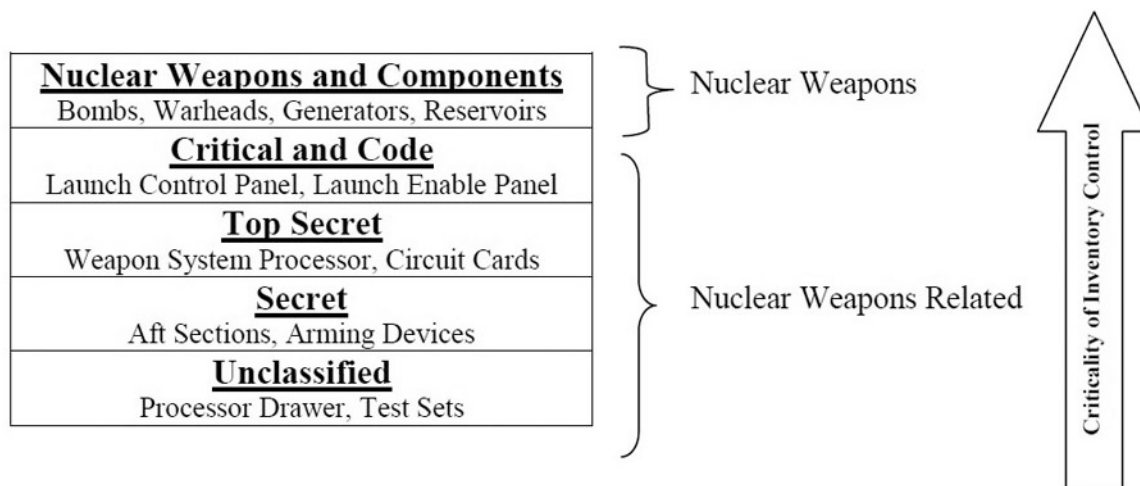


Figure 3-1. Nuclear weapon and related material storage.

### Classified

Air Force personnel are responsible, both personally and officially, for safeguarding classified information for which they have access. *Classified property* is defined as materiel which requires protection in the interest of national security. Collecting, obtaining, recording, or removing, for any unauthorized use whatsoever, of any sensitive or classified information, is prohibited. Classified materiel will be given priority handling at all times. Classified property should never be left unattended. When receiving classified assets, authorized personnel must open all classified packages or containers and physically verify that the stock/part number on the item matches the stock/part number on the shipping document and identification tags. Once verified, secure material appropriately and as soon as possible. Due to their nature, these assets will be inventoried immediately when recognized or identified as classified. Complete inventories of classified assets are conducted on a semiannual basis. There are three levels of classified materiel:

- Top Secret (e.g., CIC: T).
- Secret (e.g., CIC: S).
- Confidential (e.g., CIC: C).

Whenever classified property is removed or issued, classified cover sheets (AF Form 144, Top Secret Access Record and Cover Sheet [for Top Secret], SF Form 704, Secret (Cover Sheet), or SF Form 705, Confidential (Cover Sheet) for Classified Information [for Secret or Confidential]) are placed on the classified documents. Additionally, materiel management personnel stamp or mark in red, all DD Form 1348-1A copies and other applicable paperwork based on the controlled inventory item code (CIIC) of the material (i.e., Top Secret, Secret, or Confidential). Documentation is stamped in red with the phrase “CLASSIFIED ITEM” prior to issuing the material.

### Controlled cryptographic and communications security items

In March 1985, the category of COMSEC equipment and components known as controlled cryptographic item (CCI) was formally introduced. Procedures were developed to facilitate the production, acquisition, and use of the new COMSEC material category. The CCI concept was successful in promoting the broad use of secure telecommunications and information handling equipment, ancillary devices, or associated cryptographic components, that are unclassified, but controlled. Designated cryptographic equipment and components bear the designator “controlled cryptographic item” or “CCI.” Today, CCI designations are used to protect voice, record, and data communications processed by traditional national security telecommunications systems, and also, to provide network security for automated information systems. Each activity having local accounting

responsibility for CCIs must perform a complete physical inventory of its CCI holdings at periodic intervals according to the requirements applicable to the system in which the CCIs are accountable:

- Perform inventories for CCIs accountable within the Communications Security Material Accounting System (CMCS) every six months.
- Perform inventories for CCIs accountable within the Air Force Equipment Management System (AFEMS) every 12 months.

*The periodic interval between successive inventories may never exceed 12 months, regardless of accounting system.* This inventory includes all CCI equipment and uninstalled CCI components. The individual responsible for conducting the inventory (e.g., supply equipment custodian, COMSEC manager, COMSEC responsible officer, etc.) must physically view each CCI.

COMSEC refers to the measures and controls taken to deny unauthorized persons information derived from United States government information systems related to national security and to ensure the authenticity of such information systems. COMSEC protection results from applying security measures to communications and information systems generating, handling, storing, processing, or using classified or sensitive government or government-derived information, the loss of which could adversely affect the national security interest. It also includes applying physical security measures to COMSEC information and/or assets. Common physical security measures include:

- Verifying the need-to-know and clearance of personnel granted access.
- Following proper storage and handling procedures.
- Accurately accounting for all materials.
- Transporting materials using authorized means.
- Immediately reporting the loss or possible compromise of assets.

COMSEC items are controlled and protected IAW applicable national policy and DOD directives and instructions. COMSEC information is transmitted and transported IAW National Telecommunications and Information Systems Security Instruction 4001, *Controlled Cryptographic Items*. The protection resulting from all measures is designed to deny unauthorized persons information of value that might be derived from the possession and study of telecommunications and to ensure the authenticity of such communications.

COMSEC includes:

- Crypto security.
- Emission security.
- Transmission security.
- Physical security of COMSEC material and information.

### **Small arms/light weapons**

One of your most visible tasks as a materiel manager is your mobility weapons (M-9 pistol, M-4 rifle, etc.). The LRS individual protective equipment (IPE) element is responsible for providing secure storage for small arms/light weapons (SA/LW) mobility weapons. SA/LW is defined as:

- Handguns.
- Shoulder fired weapons.
- Light automatic weapons up to and including .50 caliber machine guns.
- Recoilless rifles up to and including 106mm.
- Mortars up to and including 81mm.
- Rocket launchers, man portable.
- Grenade launchers, rifle and shoulder fired.

- Individually operated weapons, which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

The LRS CC ensures that *access to the weapons vault is always controlled*. Only authorized personnel are given access to the vault, and those personnel authorized to perform duties associated with firearm protection and control are designated in writing. This designation will appear on the personnel authorized unescorted access/personnel authorized to issue and receive weapons letter signed by the CC. This letter identifies personnel who are authorized access to the LRS vault and includes individual names, rank/grade, duty title, security clearance levels, and units of assignment. These individuals must have current weapons qualifications. The letter is posted inside the weapon storage areas and a copy is kept on file. Unless altered by the LRS CC, personnel assigned to the IPE element control access to weapons and must be familiar with requirements and directives in:

- AFMAN 36-2655, *USAF Small Arms and Light Weapons Qualification Programs*.
- AFI 31-101, *Integrated Defense (ID)*.
- AFI 31-117, *Arming and Use of Force by Air Force Personnel*.
- AFI 36-2654, *Combat Arms Program*.
- AFMAN 21-209, Volume 1, *Ground Munitions*.
- Defense Transportation Regulation (DTR) 4500.9-R Part I, *Passenger Movement*.
- DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)*.
- Other applicable TOs.

### Sensitive items

Sensitive items are materials, which require a high degree of protection and control due to statutory requirements or regulations. Materials such as narcotics and drug abuse items; precious metals; items which are of high value, highly technical, or of a hazardous nature; SA/LW, ammunition, explosives and demolition material are considered sensitive items. The following table identifies the codes used to identify different levels of sensitive classification:

1	HIGHEST SENSITIVITY (CAT I).
2	HIGH SENSITIVITY (CAT II).
3	MOD SENSITIVITY (CAT III).
4	LOW SENSITIVITY (CAT IV).
5	HIGHEST SENS (CAT I)-SECRET.
6	HIGHEST SENS (CAT I) CONFID.
8	HIGH SENS (CAT II) CONFID.
Q	CONTROLLED SUBST-SCHED III/IV/V.
R	CONTROLLED SUBST-SCHED I/II, Precious metals.
S	This code identifies nuclear weapons UC ground equipment which is CIIC unclassified, but may require special controls. UC ground equipment is described as recorders, verifiers, adapters, power supplies, cables, programmers, monitors, controllers, code processors, power converters, computers, and data modules, which perform a nuclear weapons UC function.

One of the more common sensitive items you may encounter as a materiel manager is SA/LW. You must physically verify serial numbers for all SA/LW during in-check, even if the container is sealed. After verifying that all serial numbers in the container have arrived, place the items back in the container, as appropriate, and re-seal with serial numbers identified on the outside of the container. The type of storage can range from a locked metal container or security cage to a controlled entry warehouse.

### 419. Physical security

In order to achieve positive inventory control for NWRM, management must ensure each item is identified, accounted for, secured, segregated, and/or handled in such a manner to ensure safeguarding and integrity at all times. The characteristics of a positive inventory control system include:

- End-to-end asset visibility over the life-cycle of each item.
- A single responsible party with the appropriate tools and authority to account for all assets in the supply chain at any point in time.
- Clearly defined individual accountabilities for all stakeholders in the supply chain with inventory control responsibilities, with an associated elevation of responsibility if actions do not occur as required.
- Automatic alerts and required actions when processes break down.
- Unique identification and tracking of assets at the item level.
- Robust reconciliation processes for total asset accountabilities.
- Metrics to continually monitor all elements of the closed-loop process.

Air Force storage activities will maintain positive materiel control and visibility of inventory from wholesale down to and including retail inventories. The storage activity is responsible for the accuracy of the inventory held under its control including units maintaining COMSEC and equipment in-use assets. Air Force organizations must designate, in writing, personnel authorized to accept controlled materiel IAW AFI 16-1404, *Air Force Information Security Program*. Only personnel authorized by the CC or equivalent are permitted to process receipt of controlled materiel into accountable records systems. Releasing activities must verify the identification of an individual and the authorization to accept controlled materiel prior to signing for the materiel.

### 420. Proper inspection of controlled materiel

Positive inventory control is the ability to identify and account for the condition and location of materiel anywhere in the supply chain, including storage, movement, maintenance, while in use, and disposal by a responsible agent at any point in time.

#### Identification 27.2.2.1 B

Item inspection involves maintaining the proper condition and identity of items in storage. The LRS chief inspector trains personnel required to handle controlled materiel. The chief inspector conducts training semiannually to maintain awareness and competence regarding management of controlled materiel. Air Force activities open all containers and perform a bare asset inspection of controlled materiel to physically verify the item identification on the actual property to the receipt documentation. This includes materiel received in sealed containers, unless opening the container compromises the condition of the materiel.

#### Condition

Critical and code components require further special handling IAW the two-person concept. This concept is designed to minimize the possibility that a lone individual could degrade the nuclear surety of a nuclear weapon or nuclear weapon system. In addition, code components are handled by specially trained and certified code handling teams. Any issue of code components to a code handling team or transfer of code components between code handling teams is meticulously recorded and strictly controlled. During shipment, certified code components must be controlled by a courier team that is also qualified as a code handling team. All code components must be regularly inventoried (at 15, 30, and/or 90-day intervals) as designated in United States Strategic Command (USSTRATCOM) guidance.

#### Discrepancy reporting

All discrepancies (gains or losses) involving classified items constitute a potential compromise of classified information. Air Force activities will immediately secure materiel as appropriate; report all



discrepancies to the security manager; and immediately begin research efforts (e.g., tracer action and shipping discrepancy report, warehouse refusal, ROS investigation, etc.).

### **Receipt**

Item receipt involves the physical receipt of materiel, the validation of a requirement for the materiel, and the forwarding of materiel to end users or storage locations. *Do not* leave classified materiel unattended except when secured in an approved classified storage area. *Classified items will not remain on the receiving line for any reason.* All copies of source documents for classified items must be stamped or handwritten in red ink with the words “CLASSIFIED ITEM.” The receiving document is *not* classified materiel; *only the property is classified.* Receiving activities use the shipping/receiving documentation for controlled items from inside packaging containers for verifying item identification and processing receipt transactions. Materiel management activities sign the DD Form 1907, Signature and Tally Record, or carrier furnished signature and tally record to maintain custody accountability. The signed DD Form 1907 and signed DD Form 1348-1A, or appropriate receiving document is placed together in an accountable DCR file.

### **Storage**

Item storage involves the physical handling, binning, and inventory of materiel. Controlled items (i.e., classified, SA/LW, COMSEC, NWRM) receive immediate attention and are expediently moved and placed in the proper location. Air Force activities store controlled materiel according to the security classification and/or security risk or pilferage controls of the item. All LRS/materiel management activities will ensure controlled inventory items are safeguarded in approved warehouses/storage facilities. Air Force activities must clearly identify the item, classification, and serial number (as appropriate) for all controlled materiel being stored.

### **Physical property movement**

Specific inventory control processes include storage and physical property movement. Mapping efforts also include documenting the information “system” flows and the applicable regulations. The mapping efforts concentrate on processes associated with managing inventory held: in base-level materiel management and maintenance; in-transit between facilities; and in depot maintenance and stockage points.

### **421. Special handling of controlled materiel**

Controlled material such as NWRM, SA/LW and other sensitive items must be managed IAW applicable references. Procedures for serialized coding, reporting and reconciliation, serial number detail information, and serial number control processing can be found in AFH 23-123, Vol 2, Pt 1, Ch. 10, or the ES-S user’s manual.

### **Documentation**

For CCI, sensitive, classified, and pilferable items (except for foreign military sales [FMS] shipments), the shipping documentation is placed inside containers rather than on the outside. Classification markings should not be placed on the exterior of the container. *Identification bar code markings are required.* If the NSN is included as part of the identification markings, the linear (code 39) bar code human-readable interpretation (HRI) will be included. However, if the NSN is omitted, the HRI will also be omitted. An exception is the HRI remains on shipments of Defense Supply Center Philadelphia (DSCP) clothing and textile (C&T) items. Reference MIL-STD-129R, *Military Marking for Shipment and Storage*, for information.

### **Reconciliation**

Reconciliation involves resolving variances between physical inventory balances and the balances on the accountable records. Reclamation/disposal includes processes to remove items from active inventory and retain components of those items still required by end users. IMs are responsible for the condition of these assigned items to meet mission requirements over the lifecycle of each asset.



### Serialized control

Serialized control is used for SA/LW, COMSEC, and NWRM assets. These assets are identified by a SRC on the item record. The following table lists all SRCs:

Serialized Report Codes	
A	SA/LW.
C	COMSEC.
D	Reserved.
R	NWRM and COMSEC.
W	NWRM.

When dealing with an overage of a serialized control item, process a serialized asset inquiry in AFEMS and/or contact the applicable depot with the serial number of the asset. *Never process a found on base (FOB) turn-in on serialized controlled assets.* Attempt to identify the last owner of the asset (by organization and shop code, and/or SRAN). COMSEC and weapons assets will *not* be turned-in with a TEX + (plus). Once proper ownership is determined, the owning SRAN will use TRIC FED or REC to gain accountability.

### Accountability

Accountability of controlled materiel is the degree of responsibility for property that exists when a record of property is maintained and subject to an audit. Materiel management activities will sign the DD Form 1907 or carrier furnished signature and tally record to maintain custody accountability. The signed DD Form 1907 and signed DD Form 1348-1A or appropriate receiving documents are placed together in an accountable DCR file IAW AFMAN 23-122, Section 5E, for audit purposes.

### Inventory

Based on the 26 March 2008 SECDEF letter mentioned in this unit's introduction, the Air Force initiated a visual inventory on items with accessible serial numbers and a verification of the records and certified build sheets on items where the assembled configuration obscured the serial number.

MAJCOMs designated a colonel to lead each inventory at 23 separate Air Force installations from 8-20 April 2008. At each location, an inventory team of disinterested inventory and verification officers, accompanied by materiel management and maintenance experts from the MAJCOM, performed an inventory of the 157 NWRM off NSNs. Items on the inventory list were located in maintenance, warehouses, in-transit, depot, and contractor facilities.

In preparation for the physical inventory, Headquarters Air Force (HAF) directed a freeze on all transactions affecting the selected NSNs to minimize the movement of these items. Freezing these items at retail level meant freezing all transactions on the NSNs item record maintained in the materiel management system. Additionally, restrictive manager review codes, requiring manual intervention for the movement of an asset were applied in the stock control system to prohibit automatic release of these assets.

In order to ensure teams remained focused on capturing the accountability for all available assets, they were purposely unaware of the recorded balances in the system for each installation; this is known as a *blind inventory*. Applicable shipment and storage containers were opened to verify each asset's part and serial number. The majority of these assets were located at storage locations and/or maintenance shops within the base munitions squadron (or munitions flight), LRS, and operations support squadron. The inventory of operationally deployed assets was accomplished via records verification to avoid mission impact. The inventory quantity data was transcribed to and consolidated on a HAF physical inventory spreadsheet template. The spreadsheet was signed by the inventory officer, verification officer, installation accountable officer, and MAJCOM team lead.

The success of the Air Force initiated visual inventory has been carried forward and is now the established procedure for inventorying NWRM.

### **Shipment**

Air Force agencies will *not* requisition or transport controlled materiel outside of normal military standard requisitioning and issue procedures (MILSTRIP). All Air Force activities will coordinate acquisition, utilization, and transportation requirements for controlled materiel with authorized agencies. Air Force activities will only ship controlled materiel within MILSTRIP channels to maintain material visibility, accountability, and control. Each DD Form 1348-1A, issued for the shipment of sensitive and classified items, will reflect the CIIC in block 9 and the word "SENSITIVE" or "CLASSIFIED" in block 17. An extra set of DD Forms 1348-1A (except confidential items) will be provided for use as a hand receipt in processing the shipment. The extra set will provide the CIIC, item identification, the word "SENSITIVE" or "CLASSIFIED," and a signature block. The unsigned copies are placed inside the number one shipping container for use by the consignee's receiving function in processing receipts.

### **In-transit visibility**

In-transit transportation (ITV) involves the preparation and movement of materiel among segments of the supply chain and the reporting and management of in-transit information. The in-transit visibility involves transportation managers at the base-level, at DLADS activities at the ALC, commercial carriers, and commercial sources of supply and repair.

### **Disposal**

Prior to disposal, materiel management activities open all containers and perform a bare asset inspection of all controlled material using the two-man concept verifying the documentation matches the property. Materiel management activities coordinate with maintenance activities for items with special packaging requirements. All documents must have a certified inspector's signature stamp prior to processing the turn-in. Materiel management activities with the assistance of maintenance activities verifies that the part number and/or NSN number matches the part number and/or NSN on the turn-in documentation. Materiel management activities researches and verifies part number/stock number conversions for all controlled material being turned-in without the NSN physically identified on the item. Reclamation/disposal includes processes to remove items from active inventory and retain components of those items still required by end users.

### **Organic/contract repair**

The AFMC's item management team account for the assets at both organic and contractor repair facilities. For information purposes, organic repair facilities are government owned and government controlled. Additionally, the DLA provides information regarding inventory in their custody to finalize Air Force depot-level inventory results. DLA also provides a separate report to the SECDEF regarding balances for assets located at and under its control.

### **Issue**

The issue of Top Secret, Secret, and Confidential material requires a signature of receipt on the voucher (original) file copy of the DD Form 1348-1A, or appropriate issue document by the person receiving custody of the material. Signed documents will be retained in document control files. Air Force bases operating under the materiel management system will use procedures in AFMAN 23-122, Section 5B, for the issue of controlled material at base level. Materiel management activities will *not* issue controlled material to individuals who are *not identified* on the most current classified receipt listing.

### **Stock level**

Item assignment involves cataloging assets to assign system and item management responsibilities and unique item characteristics. Stock levels involve the maintenance of adequate stock levels and item status tracking to satisfy end user requirements.

Stock levels for active duty installations are calculated IAW guidance in AFI 23-101, *Air Force Materiel Management*, and include all assigned Air Force host, tenant, and geographically separated units unless host tenant support agreements state otherwise.

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### Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

#### 418. Types of controlled materiel

1. Briefly describe NWRM.
2. Define classified property.
3. How is the documentation stamped prior to the issuing of classified material?
4. What type of equipment protects voice, record, and data communications processed by traditional national security telecommunications systems, and also provides network security for automated information systems?
5. What is used to designate authorized personnel access to the weapons vault to perform duties associated with firearm protection and control?
6. Give several examples of sensitive materiel.
7. What sensitive classification code identifies nuclear weapons use control (UC) ground equipment such as verifiers, adapters, computers and data modules which perform a nuclear weapons UC functions?

#### 419. Physical security

1. What must be ensured in order to achieve positive inventory control of NWRM?
2. List some of the characteristics of a positive inventory control.
3. Who is authorized to process receipt of controlled materiel into accountable records systems?

**420. Proper inspection of controlled materiel**

1. How often does the chief inspector conduct training to maintain awareness and competence regarding the proper management of controlled materiel?
2. How often are code components inventoried as designated in STRATCOM guidance?
3. What actions must Air Force activities take when a discrepancy involving a classified item occurs?
4. How are copies of source documents for classified items marked?
5. How is controlled materiel stored?
6. What is included in mapping efforts done in reference to storage and physical property movement?

**421. Special handling of controlled materiel**

1. What does CCI reconciliation involve?
2. How are serialized controlled assets identified on the item record?
3. What does the material management activities use to maintain custody accountability?
4. During the visual inventory directed by the SECDEF in March of 2008, how did HAF stop transactions on selected NSN to minimize the movement of these items?
5. What is the definition of a blind inventory?
6. In order to maintain materiel visibility, accountability, and control, how does Air Force activities ship controlled materiel?

7. Who is involved in the in-transit visibility of controlled materiel?
8. Where are signed documents for the issue of controlled items retained?
9. What is involved in satisfying an end user stock level requirement?

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### Answers to Self-Test Questions

#### 418

1. Any components that are critical to launch, enable, inhibit, and authenticate status (code and critical components); are classified or become classified once installed and used; serialized items installed on operationally deployed weapons systems; items removed/replaced as an end item (there are critical parts inside but are not normally removed separately).
2. Material, which requires protection in the interest of national security.
3. Stamped in red with the phrase "classified item."
4. Controlled cryptographic item (CCI).
5. Personnel authorized unescorted access/personnel authorized to issue and receive weapons letter.
6. Narcotics and drug abuse items; precious metals; items which are of high value, highly technical or of a hazardous nature; SA/LW, ammunition, explosives and demolition material.
7. The classification code: \$.

#### 419

1. Management must ensure each item is identified, accounted for, secured, segregated, and/or handled in such a manner to ensure it's safeguarding and integrity at all times.
2. End-to-end asset visibility over the life-cycle of each item; a single responsible party with the appropriate tools and authority to account for all assets in the supply chain at any point in time; clearly defined individual accountabilities for all stakeholders in the supply chain with inventory control responsibilities, with an associated elevation of responsibility if actions do not occur as required; automatic alerts and required actions when processes break down; unique identification and tracking of assets at the item level; robust reconciliation processes for total asset accountabilities; metrics to continually monitor all elements of the closed-loop process.
2. Only personnel authorized by the commander (CC) or equivalent.

#### 420

1. Semiannually.
2. At 15, 30, and/or 90-days intervals.
3. Immediately secure materiel as appropriate; report all discrepancies to the security manager; and immediately begin research efforts (e.g., tracer action and shipping discrepancy report, warehouse refusal, report of survey investigation, etc.).
4. All copies must be stamped or handwritten in red ink with the words "classified item."
5. According to the security classification and/or security risk or pilferage controls of the item.
6. Mapping efforts also include documenting the information "system" flows and the applicable regulations, and concentrates on processes associated with managing inventory held: in base-level materiel management and maintenance; in-transit between facilities; and in depot maintenance and stockage points.

**421**

1. Resolving variances between physical inventory balances and the balances on the accountable records.
2. Serialized report code (SRC).
3. DD Form 1907, or carrier furnished signature and tally record.
4. HAF directed a freeze on all transactions.
5. The inventory team members are purposely unaware of recorded balances of the assets being inventoried.
6. Within MILSTRIP channels.
7. Transportation managers at the base-level, at DLA distribution and storage activities at the air logistics complex (ALC), commercial carriers, and commercial sources of supply and repair.
8. Retained in document control files.
9. The maintenance of adequate stock levels and item status tracking.

**Complete the unit review exercises before going to the next unit.**

## Unit Review Exercises

**Note to Student:** Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field-Scoring Answer Sheet.

**Do not return your answer sheet to the Air Force Career Development Academy (AFCDA).**

71. (418) What is the *primary reference* used for nuclear weapons related materiel (NWRM)?
  - a. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3150.04B
  - b. Air Force Handbook (AFH) 23-123, Volume 1.
  - c. Air Force Manual (AFMAN) 23-122.
  - d. CJCSI 20-110.
72. (418) What is used to protect voice, record, and data communications processed by *traditional* national security telecommunications systems?
  - a. Controlled cryptographic item (CCI) verification.
  - b. CCI designations.
  - c. CCI procedure.
  - d. CCI material.
73. (418) What materiel is identified as requiring protection in the interest of national security?
  - a. Nuclear weapons related materiel (NWRM).
  - b. Communications security (COMSEC).
  - c. Classified.
  - d. Sensitive.
74. (418) Which cover sheet is used for Top Secret materiel?
  - a. Standard Form 704.
  - b. Standard Form 705.
  - c. Air Force Form 144.
  - d. Department of Defense Form 1348.
75. (418) What measures and controls are taken to deny unauthorized persons information derived from information systems related to national security?
  - a. Force protection.
  - b. Information protection.
  - c. Operation security (OPSEC).
  - d. Communications security (COMSEC).
76. (418) Narcotics and drug abuse items, precious metals, items of a highly technical or of a hazardous nature, and explosives are what type of controlled materiel?
  - a. Sensitive.
  - b. Pilferable.
  - c. Classified.
  - d. Serialized.
77. (419) In order to achieve positive inventory control for nuclear weapons-related materiel, management must ensure each item is identified, accounted for, secured, segregated, and/or handled in such a manner to ensure its safeguarding and
  - a. safety at all times.
  - b. integrity at all times.
  - c. visibility at all times.
  - d. serviceability at all times.

78. (419) Air Force organizations must designate, in writing personnel permitted and authorized to accept controlled materiel in accordance with
- a. Air Force Instruction (AFI) 16-1404.
  - b. Air Force Manual (AFMAN) 23-122.
  - c. Air Force Handbook (AFH) 23-123, Volume 1.
  - d. Chairman of the Joint Chiefs of Staff Instructions (CJCSI) 3150.04.
79. (420) Who is responsible for training personnel required to handle controlled materiel?
- a. Director of operations compliance.
  - b. Logistics readiness squadron commander.
  - c. Materiel management flight superintendent.
  - d. Logistic readiness squadron chief inspector.
80. (420) As designated in United States Strategic Command (USSTRATCOM) guidance, *code components* are inventoried at
- a. 15, 30, and/or 90-day intervals.
  - b. 30, 45, and/or 90-day intervals.
  - c. 15, 30, and/or 120-day intervals.
  - d. 30, 45, and/or 120-day intervals.
81. (420) Air Force activities report discrepancies involving a classified item to
- a. the unit commander.
  - b. the security forces.
  - c. the security manager.
  - d. the logistics readiness squadron chief inspector.
82. (420) What color ink is used to stamp or handwrite the words “Classified Item” on copies of source documents for classified items?
- a. Blue.
  - b. Red.
  - c. Black.
  - d. Green.
83. (421) The *shipping paperwork* for controlled materiel is
- a. stapled to the manifest.
  - b. given to the courier.
  - c. placed inside the shipping container.
  - d. affixed to the outside the shipping container in a sealed envelope.
84. (421) An *overage* of a serialized control item is processed by
- a. a serialized asset inquiry in Air Force Materiel Command Supply Chain Management (AFMC SCM).
  - b. a serialized asset inquiry in the Air Force Equipment Management System (AFEMS).
  - c. an overage in the Reparable Item Movement Control System (RIMCS) detail system.
  - d. a serialized asset inquiry in AFEMS and/or contacting the contractor.
85. (421) Air Force agencies will *not* requisition or transport controlled materiel outside of normal
- a. DOD standardization program (DSP) policies and procedures.
  - b. military standard requisitioning and issue procedures (MILSTRIP).
  - c. Air Force Materiel Command Supply Chain Management (AFMC SCMR).
  - d. military standard transaction reporting and accounting procedures (MILSTRAP).



86. (421) Who accounts for assets at both organic and contract repair facilities?
- a. Item inspector.
  - b. Inventory manager
  - c. Command equipment management office (CEMO).
  - d. Air Force Materiel Command (AFMC) item management team.

## Student Notes

## Glossary of Terms and Acronyms

### Terms

**Air Force Equipment Management System (AFEMS)**—The system used by an AF base, a major command, AFMC, and HQ USAF to manage nonexpendable equipment, plus base-level management of certain expendable items such as hand tools, individual issue equipment, and war reserve materiel. AFEMS includes the areas of allowances, authorizations, accounting, physical inventories, reporting, and requirements computation.

**Air Force supplies**—Materiel and supplies made available to AF activities and/or facilities through defense military management agencies or other authorized supply sources in order to support the USAF mission.

**Air Logistics Complex (ALC)**—An AFMC operational activity charged with worldwide responsibility for receiving, storing, and shipping materiel; organically accomplishing repair and modification tasks; contracting with industry for manufacture or repair as directed by materiel management for assigned weapon systems, equipment, or items of supply; and providing technical and logistics support for AF operational units, other service agencies, and foreign military customers.

**base supply**—The activity responsible for requisitioning, receiving, storing, and issuing (including maintenance of accountable records) supplies/equipment supporting the assigned mission of the base/wing.

**bench check**—A workshop check for the condition, completeness, or working order of a piece of equipment.

**bench stock**—A stock of consumption-type supplies and parts established at or near points of consumption to ensure continuous and uninterrupted operations.

**controlled item**—Any item of supply where the distribution is monitored by a central authority. These are normally items that are scarce, exceptionally costly, highly technical, or peculiar to certain units or missions.

**custody receipt**—A document used by a responsible property officer to record the loan issue of property to an individual of the unit.

**database**—A file on disk where information is stored and updated.

**date of last inventory (DOLI)**—Indicates the Julian date of the conclusion of the most recent inventory.

**date of last transaction (DOLT)**—Indicates the Julian date of the last transaction, which changed or updated an item record or a detail record and produced a transaction history.

**document identifier code (DIC)**—Used to identify a given product (i.e., requisition, referral action, status output, follow-up, cancellation, etc.) to the system to which it pertains, and further identifies such data as to its intended purpose and usage.

**document number**—A 14-digit reference number that is assigned to a requisition or a release/receipt document in order to identify the transaction throughout the logistics system until retirement of the document is authorized in official reports of audit.

**due-in from maintenance (DIFM)**—A recoverable item flowing through maintenance from the time of removal to actual turn-in.

- equipment authorized inventory data (EAID)**—A computerized in-use/registered equipment management (REM) detail record of all equipment requiring formal supply property accountability. This includes authorized and in-use/in-place, including substitute items.
- excess exception (EEX) code**—Used on an item record to identify items that are not subject to normal excess reporting.
- expendability, recoverability, reparability, cost designator (ERRCD)**—Used to designate the expendability status, level of repair, and cost category.
- freeze code**—Code loaded on an item record to stop SBSS processing of certain transactions against that item record and associate detail records.
- functional check flag**—To identify those items that require functional check/calibration before issue for installation and/or items requiring serviceability check before issue.
- in-place readiness spares package (IRSP)**—Spares and repair parts intended for use as base support for units, which will operate in-place during wartime. IRSP represents the difference between the wartime requirement and the POS assets expected to be available at the operating location.
- MICAP**—The term used to classify items of highest priority. It is a unique system used to secure materiel needed to repair mission essential equipment.
- reparable**—Used to identify unserviceable items that can be economically repaired and restored to a serviceable condition.
- reparable**—Used to identify items that will be repaired for reuse when they become unserviceable.
- report of survey (ROS)**—An instrument for recording the circumstances concerning the loss, unserviceability, or destruction of AF property. It serves as, or supports, a voucher for dropping the articles from the property records on which they are listed. It also serves to determine all questions of responsibility for the absence or condition of the articles.
- shelf-life**—That period of time during which an item can remain unused in storage before being reconditioned or condemned.
- standard reporting designator (SRD)**—Used to identify the many varieties of end items/equipment in the AF inventory so that data pertaining to them can be identified in various information systems.
- stock fund**—A revolving fund established to finance inventories of supplies and other stores.
- stock item**—An AF, DLA, or other services purchased item (supplies or equipment) for which a property accounting record is maintained.
- stock number**—A number identifying a part for requisitioning, storage, identifying the manufacturer, and/or origin in number.
- supplies**—Raw materiel, commodities, manufactured articles, component parts, assemblies, and units or equipment procured, stored, or issued for or by the chief of Staff/USAF, which haven't become real property or been installed.
- technical order (TO)**—An AF publication that gives specific technical directives and information on inspection, storage, operation, modification, and maintenance of given AF items and equipment.
- technical order compliance (TOC)**—That state in which, according to USAF technical order or other military department modification orders, an otherwise serviceable article must be processed by a maintenance activity for the periodic inspection, calibration, test, modification, change, or alteration prior to shipment, issue, or the preparation for initial or continued storage.

**transaction exception (TEX) code**—Used for program identification of exception conditions that require specific functions depending on the input and program involved.

**transaction identification code (TRIC)**—A code that identifies a given internal transaction within the SBSS, and further identifies such data as to its intended purpose and usage and the operation dictated.

**type transaction phase code (TTPC)**—A code that identifies the transaction that appears on the document register.

**unsuitable items**—Items that no longer meet the qualitative requirements of the AF. Normally, items in this category are disposal (DSP) items that have been replaced by a more suitable or improved item which is currently available in the supply system.

**war reserve materiel (WRM)**—That materiel needed to augment peacetime assets to completely support forces, missions, and activities reflected in USAF war plans.

**Web Federal Logistics Information System (WebFLIS)** - Provides essential information about supply items including the national stock number (NSN), the item name, manufacturers and suppliers (including part numbers), through a web interface connected to FLIS data.

## Acronyms

<b>A&amp;F</b>	accounting and finance
<b>AA&amp;E</b>	arms, ammunition, explosives
<b>AFEMS</b>	Air Force Equipment Management System
<b>AFH</b>	Air Force handbook
<b>AFI</b>	Air Force instruction
<b>AFJMAN</b>	Air Force Joint manual
<b>AFMAN</b>	Air Force manual
<b>AFMC</b>	Air Force Materiel Command
<b>AFMC SCM-R</b>	Air Force Materiel Command Supply Chain Management-Retail
<b>AIT</b>	automatic identification technologies
<b>ALC</b>	air logistics complex
<b>AO</b>	accountable officer
<b>BNR</b>	billed not received
<b>BSS</b>	base service store
<b>C&amp;T</b>	clothing and textile
<b>CA/CRL</b>	custodian authorization/custody receipt listing
<b>CC</b>	commander
<b>CCI</b>	controlled cryptographic item
<b>CDC</b>	career development course
<b>CIC</b>	controlled item code
<b>CIIC</b>	controlled inventory item code
<b>CJCSI</b>	Chairman of the Joint Chiefs of Staff instruction
<b>CMCS</b>	Communications Security Material Accounting System
<b>COMSEC</b>	communications security
<b>COSIS</b>	care of supplies in storage
<b>CSV</b>	comma-separated value
<b>CTH</b>	consolidated transaction history
<b>DCR</b>	document control record
<b>DD</b>	Department of Defense (when used with a form, i.e. “DD Form”)
<b>DIC</b>	document identification code
<b>DIFM</b>	due-in from maintenance
<b>DLA</b>	Defense Logistics Agency

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<b>DLADS</b>	Defense Logistics Agency Disposition Services
<b>DOD</b>	Department of Defense
<b>DoDM</b>	Department of Defense manual
<b>DOLI</b>	date of last inventory
<b>DOLT</b>	date of last transaction
<b>DOR</b>	due-out release
<b>DSCP</b>	Defense Supply Center Philadelphia
<b>DTR</b>	Defense Transportation Regulation
<b>EAE</b>	equipment accountability element
<b>EAID</b>	equipment authorization inventory data
<b>EDCL</b>	enterprise data collection layer
<b>EEX</b>	excess exception
<b>EOD</b>	end of day
<b>EOQ</b>	economic order quantity
<b>ERRCD</b>	expendability, recoverability, reparability cost designator
<b>ESD</b>	electrostatic discharge
<b>ESDS</b>	electrostatic discharge sensitive
<b>ES-S</b>	Enterprise Solution-Supply
<b>FIA</b>	financial inventory accounting
<b>FIFO</b>	first-in/first-out
<b>FMS</b>	foreign military sales
<b>FOB</b>	found on base
<b>GCSS-AF</b>	Global Combat Support System-Air Force
<b>HAF</b>	Headquarters Air Force
<b>HPMSK</b>	high-priority mission support kit
<b>HQ</b>	headquarters
<b>HRI</b>	human-readable interpretation
<b>IAW</b>	in accordance with
<b>ID</b>	identification
<b>IEE</b>	individual equipment element
<b>IM</b>	item manager
<b>IP</b>	interservice publications
<b>IPE</b>	individual protective equipment
<b>IRC</b>	inventory recount

<b>IRSP</b>	in-place readiness spares package
<b>ISG</b>	interchangeable and substitution group
<b>ISU</b>	issue
<b>ITV</b>	in-transit transportation
<b>JSM</b>	Joint Service manual
<b>LRS</b>	logistics readiness squadron
<b>MACR</b>	materiel acquisition control record
<b>MAJCOM</b>	major command
<b>MAQ</b>	maximum authorized quantity
<b>MHE</b>	materiel handling equipment
<b>MICAP</b>	mission capable
<b>MILSTRIP</b>	military standard requisitioning and issue procedures
<b>MRA</b>	minimum reserve authorization
<b>MRSP</b>	mobility readiness spares package
<b>MSK</b>	mission support kit
<b>NAMRSP</b>	non-airborne mobility readiness spares package
<b>NCOIC</b>	noncommissioned officer in charge
<b>NRTS</b>	not reparable this station
<b>NSN</b>	national stock number
<b>NWRM</b>	nuclear weapons-related materiel
<b>OCCR</b>	organization cost center report
<b>OF</b>	optional form
<b>OSI</b>	office of special investigations
<b>PDF</b>	portable document format
<b>PFMR</b>	project funds management record
<b>PMIC</b>	precious metal indicator code
<b>PMRP</b>	precious metals recovery program
<b>POC</b>	point of contact
<b>RDO</b>	redistribution order
<b>REM</b>	registered equipment management
<b>RNB</b>	received not billed
<b>ROD</b>	report of discrepancy
<b>ROS</b>	report of survey
<b>RPS</b>	remote processing station
<b>SA/LW</b>	small arms and light weapons



<b>SATS</b>	standard asset tracking system
<b>SBSS</b>	Standard Base Supply System
<b>SECAF</b>	Secretary of the Air Force
<b>SECDEF</b>	Secretary of Defense
<b>SECNAV</b>	Secretary of the Navy
<b>SF</b>	standard form
<b>SHIP</b>	ship
<b>SMAG</b>	supply management activity group
<b>SNC</b>	shipped not credited
<b>SP</b>	supply point
<b>SPRAM</b>	special purpose recoverables authorized maintenance
<b>SRAN</b>	stock record account number
<b>SRC</b>	serialized report code
<b>SRD</b>	standard reporting designator
<b>TCTO</b>	time compliance technical order
<b>TO</b>	technical order
<b>TOC</b>	technical order compliance
<b>TRIC</b>	transaction identification code
<b>TTPC</b>	type transaction phase code
<b>UC</b>	use control
<b>USSTRATCOM</b>	United States Strategic Command
<b>WCDO</b>	war consumables distribution objective
<b>WebFLIS</b>	Web Federal Logistics Information System
<b>WRM</b>	war reserve materiel
<b>WTDOS</b>	weapon training detachment operating spares
<b>ZOP</b>	zero overpricing

## **Student Notes**

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