



Joint Service Regulation **REGULATION**

Defense Logistics Agency

Army

Air Force

Navy

Marine Corps

DLAR (JSR) 4145.04

AR 740-3

AFMAN 23-125

NAVSUPINST 4400.100B

MCO 4450.15B

October 21, 2020

OPR: DLA Logistics Operations (J3), Technical and Quality Assurance Division (J344)

SUBJECT: Department of Defense (DoD) Stock Readiness Program

REFERENCES: See Enclosure 1.

1. PURPOSE:

a. This Regulation cancels DLAI 4145.4/AR 740-3/AFMAN 23-125(IP)/NAVSUPINST 4400.100A/MCO 4450.15A, Stock Readiness (Reference (a)) and reissues this publication to update policy, responsibility, and procedures for the DoD Stock Readiness Program.

b. This Regulation prescribes instructions for care of supplies, including the inspection and reporting of condition and serviceability of materiel, and the scheduling, controlling, and reporting of packaging and other cost reimbursable actions in support of DLA Distribution Center (DC) receiving operations, and Care of Supplies in Storage (COSIS).

c. This Regulation charters the Defense Stock Readiness Group (DSRG) under the auspices of the Defense Logistics Agency (DLA) and the Military Services.

2. SUMMARY OF CHANGES: This publication has been revised significantly and must be reviewed in its entirety.

3. APPLICABILITY: This Regulation applies to the Military Services and DLA (herein referred to as the “DoD Components”). It applies to classes of supply that are managed by a DoD Component and stored at DCs, except Class V, Class VI, and Class IIIB.

4. DEFINITIONS: See Glossary.

5. POLICY: It is DoD policy, in accordance with DoDM 4140.01, Volume 5, DoD Supply Chain Materiel Management Procedures: Delivery of Materiel (reference (b)), to establish a COSIS program to ensure materiel in storage is maintained in a ready-for-issue condition or to prevent deterioration of unserviceable materiel.

6. RESPONSIBILITIES: See Enclosure 2.

7. PROCEDURES: See Enclosure 3.

8. INFORMATION REQUIREMENTS:

a. Department of Defense (DD) Form 1225 Storage Quality Control Report (SQCR) referred to in Enclosure 3 of this regulation.

b. Standard Form (SF) 364, Supply Discrepancy Report (SDR) referred to in Enclosure 3, of this regulation.

Note: An electronic version of each form noted above is available on the DoD Forms Management Program Web Site at <http://www.dtic.mil/whs/directives/>. DoD Components must develop and maintain capability for electronic communication of SDRs, SQCRs, and associated replies to achieve full DLMS compliance. Refer to DLM 4000.25, Volume 2, Chapter 17 and 21, respectively, at <https://www.dla.mil/HQ/InformationOperations/DLMS/>.

9. RELEASABILITY: UNLIMITED. This Joint Regulation is approved for public release. It is available on the DLA Issuances Internet Website (<https://hqc.dla.mil/issuances/pages/default.aspx>)

10. INTERNAL CONTROLS:

a. DLA Distribution J4 Stock Readiness will provide monthly reports to the DoD Stock Readiness Program Manager of all open SDRs and SQCRs that do not have actionable disposition after two follow-up attempts (older than 116 calendar days).

b. The DoD Stock Readiness Program Manager will provide the third follow up monthly reports to the DoD Component Stock Readiness POCs.

c. The DLA Stock Readiness POCs will provide monthly status updates to the DoD Stock Readiness Program Manager of third follow-up SDRs and SQCRs that closed.

d. Monthly Integrated Process Team (IPT) meetings will be held between DLA Headquarters, DLA Distribution and Military Services to resolve Stock Readiness and suspended stock issues.

11. EXPIRATION DATE: This Regulation must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will automatically expire on the ten-year anniversary date and be removed from the DLA Issuances Website.

ALEETA D. COLEMAN
Director
DLA Transformation

Enclosures:

- Enclosure 1 – References
- Enclosure 2 – Responsibilities
- Enclosure 3 – Procedures
- Enclosure 4 – Charter for DSRG
- Enclosure 5 – Navy Specific Requirements
- Enclosure 6 – Army Specific Requirements
- Enclosure 7 – Air Force Specific Requirements
- Enclosure 8 – Supply Condition Codes
- Enclosure 9 – Discrepancy Codes
- Enclosure 10 – DD Form 1225 SQCR

Glossary

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ENCLOSURE 1: REFERENCES

- (a) DLAI 4145.4/AR 740-3/AFMAN 23-125(IP)/NAVSUPINST 4400.100A/MCO 4450.15A, "Stock Readiness," November 9, 2012, hereby superseded
- (b) DoDM 4140.01 Volume 5 w/Change 1, "DoD Supply Chain Materiel Management Procedures: Delivery of Materiel," September 17, 2018
- (c) DoDM 4140.27, Volumes I and II, "Shelf-Life Management"
 - (1) DoDM 4140.27, Volume I w/CHG 2, December 11, 2019
 - (2) DoDM 4140.27, Volume II w/CHG 2, November 7, 2019
- (d) DLM 4000.25, Volume 2, Chapter 17, "Supply Standards and Procedures: Supply Discrepancy Reporting w/Change 13," November 26, 2019 (to include Appendix 7.28, Supply Discrepancy Report Relevant Data Elements and 7.29, Stock Readiness Relevant Data Elements)
- (e) DoD 7100.14-R, "DoD Financial Management Regulation," Vol 12, March 2019
- (f) MIL-STD-1686C, "DoD Standard Practice, Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies, and Equipment," October 25, 1995
- (g) MIL-STD-130N, "DoD Standard Practice Identification Marking of U.S. Military Property w/ Change 1," August 16, 2019
- (h) MIL-STD-129R w/Change 2, "Military Marking for Shipment and Storage," September 27, 2019
- (i) MIL-PRF-121G, "Barrier Materials, Greaseproof, Waterproof, Flexible, Heat-Sealable," August 28, 2019
- (j) MIL-PRF-131K, "Water vaporproof, Greaseproof, Flexible, Heat-Sealable," April 08, 2019
- (k) MIL-PRF-81705E, "Barrier Materials, Flexible, Electrostatic Discharge Protective, Heat-Sealable," September 12, 2019
- (l) MIL-DTL-117H, "Bags, Heat-Sealable," August 29, 2019
- (m) AR 700-15/NAVSUPINST 4030.28E/AFJMAN 24-206/MCO 4030.33E/DLAR 4145.7, "Packaging of Materiel," January 12, 2004
- (n) DLM 4000.25, Volume 2, Chapter 21 w/Change 10, "Stock Readiness Program," May 4, 2018

ENCLOSURE 2: RESPONSIBILITIES

1. THE DIRECTOR, DLA. The Director, DLA will:

- a. Establish procedures for all DoD Components to execute the COSIS program in accordance with the responsibilities in Reference (b).
- b. Ensure compliance with the provisions of this regulation within DLA.
- c. Maintain a liaison with the Military Services to assist in resolving issues related to the DoD Stock Readiness program.
- d. Ensure interoperability, uniform, and efficient implementation of the DLMS with the DoD components for SDRs, SQCRs, and stock screening actions.

2. THE DIRECTOR, DLA LOGISTICS OPERATIONS (J3). The DLA J3 will:

- a. Administer procedures for the DoD Stock Readiness program for DLA and Military Service-managed materiel.
- b. Review DLA Distribution packaging, warehousing procedures, and systems for compliance with this regulation.
- c. Ensure coordination of stock readiness concerns with DLA principal staff and Military Service Headquarters.

3. THE DIRECTOR, DLA LOGISTICS POLICY AND STRATEGIC PROGRAMS (J34). The J34 will:

- a. Keep this Regulation current and issue revised policy necessary to maintain an effective DoD Stock Readiness Program.
- b. Verify stock readiness program status through on-site evaluations and review of DC performance reports.
- c. Designate a DoD Stock Readiness Program Manager.
- d. Maintain the DSRG Charter.

4. THE COMMANDER, DLA DISTRIBUTION. The Commander, DLA Distribution will:

- a. Designate a Stock Readiness Coordinator (SRC) who will be responsible for all matters pertaining to stock readiness at the DCs. Forward a copy of established procedures to

Headquarters DLA. The SRC will coordinate with the affected ICPs in developing SR procedures where specific assets need additional controls.

b. Establish a stock readiness Quality Control Program for recording and reporting quality control data.

c. Follow up on SDRs and SQCRs with ICPs that fail to provide timely disposition instructions to DCs on materiel requiring SR work. Coordinate with the ICPs in developing SR procedures where specific assets need specific controls.

d. Provide resources needed to accomplish SR workload.

e. Verify SR program status through on-site evaluation and review of DC performance reports. Recommend revised program policy and procedures necessary to maintain effective program execution at acceptable levels.

f. Maintain a listing of DC SR Points of Contact (POC).

g. Establish procedures and maintain the preservation, packaging, packing, and marking (PPP&M) cost data on the DLA Distribution J8 financial website for ICPs to access, review, download and analyze.

h. Establish procedures and maintain the reimbursable COSIS cost data (document number, NSN, site ID, item description (action performed) and cost) on the DLA Distribution J8 financial website for ICPs to access, review, download and analyze.

5. THE COMMANDERS, DLA DISTRIBUTION CENTERS (DCs). The Commanders, DLA Distribution Centers will:

a. Designate a government SRC for all matters pertinent to accomplishing the SR program. Report name, telephone number, and email changes to the DLA Distribution SRC. The SRC must have in-depth knowledge of DC operations and SR packaging requirements of the applicable ICPs being supported at that location.

b. Provide the resources required to accomplish the objectives of the SR program.

c. Ensure the proper packaging materials are available for repackaging to include the proper electrostatic discharge sensitive (ESDS) workstations in accordance with Reference (f). When the required packaging materials are not available to satisfy packaging requirements as defined in the contract or on the service specific website, submit a request to the managing ICP for deviation approval for alternate packaging methods/materials.

d. Notify the managing ICP packaging department when packaging requirements are not available in the contract or on the Service website.

- e. Determine the adequacy of resources provided to accomplish the SR program and identify shortfalls that will jeopardize program accomplishment.
- f. Refer SR requests for which the ICP fails to provide timely disposition instructions to the DLA Distribution SRC.
- g. Conduct monthly COSIS inspections based on Distribution Standard System (DSS) generated workload.
- h. Identify materiel in storage requiring reimbursable COSIS and provide cost estimate for corrective actions.
- i. Follow Service specific SR requirements defined in Enclosures 5-7. If additional guidance is required, contact the DLA Distribution SRC.
- j. Perform reimbursable COSIS on materiel as approved by affected ICPs.
- k. At the direction of the ICP, DCs will process materiel not funded for COSIS to disposal unless the ICP specifically identifies that COSIS funding will be provided later.
- l. Report completion of reimbursable COSIS work to the requestor via the method submitted (i.e. email, closed transaction report, etc.).
- m. Maintain documentation in accordance with DLA and DoD components audit readiness guidelines.

6. THE DLA SUPPLY CHAINS AND MILITARY SERVICE ICPs. The DLA Supply Chains and Military Service ICPs will:

- a. Designate SR POCs and provide contact information to the DoD SR Program Manager.
- b. Provide sufficient funding to conduct an effective SR program for materiel that requires corrective action or provide instructions for disposition in accordance with timelines defined in Reference (d).
- c. Ensure that ICPs are providing accurate packaging data and Item Type Storage Codes (ITSCs) in the Federal Logistics Information System (FLIS).
- d. Coordinate types and quantities of reusable containers that DCs should reclaim or provide disposition instructions for those reusable containers.
- e. Obtain access to the DLA Distribution J8 financial website through the Account Management Provisioning System (AMPS) to view detailed PPP&M billing data.

f. When physical movement of materiel is required, the ICP must generate a Materiel Release Order (MRO) or a Disposal Release Order (DRO).

7. THE MILITARY SERVICE MAJOR LOGISTICS COMMANDS. The Military Service Major Logistics Commands will:

a. Designate a POC for SR-related concerns and provide to the DoD Stock Readiness Program Manager.

b. Ensure that ICP funding requirements are addressed in annual Program Objective Memoranda (POM) and other appropriate funding forecasting means.

ENCLOSURE 3: PROCEDURES

1. RECEIVING OPERATIONS. Costs for receiving operations are included in Net Landed Cost (NLC). DCs will conduct SR receiving operations as follows:

a. Receipt of New Procurements and Materiel Returned from Commercial Repair in Supply Condition Code (SCC) A. (materiel shipped from commercial vendors/suppliers and/or organic repair)

(1) Kind, Count, Condition (KCC). A KCC inspection will be performed to determine the materiel condition and completeness. Ensure the appropriate count is received by comparing the quantity and unit of issue against the contract. Ensure the packaging meets the contractual requirements per 1.a. (2).

(a) Identification. Identify the item by comparing the national stock number (NSN) and/or part number on the contract against MIL-STD-129 markings.

1. Controlled (classified, sensitive, pilferable, radioactive, CSI, and NWRM) items require a bare item inspection. Identify the item by comparing the NSN and/or part number on the supply documentation against one bare item with the contract when it requires destination acceptance. If the item is source inspected the unit package will not be opened.

2. Bare item inspection during the KCC process for non-critical new procurement receipts when the contract requires destination inspection is not required.

(b) Discrepancies. If discrepancies are noted while performing KCC, place the materiel in storage in SCC L and submit a SDR in accordance with Reference (d). A current list of discrepancy codes for SDR reporting can be found in Reference (d). Ensure the SDR reflects a complete description of the current condition of the materiel. Photos of the discrepancy will be provided at time of receipt if the capability exists at the DC. If photo capability exists and once the SDR is created, the receiver will log into WebSDR and upload the photos via a correction stating that the photos are present.

(c) Disposition Instructions. Disposition on SDRs must be provided systemically. When disposition is provided to the DC, the DC will take the action provided by the item manager/owner within the timeframes defined in Table 3. If item identification updates are required to WebFLIS or Service databases, the Service will process, when applicable. When the DC deems the disposition provided by the item manager/owner not possible, lack of execution can only be due to safety, conflicting disposition, or physical constraints. An explanation will be provided to the manager/owner in a systemic reconsideration with the specific reason it is not possible. The DC will include the requirements to resolve the discrepancy in the responding SDR comments.

(2) Packaging. Inspect packaging for destination accepted contracts to ensure the unit pack is appropriate to the level of packaging specified by checking the applicable contract in Electronic Document Access (EDA). If requirements are not found in the contract, use the

appropriate Service website found in Enclosures 5-7 or for DLA-managed materiel use WebFLIS. If packaging requirements are not available during the receipt process, the materiel is packaged in an unopened vendor pack with MIL-STD-129 markings, and there are no other discrepancies, notify the local DC Packaging POC, continue the receipt process, and place the materiel in storage in SCC A. Verification is not required for source accepted material and package(s) should not be opened.

(a) Reusable container. If a reusable container is required, verify the materiel is packaged in the specific container or an authorized/approved alternate package in accordance with the contract. The optional procedural indicator (OPI) may indicate that an alternate container is permitted, or the special packaging instruction (SPI) will provide alternative container requirements.

(b) ESDS. If an item is identified as ESDS, ensure the proper precautions are taken to maintain the integrity by conducting the inspection at an approved ESDS workstation. If the vendor's ESD packaging is not compliant with the method of preservation, do not assume it is compromised. Define the specific packaging discrepancy when submitting a SDR and provide photos IAW para. 1.a.(1)(b).

(c) Shelf-life. If an item is identified as new procurement/repair shelf-life materiel, ensure there is 85% of the shelf-life remaining during receipt processing at the first government activity. Follow additional procedures as defined in Reference (c).

(d) Packaging discrepancies. If the materiel is received by the DC and the cost to correct the discrepant packaging is less than \$1000 for DLA owned material or \$300 for Service owned material, the DC may perform corrective action(s) without further authorization from the ICP. Receipt the materiel in SCC A, submit a SDR using the proper discrepancy codes and an action code of 3B (discrepancy reported for corrective action and trend analysis; no reply required) to the ICP, and remediate packaging. If a packaging discrepancy is noted and the cost to remediate is more than \$1000 for DLA owned material or \$300 for Service owned material, place the materiel in storage in SCC L and submit a packaging SDR in accordance with Reference (d).

(e) SDR Comments. Must be completed in accordance with Reference (d). When the original SDR comments are inadequate to support disposition instructions (i.e. improper markings-what was improper about the markings?), components are authorized to request clarification using an interim reply in accordance with procedures in Reference (d) with no additional cost to the materiel manager/owner. This does not include requests for photographs.

b. Receipt of materiel other than SCC A shipped from a maintenance facility. Perform KCC to determine materiel condition and completeness. Place the materiel in the SCC specified on the supply documentation. This materiel must be identified and packaged as defined in the Service specific requirements defined in Enclosures 5-7.

(1) Serviceability tags (DD Form 1500 series)/Identification Documentation. If materiel is being returned from maintenance, a serviceability tag or other identifying documentation will

be provided with the asset. The maintenance activity is only required to attach a serviceability tag if the material may become comingled with other stock or has a current Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) with DLA. The MOU/MOA must be coordinated with DLA HQ J344 and DLA Distribution J4 Stock Readiness and Receiving. DLA Distribution is not authorized to complete or sign serviceability tags.

c. Receipt of materiel shipped from Military Service Organizations. (Materiel shipped from the Services that is being returned for repair or is excess and being sent to a storage activity.)

(1) KCC. Perform KCC and identify the item by comparing the NSN and/or part number on the supply documentation against one bare item. If the materiel is in an unopened vendor's packaging and has the appropriate MIL-STD-129 markings, do not open sealed packages or barrier bags to complete inspection.

(2) Packaging. If received in SCC A, inspect packaging to ensure the unit pack is appropriate to the level of packaging specified by checking the applicable contract in EDA (if contract number is available). If contractual requirements are not available, use the appropriate Service specific website found in Enclosures 5-7 or for DLA managed materiel, use WebFLIS. If the materiel is in an unopened vendor's packaging, inspect for deterioration and MIL-STD-129 markings. If no discrepancies are noted, place the materiel in storage in SCC A.

(a) Repairable materiel, received in SCC F, will be identified, and packaged per Service specific requirements found in Enclosures 5-7 to prevent further deterioration while in storage.

(3) Discrepancies. If the package shows evidence of having been opened, is in SCC A through D and is not in the original vendor pack, open the package (if not identified as an ESDS item) and proceed as follows:

(a) Identification. Identify the item by comparing the NSN and/or part number on the supply documentation against the bare item marking (if present) and compare this data with WebFLIS or the appropriate Service specific requirements found in Enclosures 5-7. If the DC can determine the item is incorrectly identified; correct the discrepancy, prepare an information only SDR (Action Code 1H) and post the receipt to record in the appropriate SCC. If the DC cannot identify the item or determine the SCC; receipt the materiel in SCC K and prepare a SDR requesting ICP assistance. Ensure the SDR reflects a complete description of the current condition of the item. Photos of the discrepancy will be provided at time of receipt if the capability exists at the DC. If photo capability exists and once the SDR is created, the receiver will log into WebSDR and upload the photos via a correction stating that the photos are present.

(b) ESDS. If an item is identified as ESDS, ensure the proper precautions are taken to maintain the integrity by conducting the inspection at an approved ESDS workstation. If an item is in a sealed package, do not open. If the materiel is determined to be serviceable and is in the appropriate packaging, place the materiel in storage in the SCC annotated on the receiving documentation. Visually inspect barrier bag for Reference (k) markings to ensure correct ESDS barrier material is used. Define the specific packaging discrepancy when submitting an SDR.

(c) Packaging discrepancy but no shipping (item) discrepancy.

1. Cost to correct discrepancy is less than \$1000 for DLA owned material or \$300 for Service owned material. If the materiel has a packaging discrepancy and the cost to correct the discrepancy is less than \$1000 for DLA owned material or \$300 for Service owned material, DC must submit a SDR utilizing the proper packaging discrepancy code(s) and an action code of 3B (discrepancy reported for corrective action and trend analysis; no reply required). Corrective actions will be performed without further authorization from the ICP/Owner and the materiel will be receipted in the SCC annotated on the receiving documentation. The \$1000 for DLA owned material or \$300 for Service owned material threshold includes the total cost of the remediation per receipt document.

2. Cost to correct discrepancy is greater than \$1000 for DLA owned material or \$300 for Service owned material. If the materiel has a packaging discrepancy and the cost to correct the discrepancy is greater than \$1000 for DLA owned material or \$300 for Service owned material, the DC must submit an actionable SDR utilizing the proper packaging discrepancy code(s). The SDR will contain clear and concise verbiage that accurately describes the discrepancy. Materiel will be placed in SCC K pending disposition instructions from the ICP. The ICP will provide disposition instructions systemically to the DC. If the ICP authorizes the DC to perform the corrective action, the DC will charge the appropriate internal order number (ION), provided by the ICP. After completing the corrective action, the DC will close the SDR in DSS.

(d) Reusable container. If the ICP packaging data file requires the use of a reusable container, inspect the container to determine it is the correct container and is serviceable.

1. If the container is different than required by the ICP, does not have an approved alternate package, or if the container is unserviceable; prepare a packaging SDR in accordance with Reference (d) and request the correct container from the Service or DLA container reclamation program/site.

2. Open the shipping container and identify the item by comparing the NSN listed in WebFLIS or the Service specific requirements found in Enclosures 5-7 for the part number marked on the item with the NSN listed on the supply documentation. Do not open sealed barrier bags unless there is visible damage or evidence of tampering. If the item is incorrectly identified, suspend in SCC K, and prepare a shipping SDR.

(e) Major End Item. If the item is identified as a Major End Item, receipt item in the SCC annotated on the receiving documentation. If there is a Military Interdepartmental Purchase Request (MIPR) in place to perform PPP&M on Major End Items, then perform the required preservation and receipt the materiel in the appropriate SCC.

(f) Disposition Instructions. Disposition on SDRs must be provided systemically. When disposition is provided to the DC, the DC will take the action provided by the item manager/owner within the timeframes defined in Table 3. If item identification updates are required to WebFLIS or Service databases, the Service will process, when applicable.

When the DC deems the disposition provided by the item manager/owner not possible, lack of execution can only be due to safety, conflicting disposition, or physical constraints. An explanation will be provided to the manager/owner in a systemic reconsideration with the specific reason it is not possible. The requirements to resolve should be included in the responding SDR comments.

d. Receipt of Redistribution Orders (RDO)/Stock Transfer Orders (STO). (Materiel shipped between storage activities for replenishing stock).

(1) KCC. Perform KCC to determine the materiel condition and completeness. If the materiel is packaged in an unopened vendor or DC pack, identify the item by comparing the NSN and/or part number on the supply documentation and/or contract (if available) against MIL-STD-129 markings and inspect the packaging for deterioration. If materiel is not in the original manufacturer's pack or a DC packaging, identify the item by comparing the NSN and/or part number on the supply documentation and/or contract (if available) against one bare item. If no discrepancies are noted, place the materiel in storage in the appropriate SCC.

(a) Packaging and marking discrepancies on RDOs/STOs should be corrected by the receiving DC upon receipt of materiel at no cost to the materiel owner regardless of cost to remediate. Discrepancies should have been remediated at previous destination. The DC must submit a SDR against the previous storage activity, utilizing the proper packaging discrepancy code(s) and an action code of 3B (discrepancy reported for corrective action and trend analysis; no reply required).

2. Routine and Reimbursable COSIS, Special Inspections and Stock Screening Requests.

a. Routine COSIS. Routine COSIS consists of those inspections and remedial actions that are covered by Net Landed Cost (NLC).

(1) Visual Inspections. DCs will survey the condition of the materiel at a frequency determined by the ITSC assigned to the materiel or the frequency provided to a unique materiel commodity (see Table 1). The DCs will promptly repair any minor packaging deterioration detected because of the surveillance. If the materiel is visibly deteriorated, the DCs will document the finding to the ICP via Routine COSIS procedures. Financial responsibility for repairs to materiel and packaging due to damage in storage will be assigned in accordance with Reference (e).

Table 1. Frequency of Inspections.

TYPE OF STORAGE	FREQUENCY (MONTHS)
CONTROLLED HUMIDITY	72
CONTROLLED TEMPERATURE	60
NONCONTROLLED TEMPERATURE	30
SHED STORAGE	24
OPEN STORAGE	6
TYPE OF MATERIEL	
SHELF-LIFE MATERIEL	See Reference (c)
HAZARDOUS/FLAMMABLE	12

(a) DCs will inspect the exterior pack for deterioration and/or marking. Inspect reusable containers, including any that have humidity indicators, in accordance with container guidance published by the ICP, via Service specific requirements found in Enclosures 5-7. Inspect materiel for rust or corrosion, opened hatches, opened doors, leaking fluids, flat tires, torn or missing tarps, discrepant humidity indicators, etc.

1. Minor repairs. Materiel requiring minor repair (less than one-hour to correct) will be remediated immediately. Minor repairs may include remarking, closing hatches and doors, replacing tarps, replacement of desiccants and humidity indicators, etc. Unless specified in a SPI, the minimum levels of packing are as shown in Table 2.

Table 2. Minimum Levels of Packing

TYPE MATERIEL	TYPE STORAGE	MATERIEL CONDITION CODE	REUSABLE CONTAINER REQUIRED	LEVEL OF PACKING (MINIMUM)
CONSUMABLE	OUTSIDE	ALL CODES	NO	A
CONSUMABLE	INSIDE	SERVICEABLE	NO	MINIMAL
REPARABLE	OUTSIDE	ALL CODES	-- *	A***
REPARABLE	INSIDE	ALL CODES	YES*	B***
REPARABLE	INSIDE	SERVICEABLE	NO	B**
REPARABLE	INSIDE	UNSERVICEABLE	NO	MINIMAL

* If a reusable container is specified in the Service specific requirements found in Enclosures 5-7, it is the only approved container, unless an alternative was provided in the SPI or, if a new procurement or repair, alternate packaging was authorized in the contract which can be confirmed by checking the applicable contract in EDA. If alternate packaging information is not provided, the DC must submit a packaging waiver/deviation request to the managing ICP Packaging Office who may provide approval or alternative method in writing. The DC will initiate the request by FAX, E-mail, or telephone call.

** If packaging is adequate/good condition Level B or Minimal packing, then do not repack.

*** If containers are not immediately available, the DC will order the required containers, package the materiel using Military Preservation with Minimal Military Packing and store the materiel inside until the reusable containers become available.

2. Major repairs. Major repairs requiring maintenance action, i.e., leaking fluids, excessive rust or corrosion, replacement of desiccants and humidity indicators, or packaging/marketing remediation exceeding one-hour will require submission of a DD Form 1225 to the ICP for disposition. Purchase of new tarps for Major End Items will require a reimbursable COSIS action.

3. Wood Packaging Material (WPM). All non-compliant WPM identified during visual inspections will be remediated at time of shipment and is covered under NLC. A DD Form 1225 will not be submitted for disposition or reimbursable expenses to remediate WPM.

(2) Cyclic (Shelf-Life) Inspections. Inspection and control of shelf-life items will be accomplished as prescribed in Reference (c). Cyclic inspections are conducted monthly as defined by the materiel inspect/test date and shelf-life code. Cyclic inspections are performed under NLC.

(a) Type I Non-Extendible. For Type I non-extendible items, materiel will be downgraded from SCCs A to B to C to H in accordance with the timeframes in Reference (c).

(b) Type II Extendible. For Type II extendible shelf-life items, materiel requiring visual inspection should be inspected six months prior to the inspection test date. Materiel requiring laboratory testing will be tested nine months prior to the inspect/test date, while the item is still in SCC A. Prior to testing, the Quality Status List (QSL) will be checked to determine if the item has already been tested and extended. For materiel requiring laboratory testing which is stored at an intermediate or retail-level supply activity, the storage activity may test materiel locally in a DoD approved laboratory or contact the managing ICP shelf-life focal point for a list of approved certified labs. Based on the results of the inspection or test, the following actions will be taken:

1. When the materiel is inspected or tested and passes, a new inspect or test date and appropriate SCC will be applied. Materiel that requires visual inspection will be extended from the inspect/test date. Materiel that requires a lab test will be extended from the date of test.

2. If the materiel cannot be tested while it is in SCC A, the materiel will be allowed to migrate to SCC B, C, or J until the laboratory test results or disposition instructions are received. When the laboratory test results or disposition instructions are received, the materiel will be placed in the appropriate SCC.

b. Reimbursable COSIS. When a DC recommends an item for reimbursable COSIS work, the DC will place the materiel in CC J, prepare a DD Form 1225, SQCR for each item in each

SCC, scan the DD Form 1225 and attach to an email with the NSN and Depot Control Number (DCN)

in the subject line and forward those forms to the appropriate Service ICP using the email addresses defined in Enclosures 5-7. Where supported, the SQCR will be transmitted via the Defense Automatic Addressing System (DAAS) under DLMS.

(1) Severity of the packaging and/or asset deterioration noted will be indicated on the DD Form 1225 in Block 35 as follows:

(a) Critical - Materiel is in immediate danger of deteriorating to a lower condition classification. The bare item shows evidence of corrosion, an ESDS item is exposed to the elements, etc.

(b) Major - Materiel is deteriorating and is likely to be in a lower condition classification at the next COSIS inspection. The packaging is no longer providing protection to the materiel due to torn barrier bag, small amounts corrosion on the bare item is visible, wooden crates/boxes require repair, etc.

(c) Minor - Materiel is not in the packaging specified by the ICP, which could cause degradation to the condition of the materiel.

(2) When a DC prepares the DD Form 1225, ensure Block 32 is completed with the cost to return the materiel to the original SCC. Costs based on weight and cube has been provided by DLA Distribution (J8) to the DCs for use in determining costs to correct the packaging or labeling.

(3) After the Service ICP reviews the item, they will provide disposition via email to ddcbmqn@dla.mil. Disposition may be to repackage/label the item or forward for disposal.

(4) Once the DC receives disposition instructions from the ICP on a SCC J item, corrective action must be performed within thirty (30) calendar days.

(5) Upon completion of the authorized reimbursable COSIS, the DC performs the action and closes the SQCR (DD Form 1225). On a monthly basis, the DC should query DSS to ensure close out has occurred. Where supported, the SQCR will be transmitted via the Defense Automatic Addressing System (DAAS) under DLMS. A monthly list of closed Service SQCRs will be provided to the designated DSRG representative.

c. Special Inspections/Stock Screening Requests. Stock readiness workload that is not included in NLC are special inspections, actions on SDRs/SQCRs, and approved corrective actions that exceed one hour because of routine COSIS inspection. The owning ICPs will provide funding for reimbursable workload.

(1) Special Inspections. The following are types of special inspections and result from a Safety of Use (SOU) message, a Safety of Flight (SOF) message, Critical Safety Item (CSI), Quality Notification, Reimbursable Special Inspection (RSI), or a special inspection request

(SIR) from the ICP. In accordance with Reference (n), special inspections may require submission of a DD Form 1225. SIR requests may include item data queries/changes/updates, quantity/unit of issue changes, NSN changes, changing SCC by contract number, photographs, etc. The requests may be for one or multiple NSNs or for assistance with a scheduled, escorted visit so that the customer can perform a limited technical inspection. Suspense timeframes can be found in Reference (n). DCs will perform special inspections in accordance with DLA Distribution Standard Operating Procedures. All special inspections initiated will be systemically generated by DLA ICPs or as requested by the Service ICPs. Service SIRs will be requested by emailing ddcbmqn@dla.mil. SQCRs are not required for FLIS generated changes/updates (i.e. NSN, FSC, and Unit of Issue changes).

d. Timeframes. Timeframes for completing routine and reimbursable COSIS actions and inspections by the DC are defined in Table 3. ICP/owner time frame is 50 days to provide actionable disposition response on SQCRs or SDRs.

Table 3. DLA Distribution Center Timeframes for Action

Type of Action/Inspection	Condition Code	Timeframe to Complete
Routine COSIS (CYC, Visual, ADHOC)	ALL	30 calendar days from 1st of each Month based on TSC
Routine Special Inspection (RSI, RS2, RS3)	ALL	30 calendar days
Special Inspection Request (SIR)	ALL	15 calendar days
Quality Notification (QN1, QN2, QN3)	ALL	15 calendar days
Safety of Flight (SOF)	ALL	5 calendar days
Safety of Use (SOU)	ALL	5 calendar days
Critical Safety Item (CSI)	ALL	5 calendar days

Type of Disposition Action	Condition Code	Timeframe to Complete
Action from disposition received from ICP from SDR/SQCR	L and Q items	3 calendar days
Action from disposition received from ICP from SDR	K items	30 calendar days
Action from disposition received from ICP from SQCR	J items	30 calendar days
Action from interim disposition received from ICP (reclassify or provide additional information)	All	30 calendar days

(1) Stock Screening Requests (SSRs). A SSR is used by materiel managers and owners to request a screening action. Materiel managers may screen stock at all DCs. Materiel owners may only screen stock at DC locations where their materiel is stored.

(a) SSRs can be systemically transmitted via DLMS Supplement 842C/I, which automatically generates workload in DSS.

(b) SSRs can be requested via email for non-DLMS compliant systems. All SSR requests will be emailed to ddcbmqn@dla.mil. All Navy SSRs must be submitted by the Navy SR POC at cosis.fct@navy.mil and not by individual Inventory Managers or Supply Planners.

(c) If action requires a SQCR, it must be scanned and attached to an email with the NSN and Depot Control Number in the subject line and emailed to the material manager.

(2) Completion of COSIS. Upon completion of the authorized reimbursable COSIS, the DC performs the action and closes the SQCR (DD Form 1225). On a monthly basis, the DC should query DSS to ensure close out has occurred. Where supported, the SQCR will be transmitted via the Defense Automatic Addressing System (DAAS) under DLMS. A monthly list of closed Service SQCRs will be provided to the designated DSRG representative.

3. Packaging Incident to Shipment. DCs will, at their expense, repair deterioration of packaging discovered at the time of shipment that was not recommended to the ICP during receipt processing/inspection (via a SF 364) or during a COSIS inspection (via a DD Form 1225).

4. Disposal Release Orders (DRO).

a. When a DRO is received for a partial quantity of materiel in storage, the DRO will be filled as directed by the ICP to provide specific exception data (e.g. serial number, lot number manufacturer date). When not directed by the ICP, prime candidates for selection are materiel in improper packaging, deteriorated packaging, oldest date of pack, and materiel stored outside. Per Reference (b), this work is reimbursable on an actual cost basis from the ICP.

b. Materiel destined for disposal actions will not be subject to PPP&M. No DC labor or material will be expended to correct packaging discrepancies, except as needed for hazardous materials to comply with applicable regulations, or to comply with specific ICP instructions.

(3) When materiel destined for disposal is packed in long-life reusable containers, DCs will contact the owning ICP before completing the DRO to determine if the ICP wants to retain the containers. If the ICP directs the DC to pull the assets from the containers, the de-packing work is cost reimbursable. Contact will be made via email to the addresses below:

(a) Navy: cosis.fct@navy.mil

(b) Air Force: HQAFCMCA4RM.InterserviceActions@us.af.mil

(c) Army:

SOS	POC	POC EMAIL
AKZ	TACOM	usarmy.detroit.tacom.mbx.ilsc-packaging@mail.mil
A12	CBC	usarmy.apg.rdecom-ecbc.list.packaging-team@mail.mil
A12	NSRDEC	usarmy.detroit.tacom.mbx.ilsc-packaging@mail.mil

B14	CCDC Armaments Center	usarmy.ria.rdecom-ardec.mbx.ardec-ppfsb@mail.mil
B17	AMCOM-AVN	usarmy.redstone.amcom.mbx.amcom-packaging-team-inquiries@mail.mil
B64	AMCOM-MSL	
B16	CECOM	usarmy.APG.cecom.mbx.lrc-leo-packaging-team@mail.mil

(d) Marine Corps: smblogcommmb@usmc.mil

5. Reusable Container Reclamation Program.

a. Each installation will operate an active container reclamation program.

b. Materiel will not be stored or shipped in unserviceable containers. Minor refurbishment of containers will be accomplished whenever deterioration is detected. Minor refurbishment of containers includes but is not limited to those actions such as replacement of seals, hardware, humidity indicators, desiccant, skids, minor corrosion removal, and spot painting to include stenciling. Reusable containers requiring repair beyond minor refurbishment will be replaced by the ICP. Containers will be requisitioned as necessary for non-priority shipments when the required container is determined to be unavailable by the ICP.

c. Excess reusable containers must be reported to the appropriate Service Container Reclamation Program Manager as defined in the Services websites below:

(1) Navy: <https://tarp.navsup.navy.mil/crrc>

(2) Air Force: <https://spires.wpafb.af.mil/SPIRES.aspx> and select RECON

(3) Army Email to: usarmy.tyad.usamc.mbx.pt@mail.mil

(4) Marine Corps: smblogcommmb@usmc.mil

6. Reimbursable Expenditures.

a. Each Fiscal Year the ICPs will provide funding documents to DLA Distribution for the projected reimbursable workload. A separate document may be provided for each type of recurring work such as Packaging SDRs, COSIS, and Special Inspections. The ICPs will provide instructions outlining restrictions on funding, the scope of work authorized by each document, and the amount of funding authorized. Approved documentation is required per Reference (e).

(1) DLA Distribution (J-8) will provide monthly reports to each ICP SRC for each DC for which the ICP has provided a MIPR. DLA Distribution will provide the report monthly to the ICPs.

(2) In general, the guidelines in Table 4 apply to determining the reporting requirements related to the Stock Readiness Program.

Table 4. Stock Readiness Expenditures

Area	Category	Packaging	Report
New Procurement/Repair Receipts	SDR	< \$300 Service Owned < \$1000 DLA Owned	‘Information Only’ SF 364
New Procurement/Repair Receipts	SDR	> \$300 Service Owned > \$1000 DLA Owned	SF 364 and suspend in SCC ‘L’
Service Receipts (Returns)	SDR	< \$300 Service Owned < \$1000 DLA Owned	‘Information Only’ SF 364
Service Receipts (Returns)	SDR	> \$300 Service Owned > \$1000 DLA Owned	SF 364 and suspend in SCC ‘K’
Service Receipts (Returns)	SDR when no PMR and the cost to mark/package is under packaging threshold	< \$300 Service Owned < \$1000 DLA Owned	‘Information Only’ SF 364
	SDR when no PMR combined with an actionable discrepancy	N/A	SF 364 form and suspend in SCC ‘K’
Storage	Routine COSIS	< 1 Hour	Included in NLC
	Routine COSIS	> 1 Hour	DD 1225 form
	Reimbursable Inspections	All	DD 1225 form

Shipment	Asset Disposal / Container Recovery	All	DD 1225 form
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ENCLOSURE 4: CHARTER FOR THE DEFENSE STOCK READINESS GROUP (DSRG)

1. PURPOSE AND SCOPE. The DSRG is a permanent forum established to develop and recommend changes to policy and guidance on Stock Readiness, including the COSIS throughout the Military Services and DLA. Special areas of interest include the inspection and reporting of condition and serviceability of materiel, the scheduling, controlling, and reporting of packaging and other cost reimbursable actions in support of DC receiving operations, standardized Stock Readiness procedures, standardized COSIS procedures for minor repairs, testing, exercising of materiel, and associated packaging aspects of these efforts.

2. MEMBERSHIP.

a. Chair. DLA - (HQ DLA) designee is the permanent chair of the DSRG.

b. Executive Secretary (ES). Members of the DSRG will rotate duties as ES every 2 years in the order listed in paragraph 2.c of this enclosure. In the absence of the Chair, the ES assumes the Chair's duties during DSRG meetings.

c. Other Members. The chair recommends specific membership, which will be voted on by the DSRG. The DSRG is composed of one voting member from the following:

(1) Army Materiel Command

(2) Naval Supply Systems Command, Weapon Systems Support

(3) Headquarters Air Force

(4) United States Marine Corps, Deputy Commandant for Installation and Logistics (LPS)

3. FUNCTIONS AND RESPONSIBILITIES.

a. DSRG members will provide and/or exchange information and develop, coordinate, and recommend SR policy, work together to detect, and recommend solutions to SR policy problems, and promote the standardization of SR procedures within DoD. Consideration will be given to individual Military Service or Agency unique requirements.

b. The DSRG will establish working groups as required to improve operational SR techniques and processes, study and resolve specific SR issues common to the Military Services and DLA to avoid duplication of effort and promote standardization.

4. PROCEDURES.

a. Meetings. The DSRG will meet annually or at the call of the chair, who will designate the dates and location of the meeting and notify the ES. The ES will notify DSRG membership and invited activities.

(1) Agenda. Members will provide proposed agenda topics, with talking papers and presentations, to the ES and other members 30 days before the meeting. The ES will develop and distribute the final agenda at least 15 days prior to the meeting.

(2) Developing Recommendations. The DSRG is a decision-making group that recommends SR policy to DLA HQ. Policy recommendations will be determined as follows:

(a) Discuss the issue, provide input, and request additional information (if required).

(b) Discuss alternatives.

(c) Determine by collective voice vote if consensus has been reached.

(d) If a consensus cannot be reached, one of the DSRG members must make a motion on the proposed recommendation for the DSRG to vote upon, with a majority vote required for passage. If the vote results in a tie, the vote fails for lack of majority.

(e) Detailed rebuttals concerning majority approved issues must be made in writing to the chair no later than 45 days after publication of the meeting minutes and must be fully substantiated to support opposing positions.

(f) The Chair will submit approved recommended changes concerning policy, guidance, and standardization of packaging to the appropriate DoD or joint Service preparing activity for staffing through the normal standardization process.

(3) Minutes. The ES will prepare the meeting minutes and submit them to the chair within 30 days after each meeting.

(4) Travel Funds. The participating organizations will provide travel funds for their members to participate in the DSRG meetings.

(5) Guests. Members are responsible for the invitation of their respective Service and/or Agency guests. To maintain the effectiveness of the DSRG, guests should be limited to those who may contribute significantly to the established agenda. Guest attendance is subject to approval by the chair, or the ES in the absence of the chair.

ENCLOSURE 5: NAVY SPECIFIC REQUIREMENTS

1. Purpose and Scope. This Enclosure provides supplemental Navy-specific requirements for the execution of the Navy SR and COSIS Programs and applies to classes of supply that are managed by NAVSUP WSS, except Class V, Class VI, and Bulk Class III. This guidance is applicable to DCs with Navy managed and DLA managed, Navy owned retail stock, along with Navy Storage Activities.

2. Navy Specific Programs.

a. P700-CNP. The NAVSUP PUB 700-Common Naval Packaging (P700-CNP) mandates packaging requirements for all Navy materiel. All Navy packaging data requirements are online at <https://tarp.navsup.navy.mil/p700.nsf>.

b. Advanced Traceability and Control (ATAC) Program. ATAC Hubs and Nodes are set up at strategic Navy and Marine Corps sites to simplify and improve the Naval retrograde turn-in process of SCC F repairable.

c. Material Turned in To Stores / Excess Offloads (MTIS/Excess Offloads). The MTIS / Excess Offload Management Program's primary objective is to return excess Ready for Issue (RFI) Depot Level Repairable (DLRs) and consumables to stock. It facilitates filling backorders and redistributions while ensuring that offloaded RFI is properly packaged and required documentation is present.

d. Container Reuse and Refurbishment Center (CRRC). This program provides field level container management and provides containers on demand. It provides collection points for reusable containers and requisition processing of containers. The CRRC sites refurbish containers by assessing condition; removing labels; and replacing latches, handles, shock mounts, skid-mates, and foam. The CRRC website, <https://tarp.navsup.navy.mil/crrc>, can be used to find information, order containers and locate container pick-up sites.

e. Technical Assistance for Repairable Processing (TARP). The TARP Program was established to eliminate shipping and handling damage to Navy retrograde. Access the TARP web portal at <https://tarp.navsup.navy.mil>.

f. Electronic Retrograde Management System (eRMS). eRMS is a NAVSUP WSS web-based application which provides depot level repairable (DLR) asset visibility during the transit of the asset. Register and access at <https://erms.navsup.navy.mil/erms/>.

3. Procedures.

a. Packaging. At time of receipt, the asset coming into a storage activity or the supply system will be packaged per the contract for new procurements, including repair contracts, or the appropriate level of the P700-CNP for organic repair, offloads and retrograde – shown below.

(1) All Navy packaging data is online at <https://tarp.navsup.navy.mil/p700.nsf>. The applicable users of the packaging levels in the P700-CNP is as follows:

Level 1 - Afloat Activities & Forward Deployed MALS

Level 2 – Ashore Activities & Non-Deployed MALS – In Garrison

Level 3 - New Procurements, Commercial & Organic Vendor Repair in SCC ‘A’

b. Receiving Operations.

(1) Receipt from Navy Organizations or Navy Inter-Depot Transfers. Materiel returned from a Navy customer should pass through the nearest Advanced Traceability and Control (ATAC) site or other Designated Stock Point/Designated Overhaul Point (DSP/DOP) as specified in the Master Repairable Item List (MRIL). ATAC personnel package the materiel to meet P700-CNP Level 2 packaging and forward to the appropriate storage activity. TARP/ATAC personnel should apply “TARP or ATAC Certified” tape or banding/strapping to all packages, which eliminates the need for the DC to inspect or repackage.

(2) SCC F materiel. Material received with TARP or ATAC tape or banding/strapping eliminates the need for the DC to inspect or repackage. Materiel received at the DC that did not pass through TARP/ATAC and has packaging/markings errors will be repackaged, regardless of packaging thresholds, to P700-CNP Level 1 requirements and placed into stock in SCC F. A SDR will be submitted to the material owner with an action code of 1H (information only).

(3) SCC A materiel. SCC A materiel is received under the Navy’s MTIS program. Material received with “TARP or ATAC Certified” tape or banding/strapping eliminates the need for the DC to inspect or repackage. If a DC receives an asset without TARP/ATAC tape or banding/strapping, which is not in the original vendor’s package, it needs to be inspected and repackaged as follows:

(a) If the packaging has been physically damaged and there are no visible signs of damage to the material – repackage to P700-CNP Level 3 packaging.

(b) If the packaging has been physically damaged and the DC cannot visually confirm that the materiel is in a serviceable condition, the DC will downgrade the materiel to SCC F, package to P700-CNP Level 1 packaging, and submit an info only SDR to the material owner.

(4) If an item’s part number on the bare item contradicts WEBFLIS or the part numbers in P700-CNP, submit an action SDR to the materiel manager. When disposition is provided to the distribution center, the distribution center will act provided by the item manager/owner within the timeframes defined in Table 3. If item identification updates are required to WEBFLIS or P700-CNP, the Navy will process, when applicable.

c. SR Reimbursable Expenditures. A separate funding document will be provided for each type of recurring work, such as Packaging MTIS, 1/3/6/7 COG reimbursable COSIS, 9 COG retail material and PPP&M remediation.

d. Retaining Reusable Containers.

(1) The following guidelines apply to reusable shipping and storage containers:

(a) If the storage activity holding the packaged material is DLA Distribution, then reusable containers requiring repair will be replaced. Reusable container replacement is cost reimbursable by the managing ICP; though, some containers are free issue. Containers will be requisitioned via the Military Standard Requisitioning and Issue Procedures (MILSTRIP) process. When containers are free issue, no reimbursement is provided. Containers requiring repair should be sent to the local CRRC.

(b) If a Navy storage activity is holding the packaged material and its reusable containers requires repair beyond minor refurbishment, then containers requiring refurbishment should be sent to the local CRRC. The actions within the CRRC's capability are replacement of seals, hardware, humidity indicators, desiccant or skids, minor corrosion removal and spot painting to include stenciling.

(c) All empty containers are to be placed on pallets and then banded or stretch-wrapped to the pallet in a manner that will allow visual inspection of the container at the time of transfer to the CRRC or depot. The generating storage activity will certify that the containers are empty on the DD Form 1348-1A, or comparable transfer documentation.

(d) When suspended stock disposition is given to dispose of assets packaged in reusable containers, the storage activity or DC will contact cosis.fct@navy.mil for assistance in identifying the Navy container manager who will provide disposition instructions.

4. Navy Points of Contact.

a. Navy Stock Readiness inquiries can be sent to the following:

COSIS - cosis.fct@navy.mil

HAZMAT – navsupwssmech.hazmat@navy.mil

Nuclear (X) SMIC - nuclear.xsmicdmil@navy.mil

ENCLOSURE 6: ARMY SPECIFIC REQUIREMENTS

1. Purpose and Scope. This enclosure provides supplemental Army unique requirements for the execution of the Army SR and COSIS Programs for all classes of supply except Class III (Bulk), Class V, Class VI, and Class VIII.

2. Packaging. Unless otherwise directed by the Item Manager (IM) and/or Packaging Design Activity (PDA), materiel (other than SCC H) will be stored in the packaging prescribed in AESIP. New/overhauled materiel will be stored in the unopened vendor pack, unopened depot pack, or in the packaging prescribed in the contract for new procurement. Commanders will ensure that materiel is stored consistent with the Storage (TOS), Item Type Storage Code (ITSC), or Item Type Storage (ITS) in Army Enterprise System Integration Program (AESIP) at <https://www.aesip.army.mil>. Any deviation from these packaging and storage requirements shall be officially documented and approved by the IM and/or PDA. Request for deviations can be sent to emails listed below:

SOS	POC	POC EMAIL
AKZ	TACOM	usarmy.detroit.tacom.mbx.ilsc-packaging@mail.mil
A12	CBC	usarmy.apg.rdecom-ecbc.list.packaging-team@mail.mil
A12	NSRDEC	usarmy.detroit.tacom.mbx.ilsc-packaging@mail.mil
B14	CCDC Armaments Center	usarmy.ria.rdecom-ardec.mbx.ardec-ppfsb@mail.mil
B17	AMCOM-AVN	usarmy.redstone.amcom.mbx.amcom-packaging-team-inquiries@mail.mil
B64	AMCOM-MSL	
B16	CECOM	usarmy.APG.cecom.mbx.lrc-leo-packaging-team@mail.mil

3. Receipt of Customer Returns.

a. Upon receipt of a reparable customer return in which the documentation states the item(s) is serviceable, but the item is not in the original vendor or repair site packaging and appears excessively used, worn, damaged or ESDS compromised, the DC will reclassify the item to SCC F. The DC will package the item IAW Army packaging requirements in AESIP, regardless of thresholds, and submit a SDR with an action code of 1H (information only).

4. Army COSIS Operations.

a. For Army COSIS operations below the wholesale level, follow TM-38-8145-709, Care of Supplies in Storage (COSIS) For Army Materiel. For assistance with obtaining a copy of TM-38-8145-709, or technical interpretation, please contact Army Sustainment Command (ASC) Packaging, Storage and Containerization Center (PSCC) by email at usarmy.tyad.usamc.mbx.pt@mail.mil.

5. Exercising and testing requirements.

a. The IM will identify the appropriate requirements and the frequency for exercising and testing equipment.

b. The DC will perform routine visual inspections on all major end items in storage in accordance with the requirements of the basic instruction. Frequency of inspections will be in accordance with paragraph E.2.a. of the basic instruction and will annotate any discrepancies using the Storage Quality Control Report (SQCR) (DD Form 1225). Army Maintenance Depot personnel will be contacted for determination as to the true condition code of the major item.

c. The DC will provide Army Maintenance Depot personnel access to equipment in storage so the Army personnel may exercise the equipment as required in accordance with instructions specified by the managing IM.

d. The DC will provide Army Maintenance Depot personnel access so they may test/inspect equipment in storage in accordance with instructions specified by the IM and mark equipment with the date tested and the date that re-testing is required so personnel can easily identify ready-for-issue equipment.

e. The DC will prepare requests for reimbursement for labor costs associated with providing access to exercising and testing materiel using the SQCR. All work that the DC completes will be identified as “directed by the IM.”

f. Major and Secondary Items (Army Materiel only). To determine if an item is major or secondary, locate the Materiel Category Code (MAT-CAT-STR-CD). If the second position is a two (2), the item is a secondary item. Any other code in the second position indicates that the item is a major item.

ENCLOSURE 7: AIR FORCE SPECIFIC REQUIREMENTS

1. Purpose and Scope. This enclosure provides supplemental Air Force specific requirements for the execution of the Air Force Stock Readiness program for both retail and wholesale levels of packaging and materiel management for select Class II items, select Class VII major end items, and Class IX repair parts. Each MAJCOM will appoint a Stock Readiness point of contact (POC) to work with the AFMC SRC. The MAJCOM POC will establish a Stock Readiness program at their installations.

2. Packaging.

a. Reparable materiel, assigned SCC F received without the proper packaging, will be minimally packaged, regardless of thresholds, per ICP to prevent further deterioration while in storage. A SDR will be submitted with a 1H action code (information only). Minimal packaging entails providing physical and mechanical protection by wrapping and cushioning as needed and placing in a fiberboard box. Large items requiring wooden containers can be secured to a pallet and protected with shrink-wrap or barrier material to prevent deterioration. All ESDS items will be packaged to the appropriate Method of Preservation (MOP) as specified by the ICP packaging requirements.

b. Items returned from maintenance organizations in serviceable SCC A must be properly preserved and packaged in accordance with ICP packaging requirements as defined in Special Packaging Instructions Retrieval & Exchange System (SPIRES) at <https://spires.wpafb.af.mil/sindex.cfm>.

c. For materiel assigned serviceable or unserviceable condition codes, the use of the next larger size fast pack, Type I (Vertical Star Pack) or Type II (Folding Convuluted Pack) is authorized for PHS&T when there is no decrease in any of the container dimensions. The item must be packed sufficiently to fill up any cavity in the container. For transportation priority three, the specified fast pack will be acquired and used unless the item was returned to stock in the next larger size fast pack. The supporting activity must requisite the ICP specified fast pack.

3. Customer Service Support.

a. The supporting activity, upon receipt of a Materiel Release Order (MRO) from the Air Force Sustainment Center (AFSC), will deliver requisitioned materiel to the specified location on the document. Items will return to stock via MRO to the central receiving for storage. AFMC Packaging Specialists may request that the supporting activity construct AFSC-developed prototype containers and deliver to the ICP designated location.

b. The supporting activity upon request from the AFSC Packaging Specialists will provide access to a designated/staging warehouse location(s) to resolve and verify packaging problems, SDRs, DD Forms 1225, and to plan/correct new or existing packaging data.

4. Receipt of Material Shipped from a Maintenance Facility.

a. The Air Logistics Complex (ALC) and the supporting activity may negotiate an agreement to skip bare item KCC and use the condition tag and attached documentation as the basis for processing the receipt (maintenance turn-in). This precludes the DCs receiving unit from opening containers that need to remain sealed. When this agreement is reached, the DC is relieved from responsibility from ensuring the asset in the container is in fact the item described on tag and the documentation. This becomes the responsibility of the depot maintenance organization to ensure the item turned in is the item on the documentation. This does not relieve the DC center from processing the receipt correctly using the documentation on the container.

5. Management of AF Records. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

6. Accessibility.

Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

ENCLOSURE 8: SUPPLY CONDITION CODES

Note: These codes were valid at the time of publishing. A current list of Supply Condition Codes is found at https://www.dla.mil/HQ/InformationOperations/DLMS/eLibrary/Manuals/publications/dlm/dlm_pubs/

CODE	TITLE	EXPLANATION
A	SERVICEABLE (ISSUABLE WITHOUT QUALIFICATION)	New, used, repaired, or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction. Includes materiel with more than 6 months shelf-life remaining.
B	SERVICEABLE (ISSUABLE WITH QUALIFICATION)	New, used, repaired, or reconditioned materiel, which is serviceable and issuable for its intended purpose, but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes materiel with 3 through 6 months shelf-life remaining.
C	SERVICEABLE (PRIORITY ISSUE)	Items which are serviceable and issuable to selected customers, but which must be issued before SCCs A and B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months shelf-life remaining.
D	SERVICEABLE (TEST/ MODIFICATION)	Serviceable materiel which requires test, alteration, modification, technical data marking, conversion, or disassembly. This does not include items which must be inspected or tested immediately prior to issue.
E	UNSERVICEABLE (LIMITED RESTORATION)	Materiel which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located. May be issued to support ammunition requisitions coded to indicate acceptability of usable SCC E stock.
F	UNSERVICEABLE (REPARABLE)	Economically repairable materiel which requires repair, overhaul, or reconditioning; includes repairable items which are radioactively contaminated.
G	UNSERVICEABLE (INCOMPLETE)	Materiel requiring additional parts or components to complete the end item prior to issue.
H	UNSERVICEABLE (CONDEMNED)	Materiel which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactively contaminated; Type I shelf-life materiel that has passed the expiration date; and Type II shelf-life materiel that has passed expiration date and cannot be extended. (NOTE: Classify obsolete and excess materiel to its proper condition before consigning to the DLA Disposition Services Field Office. Do not classify materiel in Supply Condition Code H unless it is truly unserviceable and does not meet repair criteria.)
I	NOT ASSIGNED	Reserved for future DoD assignment.
J	SUSPENDED (IN STOCK)	Materiel in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known. Includes shelf-life Type II materiel that has reached the expiration date pending inspection, test, or restoration.

CODE	TITLE	EXPLANATION
K	SUSPENDED (RETURNS)	Materiel returned from customers or users and awaiting condition classification.
L	SUSPENDED (LITIGATION)	Materiel held pending litigation or negotiation with contractors or common carriers.
M	SUSPENDED (IN WORK)	Materiel undergoing maintenance at an organic or contractor maintenance facility.
N	SUSPENDED (AMMUNITION SUITABLE FOR EMERGENCY COMBAT USE ONLY)	Ammunition stocks suspended from issue except for emergency combat use.
O	NOT ASSIGNED	Reserved for future DoD assignment.
P	UNSERVICEABLE (RECLAMATION)	Materiel determined to be unserviceable, uneconomically reparable because of physical inspection, teardown, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.
Q	SUSPENDED (PRODUCT QUALITY DEFICIENCY)	Potential and confirmed product quality deficiency related materiel which is prohibited for use within DoD and prohibited for reutilization screening. Includes product quality deficiency exhibits returned by customers/users as directed by the integrated materiel manager (IMM) due to technical deficiencies reported by Product Quality Deficiency Reports. Exhibits require technical or engineering analysis to determine cause of failure to perform in accordance with specifications. Includes product quality deficient materiel identified by SF 368 Product Quality Deficiency Report; DD Form 1225, Storage Quality Control Report; SF 364, Supply Discrepancy Report (Security Assistance only); or authorized electronic equivalent.
R	SUSPENDED (RECLAIMED ITEMS, AWAITING CONDITION DETERMINATION)	Assets turned in by reclamation activities which do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.
S	UNSERVICEABLE (SCRAP)	Materiel that has no value except for its basic materiel content. No stock will be recorded as on hand in SCC S. This code is used only on transactions involving shipments to DLA Disposition Services Field Offices. Materiel will not be transferred to SCC S prior to turn-in to DLA Disposition Services Field Offices if materiel is recorded in SCCs A through H at the time materiel is determined excess. Materiel identified by NSN will not be identified by this SCC.
T	SERVICEABLE (AMMUNITION SUITABLE FOR TRAINING USE ONLY)	New, used, repaired, or reconditioned ammunition stock originally intended for combat use but due to condition, function, or performance characteristics is serviceable and issuable for training use only. Authorized for intra-Service use and authorized for staggered implementation for inter-Service use by agreement of impacted trading partners.
U	NOT ASSIGNED	Reserved for future DoD assignment

<u>CODE</u>	<u>TITLE</u>	<u>EXPLANATION</u>
V	Unserviceable (waste military munitions)	Waste military munitions will be assigned SCC V only under the authority of a designated DoD or Service designated disposition authority. The waste munitions must meet criteria of waste munitions under the Environmental Protection Agency Military Munitions Rule Implementation Policy, be safe to store and ship based on DoD Explosive Safety Board/Department of Transportation criteria and have a current serviceability inspection. (NOTE: SCC V assets are not authorized for turn-in to DLA Disposition Services Field Office. The Services are responsible for appropriate disposal of SCC V assets.)
W	NOT ASSIGNED	Reserved for future DoD assignment.
X	SUSPENDED (REPAIR DECISION DELAYED)	Materiel in stock or returned from customers/ users and awaiting repair or disposition. Not authorized for transfer to disposal, issue for maintenance by a Service other than that of the owner, or for release to users.
Y, Z	NOT ASSIGNED	Reserved for future DoD assignment.

ENCLOSURE 9: DISCREPANCY CODESTYPICAL SHIPPING AND PACKAGING
DISCREPANCY CODES

The following codes are used to provide a description of the discrepant condition on SDRs. Multiple codes may be used on a single report. Preprinted codes on the face of the SF 364 may be supplemented from this list of codes. These codes are authorized for use in all formats of SDR reporting. This listing was current at the time of publishing. A current list of Discrepancy Condition Codes can be found at:

https://www.dla.mil/HQ/InformationOperations/DLMS/eLibrary/Manuals/publications/dlm/dlm_pubs/

Condition of Materiel

- C1 In a condition other than shown on supply document or on the supporting inspection/test certificate (if hazardous materiel use code H1)
- C2 Expired shelf life item (if hazardous materiel use code H5)
- C3 Damaged U.S. Postal Service shipment (Security Assistance customers are authorized to use this code for all types of damaged shipments)
- C4 Materiel received stripped of parts or components (cannibalized) (applicable to materiel returns or repairs only)
- C5 Incomplete item received. Do not use for incomplete sets/kits/outfits (See discrepancy S9)

Supply Documentation

- D1 Supply documentation not received with materiel
- D2 Supply documentation illegible or mutilated
- D3 Supply documentation incomplete, improper, or without authority (use only when receipt cannot be properly processed)
- D301 Defense Turn-In Document (DTID) for partial weapon lacks missing parts list or certification statement
- D4 Missing Quality Assurance Representative (QAR) Signature in Wide Area Workflow (WAWF)
- D401 Receiving Report/Material Inspection and Receiving Report/Receiving Report (DD 250 or equivalent) incomplete, incorrect, or hard copy missing
- D5 Transportation related documentation discrepancy
- D501 Special Handling Data/Certification, DD Form 1387-2, omitted
- D502 Special Handling Data/Certification, DD Form 1387-2, incomplete or incorrect
- D503 Transportation Control and Movement Document (TCMD), DD Form 1384, omitted
- D504 TCMD, DD Form 1384, incomplete or incorrect

D505	Shipper's Declaration for Dangerous Goods omitted
D506	Shipper's Declaration for Dangerous Goods incomplete (including incomplete item description)
D507	Shipper's Declaration for Dangerous Goods not appropriate for transportation mode
D508	Department of Transportation Special Permit (DOT-SP) omitted
D509	Competent Authority Approvals (CAA) omitted
D510	Certificate of Equivalency (COE) omitted
D511	Inert certification omitted
D512	Drained and Purge Certificate/AFTO Form 20 omitted
D513	Explosives Classification Approval (CA) (EX-Letter) omitted
D599	Transportation-related documentation discrepancy (not identified by other code). See remarks.
D601	Hazardous Waste Profile Sheet omitted
D602	Hazardous Waste Profile Sheet incomplete or incorrect
D701	Hazardous Waste Manifest omitted
D702	Hazardous Waste Manifest incomplete or incorrect

Billing and Financial Discrepancies (Security Assistance Only)

B1	Requisitioned materiel received (no record of billing)
B2	Duplicate billing
B3	Wrong amount billed
F1	Financial discrepancy involving Security Assistance surcharge

Hazardous Material

H1	Hazardous item in a condition other than shown on supply document or on the supporting inspection/test certificate
H2	Hazardous item in storage damaged or requires repair
H3	Lack of a Material Safety Data Sheet (MSDS) in Hazardous Material Information Resource System (HMIRS)
H4	Non-radioactive item classified as radioactive, or non-hazardous item classified as hazardous
H5	Expired hazardous shelf life item

Lumber

L1	Moisture exceeds allowable percentage
L2	Not treated in accordance with specification
L3	Product off grade
L4	Improper size
L5	Improper tally
L6	Improper or no grade mark on product
L7	Rotten product

L8 Splits, excessive wane, scant, or not end trimmed (one or all)

Misdirected

M1 Materiel improperly addressed and shipped to wrong activity

Overage, Duplicate, Or Receipt of Canceled Materiel

O1 Quantity received is more than quantity shown on the supply document.
 O2 Quantity received is more than quantity requested plus variance, if applicable (other than unit of issue or unit of pack)
 O3 Quantity duplicates another shipment
 O4 Materiel received after cancellation
 O5 Concealed overage discovered in a sealed shipping container
 O6 Overage due to unit of issue/unit of pack incompatibility (use only when requisition specified no unit of issue/unit of pack variance)

Packaging Discrepancy Codes

P101 Cleaning inadequate, incorrect, or omitted
 P102 Preservative inadequate, incorrect, or omitted
 P103 Barrier materiel inadequate, incorrect, or omitted
 P104 Unit pack cushioning inadequate, incorrect, or omitted
 P105 Unit container inadequate, incorrect, omitted, or oversized
 P106 Desiccant incorrect, improperly located, or omitted
 P107 Tape/closure of unit container incorrect or inadequate
 P108 Hazardous materials not removed as required
 P109 Improper preservation of hazardous materials (includes ammunitions/ explosives)
 P110 Level of protection excessive or inadequate
 P111 Minimum protection not applied (materiel returns)
 P112 Non-conformance to specified requirements for preservation (explanation required)
 P113 Electrostatic/electromagnetic device preservation inadequate or omitted
 P114 Concealed preservation defect found in storage (retail only)
 P116 Preservation inadequate or incorrect resulting in corrosion
 P199 Improper preservation (not identified by other code). See remarks.
 P201 Container inadequate, incorrect, or oversized
 P202 Intermediate container inadequate, incorrect, oversized, or omitted
 P203 Exterior container inadequate, incorrect, oversized, or omitted
 P204 Blocking and bracing inadequate, incorrect, or omitted
 P205 Cushioning inadequate, incorrect, or omitted
 P206 Level of protection excessive or inadequate

 P207 Container deteriorated
 P208 Skids incorrect or omitted

P209	Improper packing of hazardous materials (includes ammunitions/explosives)
P210	Non-conformance to specified requirements for packing (explanation required)
P211	Improper foam-in-place
P212	Reusable container not used or improperly prepared
P213	Closure incorrect or inadequate
P214	Concealed packing defect found in storage (retail only)
P215	Non-conformance to specified requirements for wood packaging materiel (WPM)
P216	Packaging inadequate or incorrect resulting in corrosion
P299	Improper packing (not identified by other code). See remarks.
P301	Identification markings omitted, incomplete, incorrectly located, or not legible
P302	Improper marking of hazardous materials (includes ammunitions/explosives)
P303	Labels omitted or improperly affixed
P304	Contract data omitted, incomplete, incorrectly located, or not legible
P305	Precautionary or handling markings omitted, incomplete, or not legible
P306	Shelf-life markings omitted, incorrect, or not legible
P307	Bar code markings omitted, or not legible
P308	Incorrect lot number
P309	Set or assembly markings omitted
P310	Address incorrect or not legible
P311	Non-conformance to specified requirements for marking (explanation required).
P312	Electrostatic/electromagnetic device markings inadequate or omitted
P313	Packing list omitted or incorrectly located
P314	Passive RFID tag is missing
P315	Passive RFID tag is visibility damaged and unreadable
P316	Passive RFID tag is present but unreadable (not visibility damaged)
P317	Passive RFID tag read has no corresponding advance shipment notification
P318	Passive RFID tag read duplicates previously used tag identification
P319	Military Shipment Label (MSL), DD Form 1387, omitted; no Transportation Control Number (TCN)
P320	MSL, DD Form 1387, improperly affixed, incorrect, or incomplete
P399	Improper markings (not identified by other code). See remarks.
P401	Cargo not unitized
P402	Shrink/stretch wrap inadequate or omitted
P403	Strapping inadequate or omitted
P404	Multiple consignees in single consignee consolidation container
P405	Protective covering/wrapping inadequate, improper, or omitted
P406	Contents of multipack container inadequately packaged, stuffed or missing unit packs
P407	Improper unitization/palletization/containerization of hazardous materials (includes ammunitions/explosives)
P499	Improper unitization (not identified by other code). See remarks.

Product Quality (Item) Deficiency (Security Assistance Only)

- Q1 Product Quality Deficiency
- Q2 Quality deficiency, contractual noncompliance
- Q3 Design deficiency, item requires change in design
- Q4 Contracting deficiency, specification, and/or technical data deficient.
- Q7 Safety hazard
- Q8 Latent defect

Quality - Related Receipts/Stock Screening (*Storage Activity Only*)

- Q11 Returned or stock screen item, PQDR exhibit deficiency
- Q22 New procurement receipt, customer return, redistribution order, or stock screen item quality deficiency, contractual non-compliance, including specification and/or technical data deficiency
- Q33 Returned, redistribution order, or stock screened item suspected materiel deficiency (DLA Customer Returns Improvement Initiative (CRII) items only)
- Q55 Item under investigation
- Q66 Customer return or stock screen item failed under use
- Q77 New procurement receipt, customer return, or redistribution order receipt of stock screen item identified as a suspected critical safety item (CSI) discrepancy
- Q99 New receipt item received for First Article Testing

Shortage or Nonreceipt

- S1 Quantity received less than quantity indicated on supply documentation
- S2 Quantity received is less than quantity requested minus variance, (other than unit of issue or unit of pack)
- S3 Total nonreceipt of U.S. Postal Service shipment.
- S4 Total nonreceipt; not transportation related. (U.S. only)
- S5 Total nonreceipt (Security Assistance only)
- S6 Shortage due to unit of issue/ unit of pack incompatibility (use only when requisition specified no unit of issue/ unit of pack variance)
- S7 Shortage or nonreceipt of an item in a multipack or sealed shipping container
- S8 Concealed shortage discovered upon opening a sealed vendor's pack (not applicable to Security Assistance)
- S9 Incomplete ***component, assembly***, sets, kit, outfit (***CASKO***) (do not use to report cannibalization of Supply System Responsibility Item (SSRI), Components Of End Item (COEI), or Basic Issue Item (BII); see Discrepancy Code C4)

Technical Markings (Name Plates, Logbooks, Operating Handbooks, Special Instructions)

- T1 Technical data markings missing
- T2 Technical data markings illegible or mutilated
- T3 Precautionary operational markings missing
- T4 Inspection data missing or incomplete

- T5 Serviceability operating data missing or incomplete
- T6 Warranty data missing
- T7 Missing part number on bare item
- T9 Operating handbooks, logbooks, and/or special instructions missing

Item Unique Identification (IUID) of Serially Managed/Tracked Materiel and Unidentifiable Materiel

- U01 Unique identification (UII/serial number) on label missing, damaged, or unreadable
- U02 Unique identification (UII/serial number) on item missing, damaged, or unreadable
- U03 Unique identification (UII/serial number) on supply documentation missing, damaged, or unreadable
- U04 Unique identification (UII/serial number) not provided on shipping notice
- U05 Non-conformance to unique identification requirements under terms of contract
- U06 Multiple containers without separate unique identification (UII/serial number) listings
- U07 Mismatch between unique identification (UII/serial number) on item and label
- U08 Mismatch between unique identification (UII/serial number) on item or packaging marks/labels and the associated shipping documentation
- U09 Mismatch between unique identification (UII/serial number) on item or packaging marks/labels and the associated due-in/shipping notice
- U10 Mismatched or missing unique identification (UII/serial number) discovered upon opening a sealed pack
- U11 Materiel unidentifiable; stock number missing or damaged
- U12 Duplicate unique identification (applicable to UII only)

Incorrect Item

- W1 Incorrect item received.
- W2 Unacceptable substitute received.
- W3 Incorrect item received, but not identifiable to an NSN or part number.
- W4 Misidentified item received.
- W5 Mixed stock received.
- W6 Incorrect item discovered upon opening a sealed vendor's pack (Not applicable to Security Assistance)
- W7 Part number unmatched to FEDLOG/FLIS
- W8 Incorrect part number for NSN received

Other Discrepancies

- Z1 Other discrepancy - see remarks
- Z2 Repetitive discrepancy (must use in combination with other codes or describe in remarks)
- Z3 Distribution Center receipt not due-in.

- Z4 No record exists for document number cited on supply document (not used by distribution center; not applicable to Security Assistance)
- Z5 Immediate resolution/replacement of discrepant item under inter-Service support agreement (restricted use per Service guidance)
- Z6 Report reopened following inappropriate cancellation/completion (must use in combination with other discrepancy codes; must appear as first discrepancy code in transactions)
- Z7 Property not authorized or not acceptable for turn-in to DLA Disposition Services.

ENCLOSURE 10: DD FORM 1225 SQCR

STORAGE QUALITY CONTROL REPORT				1. DATE GENERATED (DDMMYYYY)	2. REPORT NUMBER
3. MANAGING ACTIVITY RIC/ADDRESS RIC: _____			4. REPORTING ACTIVITY/SUBMITTER ADDRESS		
5. NATIONAL STOCK NUMBER	6. TYPE OF INSPECTION ☐ COSIS ☐ CYCLIC ☐ OUTBOUND SHIPMENT ☐ SHELF LIFE EXPIRATION ☐ SPECIAL ☐ OTHER (Explain in block 35)				
7. NOMENCLATURE		8. CAGE AND PART/MODEL NO. (If applicable)		9. SERIAL NO. (If applicable)	
10. CONDITION CODE	11. LOT/BATCH/CONTROL NO.	12. EXPIRATION DATE (MM/YYYY)	13. UNIT PRICE \$	14. UNIT OF ISSUE	
15. CONTRACTOR CONSIDERED LIABLE ☐ YES ☐ NO	16. CONTRACTOR or PACKED BY (As applicable)		17. CONTRACT NO. (When applicable)		18. DATE OF MANUFACTURE (MM/YYYY)
19a. DATE OF PACK (MM/YYYY)	19b. DATE OF LAST COSIS INSPECTION (MM/YYYY)	20. METHOD OF PRESERVATION	21. LEVEL OF PACKING ☐ A ☐ B ☐ MIN	22. CONDITION OF PACKAGING ☐ SATISFACTORY ☐ UNSATISFACTORY (Explain in block 35)	
23. ADEQUATE MARKING ☐ YES ☐ NO	24a. SAMPLES SHIPPED TO (Name of laboratory):			24b. QUANTITY SHIPPED	24c. DATE SHIPPED (DDMMYYYY)
25. SQL	26. NO. SAMPLES EXAMINED	27a. LOT SIZE	27b. LOT TYPE	28. SERVICEABILITY STANDARD	
29. RECLASSIFICATION OF SUPPLIES INSPECTED					
CONDITION CODE	QUANTITY	LOCATION (If applicable)		CONDITION CODE	QUANTITY
30. REPAIR COST \$	31a. PACKAGING LABOR COST \$	31b. PACKAGING MATERIALS COST \$		32. TOTAL COST (Blocks 30, 31a, and 31b) \$	
33. NAME OF ACTIVITY WHICH CAN PERFORM REPAIRS			34. AUTHORITY FOR INSPECTION		
35. FINDINGS AND RECOMMENDATIONS (Details of cause and nature of defect, malfunction, or repair. Photographs and drawings when they assist in describing or substantiating the defect or recommendation.)					
CONTINUED ON ATTACHMENT: ☐ YES ☐ NO					
36a. TYPED NAME OF PREPARER (Last, First, MI)			36b. VOICE TELEPHONE NUMBER (Include Area Code)	36c. FAX TELEPHONE NUMBER (Include Area Code)	
37a. TYPED NAME OF SR COORDINATOR (Last, First, MI)			37b. VOICE TELEPHONE NUMBER (Include Area Code)	37c. FAX TELEPHONE NUMBER (Include Area Code)	
38. DSC/ICP DISPOSITION INSTRUCTIONS					
39. NAME OF ICP/DSC POINT OF CONTACT		40. DATE SENT (DDMMYYYY)	41. NAME OF ACTIVITY POINT OF CONTACT		42. DATE SENT (DDMMYYYY)

DD FORM 1225, SEP 2001

PREVIOUS EDITION IS OBSOLETE

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

ADC	Approved DLMS Change
CIIC	Critical Item Identification Code
COSIS	Care of Supplies in Storage
CSI	Critical Safety Item
DAAS	Defense Automatic Addressing System
DLA	Defense Logistics Agency
DLMS	Defense Logistics Management Standards
DOD	Department of Defense
DRO	Disposal Release Order
DSRG	Defense Stock Readiness Group
DSS	Distribution Standard System
EDA	Electronic Document Access
ES	Executive Secretary
ESDS	Electrostatic Discharge Sensitive
FLIS	Federal Logistics Information System
ICP	Inventory Control Point
ION	Internal Order Number
ITSC	Item Type Storage Code
KCC	Kind, Count, Condition
MIPR	Military Interdepartmental Purchase Request
NLC	Net Landed Cost
NSN	National Stock Number
OPI	Optional Procedure Indicator
PMRD	Pre-positioned Material Receipt Document
POC	Point of Contact
POM	Program Objective Memoranda
PPP&M	Preservation, Packaging, Packing and Marking
QSL	Quality Status Listing
SCC	Supply Condition Code
SDR	Supply Discrepancy Code
SOF	Safety of Flight
SOU	Safety of Use
SPIRES	Special Packaging Instructions Retrieval & Exchange System
SQCR	Storage Quality Control Report
SR	Stock Readiness
SRC	Stock Readiness Coordinator
SSR	Stock Screening Request
TOS	Type of Storage
WPM	Wood Packaging Material

PART II. DEFINITIONS

Below Depot Level Repair Material. For purposes of this Instruction, this refers to reparable materiel that is repaired only in field level repair shops. This materiel, as a general rule, is only sent as a customer return to a DC for storage because it is serviceable, or if it is unserviceable, the field activity does not have the authority to dispose of at the field activity.

COSIS. A program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in an issuable condition or to prevent uneconomic deterioration of materiel. With proper COSIS, supplies and equipment in storage will be preserved and maintained in an issuable condition through inspection and actions taken to correct any forms of deterioration and to restore packaging to ready-for issue (RFI) condition. COSIS includes the in-storage visual inspection, minor repair, preservation, and packing of materiel, and all intra-depot materiel movement to perform those tasks. Note: COSIS does not include the cost to repair the asset unless minor repair is accomplished within the one-hour routine COSIS action.

Commercial Vendor. Non-government owned and operated manufacturer or maintenance facility.

Consumable Materiel. For purposes of this Instruction, consumable materiel is consumed in use, such as ammunition, paint, fuel, cleaning and preserving materials, surgical dressings, pharmaceuticals, or items that lose their identity, such as spare parts.

DLMS. A broad base of business rules to include uniform policies, procedures, time standards, transactions, and data management, designed to meet DoD requirements for total logistics support. Founded upon American National Standard Institute (ANSI) Accredited Standards Committee (ASC) X12 Electronic Data Exchange (EDI), DLMS supports Extensible Markup Language (XML) and automated information technology including radio frequency identification, linear bar coding, and 2-dimension symbology. DLMS will be expanded to support emerging enterprise business capabilities such as data sharing, object-oriented user interfaces, and increased use of web-based technology, as appropriate.

Depot Level Repair (DLR) Materiel. For purposes of this Instruction, reparable materiel sent to a depot to be repaired at that depot or other site or stored at a DC awaiting entry into the maintenance or repair cycle at the direction of the managing ICP.

KCC.

Kind. There are two forms of determining the kind of materiel. (1) An inspection of the bare item verifying the part number against the assigned NSN, or (2) a verification that the documentation corresponds with the identification label in accordance with MIL-STD-129 marking requirements.

Count. A count of the total number of items.

Condition. An inspection verification of the general physical appearance of all packaged or verification of the characteristics of the bare item.

Major End Items (MEI). For purposes of this Instruction, a MEI is a final combination of end products that is ready for its intended use; that is ships, tanks, launchers, aircraft, etc.

Major Repair. Repair actions taken by the DC on equipment and/or packaging that is within the DCs capabilities and exceeds one-hour in duration per NSN storage location. This includes warehousing actions to move materiel to preservation, packaging, packing, and marking (PPP&M) workstation to perform the corrective action. This exceeds the one-hour timeframe established for routine COSIS actions. Examples are relabeling of more than 150-line items, repairing wood boxes or crates, replacing/resealing barrier bags, etc.

Minor Repair. Repair actions taken by a DC on equipment and/or packaging that is within the DCs capabilities and does not exceed one hour in duration per NSN storage location. Examples may include replacement of tapes or labels, replacing humidity indicators, minor repairs to containers, etc.

NLC. The acronym used by DLA Distribution for the yearly recurring core mission work performed by DLA Distribution for its customers and includes Receipt/Issue/Transshipment processing, Storage, 1st, and Second Destination Transportation and is billed to our customers on a rate driven basis.

Organic Vendor. Government owned and operated manufacturer or maintenance facility.

Packaging. The elements of packaging are defined in AR 700-15/NAVSUPINST 4030.28E/AFJMAN 24-206/MCO 4030.33E/DLAR 4145.7 “Packaging of Materiel”.

Program Objective Memorandum (POM). The Program Objective Memorandum (POM) is the primary document used by the Department of Defense (DOD), Army, and Navy to submit programming proposals. The POM includes an analysis of missions, objectives, alternative methods to accomplish objectives, and allocation of resources.

Routine COSIS. Those COSIS activities such as cyclic inspections on materiel in storage required to detect deterioration of materiel and/or packaging, and minor repair. COSIS is funded by NLC pricing and, in general, entails those actions necessary to validate the condition of the materiel, and/or packaging. Actions included in the NLC pricing are those completed within one-hour while at the storage location. Actions exceeding one-hour are reimbursable by the ICP/DSC. Re-warehousing materiel to perform corrective actions is included in reimbursable costs.

Reimbursable COSIS. Those activities such as preservation, and packaging of materiel in storage resulting from COSIS inspections exceeding one-hour at the location is not funded under NLC and, in general, entails those actions necessary to correct the problems with the materiel, and/or packaging identified by the routine COSIS that exceeds one-hour. This includes the costs

for any component parts required in performing minor repairs to reparable containers. This applies to materiel in storage and includes both minor repairs and necessary packaging that will maintain the stored materiel in assigned supply condition codes. Funding for this work is outside the scope of NLC pricing structure as defined in the Defense Working Capital Fund.

Secondary Items. For the instruction, a secondary is an item, component, and spare part, which has not been classified as an end item.

Serviceable. The item can be used as is (Condition Codes “A” through “D”).

Stock Readiness. A DoD program involving the tasks needed to assure that the proper condition of materiel in storage is known and reported, that the condition is properly recorded, and that the materiel is properly provided with adequate packaging protection to prevent any degradation to lower condition codes. Stock Readiness concerns itself with the in-storage inspection, minor repair, and packaging aspects associated with these efforts. Stock Readiness includes the elements of COSIS plus the functions related to the receipt, identification, classification, and packaging of materiel during the receipt process (referred to herein as the KCC). KCC means to inspect that the correct item was received/inspected, the correct quantity was received/inspected, and the condition of the materiel’s packaging is appropriate to the condition code assigned. Stock Readiness excludes those actions that fall under the area of general warehouse care and depot maintenance, including the use of proper storage aids, identification of materiel/storage locations, and warehousing actions.

SCC. Condition of the materiel during receipt, storage, and issue for definitions of all supply condition codes.

SDR (SF 364). A manual form or its electronic equivalent is used to report a supply discrepancy and to document reimbursable work discovered during receiving operations. WebSDR (<https://www.daas.dla.mil/websdr/>) is linked to DAAS, which transmits data between the Service systems and WebSDR. DCs use DSS to submit SDRs via WebSDR to DAAS. Types of discrepancies referred to in this instruction include:

Shipping (item) Discrepancy. Any variation in quantity or condition of materiel received from that shown on authorized shipping documents, e.g., DD Form 1348-1A or purchase order (PO). This includes incorrect and misdirected materiel, receipt of canceled requirements and improper or inadequate technical or supply documentation.

Packaging Discrepancy. Any unsatisfactory condition due to improper, inadequate, or inappropriate packaging and which causes the item, shipment, or package to be vulnerable to loss, delay or damage or unnecessary expense to the U.S. Government, as in excessive packaging.

Latent Packaging Discrepancy. This type of discrepancy is submitted for materiel found in storage with latent preservation and packaging discrepancies. These are to be used only for

hidden packaging discrepancies that were not visible at time of receipt. An SQCR would be submitted from either a wholesale center or a retail site.

SQCR (DD Form 1225). A manual form or its electronic equivalent used to document, and request approval of reimbursable work associated with special inspections and reimbursable COSIS actions. When prepared in the DSS under DLMS, the SQCR is transmitted to DAAS for forwarding to the applicable Service/Agency system.

Unserviceable. The item requires repair before it can be used (SCCs E, F, and G.)

Visual Inspection. Visual inspections are an inspection of materiel in each location to identify if the packaging/packing has degraded or if the materiel is missing markings/labels. Except when the packaging has degraded, the DC will never unpack materiel to conduct visual inspection.