DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO P4400.82F Ch 2
LPC-2
14 Dec 12

MARINE CORPS ORDER P4400.82F Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS UNIFIED MATERIEL MANAGEMENT SYSTEM (MUMMS) CONTROLLED ITEM MANAGEMENT MANUAL

Ref: (a) MCO 5215.1K

Encl: (1) MCO P4400.82F W/ CH 1

1. Situation. Each military service must maintain detailed asset records of selected items that continuously reflect the materiel readiness status of approved forces. These records must permit rapid computation of requirements for critical items, additional forces, changes to logistical standards, and financial reporting. This Manual provides instructions for managing regulated/controlled items.

2. Mission. All organizations having reportable items on their accountable records shall report net changes on an "as occurring" or "daily" basis, whichever requires the least adjustment transactions per the instructions in this Manual. Organizations supported by a SASSY management unit (SMU) having reportable items on their accountable record shall report changes in accordance with the current editions of MCO P4400.123, MCO P4400.150, and UM 4400-124. The programs in this Manual remain valid under mobilization, unless otherwise modified at the time of mobilization.

3. Execution. Administrative changes are as follows:

a. Change sponsor to reflect LPC-2.

4. Administration and Logistics

a. Distribution Statement. Directives issued by the CMC are published electronically and can be accessed online via the

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Marine Corps Publications Electronic Library at: http://www.marines.mil.

b. Access to an online medium will suffice for directives that can be obtained from the Internet, CD-ROM, or other sources. For purposes of inspection, electronic files will suffice and need not be printed. For commands without access to the Internet, hard copy, and CD-ROM versions of Marine Corps directives can be obtained through Marine Corps Publications Distribution System (MCPDS).

c. Recommendations concerning the contents of this Order are invited. Such recommendations will be forwarded to the Commandant of the Marine Corps (CMC) Logistics Policy (LP) via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

M. G. DANA
Director Logistics Plans,
Policies and Strategic Mobility
Division

DISTRIBUTION: PCN 10205020002

MCO P4400.82

MARINE CORPS UNIFIED MATERIEL MANAGEMENT SYSTEM (MUMMS)

CONTROLLED ITEM MANAGEMENT MANUAL

U. S. MARINE CORPS

PCN 102 050200 00

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO P4400.82F
LMM-2/8007-db
7 Feb 1985

MARINE CORPS ORDER P4400.82F W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Regulated/Controlled Item Management Manual

Encl: (1) LOCATOR SHEET

Reports Required: List, page V

1. Purpose. This Manual provides instructions for managing regulated/controlled items.

2. Cancellation. MCO P4400.82E.

3. Summary of Revisions. This revision contains significant changes in the policies and procedures for management of regulated/controlled items at all levels of command. A clear understanding of this Manual is required by all personnel operating in logistics matters. The more significant revisions are:

a. Processing time for the evacuation of secondary depot reparables and end items are revised.

b. Chapter 7 is revised.

c. Chapters 8 through 10 have been deleted and replaced with new chapters 8 through 11.

d. Procedures for the secondary Depot Reparables Program are revised reflecting the critical low density (CLD) float concept.

e. Procedures for the annual recomputation of maintenance float requirements and excesses are revised.

f. Procedures for the control of maintenance float allowances are revised.

g. The procedures for the assignment of command designator codes and maintenance float activity address codes are revised.

PCN 102 050200 00

4. Recommendations. Recommendations concerning the Regulated/Controlled Item Management Manual are encouraged and will be submitted to the Commandant of the Marine Corps (CMC) (LMM) via the appropriate chain of command.

5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

6. Certification. Reviewed and approved this date.

GEORGE B. CRIST
Deputy Chief of Staff
for Installations and Logistics

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2. THE PURPOSE OF THIS CHANGE IS TO DIRECT PEN CHANGES TO THE BASIC
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3. ACTION. ON PAGE 1-13, PAR. 1006.3, IN THE SECOND LINE:
A. CHANGE THE WORDS QUOTE SHOULD NOT QUOTE TO QUOTE WILL QUOTE.
B. DELETE THE WORD QUOTE HOWEVER QUOTE. THE SECOND SENTENCE
NOW BEGINS WITH QUOTE REQUISITIONS QUOTE.// BT

HQBN HQMC...ACT	1
CNRC...ACT	5
DRPM...ACT	2
BDCNR...ACT	1
MARCORSYSCOM...ACT	5
DDRTF...COG	1
BRMED...COG	1
CMC WASH DC	10

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REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

RECORD OF CHANGES

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1	940524		990104	J. W. Simonton

LOCATOR SHEET

Subj: REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

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REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

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I.	CONTROLLED ITEMS MONTHLY MASTER ASSET REPORT	CI-4440-02	10005
II.	CONTROLLED ITEM RECONCILIATION REPORT	CI-4440-03	10006
III.	RECOVERABLE ITEM REPORT	MC-4400-02	10002
IV.	CONTROLLED ITEM INCREASE/DECREASE REPORT	MC-4440-11	4002
V.	MCLB, ALBANY, REPLACEMENT AND EVACUATION REPORT	SP-4710-01	10007
VI.	FIELD REPLACEMENT AND EVACUATION REPORT	SP-4710-02	10002
VII.	EQUIPMENT REPLACEMENT EVACUATION	SP-4710-03	6002.2

REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

CHAPTER 1

INTRODUCTION AND GENERAL INSTRUCTIONS

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CHAPTER 1

INTRODUCTION AND GENERAL INSTRUCTIONS

1000. PURPOSE. Each military service must maintain detailed asset records of selected items that continuously reflect the materiel readiness status of approved forces. These records must permit rapid computation of requirements for critical items, additional forces, changes to logistical standards, and financial reporting. The Controlled Item Management Subsystem (SS 13) provides the means for individual item management of controlled items within the limits of the Marine Corps Unified Materiel Management System (MUMMS) with the least administrative effort. The subsystem records the inventory of in-use assets and produces reports to elements outside the Marine Corps, and provides preprogrammed file status reports, as required. This subsystem also includes the information and management data needed to validate requisitions against allowances for those units not supported by the Supported Activities Supply System (SASSY). The predominant features of this subsystem are:

1. Full in-use asset data of regulated/controlled items is available and adjusted as issues/disposition decisions are made.

2. Full allowance data is available to monitor requisitions before issue.

3. Provisions for requesting disposition of items that are either excess or are beyond the unit's capability to repair.

1001. DEFINITIONS

1. Allowance. That quantity of an item authorized an organization to perform its assigned mission. It may consist of:

a. Initial allowance which includes combat and/or location allowances.

b. Special allowances.

c. Maintenance float authorizations.

d. Prepositioned war reserve materiel stock (PWRMS) and prepositioned war reserve materiel requirement (PWRMR) quantities (computed in accordance with the current edition of MCO P4400.39) which are that portion of combat support materiel prepositioned with the using unit. The PWRMS and PWRMR quantities will be

identified in the allowance file maintained by the Marine Corps Logistics Base (MCLB), Albany, for the validation of requisitions.

2. Allowance Portion. Allowance portion of the controlled item detail file.

3. Assault Rate Indicator (ARID). Used in the controlled item subsystem to identify an assault rate item.

4. Assault Rate Item. Item to be computed at twice the combat active replacement factor (assault rate) in accordance with the instructions contained in MCO P4400.39.

5. Bill of Materiel (BOM). A descriptive and quantitative listing of materials, supplies, parts, and components required to produce a designated complete end item of material, assembly, or subassembly; to overhaul or repair such an item; or to construct or repair a structure of facility.

6. Combat Active Replacement Factor (CARF). Published in NAVMC 1017 (Table of Authorized Materiel) (TAM) for Fleet Marine Force (FMF) commanders for use as a guide to determine 30-day item replacement requirements.

7. Command Designator (CD). A code assigned each organization identifying the command with administrative control over that specific unit. It is used in the Controlled Items Reporting System to summarize records at the division/wing, force service support group (FSSG) activity level for allowance control purposes.

8. Command Summary File (LCS). File maintained by the MCLB, Albany, summarized from elements of data contained in the controlled item detail file.

9. Commandant of the Marine Corps (CMC) Budget Rebuild Program (CBRP). An updated repair requirements list of secondary reparables and major end items furnished by the CMC to the depot maintenance activities (DMA's) 18 months before fiscal year of execution.

10. Components. Items functionally related to end items but not physically associated. These items are identified in applicable Marine Corps stocklists (MCSL's), components lists, in SL-3 series, and are in three subcategories: Using unit responsibility items (UURI), supply system responsibility items (SSRI), and collateral materiel (CM).

11. CMC Initial Rebuild Program (CIRP). A statement of repair requirements prepared by the CMC during the budget year plus 2 or 3 years from the year of induction, indicating the number of

principal items planned for overhaul. The requirements are extracted from the 10-year rebuild program.

12. CMC Rebuild program (CRP). An updated CBRP furnished by the CMC to the DMA'S 9 months prior to the fiscal year of execution.

13. Condition Code. The military standard transaction reporting and accounting procedures (MILSTRAP) condition code which classifies materiel by readiness for issue and use.

14. Controlled Item. (See Regulated Item.)

15. Controlled Item Adjustment Code Transaction File (LCA). File maintained by MCLB, Albany, which records data in a controlled item report to portray consumption/loss figures.

16. Controlled Item Detail File (LCD). File maintained by the MCLB, Albany, records the in-use inventory data and the allowance data of the Marine Corps for controlled items.

17. Controlled Item Document File (LDC). File maintained by the MCLB, Albany, which records all transactions (field reports and MCLB, Albany, source documents) that affect the asset record of a using unit. This file also checks all transactions for duplicate input.

18. Controlled Item Header File (LHF). File maintained by the MCLB, Albany, which reports the header data for Marine Corps regulated/controlled items.

19. Controlled Item Reporting Card. Report used by field activities to submit reports of onhand/in-use assets to the MCLB, Albany.

20. Control Number. This term identifies the TAM number or depot level reparable item designator (ID) number.

21. Critical Low-Density End Item. A certain low-density principal item designated by Headquarters Marine Corps which must be maintained in a high degree of operational readiness.

22. Encampment/Garrison/Location/Special Allowance. Additional allowance authorized organizations as defined in the appropriate tables of equipment (T/E's) or separate letters of authority.

23. End Item. A final combination of products, component parts, and/or materials ready for its intended use; e.g., ship, tank, truck, radio, and bayonet.

24. Equipment Allowance File (EAF). A file maintained by the CMC (LPS-3) used to record allowances.

25. Full Strength Item Designator (ID). An indicator used to identify a Marine Corps unit whose allowance is computed at full strength.

26. ID Number. Item designator number as in MCSL, SL-6.

27. In-Process Quantity. That quantity approved for issue within SS 13 but for which confirmation of shipment has not been processed by the MCLB, Albany.

28. Insurance Items. A minimal allowance of reparable items and repair parts (common and peculiar) authorized for retention by using and supporting units.

29. Intransit From Quantity. In SS 13, that unserviceable quantity or excess quantity reported by the owning organization, repair facility, or service unit, for which either disposition instructions have been furnished or automatic evacuation occurred and a due established to a remote storage activity (RSA) through SS 03/SS 13 processing of a requisition citing Advice Code 4H.

30. Intransit to Quantity. That quantity of materiel shipped to an organization from any source, and the accountable activity that has not submitted a confirmation of receipt report to the MCLB, Albany.

31. In-Use Assets. Assets (out of stores) issued to and carried records of an accountable activity.

32. In-Use Portion. Portion of the controlled item detail file with the record of in-use assets.

33. MCLB, Albany. Throughout this Manual, referred to as the MCLB, Albany, in place of inventory control point (ICP).

34. Maintenance Float. A pool of reparable components comprised of serviceable items used to replace like unserviceable items on an exchange or rapid turnaround basis and the unserviceables which are awaiting repair. Maintenance float policy is contained in the current edition of MCO P4400.150 and the procedures in the current edition of UM 4400-125.

35. Maintenance Float Allowance. Allowance prescribed for the maintenance float.

36. Maintenance Replacement Rate (MRR). The number of times per month that an unserviceable item is replaced with a serviceable item. Replacement may be due to malfunction or the item having reached the end of an administratively determined removal interval for purposes of preventive maintenance or safety considerations.

37. Master Work Schedule (MWS). The formal annual work schedule for execution during the current fiscal year at the DMA's. This schedule includes the CMC Rebuild Program and the MCLB's, Albany and Barstow, Support Program.

38. Master Work Schedule Line Item Number (MWSLIN). A four-digit alpha-numeric code assigned by the CMC (LMM) to depot level reparable item scheduled for repair/rebuild on the MWS.

39. Operating Level (OL). The float operating requirement for serviceable assets is that necessary to sustain the rate of component replacement. A normally large portion of this requirement is satisfied by unserviceable float assets in the repair cycle being repaired, and is not additive to the repair cycle requirement as an OL. The remainder of the OL for serviceable assets is replenishment of assets which cannot be repaired (washout quantity).

40. Operational Readiness Float (ORF). A pool of mission-essential end items strategically located to support using units on an exchange basis when repair cannot be accomplished in the required time. MCO P4400.150 contains ORF policy.

41. Read for Issue. This term reflects the readiness of an item for its intended use. An item considered ready for issue must be operational/ serviceable so that it can be placed in service without DMA processing.

42. Readyline. A segregated block of materiel that has received preissue processing by a DMA and is maintained by the MCLB's in a ready-for-issue status.

43. Regulated Item. An item which requires Marine Corps-wide in-use asset knowledge for requirement computations, control of issues, and determination of dispositions.

44. Repair Cycle. All the various unserviceable stages through which a reparable item passes from the time of its maintenance replacement until it is restored to serviceable condition. The repair cycle includes: removal, awaiting shipment, transit, in prerepair screening, process repair, and return to serviceable stock stages.

45. Repair Cycle Time (RCT). The time normally required for a reparable item to pass through the repair cycle, excluding any unusual delays in transit, repair processing, or the supply of parts.

46. Repair Rate (RR). The number of times per month that an unserviceable item replaced with a serviceable item is restored to a serviceable condition through maintenance action.

47. Replacement and Evacuation (R&E) Report File (LRE). File maintained by the MCLB, Albany, which records all status information (i.e., dues, receipts, issues, etc.) for the R&E Program. This file is used to produce the monthly R&E status report to the CMC.

48. Safety Level (SL). The float safety level provides protection against fluctuations in:

a. Repair cycle time.

b. The number of unserviceable components requiring maintenance beyond the fourth echelon.

49. Source, Maintenance, and Recoverability (SMR) Code. A combination of codes, normally assigned to items during the provisioning process, indicating:

a. The source of acquiring the item for replacement purpose; e.g., procured and stocked, manufactured, assembled, not stocked or from salvage.

b. The lowest maintenance level authorized to remove/replace and use the item and the lowest maintenance level which can perform complete repair. The term "complete repair" does not preclude maintenance being performed at a lower echelon than designated. All maintenance capable of being done at a lower echelon should be performed.

c. The desired disposition of the supported item; e.g., depot reparable, field level reparable, consumable, or salvageable.

d. The current editions of MCO 4400.120 and UM 4400-71 have detailed explanations of the SMR code.

50. Stores System. That part of the Marine Corps Supply System under the technical control of the Commanding General (CG),

MCLB, Albany, excluding the Direct Support Stock Control (DSSC) System. It refers to the assets held by the MCLB's; and item accountability is vested in MCLB, Albany.

51. Five-Year Rebuild Program. A phased 5-year projection of principal end items tentatively planned for depot repair/rebuild. Planning for this program starts in the current year and is reported and extended annually.

1002. GENERAL INSTRUCTIONS

1. The actions required to maintain SS 13 are in the following paragraphs. All organizations maintaining property records in accordance with UM 4400-15 and having reportable items on their accountable records shall report net changes on an "as occurring" or "daily" basis, whichever requires the least adjustment transactions per the instructions in this Manual. Organizations supported by a SASSY management unit (SMU) having reportable items on their accountable record shall report changes in accordance with the current editions of MCO P4400.123, MCO P4400.150, and UM 4400-124. The programs in this Manual remain valid under mobilization, unless otherwise modified at the time of mobilization.

2. The CG, Marine Air Reserve Training Command (MARTC), shall report per paragraph 1002.1, preceding, for all Marine Corps Reserve aviation units and Marine air Reserve training detachments (MARTD's) in accordance with the instructions in this Manual.

3. The directors, Marine Corps districts (MCD'S), shall report for all district property, Marine Corps Junior Reserve Officer Training Corps units, inspector-instructor (I&I) staffs, and recruiting stations, including officer selection offices.

4. The CG, 4th Marine Division (MarDiv) shall report for all Marine Corps Reserve ground units in accordance with the instructions in this Manual.

5. All reports shall be submitted to the CG, MCLB, Albany, Georgia 31704-5001. Reports shall be submitted per the instructions contained in chapter 10 of this Manual. The MCLB, Albany, will reject those controlled item reports that do not contain all required data and/or do not provide sufficient information to process. When this action becomes necessary repeatedly on a specific unit/command, the CMC (LM) will be advised so that

further corrective action may be taken. Cover letters are not desired. Further, reports shall be submitted via the fastest means available to the reporting activity.

6. The CG's, Fleet Marine Force, Atlantic (FMFLant) and Fleet Marine Force, Pacific (FMFPac) shall publish appropriate amplifying instructions for subordinate elements.

7. All organizations subordinate to the CG, FMFPac/Commander Marine Corps Bases (MCB's), Pacific, and the CG, FMFlant, assigned separate command designator codes and the CG's, Marine Corps Development and Education Command (MCDEC); Marine Corps Air-Ground Combat Center (MCAGCC), Twentynine Palms; Marine Corps Recruit Depots/Eastern Recruiting Region and Western Recruiting Region (MCRD's/ERR/WRR) and 4th MarDiv shall publish detailed instructions to subordinate elements which will include at least:

a. Identification of the element within the organization that is responsible for monitoring all aspects of controlled item management.

b. Prescribe the flow of requisitions and other documentation relating to controlled items.

c. Receive, distribute, monitor, control, and coordinate the reconciliation reports furnished by MCLB, Albany, as outlined in this Manual.

d. Prescribe the flow and responsibility for preparation, submission, and validation of controlled item reports.

e. Establish internal procedures for compliance with the instructions in this Manual.

8. All organizations required to publish separate instructions as designated by paragraphs 1002.6, preceding, shall furnish copies of their implementing directives to MCLB, Albany.

9. The SMU will accomplish all reporting and reconciliation actions prescribed herein for units supported by SASSY.

10. The MCLB, Albany, shall:

a. Maintain records and prepare reports for Headquarters Marine Corps and field activities in accordance with this Manual.

b. Establish internal procedures to promptly carry out all actions required by this Manual.

c. Take required actions to ensure that all allowances for the items identified by the CMC (LMM), as controlled items, are reflected in appropriate files specified by this Manual and reconcile them with all affected activities along with asset data.

d. Establish internal procedures to permit routine review of the asset, allowance, and related files; and, in those cases where total assets do not equal recorded allowances, act to determine the cause of the disparity and correct the records.

e. Routinely reconcile all due-in and intransit records to ensure materiel is promptly reported/evacuated.

f. Refer for action to the CMC (LMM) changes to allowances for secondary depot reparables which appear extreme and, upon receipt of rationale from the command involved, appear invalid.

g. Establish and maintain those files which provide Headquarters Marine Corps 100 percent asset visibility on all controlled items. Once established, the file formats, data elements, and inputs/outputs will not be modified before coordination with Headquarters Marine Corps.

h. Review field reporting procedures for technical accuracy and compliance with this Manual; and, when appropriate, coordinate required actions with affected commanders.

i. Establish and maintain records that reflect the number and types of errors in transactions submitted by all organizations segmented by error code, activity address code (AC), and command designator. Whenever the gross error rate exceeds 5 percent of the total input by any command designator (except class II, which will be based on AC), conduct a detailed analysis to determine specific causes and coordinate corrective actions with the appropriate commander.

j. Post all due-ins to the stores system upon receipt of copies of Headquarters Marine Corps-initiated procurement instruments.

k. Post to the stores system records all procurements for direct delivery based on Headquarters Marine Corps-initiated procurement instruments.

l. Ensure all procurements for direct delivery initiated by Headquarters Marine Corps are processed to the appropriate files of SS 13 and updated in accordance with this Manual.

1003. PLANT ACCOUNT PROPERTY

1. Organizations maintaining reportable items on plant property records shall set up sufficient local subsidiary records/files to enable preparation of all reports required by this Manual. All controlled items maintained on plant property records will reflect their normal materiel recognition and will be reported per this Manual.

2. Posts and stations accounting for plant property will include all controlled items on hand as class 3 plant property or organic (minor) property, as applicable, in accordance with the current edition of MCO 7321.2.

1004. PRIORITY OF EVACUATION. To ensure timely recovery of materiel being returned to the stores system under the instructions in this Manual, MCLB, Albany, will specify the priority assigned on materiel being returned to the stores system based on system requirements for the item being returned.

1005. COST OF REPAIRS. The cost of repair shall be computed as follows:

1. Labor. All labor costs, both military and civilian, shall be computed using the current edition of MCO 4710.8.

2. Materiel Costs. The cost of the materiel required to repair an item will be based on the current standard unit price.

1006. DOCUMENTATION. All documentation resulting from submission of the reports and other transactions required by the various programs in this Manual shall contain the document number of the original report or other transaction. This includes posting references to organic records, transactions processed by service units, documentation prepared for the movement of materiel to disposal or the stores system, and requisitions on the stores system for replacement items only when using an advice code of 4H and posting to the stores system. DUAL NUMBERING SYSTEMS WILL NOT BE USED. Specific guidance follows:

1. For Recoverable Item Reports (WIR's):

a. All WIR's will contain the letter "E" in the first position of the document serial number card column (CC) 40.

b. Shipping documents returning materiel to an RSA because of disposition instructions received from MCLB, Albany, must contain the same document number as the original WIR. In this connection, the RSA reporting receipt of the item must report receipt using the same document number.

c. No other controlled interim report is required based on subsequent actions as a result of the disposition instructions furnished by MCLB, Albany.

2. For Replacement and Evacuation Report (WER's):

a. All WER's will contain the letter "F" in the first position of the document serial number (CC 40).

b. All WER's will contain the applicable fiscal year (FY) in the second position of the document serial number (CC 41); i.e., for FY84, CC's 40-41 will contain "F4."

c. All WER's will contain Project Code 893 in the project code field (CC's 57-59).

d. All WER document numbers will contain the activity code of the unit allocated the allowance per the shipping schedule prepared and promulgated by MCLB, Albany (CC's 30-35).

e. Each WER is an individual transaction in itself; i.e., if a requirement exists to report five of a given item, it is necessary to submit five WER's with separate document numbers.

f. The shipping document returning the materiel to an RSA must be the same document number as on the WER. The RSA reporting receipt of the item must report receipt using the same document number.

g. No other controlled item report is required.

3. Requisitions to replace materiel for which a WIR was submitted will use the same document number as the WIR. Requisitions to replace materiel automatically evacuated to an RSA containing Advice Code 4H must have the same document number that was or is used on the shipping document returning the materiel. Again, in this last instance, no controlled item reports are required.

4. In those cases where any report prescribed by this Manual is prepared/submitted by any organization/element other than the accountable/owning organization, the preparing/submitting element will provide a copy to the accountable/owning organization for posting to records and retention.

1007. DISTRIBUTION OF FIELD REPORTS. Distribution of the field reports shall be as follows:

1. The original is always submitted to MCLB, Albany.

2. One Copy is retained by the organization submitting the report and filed with the accounting document.

3. When the submitter is not the accountable organization, a copy is filed with the accounting document.

4. Additional copies as locally required.

5. Accountable organizations supported by SASSY will maintain those records/reports required for SASSY reporting requirements.

1008. METHODS OF SUBMISSION. Reports required by this Manual will be sent via one of the following:

1. Use Form NAVMC 10694 (General Purpose Transaction Document) or general purpose coding sheets transmitted by automatic digital network (AUTODlN).

2. If AUTODIN is not available, prepare a manual card.

3. Use of letter, speedletter, or message should be limited to special circumstances or when directed by the appropriate commander.

4. Special reports may be submitted by message, letter, or speedletter.

5. Reports requiring nonmachineable data, such as WIR, WER, etc., will be submitted via naval message.

6. Mechanically prepared and interpreted reports should be used as much as possible. This will ensure a more rapid response and eliminate unnecessary administrative delays.

NOTE: During periods of MINIMIZE, all reports will be submitted via mail.

1009. DISPOSITION OF EQUIPMENT RECORDS

1. When MCLB, Albany, directs return of an item to the stores system, all equipment records indicated by the current edition of TM-4700-15/1 (Equipment Records Procedures), one copy of the

shipping document, and Limited Technical Inspection (LTI) will be sent by certified mail to the receiving RSA in advance of the shipment. Mailing addresses are as follows:

Commanding General
Marine Corps Logistics Base
Albany, Georgia 31704-5001
(Equipment Records)

Commanding General (B822)
Marine Corps Logistics Base
Barstow, California 92311-5001
(Equipment Records)

2. Instructions for disposition of equipment records pertaining to R&E shipments are in paragraph 6002.2k.

1010. REDISTRIBUTION OF EXCESSES. Regulated/controlled items will be reported as serviceable and/or reparable excess to MCLB, Albany, after prior screening is conducted within the command to effect redistribution. Excess screening must be done at least at the division/wing/FSSG level. In those cases where deficiencies exist and are on order, the item will not be reported but will be redistributed and the due-in's canceled.

1011. USE OF NATIONAL STOCK NUMBERS

1. The following rules apply to national stock numbers (NSN's) used on all documents required by this Manual:

a. Controlled Items Reports

(1) Document Identifier Code (DIC) WCA Type Reports. The NSN on the report must be the same as on the documentation accompanying the materiel; or, in cases where the increase was not caused by a receipt, the NSN in the takeup document must be used.

(2) DIC WCS Type Report. The NSN on the report must be resident in MCLB, Albany, files. In this regard, before submitting a decrease report, the last quarterly report furnished by MCLB, Albany, should be consulted to ensure that the NSN used agrees with MCLB, Albany, files. To enhance the utility of MCLB, Albany, quarterly reports, changes submitted since its receipt should be noted by pen changes as they occur.

b. Equipment Repair Order (ERO's). The ERO's will always show the ID number corresponding to the NSN of the item as it is carried on the accountable/owning units' records and the MCLB-furnished quarterly controlled items reconciliation report. The ID number may be obtained from the Marine Corps Integrated Maintenance Management System (MMMS) ID standards file.

c. WIR's. The maintenance facility will cite the NSN reflected by the ID number in the ERO. Under no circumstances may the supporting maintenance facility change the NSN when indicating it on the WIR without concurrence of the activity that prepared the ERO.

d. R&E Reports. The NSN must be the same as the shipping document and must appear in the quarterly controlled items reconciliation reports or must have been added to the losing accountable/owning organization's records since the last quarterly printout was received.

2. In paragraphs 1011.1b through d, preceding, the reidentification of the item is necessary due to the item having a different NSN; i.e., substitute item, item with equipment or without equipment, the owning organization is responsible for submitting necessary adjustment transactions to decrease the misidentified NSN and to increase the correct NSN so that follow-on transactions process correctly.

1012. REDISTRIBUTION PROCEDURES. The MCLB, Albany, will continually review reported in-use assets against allowances and may direct redistribution under the following rules:

1. Fill back orders on the same coast.

2. Fill back orders on the opposite coast.

3. Fill Priority 01-03 back orders at any location from any location.

4. Redistribution will not be attempted from an outside CONUS location to a continental United States (CONUS) location for Priority 04-15 back orders.

5. Redistribution will not be directed from a unit not physically located at its home port; i.e., units aboard ship, extended training exercise, etc.

6. Redistribution from non-CONUS activities will not be affected if the requirement can be satisfied from in-stores assets or can be procured for direct delivery in time to meet the required delivery date (RDD).

7. Prior coordination or negotiation is not required.

8. MILSTRIP referral orders DIC A4 will be used to direct the redistribution.

9. All such referral orders will contain Advice Code 2C.

10. Replies to referral orders will be in military standard requisitioning and issue procedure (MILSTRIP) shipment status format, except when shipment of all or a part of a document is filled. For quantity not shipped, standard MILSTRIP status will be provided to MCLB, Albany, with Status Code CB.

11. Referral orders will not be honored by holders of the materiel when such action will result in reordering a like item for replacement. However, in these cases, sufficient data will be provided MCLB, Albany, to justify the rejection.

12. Referral orders will always be transmitted via message and will require message response.

13. Referral orders will be addressed to the command level having redistribution authority (i.e., division/wing/FSSG/station/base); in the case of 4th Marine Aircraft wing (MAW) and ground units, the referral will be addressed to either the CG, MARTC, or CG, 4th MarDiv.

14. Instructions concerning secondary items and SL-3 components to accompany shipment based on referral orders are contained in chapter 7.

15. Materiel shipped in response to MCLB, Albany, referral orders must be in Condition Code D or better and must be operable.

16. Recipients of referral orders may substitute NSN's in order to accomplish the shipment so long as the substitute is an acceptable item for the applicable control number.

17. Refer disputes between MCLB, Albany, and participating commands that cannot be resolved through coordination to the CMC (LM) for resolution. Such requests will contain the command response and MCLB, Albany, comments.

18. Issues made by DSSC activities, in response to MCLB, Albany, referrals, will be made as reimbursable sales unless the issue is to another DSSC activity, in which case the issue will be nonreimbursable.

REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

CHAPTER 2

FILES AND FILE MAINTENANCE

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CHAPTER 2

FILES AND FILE MAINTENANCE

2000. INTRODUCTION. The files required for this subsystem and the methods for maintaining them are discussed in the following paragraphs.

2001. CONTROLLED ITEM HEADER FILE (LHF)

1. General Information. Loading an item to the LHF creates a record of the control number (TAM/ID) in the master inventory index file (AMX), providing the link to requisition processing and allowance control/asset visibility within SS 13. The LHF contains header data for controlled items.

2. Input. Automatic change transactions resulting from interface with the Technical Data Subsystem (SS 08) and MCLB, Albany, manually prepared maintenance transactions are the input to update this file.

3. Process. Change transactions load, replace, or delete applicable records of data in this file.

4. Output. Processing provides the automatic update of the master inventory index file (AMX); the generation of transactions to update the controlled item detail file (LCD), command summary file (LCS), controlled item intransit (LIF), controlled item open MRO file (LRX); controlled item back order file (LIX), and controlled item document file (LDC); and forms the basis for the preparation of all reports described in chapter 10.

5. Distribution. The controlled item header file, containing a complete and current listing of controlled items, will be distributed quarterly by the CG, MCLB, Albany, to the following activities:

a. CMC (LMM and LPS-3).

b. CG, FMFPac/FMFLant.

c. All units within Command Designators 99, MA, and PA.

d. All non-FMF command designators.

e. CG (A300), MCLB, Albany/CG (B332), MCLB, Barstow.

f. Field Supply and Maintenance Analysis Offices (FSMAO's) 1, 2, and 3.

Upon receipt of each new controlled item header file microfiche, each addressee must conduct a review to ensure that all onhand assets of the listed items (including those items added since receipt of the last quarterly microfiche) are promptly reported to the CG, MCLB, Albany, as specified in this Manual, and that local records are adjusted to reflect deletions and additions.

2002. CONTROLLED ITEM DETAIL FILE (LCD)

1. General Information. This file contains the allowance and in-use asset data for all controlled items. It is divided into two segments: allowance (referred to as a header record) and asset (referred to as the NSN trailer record).

2. Allowance Data. The allowance segment of the file contains the controlled item quantities authorized each battalion/squadron/separate company/post and station reparable issue point account for the Regular and Reserve establishments. This portion also reflects the increases and decreases to the unit's allowance due to deployments/attachments as a result of task organizations, etc., plus the in-process quantities for that particular item.

a. Input. New allowance loads, changes to existing allowance records, or deletion of existing records are provided by Headquarters Marine Corps. The MCLB, Albany, prepares transaction loads, changes, or deletes records for secondary depot reparables. (Upon implementation of the interface with the Provisioning Subsystem, reparable issue point allowances for secondary depot reparables for new equipment will be provided automatically.) Additionally, computer-generated transactions resulting from Inventory Control Subsystem (SS 03) requisition processing and field prepared transactions citing controlled item adjustment code of "j" are input to this portion of the file.

b. Process. Transactions load, replace, delete, add, or subtract applicable records in this file to update allowances in-process and/or deployment/attachment quantity fields, as required. The program at MCLB, Albany, is designed to ensure that only FMF and Reserve units are authorized PWRMS, PWRMR, and ARID type allowances.

c. Output. Processing generates automatic transactions to update the command summary file (LCS), T/E--AC cross-reference index (LTE), AC--command designator file (LAC), controlled item intransit file (LIF), controlled item document file (LDC), and data for the preparation of reports described in chapter 10.

3. Asset Data. The asset segment has the detailed records of the onhand, transit to, and intransit from asset balances of all items contained in the controlled item header file (LHF) that have been reported and recorded as in-use.

a. Input. Input is from the controlled item reports; computer-generated transactions from the controlled item header file (LHF), command summary file (LCS), and Inventory Control Subsystem (SS 03) updating; plus MCLB, Albany, prepared controlled item transaction source documents.

b. Process. Transactions load, add, subtract, replace, and delete applicable records in this file to update asset data.

c. Output. Processing generates automatic transactions to update command summary file (LCS), controlled item intransit file (LIF), controlled item adjustment code transaction file (LCA), R&E report file (LRE), controlled item document file (LDC), reject transactions, and data for the preparation of reports.

2003. COMMAND SUMMARY FILE (LCS)

1. General Information. This file consists of allowances, on-hand and in-process asset data in the controlled item detail file (LCD), summarized by CD. However, for class II type CD's, summarization is by individual AC. The LCS is carried on-line with the Inventory Control Subsystem (SS 03) to ensure that assets do not exceed allowances prior to automatically approving the issue and production of transactions to update the controlled item detail file (LCD).

2. Allowance Control. Computer processing follows the same routine as other transactions, except as specifically modified for controlled items. When processing a requisition in the Inventory Control Subsystem (SS 03), the computer will access the command summary file (LCS) to determine if the item requested is authorized the command designator of the requisitioning activity and to ensure that, if issued, the transaction quantity does not exceed the authorized allowance for the command of which the requisitioning activity is a part. Allowance control for SASSY-loaded units is normally bypassed since these controls are inherent in the SASSY design. While it is recognized that some factors in controlled item management cannot be programmed and must be a matter for individual judgment, it is the intention of MUMMS that computer capabilities be used as much as possible to eliminate manual review and permit an allowance item to process as rapidly as

any other demand, if all conditions indicate issue is proper. The program is, therefore, designed to reject the transaction to the requisitioner only when an exception condition is present.

3. Input. Computer processing automatically updates this file during the issue process of the Inventory Control Subsystem (SS 03). Changes are also obtained from the controlled item detail file (LCD) updating procedures and by MCLB, Albany; prepared controlled item transaction source documents.

4. Process. Processing of the changes and on-line procedures as described herein are how this file is maintained.

5. Output. Output is those transactions which update the controlled item detail file (LCD) and reject transactions, when applicable.

2004. T/E NUMBER--AC CROSS-REFERENCE INDEX (LTE)

1. General Information. This file is a cross-reference of T/E numbers to activities authorized the respective T/E. This file permits an allowance change for any particular item within a specific T/E to be processed to all activities authorized the T/E with a single input transaction.

2. Input. Transactions affecting the allowance portion of the controlled item detail file (LCD) provide automatic changes to update this file.

3. Process. Processing in this file is an important by-product of the controlled item detail file (LCD) allowance processing.

2005. CONTROLLED ITEM INTRANSIT FILE (LIF)

1. General Information. This file has data relative to:

a. Shipments made from the stores system to field organic units.

b. Shipments/transfers of materiel between organic units.

c. Shipments of materiel to the stores systems.

Any of the preceding requires computation of intransit time to ensure established shipment times are adhered to. This file permits automatic followup action on materiel receipts that are

overdue; however, most importantly it allows the system to capture total Marine Corps asset data.

2. Input. Input to this file is from transactions produced by the Inventory Control Subsystem (SS 03) for the Controlled Item Management Subsystem as a result of materiel release confirmations, due and receipt (SS 13) transactions, procurements for direct delivery and materiel receipt confirmations, and transfer reports from field reporting.

3. Process. Processing of transactions to load, decrease, or delete records of shipments and receipts of materiel, as applicable, is how this file is maintained.

4. Output. Output is that data used for reports described in chapter 10 and delinquent receipt of shipment confirmation notices and LIF stripped records listings. (See figure 10-13.)

2006. CONTROLLED ITEM ADJUSTMENT CODE TRANSACTION FILE (LCA)

1. General Information. This file has data with which consumption/loss figures are maintained. This data is accumulated through the use of adjustment codes.

2. Input. Input is from the controlled item reports and MCLB, Albany, prepared controlled item transaction source documents.

3. Process. Asset adjustment transactions successfully processed to the controlled item detail file (LCD) update this file.

4. Output. Output is that data used to prepare reports described in chapter 10.

2007. AC--COMMAND DESIGNATOR--T/E REFERENCE FILE (LAC)

1. General Information. This file is a reference file of all AC's in the controlled item detail file, with their respective command designator and T/E. The file is used and accessed only when a record of the AC cannot be located in the detail file.

2. Input. Input is from MCLB, Albany, prepared transaction to load, change, or delete records. Detail file allowance load transactions and certain file maintenance transactions also generate input to this file.

3. Process. Inputs, as cited herein, are processed to update this file.

4. Output. Status reports and error rejects are output, as necessary, when processing to or accessing this file.

2008. CONTROLLED ITEM DOCUMENT FILE (LDC)

1. General Information. This file contains records of each transaction processed against an asset record of the detail file. Primarily, this file is used to check for duplicate transactions. However, it also is to be used by field units during reconciliation periods to assist in auditing their respective accounts. To this end, the file is printed at the same time as the reconciliation listing and is purged of all transactions 2 years old from the date processed by MCLB, Albany.

2. Input. Input is all transactions affecting the asset balance of the controlled item detail file.

3. Process. All input transactions to the Controlled Item Management Subsystem (SS 13) update that affect the asset portion of the detail file are processed to this file to check for duplicates and then added to the file.

4. Output. Output is reject transactions and listings as described herein.

2009. R&E REPORT FILE (LRE)

1. General Information. This file contains the data for preparation of the monthly R&E status report.

2. Input. Input is from MCLB, Albany, prepared transactions to initially load, change, or delete allocation data, and computer generated transactions to load shipment and retrograde data.

3. Process. Input transactions described are processed to update and maintain the file.

4. Output. Output is reject transactions and the monthly R&E status reports.

2010. CONTROLLED ITEM OPEN MRO FILE (LRX), BACK-ORDER FILE (LIX), AND STORES TRANSACTION HISTORY FILE (LTH)

1. General Information. These files contain data for the preparation of the reports described in chapter 10.

2. Input. Input is from Inventory Control Subsystem (SS 03) transactions for controlled items.

3. Process. Processing the preceding transactions updates the files.

4. Output. Files are copied each month and are then input to the master asset report described in chapter 10.

2011. CONTROLLED ITEM TRANSACTION REJECT FILE

1. General Information. This file contains a record of each transaction that does not successfully process against a unit's record in the detail file. Quarterly, the reject file is processed depicting total Marine Corps rejects, rejects by unit, and rejects by command designator. The reject file is then printed and distributed by AAC and command designator.

2. Input. Input is all transactions rejecting from the update of the detail file.

3. Process. The preceding input transactions are put into this file or subsequent publishing.

4. Output. Output is the quarterly report. See chapter 10 for further information.

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CHAPTER 3

ON-LINE PROCESSING

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CHAPTER 3

ON-LINE PROCESSING

3000. CONCEPT. Computer processing for controlled items follows the same routine as other transactions, except as specifically modified by this chapter. While processing a controlled item issue document in the Inventory Control Subsystem (SS 03), the computer accesses the controlled item command summary file (LCS). This determines if the item requested is authorized the requesting command and ensures that, if issued, the transaction quantity does not exceed the command's total authorized allowance.

3001. ISSUE PROCESSING

1. Input. Issue input transactions are requisitions, supply directives, passing orders, requirement releases, exception replies, and Inventory Control Subsystem (SS 03) transactions.

2. Process. Each issue transaction is processed through an issue edit routine to the customer index file (ARU), the master inventory index file (AMX), and then to the command summary file (LCS).

a. Processing in the Customer Index File (ARU). The requisitioner's AC, in CC's 30-35 on the issue transaction, is matched on the corresponding record in this file; and the command designator there is appended to the transaction.

b. Processing in the Master Inventory Index File (AMX). Controlled items are identified in the master inventory index file (AMX) by the control number on the prime NSN of the family, as appropriate. This identification was accomplished at the time of loading or updating the controlled item header file (LHF). Each issue transaction is processed through the master inventory index file (AMX); and, for controlled items, the control number is appended to the transaction to enable processing within the Controlled Item Management Subsystem (SS 13).

c. Processing in Command Summary File (LCS). The control number, command designator, and requisitioner AC on the transaction are matched against corresponding data elements of the appropriate record in the file. (NOTE: This AC is matched only if/when the command designator is a class II type.)

(1) Match. If there is a match on all elements, the quantity on the transaction is added to the in-process quantity of the matched command summary file (LCS) record. The in process

and the onhand quantities in the command summary file (LCS) record are then totaled and compared with the record allowance to determine further processing.

(a) Assets Under Allowance. The transaction quantity remains in the in-process quantity of the matched command summary file (LCS) record when the totaled assets do not exceed the allowance. An update transaction is produced to add the transaction quantity to the appropriate in-process quantity in the controlled item detail file (LCD). The transaction is then released to the Inventory Control Subsystem (SS 03).

(b) Assets Exceed Allowance

1 Units Supported by SASSY. Allowance control checks have been removed for these units. However, the transaction may be suspended for manual review but not automatically rejected to ensure adequate management controls are available to MCLB, Albany.

2 Units Not Supported by SASSY. Upon determination that the requisitioned quantity will cause the assets of the command, of which the requisitioner is a part, or the requisitioner, in the case of class II CD, to exceed its allowance, a further check is made of the transaction advice code. If the transaction contains Advice Code 4D, 4G, or 4H, the quantity is subtracted from the excess portion. Another comparison is then made of the assets against the allowance. If the assets are equal to or less than the allowance, the actions described in paragraph 3001.2c(1) (a), preceding, are then taken. However, if the assets still exceed the allowance, another check is made to determine whether the entire quantity in the requisition is excess or only a portion of it. If only a portion of the requested quantity in the requisition is excess, the transaction quantity is replaced with the quantity that is within the allowance; and the actions described in paragraph 3001.2c(1) (a), preceding, are taken, using the new transaction quantity. The excess quantity is rejected to the requisitioner for justification, if still required. If the entire quantity is still excess, the transaction is rejected to the requisitioner for justification, if still required. In each instance preceding, the command's summary file (LCS) in process quantity is adjusted accordingly; i.e., the transaction quantity that was added, as per paragraph 3001.2c(1), is reduced by the quantity rejected.

(2) Unmatched. An issue transaction that does not match a command summary file (LCS) record and does not contain an advice code of 4E will be rejected to the requisitioner for justification for other than SASSY-loaded units.

d. Inventory Control Subsystem (SS 03) Quantity Change. A change to the transaction quantity during the Inventory Control Subsystem processing will cause a change to the in-process quantity of the appropriate command summary file (LCS) record. An update transaction is also produced to change the in-process quantity in the appropriate controlled item detail file (LCD) record.

3. Output. Output consists of the controlled item detail file (LCD) update changes, approved and rejected transactions, and exception reports, when appropriate.

3002. MATERIEL RELEASE CONFIRMATION PROCESSING

1. Input. Materiel shipment confirmation transactions generated for materiel release confirmation (DIC ARO).

2. Process. When a materiel release confirmation (DIC ARO) matches an issue transaction in the document control file that contains a command designator and for a control number resident in the master inventory index (AMX), a transaction is produced to update the Controlled Item Management Subsystem (SS 13) in the offline process.

3. Output. Controlled item update transactions are output from this process.

3003. DENIAL PROCESSING

1. Input. Input is from materiel release denial (DIC A6_).

2. Process. A materiel release denial (DIC A6_) causes no updating actions within the Controlled Item Management Subsystem (SS 13). The issue quantity remains in process for further issue action within the Inventory Control Subsystem (SS 03).

3. Output. Not applicable.

3004. CANCELLATION AND EXCEPTION PROCESSING

1. Input. Requisition cancellation and exception input transactions originate from authorized activities and the Inventory Control Subsystem (SS 03).

2. Process

a. Confirmed cancellations and exception transactions resulting from actions in the Inventory Control Subsystem (SS 03) cause the necessary updating; i.e., the transaction quantities are subtracted from the in-process quantity of the appropriate command summary file (LCS) records. Additionally, the Controlled Item Management Subsystem (SS 13) transactions for updating the controlled item detail file (LCD) are generated.

b. Processing of the Inventory Control Subsystem (SS 03) exception transactions is the responsibility of the item managers at the ICP.

3. Output. Those transactions required to update the in-process field of the LCD file are generated from this process.

3005. DISPOSITIONS

1. Input. Items reported in accordance with procedures in chapter 10 are considered input.

2. Process. The MCLB, Albany, will provide disposition instructions for items reported under the programs in chapter 10.

a. Returns. For items being returned to the stores system, a due-in will be established by MCLB, Albany, in the Inventory Control Subsystem (SS 03). This will automatically generate a controlled item adjustment transaction to update the controlled item detail file (LCD), command summary file (LCS), intransit file (LIF), document file (LDC), adjustment code transaction file (LCA), and the R&E report file (for transactions citing Project Code 893). Processing the report of materiel receipt from the RSA in Inventory Control Subsystem (SS 03) also produces transactions to update these same files.

b. Disposals. MCLB, Albany, will prepare necessary controlled item transaction source documents to adjust the onhand balance in the appropriate Controlled Item Management Subsystem (SS 13) files, for items furnished disposal instructions.

REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

CHAPTER 4

GENERAL CONTROLLED ITEMS REPORTING PROCEDURES

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CHAPTER 4

GENERAL CONTROLLED ITEMS REPORTING PROCEDURES

4000. GENERAL INFORMATION. Instructions and information for controlled item reporting procedures are in the subsequent paragraphs.

4001. REPORTABLE ITEMS. Reportable items are:

1. Identified on the SASSY master header information file with a controlled item code.

2. Those that have a family relationship to an NSN that is controlled even though that specific NSN is not; e.g., substitute items, family items, etc., that may have been inadvertently omitted.

3. Identified and published by MCLB, Albany, to non-FMF organizations.

4002. CONTROLLED ITEM INCREASE/DECREASE REPORTS (REPORT SYMBOL MC-4440-11)

1. Controlled item reports are submitted in cases where the asset (inventory) posture of the applicable unit is affected. Ownership is the key for determination of reporting requirements. In any instance where ownership of assets change, a report is required.

2. There are three types of reports (document identifier) used in the controlled item reporting procedures. These reports, used in conjunction with the various adjustment codes contained in chapter 11 and as explained in chapter 10, perform the necessary adjustments to the records in the various files of Controlled Item Management Subsystem (SS 13).

a. Increase (DIC WCA). This report is an add-type report submitted under the following situations:

(1) To report all additions to an activity's record.

(2) To report onhand quantities of new items added to the list of reportable items.

(3) To report materiel receipt confirmation.

(4) To submit initial reports.

b. Decrease (DIC WCS). This report is submitted to report all subtractions from an activity's record, except as noted in paragraph 4003, following.

c. Replace (DIC WCS). This report is a replacement report for use only by SMU's for reporting controlled items held by SASSY-supported units. See paragraph 4005.

3. In addition to the reports described thus far, a special report is required for the following events:

a. Change of Command Designator. This report must contain the new command designator and the AC of the unit that was detached.

b. Change of AC. This report must contain the new AC and the old AC of unit being changed.

c. Change of T/E Number. This report must contain the new T/E number and the old T/E number, and the AC of the unit requesting the change.

4003. EXCLUSIONS. The policies, procedures, and reporting requirements in this Manual do not apply to nonappropriated fund activities.

4004. NONSUBMISSION OF REPORTS FOR CONTROLLED ITEMS. Reports are not submitted when:

1. An item is shipped to the stores system or disposed of as a result of instructions received from MCLB, Albany, in accordance with the WIR and R&E Schedule. The MCLB, Albany, will post these decreases to the records of the owning organization shown in the document number of the WIR or WER.

2. Deletions are made to the list of reportable items. These changes will be made by MCLB, Albany, on the effective date.

3. An item is shipped to the stores system as an automatic evacuation. The MCLB, Albany, will post these decreases to the records of the owning organization shown in the document number of the shipping document furnished MCLB, Albany, or as a result of a due transaction created from a requisition, submitted for a replacement item, containing Advice Code 4H.

4. An asset temporarily loaned to another unit or turned in to a float for exchange (even though the exchange is not immediately affected) does not require controlled item reporting.

Ownership of the item has not changed. Similarly, return of the loan or release of previously established float back orders for customer assets do not require reporting, inasmuch as the unit or float inventory posture has not changed.

4005. SASSY-CONTROLLED ITEMS REPORTING. The reporting of receipts, gains, and losses will be sent via AUTODIN or tape by the local SMU to MCLB, Albany, on a cyclic basis. After a SASSY inventory update cycle processes, normally after the last monthly process, a subsystem will be run to read all SASSY balance files and extract any controlled item records resident. Information from the records will be processed into WCR formats, basically a DIC of WCR, a total quantity on hand, and the date of the record. In addition, the active voucher file (VOCF) will be scanned for current controlled item receipts. This information will be formatted into a W6A, which will show the total quantity received and the date of the record. This will eliminate the requirement for creating WCA/WCS cards and sending them individually to MCLB, Albany.

4006. RECONCILIATION OF MCLB, ALBANY, RECORDS

1. For accurate and more responsive reconciliation, it is necessary to have a greater understanding of the operation of Controlled Item Management Subsystem (SS 13) and of the report furnished each unit not supported by an SMU. To this end, the following are keyed to the alphabetic keys on figure 4-1:

(A) The AC of the unit owning the assets submits the controlled item reports and reconciles the report listing.

(B) Command designator of which the AC is a part for controlled item reporting purposes.

(C) Control number.

NOTE: The preceding three items make up the file key needed to locate records contained in the various files of Controlled Item Management Subsystem (SS 13).

(D) In-process quantity (IPQTY). Contains the information (quantitative only) regarding the unit's requisitions. If reference is made to chapter 3, remember that each approved requisition for a controlled item generated a transaction to update the controlled item detail file. This updating, at time of requisition approval, is made to the IPQTY field. At the same time the materiel is

actually issued or shipped, the Inventory Control Subsystem (SS 03) generates a transaction to further update the detail file by subtracting the quantity issued from the IPQTY field and adding that quantity to the intransit to (ITTO) quantity field. More details are in paragraph (H).

(E) NSN. Contains the NSN of record that either the unit loaded via the WCA or the issued item based on the results of a requisition.

(F) Onhand quantity (OHQTY). This field contains the onhand quantity of the respective NSN as either reported by the unit and/or updated as a result or Inventory Control Subsystem (SS 03) processing.

(G) Intransit from quantity (ITFMQTY). This field contains the quantity of assets for which the unit has:

(1) Requested disposition instructions through the use of a WIR and MCLB, Albany, furnished the unit instructions to return the materiel to the stores system and loading a due, but a receipt transaction from the RSA has not been received or processed.

(2) Submitted a WER notifying MCLB, Albany, of a shipment of materiel to the stores system but a receipt transaction from the RSA has not been received or processed.

(3) Submitted a requisition containing an advice code of 4H which created a due to the stores system but a receipt transaction from the selected RSA has not been received or processed.

(4) Furnished MCLB, Albany, shipping documentation on materiel being automatically evacuated for which a receipt transaction from the RSA has not been received or processed. By placing the quantity in the ITFMQTY field, the unit is able to requisition a replacement. In all the preceding instances, the due transaction loaded to SS 03 generated an automatic reduction to the onhand quantity and added the quantity to the ITFMQTY field. The receipt transaction from the RSA will automatically decrease the ITFMQTY field.

(H) Intransit to quantity (ITTOQTY). This field contains the quantity of assets reflecting shipment of materiel from the Inventory Control Subsystem (SS 03) processing

for which a materiel receipt confirmation has not been received or processed. This field also reflects items transferred to the unit concerned by another Marine Corps organization below the stores system.

2. For a more comprehensive and accurate reconciliation, the listings furnished each unit will also contain all transactions processed against its records since the last formal semiannual reconciliation. These transactions are used as an audit trail to ensure that all adjustments submitted were processed; and, if not, proper reconciliation adjustments can be determined. This listing also is used by MCLB, Albany, as a duplicate check to ensure that transactions with the same document number are not processed. During the reconciliation process, if it is discovered that a transaction previously submitted does not appear on the reconciliation listing, and the records of the unit do not agree with the MCLB, Albany, record, submit a duplicate of the missing transaction. Submit new transactions only after a thorough review of the local records does not reveal the specific reason and document that caused the error.

3. Following, is the schedule for reconciliation of the controlled item detail file:

MCLB, Albany, Cutoff Date	MCLB, Albany, Distribution Date	Field Return Date	MCLB, Albany, Completion Date
2 Jun	20 Jun	5 Aug	30 Aug
2 Dec	20 Dec	5 Feb	28 Feb

Sample controlled items listing used for reconciliation. Only those items within the blocked-in areas will be reconciled. Those items and possible reconciliation actions are keyed to the numbered items on pages 4-5 and 4-6. See page 4-13 for additional clarification with regard to allowances.

CONTROLLED ITEM DETAIL FILE IN AC TA - SEQUENCE

	AC	CD	CTRLNO	IPQTY	F A M	CAF	FS	QTY	RS QTY
			NSN	OHQTY		ITFMQTY		ITTOQTY	
	A	B	C	D					
1	M12001TA		D04102	00000	0 0 0	0000	00000		00000
			E	F		G		H	
			4910005301305	00001		00000		00000	
2	M12001TA		D08407	00003	0 0 0	0000	00000		00000
			2330007328277	00000		00003		00000	
			2330000179589	00037		00000		00000	
3	M12001TA		D08507	00000	0 0 0	0000	00000		00000
			2330007389509	00015		00000		00000	
			2330008986779	00002		00000		00000	
4	M12001TA		D08607	00000	0 0 0	0000	00000		00000
			2330002779337	00008		00000		00000	
			2330008358631	00005		00000		00000	
5	M12001TA		D08807	00000	0 0 0	0000	00000		00000
			2330008358633	00005		00000		00001	
6	M12001TA		D08907	00000	0 0 0	0000	00000		00000
			2310008358686	00001		00000		00000	
7	M12001TA		D10107	00001	0 0 0	0000	00000		00000
			2320005424636	00003		00000		00000	
			2320005424632	00007		00000		00000	
			2320008358323	00005		00000		00000	
8	M12001TA		D10307	00000	0 0 0	0000	00000		00000
			2320009337521	00021		00000		00000	
9	M12001TA		D10407	00000	0 0 0	0000	00000		00000
			2320006470505	00000		00001		00000	
10	M12001TA		D11607	00003	0 0 0	0000	00000		00000
			2320008358319	00002		00002		00000	
			2320005463099	00019		00000		00000	
			2320007530103	00027		00000		00000	
11	M12001TA		D12107	00000	0 0 0	0000	00000		00000
			2320003961811	00001		00000		00000	

Figure 4-1.--Controlled Item Reconciliation Reports.

Controlled Items Quarterly Reconciliation Report Date 71062 Page 0001

	DIC	RIC FIC	M&S Adj	NSN	U/I	Qty	Document No. AC	Date	Ser	Dem Suf	Supaddee	Sig	Fund Code	Proj Code	Pri	RDD	Adv	RSA	Pur	Con	Date Issued/ Received
2	WCJ	LCD	S	2330 00 732 8277	EA	00003	M1200103250001			N		B	BJ	893	05		4H				70332
	ZFA	MBB		2330 00 732 8277	EA	00003	M1200103250001			N		B	BJ	893			U				70336
3	WCA	MPB	Q	2330 00 738 9509		00004	M1200103260004											MBB			70326
5	WCN	LCD	S	2330 00 835 8633	EA	00001	M1200103300005			N		B	BJ		13		4A				70335
6	WCA	MPB	A	2310 00 835 8686		00001	M1200303310006				M12001										70332
7	WCJ	LCD	S	2320 00 542 4636	EA	00001	M1200103350009			N	YMAINT	B	BJ		13		4A				70338
9	WCS	MPB	A	2320 00 647 0505		00001	M1200103360010				M12004										70338
11	ZFA	MPB	S	2320 00 835 8319	EA	00002	M1200103400012			N	Y MT	B	BJ		06						70345
	WCJ	LCD	S	2320 00 835 8319	EA	00003	M1200103400012			N	Y MT	B	BJ		06		4H				70345

Figure 4-2.--Controlled Item Reconciliation Reports.

The following is an example of a unit's property account records for assets of controlled items.

	NSN	TAM	Actual On Hand	Actions To Be Taken to Reconcile Report
1	4910-00-300-1305	D04102	1	TAM and quantity are correct, but detail file has incorrect NSN. Notify the MCLB, Albany, in writing of the discrepancy, noting the correct NSN, in order that it be changed. Proceed to next item.
2	2330-00-017-9589	D08407	37	TAM, NSN, and quantity of NSN 2330-00-017-9589 are correct. Unit's records show NSN 2330-00-732-8277 has a zero balance. This, therefore, agrees with the detail file record, as the in-transit from quantity of three indicates that quantity has been either transferred to another organization or retrograded to the stores system. Verification as to what transaction was processed can be ascertained by checking the document list at the end of the record for that unit/CD. Upon receipt of the three items at the RSA and the induction of the receipt transaction to the Inventory Control Subsystem, this record will be automatically reduced to zero. This record also indicates that a requisition for a quantity of three is in process. Proceed to next item.
3	2330-00-738-9509	D08507	17	TAM, NSN's, and overall quantity are correct. However, unit has entire quantity under NSN 2330-00-738-9509. Submit a WCS for a quantity of two under NSN 2330-00-898-6779, and submit a WCA for a quantity of two under NSN 2330-00-738-9509. Use Adjustment Code H. Proceed to next item.
4	2330-00-277-9337 2330-00-835-8631 2330-00-141-8050	D08607 D08607 D08607	8 3 2	TAM, NSN's, and overall quantity are correct. However, unit has only three of NSN 2330-00-835-8631, but also has two of NSN 2330-00-141-8050. Submit a WCS for a quantity of two NSN 2330-00-835-8631 and a WCA for quantity of two NSN 2330-00-141-8050 in order to establish a record. Use Adjustment Code H. Proceed to next item.

Figure 4-1.--Controlled Item Reconciliation Reports--Continued.

	NSN	TAM	Actual On Hand	Actions To Be Taken to Reconcile Report
5	2330-00-835-8633	D08807	5	TAM and NSN are correct. Onhand quantity in agreement. However, note the quantity of one in the intransit to quantity field. This denotes that the quantity of one shown is intransit; i.e., was requisitioned and has already been shipped by the RSA but apparently has not been received by the unit. Thus, both the unit's record and the detail file are in agreement. However, if the materiel had been received and the unit's onhand quantity is actual five, then the unit must submit two adjustment transactions: one to move the ITTO quantity to the on hand, and then a WCS to decrease the onhand balance. See item five in document file.
6	2310-00-835-8686	D08907	1	TAM, NSN, and quantity are correct and in agreement on both the reconciliation listing and the unit's records. Proceed to the next item.
7	2320-00-542-4636 2320-00-542-4632 2320-00-835-8323	D10107 D10107 D10107	3 7 5	Same as item 6, preceding. However, the IPQTY indicates a requisition is in process. See document file. Proceed to next item.
8	2320-00-933-7521	D1007	21	Same as item 6, preceding. Proceed to the next item.
9	2320-00-647-0505	D10407	0	TAM and NSN are correct. Unit does not have onhand assets. This is, in fact, in agreement with the detail file listing. See explanation under item 2, preceding. Proceed to the next item.
10	2320-00-835-8336	D10707	2	Unit's records show an item not recorded on the detail file listing. Prepare and submit a WCA for the quantity involved. This will establish a record. Use Adjustment Code H. Proceed to the next item.
11	2320-00-835-8319 2320-00-546-3099 2320-00-753-0103	D11607 D11607 D11607	2 19 27	TAM, NSN's, and quantity are correct; and both the reconciliation listing and unit records are in agreement. However, the reconciliation listing shows a quantity of two intransit for NSN 2320-00-835-8319. This indicates that the unit has not shipped the item back to the RSA as a result of disposition instructions received from the MCLB, Albany. In this case, the unit should take steps to return the material to the stores system; or they had shipped it back but actually had two more items than had been previously reported. In that case, the unit should submit a WCA for a quantity of two.

Figure 4-1.--Controlled Item Reconciliation Reports--Continued.

NSN	TAM	Actual On Hand	Actions To Be Taken to Reconcile Report
			Additionally, the quantity of three shown in the in-process quantity field indicates a requisition is in process of being issued. Proceed to the next item.

NOTES:

1. If, during the reconciliation, it is noted that an NSN listed is incorrect as noted in this example, or that an NSN is listed under the wrong TAM number, the unit will notify the MCLB, Albany, in its letter forwarding the reconciliation adjustments.

2. The reconciliation listing shows only those items reported by the respective units and/or as recorded on the basic of a materiel release confirmation by the RSA. It is imperative and incumbent upon the individual units to check the entire list of controlled items and report all onhand assets of those items. If the reconciliation listing does not have a record on any particular item for the units concerned, a WCA must be submitted to establish a record.

Figure 4-1.--Controlled Item Reconciliation Reports--Continued.

4. Action by MCLB, Albany, and field activities:

a. MCLB, Albany. Provide reconciliation listings to Marine Corps field activity command monitoring elements for non-SASSY loaded units in accordance with the preceding schedule and the reconciliation listings on an exception basis.

b. Field Activities

(1) Command monitoring elements will acknowledge receipt of reconciliation listings. If no listings have been received within 15 days of the cutoff date, immediate followup action to MCLB, Albany, will be taken. The deadline for return of reconciliation adjustments will be met.

(2) Conduct the controlled item reconciliation in accordance with the instructions contained here and any further instructions contained in MCLB, Albany, cover letter.

4007. RECONCILIATION OF ALLOWANCE DATA

1. All organizations receiving quarterly listings from MCLB, Albany, will review the allowance data, and, where discrepancies are noted, MCLB, Albany, will be notified via separate correspondence, indicating the current allowance and authority therefor.

2. Figure 4-2 further defines a typical detail file printout. The statements following explain the numbered keys to significant portions of the file and several normal transactions affected upon various fields:

(1) These are the elements of the allowance header.

(1A) This is the allowance header portion of the controlled items detail file.

(1B) A dummy allowance header indicates no allowance. This is normally the result of an asset being reported and loaded with no allowance authorized.

(1C) An IPQTY will normally be sustained by a WCJ transaction on the document file which follows the detail file portion of the quarter report.

NOTES: 1. There may be a number of WCJ transactions followed by WCK transactions. The WCK is a cancellation of the WCJ and normally there will be one less WCK than WCJ if the materiel was issued. ALSO, the WCN transaction would decrease the IPQTY quantity and increase the ITTOQTY.

2. Field units cannot change allowance figures by submission of controlled item transactions. A letter explaining necessary changes must be submitted to MCLB, Albany, furnishing authorization for change; i.e., CMC letter, MCO, etc.

(2) These are the elements of the asset trailer.

(2A) This is the asset trailer portion of the controlled items detail file.

(2B) An ITTOQTY will normally be substantiated by a WCN transaction with Adjustment Code A, Q, or P, as applicable, to move the quantity to the onhand quantity field.

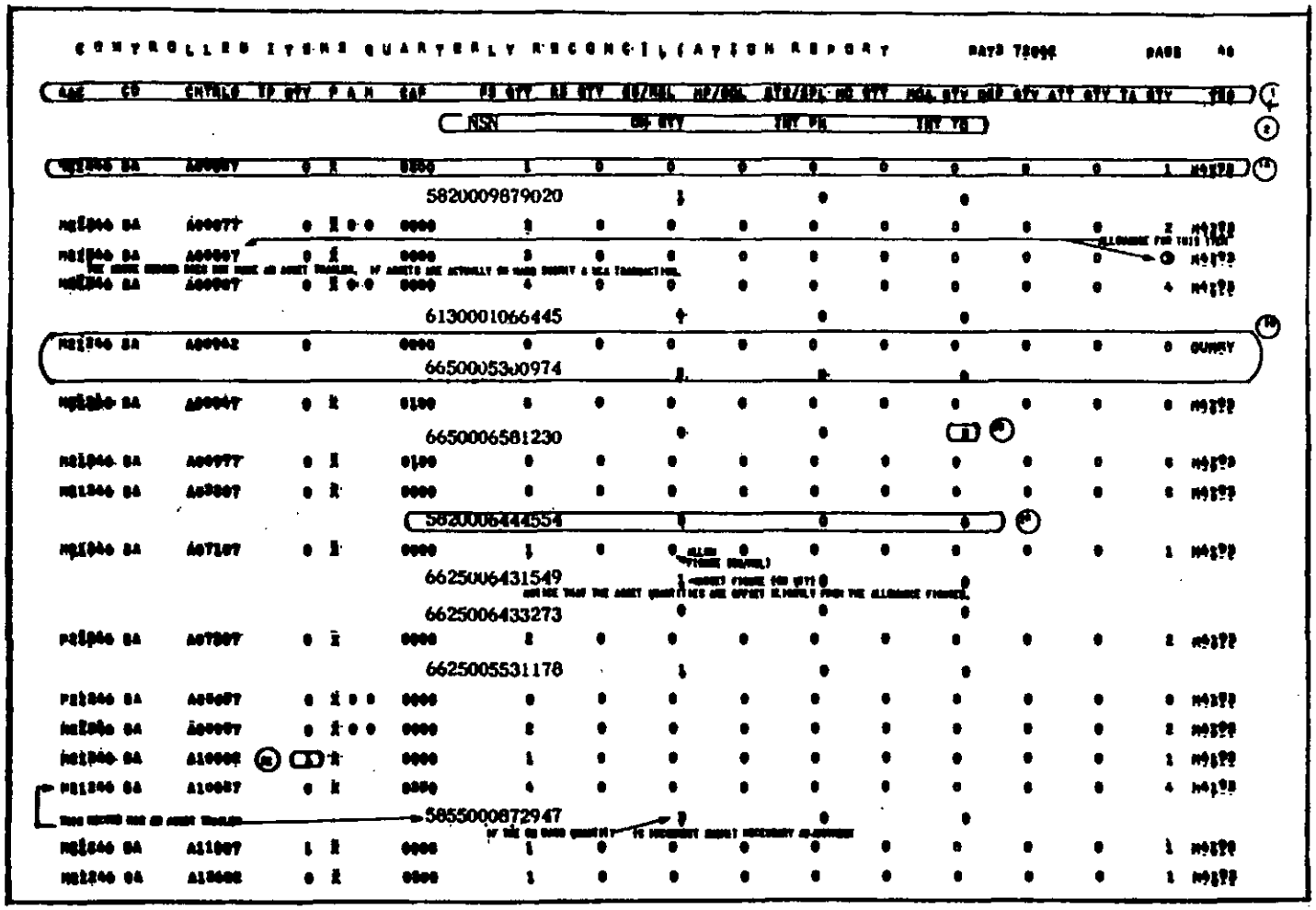

Figure 4-2.--Controlled Items Quarterly Reconciliation Report.

4008. SPECIAL RECONCILIATIONS

1. The MCLB, Albany, will undertake special reconciliations to correct the records when one of the following conditions exist:

a. The records of MCLB, Albany, reveal an unexplainable variance between the command allowance and the quantity reported as on hand, plus back orders, unconfirmed materiel release orders (MRO's), and ITTOQTY to the command from all destinations.

b. Headquarters Marine Corps indicates that the total system asset position, as reflected in the monthly reports provided by MCLB, Albany, is suspect.

2. When Headquarters Marine Corps requests a special reconciliation, the MCLB, Albany, will be provided the following:

a. TAM number.

b. Nomenclature.

c. Where practical and density permits, the quantity that the Marine Corps should hold.

3. The MCLB, Albany, will do the following in response to Headquarters Marine Corps requests:

a. Identify all NSN's applicable to the TAM number.

b. Request all commands with a record in the in-use files to conduct a special inventory and provide the following command data in the request:

(1) Gross allowance.

(2) Quantity on back order.

(3) Quantity represented by unconfirmed MRO's.

(4) Quantity in transit from another command.

(5) Quantity in transit from the stores system.

(6) Quantity on hand as reflected in MCLB, Albany, in-use files.

c. Cause an inventory of the stores system to include the following categories:

(1) All RSA's for system stock.

(2) Depot maintenance activities.

(3) Loans.

(4) Government-furnished equipment (GFE).

(5) Government-furnished materiel (GFM).

(6) In other services or contractors rework facilities.

(7) In transit between all locations.

4. Commanders requested by MCLB, Albany, to conduct a special reconciliation will accomplish the following:

a. Conduct a physical inventory of all NSN's provided by MCLB, Albany.

b. Adjust internal records as appropriate.

c. Provide MCLB, Albany, a reply in the following format:

(1) TAM.

(2) NSN.

(3) AC.

(4) Quantity on hand.

(5) Allowance.

(6) Totals for the TAM/AC.

(7) Gross assets for the command.

(8) In cases where the command's response shows a disparity between on hand, back orders, and in transit to that command from all sources, the response must indicate the cause.

5. Upon completion of the actions outlined in paragraphs 4008.3 and 4, the MCLB, Albany, will:

a. Update all stores system records showing the results of the inventory and reconciliation.

b. Update all Controlled Item Management System (SS 13) records to show the field input.

c. Provide Headquarters Marine Corps with the following at the earliest date possible after completion of all actions outlined in paragraphs 4008.3 and 4, preceding:

(1) TAM number.

(2) Nomenclature.

(3) NSN.

(4) Quantity on hand in stores by location, purpose, and condition.

(5) ITTO and between locations by destination, condition, and purpose.

(6) Quantity on loan by AC.

(7) Quantity on DMA's by location and purpose.

(8) Quantity in a GFE status by location.

(9) Quantity in a GFM status (nonadditive).

(10) In other services/contractors for rework by location.

(11) In use by CD.

(12) Allowance by CD.

(13) In transit between CD.

(14) Quantity represented by unconfirmed MRO's.

(15) Quantity represented by confirmed shipments and priority delivery dates (PDD'5) for which confirmation of receipt has not been provided by the requisitioner.

(16) Summary per NSN as follows:

(a) In stores.

(b) In use.

(17) Summary for the TAM number as follows:

(a) In stores.

(b) In use.

(18) Where a disparity exists between allowances and assets per paragraph 4008.4c(8), preceding, provide the command response.

4009. ERROR TRANSACTIONS

1. Error transactions inform:

a. The reporting activity that a controlled item report contained insufficient or invalid information and did not update controlled item records.

b. The commander that a shipment confirmation report is overdue.

c. The commander that shipment to an RSA has not been received.

2. The notice is a complete duplicate of the original transaction with the error code punched in CC's 78-80 for three-character error codes and CC's 79-80 for two-character error codes. The delinquent receipt confirmation notice is also a complete duplicate of the original transaction, except that CC's 1-3 have been replaced with the applicable delinquency identifier; i.e., WE7, WE8, and WE9.

3. Error codes and required actions are shown in figure 4-3.

Error Code	Error Condition	Corrective Action	
		MCLB, Albany	Field Activity
WE1	The following elements of information were absent or incomplete: a. NSN on all transactions. b. AC on all transactions. c. T/E number. d. Control number. e. CD.	The majority of these errors can be corrected at the MCLB, Albany, by reviewing the input elements and determining missing/incomplete data. If the error is an obvious and correctable condition, correct and reinduct. If not, mail to the activity submitting the report for correction and resubmission	Upon receipt of a report containing this error code, review the elements of information for completeness. Normally, this error condition is due to omission of a portion of a field involved (i.e., NSN has only 10 digits, card was off-punched one card column, etc.); correct and resubmit.
WE2	The following elements of information were absent or not numerics: a. Quantity fields--on all transactions. b. Date of receipt--DIC WCA with Adjustment Code A, P, or Q.	The majority of these errors can be corrected at the MCLB, Albany, by reviewing the input quantitative data fields for missing data or other than a numeric being punched into a card. If the situation requires only the addition of a zero or replacing a mispunched card column with a zero, correct and reinduct. If the correct quantity cannot be determined or if the transaction is a WCA with Adjustment Code A, P, or Q missing the date, forward to the activity submitting the report for correction and resubmission.	Upon receipt of a report containing this error code, review the quantity field or date if the transaction is a WCA with an Adjustment Code of A, P, or Q. Correct and resubmit.

Figure 4-3.--Controlled Item Error Codes and Required Actions.

Error Code	Error Condition	Corrective Action	
		MCLB, Albany	Field Activity
WE3	Invalid document number (CC's 36-43).	This error indicates that the portion of the document number in CC's 36-43 was invalid or incomplete. In order to perform a duplicate input check, it is necessary that a complete and valid document number appear on the transaction. If the error is an obvious and correctable error (i.e., year omitted from the date, CC 36), correct and reinduct. If not, mail to the activity submitting the report for correction and resubmission.	Upon receipt of a report containing this error code, review the document number field, CC's 36-43, correct and resubmit.
WE4	The transaction NSN was not located on the controlled item header file. The following events may cause these events: a. NSN improperly entered on transaction. b. NSN off-punched. c. Item has been deleted as a controlled item.	This error may be corrected at the MCLB, Albany, and reinducted if the control number matches a record already loaded for that unit or if the improperly entered NSN can be related to the proper NSN. If the preceding actions prove fruitless, return the transaction to the unit that submitted it for correction.	Upon receipt of a report containing this error code, review the NSN to ensure correctness. Upon determination that: a. The NSN is incorrect, then correct and resubmit. b. The NSN is correct and punched in the proper CC's. Item is no longer a controlled item. Discard transaction.
WE5	This error condition is indicative of a mismatch of three data elements in the transaction: a. Document identifier. b. File identifier code--MCLB, Albany, only. c. Data number address--MCLB, Albany, only.	Review the three elements involved to determine the error, correct and reinduct. If the transaction is a field report and the correct document identifier cannot be determined, forward to the activity involved for correction.	This condition is normally caused by keypunch error; i.e., WCS transaction punched as WSC. Correct and resubmit.

Figure 4-3.--Controlled Item Error Codes and Required Actions--Continued.

Error Code	Error Condition	Corrective Action	
		MCLB, Albany	Field Activity
WE6	Duplicate document number	This error indicates that a duplicate transaction had previously been processed. Mail the error transaction to the activity submitting the report for verification and validation.	Upon receipt of this report, review previous submissions. If transaction received is a valid adjustment, resubmit with a new or corrected document number. If review indicates transaction was a duplicate, discard.
WE7	This is not an error condition per se, but a notice to the activity concerned that a receipt confirmation (WCA with Adjustment Code P or Q) for material shipped to them from an RSA has not been received within 90 days from the date of shipment of the material involved.	The MCLB, Albany, will: a. Forward the WE7 to the "ship to" activity. b. Wait 30 days for a followup report. If confirmation is not received, another deliquent notice (WE7) will be sent to the command represented by the CD. c. Generate WE7 notices at intervals of 90, 120, and 150 days. If a specific unit fails to report by 150 days, Headquarters Marine Corps will be notified for corrective action.	Upon receipt of this report: a. Research due-in records to determine status of requisition. b. If it is determined that material has been received and the MCLB, Albany, has not been notified, prepare and submit a confirmation report (WCA with Adjustment Code P or Q, as applicable). c. If a confirmation report has been submitted to the MCLB, Albany, reply by message or letter stating this fact; and show the confirmation report <u>exactly as submitted</u>. However, if, in reviewing the report previously sent, it is found that it was incomplete, furnish the correct data. d. If the materiel has not been received, initiate shipment tracer action and notify the MCLB, Albany, via message or letter.

Figure 4-3.--Controlled Item Error Codes and Required Actions--Continued.

Error Code	Error Condition	Corrective Action	
		MCLB, Albany	Field Activity
WE7 (con.)			e. If this material is no longer required or the document is canceled, submit an AC_ transaction. 1/
1/ The action described in these instances is in addition to submission of the normal reply to the WE7 when the equipment is no longer required.			
WE8	This is not an error condition per se, but a notice to the activity that a receipt confirmation, for material reported being shipped to an RSA, has not been reported received within the prescribed 90-day timeframe from the report of shipment.	Forward WE8 card to the activity concerned. a. The MCLB, Albany, will wait 30 days for a followup report. If confirmation of receipt or followup reply is not received, another WE8 will be sent to the command represented by the CD. b. WE8 notices will be generated at intervals of 90, 120, and 150 days. If a specific unit fails to comply or receipt confirmation is not received from the RSA within 150 days, Headquarters Marine Corps will be notified for corrective action.	The report is produced as a result of a DUE transaction being loaded to the controlled item intransit file (LIF). Upon receipt of the WE8, take the following action: a. Ensure that shipment did in fact occur as originally reported; i.e., shipping document number was the same as that on the WE8. b. If results are affirmative from "a," then initiate tracer action. If the results are negative from "a," then take action to expedite shipment. Inform the MCLB, Albany, of action taken and results. Also indicate any changes from original shipment information; i.e., document number, GBL/TCN, mode of shipment, etc.
WE9	This is not an error condition per se, but a notice to the activity that a receipt confirmation, for material reported having been shipped to another Marine Corps unit, has not been received within the prescribed 90-day	Forward WE9 cards to activity concerned. Action to be followed is the same as in a and b, preceding.	This report is produced as a result of WCS with Adjustment Code A being processed to the controlled items intransit file (LIF). Upon receipt

Figure 4-3.--Controlled Item Error Codes and Required Actions--Continued.

Error Code	Error Condition	Corrective Action	
		MCLB, Albany	Field Activity
WE9 (con.)	timeframe from the Julian date of the document number in the WCS.		of the WES, take the following action: a. Ensure that the item was in fact shipped/transferred to your unit. b. If action in a, preceding, proves affirmative, then take action to submit WCA. Otherwise, notify the MCLB, Albany, of nonreceipt of WCS/ item.
11	No record of control number (TAM number or ID number) in the detail file for the AC. The sequence of events that may have caused this error are listed below. In order to determine the cause and correct this error, careful review of each situation must be made. a. A WCS transaction with Adjustment Code A was not submitted by the shipping AC to load a due-in for that control number to the intransit to field for the AC receiving the material in the supplementary address field of the WCS transactions. b. The AC transferring the material and submitting the WCS transaction did not have a record for the control number loaded to their AC. This would cause the WCS and WCA transaction to reject as an error.	Forward error transaction to activity concerned.	Validate that a WCS transaction was submitted by the shipping AC. If not, have the shipping AC submit a WCS transaction and resubmit the WCA for processing. NOTE: Remember that the WCS and WCA contain the same document number. Validate that the AC transferring the material did in fact have a record by having them review their current copy of the controlled item reconciliation listing. If no record existed, the AC receiving the

Figure 4-3.--Controlled Item Error Codes and Required Actions--Continued.

Error Code	Error Condition	Corrective Action	
		MCLB, Albany,	Field Activity
11 (con.)	c. The AC submitting the WCA transaction with Adjustment Code A reversed the AC's in the document number/ supplementary address fields, or assigned a new document number. The WCA Adjustment Code A transaction must cite the same document number as it appears on the shipping document. d. A WCS transaction with other than Adjustment Code A had no record of the control number loaded for that AC. e. A SFA rejection with an Error Code 11 indicates that the AC requested disposition instruction on a control number that was not loaded to their detail file. f. A D6A rejection with an Error Code 11. (Same as error condition e, preceding.)		material should submit a WCA with Adjustment Code B to add the item to their record. The AC transferring the material should take no action in this instance. Validate document number of the WCA transactions with the document number cited on the shipping document. The WCA transaction must cite the same document number as the shipping document. Validate the transaction to determine if in fact the control number was loaded to the AC's detail file by reviewing their copy of the current control item reconciliation listing. If no record of the control number exists, report to the MCLB, Albany, by separate letter the quantity and NSN of the control number (TAM number and/or ID number) actually held by that AC. No further action is necessary.
12	No record of NSN for AC in the detail file. (The same action should be taken as for Error Code 11.) Additionally, the following conditions are furnished: a. A SFA rejection with an Error Code 12 indicates that the AC requested disposition instructions for an	Same as Error Code 11.	Same as Error Code 11.

Figure 4-3.--Controlled Item Error Codes and Required Actions--Continued.

Error Code	Error Condition	Corrective Action	
		MCLB, Albany	Field Activity
12 (con.)	NSN not loaded to their detail file. EXAMPLE: A unit has loaded to its detail file the NSN for a given item but submits a WIR for the NSN of a substitute item which is not loaded to its record. b. A D6A rejection with an Error Code 12 indicates that the NSN processed as a receipt by the RSA did not match the NSN on the AC's detail file record.		
14	No record of AC loaded to the controlled items file.	Same as Error Code 11.	Validate the AC in the document number and/or supplementary address of the transaction to determine if both are correct. If the AC submitting the transaction is a newly activated unit, report to the MCLB, Albany, by separate letter, giving the CD of the major command, T/E number, and inventory of all controlled items held. If AC on ZFA error transaction is mispunched, garbled or erroneous, and materiel has not yet been shipped, submit a modified WIR. If materiel has been shipped, submit a WCS transaction with corrected AC.
16	No LRE record. (R&E Status Report File.) This condition indicates there was no transcation record	a. Review input transaction for completeness. If transaction was incomplete, correct and reinduct.	No action required.

Figure 4-3.--Controlled Item Error Codes and Required Actions--Continued.

Error Code	Error Condition	Corrective Action	
		MCLB, Albany	Field Activity
16 (con.)	established/located for the input transaction on the LRE.	b. Review last monthly LRE report printout to determine if allocation was loaded. If it had not previously been loaded and review indicates it should have been, prepare a load transaction and induct it along with the reject transaction. c. In the review, preceding, it is found that the record was validly deleted; the error transaction may be discarded.	
17	No intransit file (LIF) record. This condition indicates there was no record match for the input transaction on the LIF.	A WCA transaction with an Adjustment Code A, P, or Q or A, or a D6A transaction processes to the intransit file. If there is no matching document on the file, this error condition results. This condition is created by the following situations. a. A WCS, Adjustment Code A, had not been processed first. b. A ZFA (due transaction) had not processed. c. A WCN (shipment transaction) had not processed. d. The unit submitting the transaction used a different document number than that on the LIF. Forward error transaction to activity concerned.	Upon receipt of this error condition, take the following action: a. Ensure transaction document number is the same as on the LIF stripped records furnished by the MCLB, Albany, on a monthly basis. b. In the case of a WCA, Adjustment Code A transaction, ensure that the AC in AC's 30-35 submitted a WCS transaction. The only corrective action that can be taken in these situations is to annotate the error transaction with the correct information or results of inquiries to AC in CC's 30-35 and return it to the MCLB, Albany. The MCLB, Albany, will take necessary action to adjust the files. DO NOT repeat DO NOT resubmit transactions for reprocessing.

Figure 4-3.--Controlled Item Error Codes and Required Actions--Continued.

Error Code	Error Condition	Corrective Action	
		MCLB, Albany	Field Activity
21	No record of control number in controlled items detail record for supplementary addressee.	Same as Error Code 11.	Same as Error Code 11.
22	No controlled items detail record of the NSN for the supplementary addressee.	Same as Error Code 11.	Same corrective action as stated in situation 4d of Error Code 11.
23	Asset quantity turned negative. The quantity cited on the transaction was greater than the quantity on hand for the AC and NSN in the detail file.	Same as Error Code 11.	The quantity cited on the transaction was greater than the quantity on hand for the AC and NSN in the detail file. No action required since onhand quantity was reduced to zero. Units should review quarterly reports to verify quantities on hand prior to submitting WIR's. However, if the AC does have additional assets of this NSN, a WCA should be submitted to load them.

NOTES: 1. A ZFA document indicating a due to the stores system has been established. This due has been generated as a result of disposition instructions furnished on a WIR or based on receipt of a WER. A requisition submitted with an Advice Code 4H will also create a due-in to the stores system. The quantity pending on this transaction will be reflected in the AC's intransit from quantity field of the appropriate record in the controlled items detail file until a receipt transaction for that document is processed by the RSA. Additionally, upon assignment of Age Code A, a WE8 card will be produced.

2. A D6A document indicating receipt of material at an RSA.

Figure 4-3.--Controlled Item Error Codes and Required Actions--Continued.

REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

CHAPTER 5

RECOVERABLE ITEMS PROGRAM

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CHAPTER 5

RECOVERABLE ITEMS PROGRAM

5000. PURPOSE. This chapter delineates current policy and procedures for the recovery, reporting, and management of recoverable items which cannot be repaired within the resources available to the field commander, become excess to a command's allowances, or for the disposal of items which are beyond economical repair.

5001. SUBMISSION OF REPORTS. The WIR's are submitted when a reportable item is excess to the command level established by the CD or when allowance control/type of Report Code A or B is assigned to an item and:

1. The cost of repair exceeds 65 percent of the current unit price or current acquisition cost when such data is furnished by MCLB, Albany.

2. Items covered by the current edition of MCO 11240.47 and in the hands of FMF units which exceed the repair criteria contained there, or are excess, will be reported under this Manual.

5002. REPAIR/REPORTING OF COMPONENT END ITEMS. Recoverable end items consisting of two or more recoverable components can frequently be restored to serviceable condition by local replacement or repair. When component repair is accomplished, only the unserviceable recoverable component will be reported.

EXAMPLES: 1. An AN/MRC-83 Radio Set was involved in an accident. The vehicular component (4X4 1/4-ton truck) was not damaged, but the radio component (AN/TRC-75 Radio Set) was. If the serviceable radio component could be repaired locally, in a reasonable amount of time, the principal item would be restored to service. However, if the unserviceable AN/TRC-75 Radio Set was beyond local repair capabilities, a replacement radio set would be drawn from stock or the Operational Readiness Float (ORF). When installed in the vehicle, the principal item (AN/MRC-83 Radio

Set) would be restored to service. The unserviceable recoverable component (AN/TRC-75 Radio Set) would be repaired and returned to the ORF assets.

2. In the case preceding, the vehicle became unserviceable and the communication equipment was not damaged. If the unserviceable vehicle could be repaired locally, the item would be restored to service and no reporting would be required. If the vehicle could not be repaired locally, the following alternatives are available:

a. Remove the communication equipment and place it in another organic vehicle. Report the unserviceable vehicle for disposition and requisition a replacement item utilizing Advice Code 4E. (This situation requires no other controlled item reporting and is the preferred method.)

b. If no replacement vehicle is available, separate the two components. Carry the end item as onhand Condition Code G. Report the unserviceable vehicle for disposition on a WIR; and, upon receipt of disposition instructions or a letter of unserviceable property, requisition a replacement item, using Advice Code 4E, if appropriate. No further controlled item reporting is required. (For SASSY-supported units, the end item will continue to be reported on the Loaded Unit Allowance File (LUAF) as Purpose Code C, Condition Code A.)

c. Obtain a replacement from the ORF.

5003. SALVAGE OF REPAIR PARTS AND COMPONENTS

1. Serviceable parts and components from recoverable items will be salvaged within the FMF at fourth echelon maintenance

units as authorized by force commanders under any of the following conditions:

a. When authorized by MCLB, Albany.

b. When disposal has been directed by MCLB, Albany, or in accordance with the allowances control/type report code and the parts/components are required to remove other equipment from deadline or to attain established stock levels and MCLB, Albany, instructions do not conflict with this requirement.

c. When evacuation has been directed by MCLB, Albany, and the local requirement for salvage/cannibalization of parts/components to restore equipment to operational status meets the criteria established by the current edition of MCO 4400.16 for Urgency of Need Designator A.

d. To meet mission-essential requirements before receipt of MCLB, Albany, instructions when:

(1) Local requirements for salvage/cannibalization of parts/components to restore mission-essential equipment to an operational status meet criteria established by MCO 4400.16 for Uniform Materiel Management and Issue priority System (UMMIPS) priority Designators 01 and 02.

(2) Local requirements for salvage/cannibalization of parts/components to restore equipment to an operational status meet the criteria established by MCO 4400.16 for Special priority Designator 03 (medical/disaster).

2. Force commanders shall advise the CMC (LM) and MCLB, Albany, of those subordinate commands authorized to salvage parts and components.

3. In cases where disposal has not been directed, the removed part/component must be replaced by the like unserviceable part/component to prevent materiel being received that is stripped down. In those cases where the removed item cannot physically be placed in its functional location within the equipment, it shall be stowed in the end item and marked/protected within the capability of the maintenance facility.

4. The parts/components removed in accordance with paragraph 5003.1, preceding, must be reported to the appropriate supply element so that demands will be recorded. Additionally, serviceable and/or economically reparable secondary depot reparable

items salvaged but not used in removing other equipment from deadline will be turned in to the supporting maintenance float account (MFA). The MFA's will report these assets in accordance with the instructions in chapters 4 and 8.

5004. REPLACEMENT OF UNSERVICEABLE RECOVERABLE ITEMS

1. Requisitions to replace an item for which a letter of unserviceable property has been received from the maintenance facility will contain Advice Code 4B, 4D, or 4G, as appropriate. Requisitions will only be submitted when the maintenance facility notifies the owning organization that one of the following conditions exists:

a. The fourth echelon maintenance facility declares the items as uneconomically reparable, receives disposition instructions from MCLB, Albany, and forwards a letter of unserviceable property to the owning organization.

b. The fourth echelon maintenance facility determines that repair is beyond its functional capability, receives disposition instructions from MCLB, Albany, and forwards a letter of unserviceable property to the owning organization.

c. The fourth echelon maintenance facility can perform the required repairs; but, due to unacceptable repair turnaround time, the using unit commander determines that lack of the item will impair that activity's combat readiness. Using unit commanders shall publish controls that ensure propriety of such decisions. The requisition may be submitted upon receipt of the letter of unserviceable property from the maintenance facility.

2. In some instances, the owning organization is also the highest maintenance echelon authorized/available to the commander. Then this is the case, the WIR shall be prepared by the owning organization and a replacement requisition will be submitted after a reply to the WIR has been received from MCLB, Albany.

5005. ACCOUNTING INSTRUCTIONS. When a maintenance facility determines that repair will not be accomplished, the following actions shall be taken:

1. Within the FMF:

a. By the Maintenance Facility

(1) Prepare a WIR. Forward the last copy of the report to the owning organization.

(2) Forward the original copy of the WIR to MCLB, Albany.

(3) Maintain security for the item until disposition is affected based on MCLB, Albany, reply to the WIR. Maintain open ERO's and outstanding requisitions for reparables to the end item until disposition instructions are received.

(a) If disposal or evacuation instructions are received, ERO's may be closed; requisitions canceled; and the disposition instructions and a letter of unserviceable property will be forwarded to the owning organization. The owning unit will prepare a D7J or D7P, as appropriate.

(b) The maintenance facility will prepare a DD 1348-1 shipping mat for the disposal or the evacuation of the item as directed by the disposition instructions. A copy of the shipping mat will be provided to the original owning organization for filing in the using unit's voucher file.

(c) If Disposition Code J (retain and repair) is directed by MCLB, Albany, then the FSSG will account for the item in the applicable formal account (i.e., ORF, maintenance float balance file (MFBF), loaded unit allowance file (LUAF) or general account balance file (GABF) until the item is repaired. The owning unit will prepare a D7P. Further disposition instructions may be requested from MCLB, Albany, when excess assets are accumulated by the FSSG.

(4) When evacuation instructions are received, the following processing timeframes apply:

PROCESSING TIMEFRAMES FOR SECONDARY DEPOT REPARABLES (SDR'S) AND PRINCIPAL END ITEMS (PEI'S)

Function	Time (Calendar Days)
Administrative Processing of Disposition Instructions at the Major Subordinate Command (MSC) /Holding Unit	5
Preservation, Packaging and Packing processing	6
RSA Receipt Processing	10

	CONUS	Overseas Western Pacific	Overseas All Others
Traffic Management Office (TMO)/ In Transit:	14	53	38

(5) Prepare the retrograde equipment in accordance with the current edition of MCO P4030.14. Submit requests for waiver by message to the CG, MCLB, Albany, with information copies to the CMC (LMM) and the receiving RSA, if unable to meet packing, packaging, and preservation (PP&P) requirements.

(6) Ensure that retrograde equipment is complete with the appropriate end item components in accordance with MCO P4400.84C, chapter 7.

(7) In the event the preceding times cannot be met or deviation from the specified time is required, MCLB, Albany, will be advised by message, stating why the retrograde item was not shipped.

b. By the Owning Organization

(1) All open ERO's and outstanding requisitions for repair parts to the end item will be maintained until the letter of unserviceable property is received from the maintenance facility.

(2) Requisitions may be canceled and ERO'S closed when the letter of unserviceable property is received. Repair parts received for the end item declared unserviceable will be redistributed to satisfy demands for like repair parts on other open ERO's. If no other demands exist for a particular repair part, roll the item back to the general account.

2. In those cases where in the maintenance facility is a Marine Corps organization, that supporting maintenance activity will prepare/submit the WIR.

3. When the supporting maintenance facility is not a Marine Corps organization, procedures will be as agreed to between the parties involved, except that the accountable organization will prepare/submit the WIR and, based on MCLB, Albany, reply, will instruct the maintenance facility on required action.

4. In the event disposition instruction "J" (retain and repair) is received from MCLB, Albany, the maintenance unit will submit a supply assistance request in accordance with MCO P4400.123B, chapter 7.

5006. RSA ACTION. The RSA shall:

1. Conduct a 100 percent inspection upon receipt of the item. This inspection will not be conducted on individual weapons received that reflect Condition Code F.

2. Report the receipt of the item to MCLB, Albany, in the appropriate condition code in accordance with current edition of MCO P4400.75. Ensure receipt is recorded against the individual document number for each particular item and not against a transportation control number/Government Bill of Lading (TCN/GBL) where a combined shipment has been made.

3. Notify MCLB, Albany, by separate correspondence whenever materiel is received beyond economical repair or before receipt of the advance documentation as specified herein.

5007. MCLB, ALBANY, ACTION. Upon receipt of the WIR, MCLB, Albany, shall:

1. Refer to the CMC (LM) those WIR's for which Headquarters Marine Corps has reserved disposal authority or determination of action taken. The CMC will notify MCLB, Albany, of action required.

2. Furnish the holding organization disposition instructions, except for Marine Corps Reserve units, in which case disposition instructions will be furnished to the supplementary addressee, including replies to PP&P waivers, and ensure such instructions are within the capability of the holding organization. All WIR's must be worked within 10 working days of their receipt. If final disposition is not feasible, an interim response will be provided.

3. Establish a due-in to the stores system in the appropriate purpose/condition codes when materiel is evacuated to the stores system.

4. Decrease the controlled item asset records of the owning organization by the quantity in the WIR. (For SASSY-supported units, the WIR will not adjust the unit's onhand assets in SS 13. See UM 4400-124.)

5. Post the transaction to all related files to facilitate statistical reporting to Headquarters Marine Corps per the controlled items adjustment code.

6. A Disposition Code J response to a WIR will only be given by MCLB, Albany, when the overall asset posture of the item is diminished and the repair of Condition Code G, H, or P items must be accomplished by the FSSG in order to ease the asset criticality. Further disposition instructions may be required in the event excess assets are accumulated by the FSSG.

7. Not less than quarterly, reconcile all due-ins reflected in the stores systems files as returns from Marine Corps organizations to ensure materiel is being returned within the prescribed times, and advise the CMC (LM) when specific units/commands are repeatedly delinquent in returning retrograde assets to the stores system within the prescribed times. To this end, MCLB, Albany, will use a WE8 transaction to inform the units involved that materiel, for which disposition instructions were furnished requiring evacuation to an RSA, was not received.

8. Reject those WIR's that do not contain all required data and/or do not provide sufficient information for a sound decision. When this action becomes necessary (repeatedly on a specific unit/command), the CMC (LM) shall be advised, so that further action may be taken.

9. Reject those WIR's which reflect excess/reparable materiel and an allowance deficiency exists within the command.

5008. REQUIREMENTS FOR LTI'S

1. An LTI shall be submitted with the WIR on all motor transport/engineer equipment, radio vehicles, power generators, and ordnance-tracked vehicles. For all engineer equipment, power generators, and materiel handling equipment (MHE), the following data shall be furnished MCLB, Albany, in the "remarks" block of the report of LTI:

a. Purchase date.

b. Estimated cost of required repairs.

c. Standard unit price (SUP) used for repair cost.

d. Cause of present condition.

e. Total hours of operation to date--FOR MHE ONLY.

2. When the WIR is submitted via message, the requirement for an LTI is modified as follows:

a. Modified LTI for Motor Transport Equipment

(1) USMC registration number.

(2) Mileage.

(3) Estimated cost to repair and a brief description of reason for asset unserviceability for the following groups:

(a) Engine.

(b) Transmission.

(c) Transfer assembly.

(d) Frame.

(e) Body.

(4) Total estimated cost of repair.

b. Modified LTI for Engineer Equipment and Power Generators. Only that information specified in paragraph 5008.2a, preceding, is required.

c. Modified LTI for Ordnance-Tracked Vehicles

(1) Estimated cost and condition of the following group:

(a) Engine.

(b) Transmission.

(c) Main armament.

(d) Suspension system.

(e) Hull.

(f) Boom assembly (retriever only).

(2) Overall condition code.

(3) Total estimated cost of repair.

(4) Remarks, as appropriate.

5009. CHANGES TO WIR'S IN PROCESS. When it is necessary to change a report after it was submitted, due to erroneous data or change for other reasons, the following action shall be taken:

1. By Organization Holding the Materiel. Submit a new WIR with the original document number, via speedletter or message. The subject line shall be "MODIFIED WIR." The modified WIR shall reflect the updated/changed/corrected data; and, in those cases when no change occurred to a separate entry, the old data shall be reported. The modified WIR shall also reflect how the original was submitted (i.e., message, letter, etc.), referencing the date/time group if by message, file data if by letter, etc.

2. By MCLB, Albany

a. Reverse/correct all actions taken on the original WIR.

b. Process the modified WIR as an original.

c. If the original WIR was forwarded to Headquarters Marine Corps, forward the modified WIR in the same format and content as the field report.

5010. FOLLOWUP TO WIR'S. When a holding organization inquires about the status of a WIR, the inquiry shall be submitted via message or speedletter. The subject line will be "WIR FOLLOWUP." The inquiry shall contain all data submitted on the original WIR.

CHAPTER 6

REPLACEMENT AND EVACUATION (R&E) PROGRAM

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CHAPTER 6

REPLACEMENT AND EVACUATION (R&E) PROGRAM

6000. PURPOSE. To assure a materiel readiness level sufficient for Active and Reserve Marine Corps units assigned missions, and extend the service life of Marine Corps materiel by providing for R&E for rebuild cyclically.

6001. GENERAL INFORMATION

1. The primary source of serviceable equipment for the replacement of in-use equipment is the CMC Repair Program. Conversely, the primary source of reparable equipment for induction to the CMC Repair Program is the equipment Retrograded under the R&E Program.

2. Items selected for inclusion in the R&E Program must be:

   a. Mission-essential to Marine Corps units.

   b. End items designated for depot level repair.

3. If an item of reparable equipment is eligible for retrograde under both the R&E Program and Recoverable Items Program (RIP) (including combat-damaged items) and the field command has advice of projected receipt of R&E assets which will satisfy the requirement for replacement, the field command will evacuate the item needing replacement under the R&E Program and will not submit a WIR (Condition Codes P and H items excepted).

4. The provisions of this chapter apply to all Marine Corps activities. However, when all requirements cannot be met, priority will be directed to the FMF.

5. Assets shipped under the R&E Program shall not be diverted (i.e., to fill other requirements, such as T/E deficiencies) from one ship-to addressee to another without prior approval of the CG (Code 823-2), MCLB, Albany. When such approval is obtained, the activity commander directing the diversion will furnish the CG (Code 823-2), MCLB, Albany, Georgia 31704-5001, a receipt confirmation (WCA) and transfer report as specified in this Manual.

6002. RESPONSIBILITIES

1. The CMC (LMM)

a. Review and approve allocations and publish by 1 June of each calendar year approved allocations for the oncoming fiscal year and subsequent 2 fiscal years.

b. Review and coordinate with CG (Code 823-3), MCLB, Albany, requests for changes to the established R&E Program, and publish appropriate changes.

2. The CG (Code 823-2), MCLB, Albany

a. Receive annual field nominations for the R&E Program.

b. Consolidate nominations and prepare proposed allocations for submission to the CMC (LMM) by 1 May each year.

c. Take action to ensure retrograde of assets being returned from the field supporting the R&E Program.

d. Using the priorities provided by the force commanders, develop and publish the R&E shipping schedule for the oncoming fiscal year by 1 August of each calendar year. Publish approved changes to the shipping schedule as required. The shipping schedule should include the following data:

(1) TAMCN, nomenclature, and NSN's (in TAM number sequence).

(2) Ship-to activity address code.

(3) Quantity to be shipped each month.

(4) RSA to ship.

(5) Projected source of assets (stock, MWS, Depot Maintenance Interservice Support Agreement (DMISA), etc.).

(6) Destination of retrograde materiel.

e. All requirements for FMFLant and FMPPac will be satisfied before other requirements.

f. Take action to ship R&E materiel in the quantities and by the months indicated in the shipping schedule without any further documentation from the field, citing UMMIPS Priority 13. Project Code 893 will be inserted in all documentation to identify R&E shipments.

g. Monitor and take appropriate action when WER's are not received within the timeframes specified in this Manual. Refer to paragraphs 6002.2h(1) and (2).

h. Process all WER's by induction of appropriate due transactions in accordance with current system procedures. The due transaction will reflect the following estimated date of arrival (EDA):

(1) Retrograde shipment originated within CONUS--30 days from the date appearing in CC's 36-39 of the WER.

(2) Retrograde shipment originated outside CONUS--90 days from the date appearing in CC's 36-39 of the WER.

i. At least quarterly, reconcile the dues posted to the stores system records so that materiel is received within the timeframes established herein.

j. Monitor the return of unserviceable assets using the Controlled Item Management Subsystem (SS 13).

k. Submit a monthly report to the CMC on the current status of the R&E Program.

(1) This report is due at Headquarters Marine Corps and field commands not later than the 15th day after the month reported on. Report Symbol SP-4710-03 is assigned to this reporting requirement.

(2) The following number of copies shall be provided:

(a) The CMC (LMC)--one copy.

(b) The CMC (LME)--one copy.

(c) The CMC (LMM)--two copies.

(d) The CMC (LMW)--one copy.

(e) The CMC (RESL)--one copy.

(f) The CMC (LFT-2)--one copy.

(g) Field commanders--two copies.

(3) The report shall be in the format reflected in chapter 10 of this Manual. Recommendations or problem areas about the report should be identified to the CMC (LM) with the action or resolution cited in the letter of transmittal forwarding the report.

l. Coordinate with and forward to the CMC (LMM), recommended changes to the R&E Program.

3. MCLB's (RSA's), Albany and Barstow

a. Assist field commanders as requested, in the performance of LTI's.

b. Assure that all R&E shipments are conspicuously marked with 3-inch letters: "R&E FY ____, SHIPPING TCN _____".

c. Use opportune lift (if available) and consistent with priorities established by force commanders.

4. Field Activity Commanders. Force commanders and commanders of other activities having requirements for R&E of principal items of equipment will:

a. Submit requirements to the CG (Code 823-2), MCLB, Albany, GA 31704-5001, with an information copy to the CMC (LMM) by 15 January of each calendar year, for the subsequent 3 fiscal years. Requirements should be identified by the organization scheduled to receive and coordinate the R&E shipment; i.e., R&E account such as MML199, MMC100, MMR1SF, etc. Nominations will be made using the criteria in the current edition of TI-4710-1411. The report will be in the following format:

R&E NOMINATIONS

Report Symbol SP-4710-03

TAMCN	NOMENCLATURE	COMMAND	FY	FY	FY

b. Upon receipt of the R&E allocations for the oncoming fiscal year, provide the CG (Code 823-2), MCLB, Albany, GA 31704-5001, with an information copy to the CMC (LMM), a prioritized listing of those items included in the R&E Program. This listing will be used to develop the shipping schedule for the R&E Program.

c. Furnish the CG (Code 823-2), MCLB, Albany, by 1 September of each calendar year, the fund codes to be used for R&E shipments during the oncoming fiscal year.

d. Ensure that R&E assets are designated to be shipped directly to a requiring unit or parent command. In those cases where the R&E Program is managed centrally (i.e., washed through a service support unit), ensure that this method does not result in transshipment of equipment via commercial sources.

e. To the maximum extent possible, rotate war reserve stocks and ORF stocks, if held, through the use of replacement equipment provided under this program.

f. Upon receipt of replacement equipment, cause the ship-to addressee (unit having allocation) to prepare and submit the receipt confirmation (WCA) report required by this Manual.

g. Request approval from the CG (Code 823-2), MCLB, Albany, to evacuate equipment before receipt of replacements, when appropriate.

h. Select for retrograde that equipment which meets the R&E criteria in TI-4710-14/1, is economically reparable, and in the poorest overall mechanical condition as determined by an LTI. If required, submit requests for assistance in the performance of LTI's to the CG, MCLB, Albany, or the CG, MCLB, Barstow, as appropriate.

i. Retrograde shipments will be made complete with the end item components in accordance with MCO P4400.84.

j. Prepare replaced equipment for retrograde per the current edition of MCO P4030.36.

k. Upon receipt of R&E materiel, take action to retrograde replaced assets using times required by paragraph 5005.1a(4) of this Manual.

l. The activity responsible for shipment of retrograde assets will submit a WER, per the instructions in this Manual, not later than 5 calendar days from the date the materiel was turned over to the transportation facility. To this end, it is reemphasized that the shipping document number must be the same as the document number in the WER. Upon submission of the WER, forward equipment/vehicle records, complete with LTI and one copy of the shipping document, to the MCLB designated to receive the retrograde equipment.

m. Cause all equipment retrograded under the R&E Program to be marked conspicuously with 3-inch letters "R&E FY _____, SHIPPING TCN _____".

n. Submit requests for changes in requirements, if required, to the CG (Code 823-2), MCLB, Albany, GA 31704-5001. Complete information to justify the requests, including unit allocation, shall be furnished.

o. Reconcile the data in the R&E status report to ensure compatibility with local R&E records and report discrepancies to CG (Code 823-2), MCLB, Albany, GA 31704-5001, for resolution, if required.

REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

CHAPTER 7

REBUILD PROGRAM

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CHAPTER 7

REBUILD PROGRAM

7000. PURPOSE. This chapter provides information about:

1. The statement of repair/rebuild requirements by the CMC and the CG, MCLB (Code 823), Albany.

2. The establishment of an MWS at the DMA's.

3. The responsibilities of the CMC, the MCLB (Code 823), Albany, and the DMA's at the MCLB's (Code 880), Albany and Barstow (B300).

7001. BACKGROUND

1. The repair program is a major source of supply for future requirements for PEI's and "D" coded secondary reparable items. Particular emphasis should be placed on the timely scheduling of these items to reduce repair turn around time. Requirements will be validated not less than quarterly.

2. The MWS will be continually reviewed during the year to preclude the unnecessary repair of items caused by a changing asset position. This review should also provide for a revision of the MWS to ensure the repair of those items falling into short supply during the induction year.

7002. CONCEPT OF OPERATIONS

1. Initial planning for the repair/rebuild of PEI's and SDR's that require depot level maintenance is conducted on a 5-year phased cycle by the CMC. The forecast that evolves from this initial plan is the Five-Year Depot Maintenance Program (FYDMP). It is updated on an annual basis--during the Program Objective Memorandum (POM) cycle--in response to changes in worldwide assets and revisions to the operating program of garrison, deployed, and Reserve forces.

2. Initial planning for a repair schedule at a DMA is based on budget year plus one (BY+1) requirements. The BY+1 requirements are used by a DMA as a budget planning tool for workload and repair part forecasting purposes.

3. Planning efforts of the CMC, the MCLB (Code 823), Albany, and the DMA's are culminated in the MWS, which indicates the quantity of each item scheduled for repair/rebuild at each DMA during the year of execution.

7003. PROCEDURES

1. Master Work Program Budget Year Plus One (MWP/BW+1)

a. Twenty months before the fiscal year of execution, the CMC (LMM) will publish the PEI MWP/BY+1 to each DMA and the MCLB (Code 823), Albany. The MWP/BY+1 will identify the MWSLIN, project code (P/C), TAMCN, replacement cost/standard unit price, nomenclature, NSN, quantity of items to be repaired, and rebuild standard, when available. Only NSN's listed on the MWP/BY+1 are authorized for induction and repair/rebuild. The total rebuild quantity identified will be rebuilt by commercial/DMISA sources, when indicated. Further, the MWP/BY+1 includes required modifications to be installed during rebuild for a baseline configuration for development of direct labor hour and cost estimates by each DMA. The estimates developed by each DMA will be used in subsequent development of the Marine Corps Industrial Fund (MCIF) operating budget(s). The MCLB (Code 823), Albany, will publish the SDR MWP/BY+1 to each DMA and the CMC (LMM), 20 months before the fiscal year of execution. The SDR MWP/BY+1 will contain the same information as the PEI MWP/BY+1, except ID numbers will be substituted for TAMCN's.

b. Changes to the baseline configuration (subsequent to the MCIF operating budget submission by each MCLB) will require an evaluation by each DMA to determine the impact that implementing a desired change will have on MCIF operations. If desired changes can be accomplished without adverse impact, a change to the MWP/MWS will be made by MCLB (Code 823-2), Albany, for SDR's and by the CNC (LMM-3) for PEI's documenting the desired change. Recommended PEI changes will be submitted per the current edition of MCO 4710.10.

2. Master Work Program Budget Year (MWP/BY). Nine months before the fiscal year of execution, the CMC (LMM) will publish the PEI MWP/BY to each DMA and the MCLB (Code 823), Albany. The PEI MWP/BY will update the information provided in the MWP/BY+1. The MCLB (Code 823), Albany, will publish the SDR MWP/BY to each DMA and the CMC (LMM), 9 months before the fiscal year of execution.

3. MWS

a. Each DMA will provide the CMC (LMM) a proposed MWS, prepared per the current edition of MCO P4790.3, 60 days before the beginning of the fiscal year of execution. The CMC will review the proposed MWS and direct any changes or adjustments.

b. Changes to the MWS or budget year program requirements often result in unwarranted cost and inefficient use of personnel, therefore, changes to the MWS must be minimized. However, one or more of the following causes could change any of the forecasted programs or the approved MWS:

(1) Lack of skilled personnel.

(2) Unanticipated decreases in funding.

(3) Washout of inducted assets.

(4) Difficulties with required supply support.

(5) Nonavailability of unserviceable assets.

c. Should the need arise to request/recommend changes to the MWS, or reasons other than asset nonavailability, the DMA's will submit their recommendations to the CMC (LMM).

d. The following procedures will be used for processing MWS asset shortages:

(1) Each DMA will provide MCLB (Code 823), Albany (with an information copy to the CMC (LMM)), a list of asset shortages 30 days before the end of each quarter.

(2) Based on the asset information provided 1 March each calendar year, MCLB (Code 823), Albany, will publish final changes to the SDR portion of the MWS, with an information copy to the CMC (LMM), to ensure changes are held by each DMA not later than 31 March of each calendar year. If a change is not made, based on the asset shortage listing received from each DMA, the appropriate DMA will be provided information why a change was not made, to include an estimated date assets will be available if projected due-in's are depended upon.

(3) Based on the asset information provided 1 March each calendar year, MCLB (Code 823), Albany, will provide the CMC (LMM) the final changes to the PEI portion of the MWS--in

accordance with MCO 4710.10--not later than 20 days after receipt of the information from each DMA. If a change is not recommended, based on the asset shortage listings received from each DMA, the CMC (LMM) will be provided information why a change was not recommended, to include an estimated date assets will be available if projected due-in's are depended upon.

(4) The CMC (LMM) will publish PEI changes forwarded in accordance with paragraph 7003.3d(3), preceding, within 20 days after receipt of the proposed change.

7004. FUNCTIONAL RESPONSIBILITIES

1. The CMC (LMM) will:

a. Plan for and exercise cognizance over the Marine Corps Depot Level Equipment Maintenance and Services Program.

b. Develop policies and definitive operating objectives for Marine Corps depot maintenance operations.

c. Coordinate and submit all POM and budget formulation for PEI's and SDR's.

d. Publish the MWP/BY+1 and MWP/BY to the DMA'S and the MCLB (Code 823), Albany, for PEI's in accordance with the schedule in paragraphs 7003.1 and 2. These programs will be updated as changes are approved, per MCO 4710.10.

e. Identify those PEI's considered for interservice or commercial repair, based on economy, capabilities of the DMA's, and maintenance decisions made by the Maintenance Interservice Support Management Officer (MISMO).

f. Initiate appropriate liaison with the proper sources to obtain the required resources. The DMISA's will be negotiated by the CMC (LMM) for PEI's and their associated SDR's. Authority may be delegated to the MCLB, Albany or Barstow, as appropriate, to initiate interservice or commercial repair contracts for component overhaul/rework.

g. Coordinate all changes to the PEI MWP/MWS with the MCLB (Code 823), Albany.

h. Publish all changes to the PEI MWP/MWS (e.g., authorize DMA'S to exceed 65 percent repair cost limit; authorize the implementation of approved configuration changes in conjunction with rebuild; and change quantities of items scheduled for repair/overhaul). An information copy of all changes will be provided the MCLB (Code 823), Albany.

2. The MCLB (Code 823), Albany, shall:

a. Submit to the CMC (LMM), by 31 October of each year, the Five-Year Depot Rebuild Requirements Program identifying the range and quantity of PEI's and SDR's to be rebuilt through the POM period (BY+5). Requirements must be segregated by Operation and Maintenance, Marine Corps (O&MMC) and operation and Maintenance, Marine Corps Reserve (O&MMCR). This program will include the projected unserviceable asset availability, by east and west coast, to assist in workload scheduling for PEI's. Further, the submission will include required modifications to be installed on PEI's identified for rebuild during the first fiscal year of the five-year program.

b. Publish the SDR MWP/BY+1 and MWP/BY to the DMA's and the CMC (LMM) in accordance with the schedule in paragraphs 7003.1 and 2. These programs will be updated as requirements/changes dictate. Copies of all correspondence about the SDR MWP/MWS will be provided to the CMC (LMM).

c. Submit POM and budget data for SDR's as follows. The POM and budget exhibits must be segregated by O&MMC and O&MMCR.

(1) Submit POM exhibits in accordance with the format in figure 7-1. POM exhibits are required before budget preparation in early spring of each calendar year. Deadline dates will be provided annually.

(2) Submit O&MMC and O&MMCR budget exhibits following the formats in figures 7-2 and 7-3. The information will be incorporated into various O&MMC and O&MMCR budget exhibits for the total Marine Corps Equipment Maintenance Program. This information must be submitted to the CMC (LMM-3) for each budget cycle (May through January) and be periodically updated to conform to budget decisions made by each echelon of review (CMC, Navy Comptroller, Office of the Secretary of Defense, and congressional). Deadline dates will be provided as required. In many cases, the leadtime for updating is extremely short; therefore, verbal requests and responses may be required with formal

correspondence to follow. The information required by figure 7-3 requires segregation by combat vehicle and other depot maintenance, to include funded requirements, unfunded requirements, commercial repair, interservice repairs, and organic (Marine Corps depot maintenance) repairs.

d. Exercise positive management over the return of unserviceable PEI's and SDR's in accordance with chapters 5 and 8, respectively, to ensure that assets required for rebuild are positioned at the respective MCLB at least 4 months before the scheduled induction date or are projected to arrive through firm planning data with an EDA prior to such date.

e. Publish final changes to the SDR portion of the MWS, following paragraph 7003.3d (2), preceding.

f. Provide the CMC (LMM) with the final changes to the PEI portion o the MWS in accordance with paragraph 7003.3d(3), preceding.

g. Develop and execute DMISA's and commercial contracts or the repair of SDR's as directed by the CMC (LMM). A quarterly status report (see figure 7-4) will be submitted to arrive at Headquarters Marine Corps no later than the 15th day following the quarter being reported.

h. Assign a repair coordinator, whose responsibilities will include:

(1) Coordination of all PEI and SDR repair/rebuild requirements, regardless of source; i.e., DMISA, commercial, or organic.

(2) Coordination of the shipment of all unserviceable (Condition Code F) assets of PEI's and SDR's to the appropriate military service or commercial contractor for repair/rebuild in accordance with the appropriate DMISA or commercial contract.

(3) Submit all changes to the PEI MWP/MWS in accordance with MCO 4710.10.

3. The DMA's shall:

a. Perform maintenance through depot level repair, overhaul, retroit, or rebuild following approved schedules.

b. Return unserviceable materiel to serviceable (ready-for-issue) condition.

c. Accomplish such modification, fabrication, and assembly as directed.

d. Provide technical inspection services.

e. Provide inspection, maintenance, and preservation for in-stores MCLB technical stock.

f. Perform materiel inspection and evaluations, as required.

g. Perform quality control functions to support production efforts and coordinate a quality assurance program by the current edition of MCO 4855.2.

h. Accomplish test, repair, and calibration of electronics, radiac, and mechanical test equipment.

i. Provide the MCLB (Code 823), Albany, with a copy to the CMC (LMM), a list of all asset shortages for PEI and SDR items in the MWS per paragraph 7003.3d(1).

j. Subsequent to submission of the MCIF operating budget(s), provide impact statements for any proposed change to the established baseline configuration (MWP/BY+1), by item, for evaluation and disposition by MCLB (Code 823-2), Albany, for SDR's and by the CMC (LMM-3) for PEI's.

SECONDARY DEPOT REPARABLES
(FYDP $ million)

FY 198 Through FY 19 1/

Repair Funding (Peacetime)

1. Backlog Unfunded End

   Last FY 2/ 3/

2. Generations During FY

3. Total Repair Requirement

   (1. + 2.)

Repair Funding (War Reserve)

1. Requirement for Balance PWR

2. Requirement for Balance OWR

3. Funding

1/ Six-year display required (i.e., POM 87 will display FY's 1987 through 1992)).

2/ Backlog is the repair cost of not-ready-for-issue assets onhand, but not inducted for depot maintenance and required to maintain serviceable inventory levels.

3/ Indicate on display whether backlog/unfunded is cumulative or noncumulative; i.e., is/is not carried forward to succeeding year's requirement.

Figure 7-1.--Secondary Depot Reparables

MATERIAL REWORK/REPAIR REQUIREMENTS

FY 19—	Procurement Value ($ Thousands) Total (a)	Ready for Issue (b)	Not Ready For Issue: In Process of Repair (c)	Not Ready For Issue: Not in Process of Repair (d)
1) POS On Hand, Beginning of Year				
2) Returned for Repair		XXXX	XXXX	
3) Entered into Repair (i.e., funded)	XXXX	XXXX	(+ = -)	
4) Receipts from Repair	XXXX	(+ = -)		XXXX
5) Receipts from Procurement	(+ = +)		XXXX	(-)
6) Recurring Reparable Issues	(- = -)		XXXX	XXXX
7) POS Issues for New Requirements (e.g., TOA changes)	(- = -)		XXXX	XXXX
8) Issues for War Reserve	(- = -)		XXXX	XXXX
9) Repairs for War Reserve	(+) = (+		+)	XXXX
10) Other Changes in Inventory (Explain)			XXXX	
11) On Hand, End of Year				

(NOTE: Complete for PY-1, PY, CY and BY)

OP-35 Exhibit
(Page 1 of Pages)

Figure 7-2.--Material Rework/Repair Requirements.

MATERIAL REWORK/REPAIR REQUIREMENTS

		FY 19PY-1	FY 19PY	FY 19CY	FY 19BY
12)	Penetime Objective				
13)	Unfilled Requisition (EOY Backorders)				
14)	Repair Costs as a Percent of Procurement Costs				
15)	Management (Stock) Level				
16)	Total Pipeline Repair Cycle Requirement (Days) (To determine Inventory Requirement)				
17)	Depot Repair Turn-around-time (Days) (O&M Funded)				
18)	Production leadtime (Day)				
19)	System Effectiveness (Supply Responsiveness)				
20)	Number of Items Managed (NSN's)				
21)	Return Rate (% of Issues Returned, 2a divided by 6a)				
22)	Survival Rate (% of Returns Repaired, 4b divided by 3c)				
23)	Recovery Rate (22 x 21)				
24)	Total Repair Requirements ((1d+2d+9=/-10) x 14)				
25)	Repair Funding Requirements (24-(15x14))				
26)	Repairs Funded (25-27)				
27)	Repairs Unfunded (25-26) (Backlog)				
28)	Repair Backlog Data: a) No. of Units (Include Mgmt Level) b) Backlog at Repair Price (11d x 14) c) Backlog at Procurement Price (11d)				

NOTE: OP-35 Exhibits are required in support of of Component/Exchangeable/Secondary Item requirements for Aircraft, Combat Vehicles FTM, Shipboard parts, etc. Separate OP-35 Exhibits should be submitted for each Commodity Group (Army), Material Cognizance (Navy/Marine Corps) and Aviation and Non-aviation Exchangeables (Air Force).

Exhibit OP-35
(Page of Pages)

Figure 7-2.--Material Rework/Repair Requirements--Continued.

Secondary Depot Level Reparables
($ Dollars)

	FYPY	FYCY	FYBY
Combat Vehicles			
Organic (DMA)			
Funded			
Unfunded			
Commercial (CML)			
Funded			
Unfunded			
Depot Maintenance Interservice Support Agreement (DMISA)			
Funded			
Unfunded			
Other Depot Level Maintenance			
Organic (DMA)			
Funded			
Unfunded			
CML			
Funded			
Unfunded			
DMISA			
Funded			
Unfunded			

Figure 7-3.--Secondary Depot Level Reparables.

QUARTERLY DMISA
SECONDARY DEPOT REPAIRABLE STATUS REPORT

PERIOD ENDING _____

DMISA #/* NOMENCLATURE/ NSN	REPAIR FACILITY	STANDARD UNIT PRICE	PROGRAM ELEMENT	QTY SCHEDULED FOR COMPLETION CURRENT FY			QTY COMPLETED TO DATE CURRENT FY			PLANNED OBLIGATIONS	ACTUAL OBLIGATIONS	COMMITTED BUT NOT OBLIGATED
				PRIOR FY	CURRENT FY	TOTAL FY	PRIOR FY	CURRENT FY	TOTAL FY			

NOTE: *INCLUDE NOMENCLATURE AND NSN OF ALL ITEMS COVERED BY DMISA

TOTAL DMISA

QUARTERLY CONTRACT
SECONDARY DEPOT REPAIRABLE STATUS REPORT

PERIOD ENDING _____

CONTRACT #/* NOMENCLATURE/ NSN	CONTRACTOR CODE	STANDARD UNIT PRICE	PROGRAM ELEMENT	QTY SCHEDULED FOR COMPLETION CURRENT FY			QTY COMPLETED TO DATE CURRENT FY			PLANNED OBLIGATIONS	ACTUAL OBLIGATIONS	COMMITTED BUT NOT OBLIGATED
				PRIOR FY	CURRENT FY	TOTAL FY	PRIOR FY	CURRENT FY	TOTAL FY			

NOTE: *INCLUDE NOMENCLATURE AND NSN OF ALL ITEMS COVERED BY CONTRACT

TOTAL CONTRACT

Figure 7-4.--Quarterly DMISA Secondary Depot Status Report.

REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

CHAPTER 8

SECONDARY DEPOT REPARABLES PROGRAM

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CHAPTER 8

SECONDARY DEPOT REPARABLES PROGRAM

8000. PURPOSE. This chapter augments maintenance and supply policy for the Marine Corps Secondary Depot Reparable Program illustrated in MCO P4400.150B, chapter 7.

8001. MANAGEMENT POLICY. The Secondary Depot Reparable Program was established to maintain a satisfactory materiel readiness of supported units by providing a source o serviceable replacement items, when equipment cannot be repaired by the maintenance facility, and support by the float holder, in time to prevent readiness deterioration of the supported units. The following management responsibilities are assigned to MCLB, Albany, to effectively promote this program:

1. At least quarterly, reconcile outstanding due-in's in the stores system records as returns from Marine Corps organizations to ensure that materiel is returned within the prescribed time. When evacuation instructions are received, the following processing times apply:

PROCESSING TIMES FOR SDR'S AND PEI'S

Function	Time (Calendar Days)
Administrative processing of Disposition Instructions at the MSC/Holding Unit:	5
preservation, Packaging, and Packing Processing:	8
RSA Receipt Processing:	10

	CONUS	Overseas Western Pacific	Overseas All Others
TMO/In Transit:	14	53	38

Take necessary action to accelerate and ensure receipt of materiel.

2. Monitor controlled item records and direct redistribution or return of depot level reparables (DLR's) in excess of prescribed allowances or held by unauthorized activities on a timely basis.

3. Approve and coordinate both manual and automated units' requests for modification of allowances of secondary reparables. Disputes which cannot be resolved by the force commander will be referred to the CMC (LMM).

4. The MCLB, Albany, will advise the CMC (LMM) and request assistance, if required, when excesses or accumulated unserviceable assets are not returned promptly for corrective action.

8002. GENERAL PROCEDURES FOR MAINTENANCE AND SUPPLY ACTIVITIES

1. General Information

a. Secondary depot reparable items are removed and replaced at the maintenance echelon designated by the third-character position of the source maintenance recoverability code (SMRC) for the reparable item.

b. The capability of a maintenance facility to completely repair an unserviceable reparable item is indicated by the fourth-character position of the SMRC for the specific part (or parts) that failed.

c. Repair by component replacement will be done when this procedure results in significantly less downtime of the end item than would result from repair by part replacement.

2. Repair of Depot Level Reparables

a. Repair will be accomplished at the lowest echelon of maintenance authorized when the estimated cost of repair is not over 40 percent of the standard unit price of the item; i.e., when the condition code is "Y" or better. When the repair requires fifth echelon capability or when the estimated repair cost is between 41 and 65 percent of the standard unit price (i.e., Condition Code Z), items will be processed by the allowance control/ type of report code assigned. For items having an estimated repair cost exceeding 65 percent of the standard unit price and assigned Condition Code H or P, disposal will be made in accordance with paragraph 8007.

b. The following applies to DLR's which cannot be repaired by field maintenance activities due to the lack of repair parts:

(1) The DLR's which meet the preceding criteria for repair at field maintenance facilities, and which cannot be repaired due to the lack of repair parts, will be reported to MCLB, Albany, only when deadlining combat-essential equipment

in using units and after appropriate requisitioning and all other available measures are exhausted. Not mission capable supply (NMCS) requisitions, as described in MCO P4400.150, will be used for the repair parts. If status furnished on the NMCS requisitions indicates that the parts will not be shipped within a period approximating the order and shipping time (OST) required to obtain a replacement for the unserviceable "D" item and efforts have been unsuccessful to obtain the parts by screening other maintenance activities or by authorized local procurement, the item may be reported to MCLB, Albany. The decision to report should consider how the deadlined item is affecting the combat capability of the using unit. If status information for the NMCS requisition indicates that the parts are being shipped within the OST period required to obtain a replacement item, the unserviceable "D" items will be held for repair. In the absence of better information, a 30-day period should be considered as adequate to cover the period from deadlining to receipt of status and an OST for a replacement. If a "D" item is evacuated from third to fourth echelon for lack of repair parts, it will be immediately reported to MCLB, Albany. Resubmission of requisitions and another waiting period are not authorized.

(2) Requisitions for parts ordered to repair evacuated unserviceable depot reparables will be canceled, to preclude the accumulation of excesses. If cancellation is not possible, excess repair parts will be immediately turned in to the supporting supply activity.

(3) When depot reparable items meet the criteria for repair at field maintenance facilities but cannot be repaired due to lack of requisite skills, facilities, or time, a WIR will be forwarded to MCLB, Albany, for disposition instructions. The request must specify the condition codes and circumstances preventing repair at the field maintenance level.

(4) Certain depot reparable "D" code items may become critical as to supportability, may require extensive modification, or the sole source of parts may be from controlled cannibalization. Under these situations, MCLB, Albany, will direct evacuation to fifth echelon facilities for repair and will include the procedures to be followed.

(5) The preceding guidance also applies to PEI's with one addition. If the lack of the item is impairing the commander's combat readiness and is available in the ORF, it should normally be replaced with an ORF asset rather than requesting evacuation and replacement from MCLB, Albany.

c. Field level reparable (FLR) items will be evacuated for fifth echelon repair only with specific approval from MCLB, Albany. FLR's that are candidates for fifth echelon repair are those items with a standard unit price of $100 or greater and have an annual Marine Corps-wide maintenance replacement rate of 50 or more (exceeds annual demands of $5,000).

3. Maintenance Float (Reparable Issue Point) Holders

a. FMF Float. Reparable issue point holders will be approved by the force commander. Upon approval, reparable issue point holders will submit requests for distinct AC's to the CG, MCLB, Albany, GA 31704-5001 (provide information copy to CMC (LPS)). The CG, MCLB, Albany, will assign a distinct AC and forward the information to CMC (LPS) for update of MCO 4420.4. The FMF reparable issue points will be consolidated to support several units or positioned/established to support a single unit as determined by the force commander. When a reparable issue point is created to support a single unit, items stocked by that reparable issue point will not be requisitioned/ supported by a consolidated reparable issue point (if applicable). The source of supply for all reparable issue points established will be the general account and not other reparable issue points. Reparable issue points designated to support CLD equipment will not stock other than CLD support items, unless CLD support is consolidated by the force commander at a reparable issue point supporting several units and all types of equipment.

b. Non-FMF Garrison Reparable Issue Points. A single garrison reparable issue point will be operated as required by Marine Corps bases, recruit depots, and schools. A listing of "D" and "L" code item holders and their AC's is in chapter 11.

c. Changes in Reparable Issue Points. Minimum change will occur in designated reparable issue points. The provisioning of initial float allowances and the initial usage period for adjustments to initial allowances should not normally be disrupted so that valid float requirements may be developed and supported.

d. Prepositioning of Reparable Issue Point Assets. Reparable managers may preposition assets as required in support of equivalent or lower echelon maintenance activities to provide for more efficient component replacement or may position reparable assets at using units for the same reason within authorized echelons of maintenance. These requirements will be met within float allowances established in accordance with current edition of MCO 4400.32.

8003. MAINTENANCE FLOAT ALLOWANCES

1. Secondary reparable items are selected, initially, by the CG, MCLB, Albany, during the provisioning process. Changes will not be made to these initial float allowances until expiration of the initial usage period.

2. If no usage has occurred during the initial 2-year demand development period, there is a second additional 2-year demand development period authorized.

3. Upon expiration of the initial usage period or the second additional development period, maintenance float allowances will be computed following the instructions in this chapter.

4. For maintenance float allowances in support of critical low density assets, stockage is per MCO P4400.150.

5. For DLR's, activity commanders will forward recommended reparable issue point allowances annually for each reparable issue point to MCLB, Albany, as follows:

a. Advise of decreases in allowances. Decreases in insurance item allowances for critical low density equipment will only be with approval of MCLB, Albany.

b. Recommendations for new or increased allowances. The following will be included:

(1) Average monthly MRR.

(2) Average monthly RR, not to exceed the MRR.

(3) RCT in days.

(4) Special level (quantity each).

(5) Recommended PWR allowance and garrison reparable issue point requisitioning objective (RO). If zero, so state and specify the reason (i.e., no density, no allowance justified for very low RR, or no allowance justified for very low RCT).

6. The MCLB, Albany, will receive and validate recommended allowances, and perform direct liaison with submitting activities in this regard. Differences in recommended and approved allowances that cannot be reconciled will be referred to the force commander. If not resolved, refer to the CMC (LM) for resolution.

7. Funding for operation of DLR reparable issue points will be the responsibility of appropriate force and base commanders.

8004. COMBAT SUPPORT REQUIREMENTS (PWR)

1. PWRMS's

a. PWRMS will be protected in the same manner as other materiel.

b. Those units operating reparable issue points under the CLD concept are not authorized specific PWR quantities.

c. Deploying units will be provided only those secondary depot reparable items for which they have the level of repair authorized and the physical capability to remove and replace in the objective area. Where it is not feasible to remove and replace components in the objective area, the end item replacements will be provided.

2. Other War Reserve Materiel Requirements (OWRMR's). Secondary reparable item replacements for OWRMR's will be based on washout rates. Those units operating under the CLD concept are not authorized OWRMR since these allowances are included in the CLD program.

8005. EXCESS PROCESSING AND DISPOSAL

1. Excess Items. SDR's on hand in excess of float allowances that are serviceable and/or economically reparable (i.e., Condition Code Z and better) will be reported to MCLB, Albany, following the instructions in chapter 5.

2. Condemned Items. The following procedures govern the disposition of unserviceable condemned items and provide optimum salvage of required repair parts while avoiding unnecessary transportation and handling cost:

a. Items condemned at the third echelon will be evacuated to the fourth echelon for review of condition code and further processing, as appropriate.

b. Items assigned Condition Code H at the fourth or fifth echelon of maintenance will be issued to the disposal activity; and controlled item reports will be submitted to MCLB, Albany, in accordance with this Manual, with the following exceptions:

(1) The following categories of materiel will not be transferred to disposal without concurrence of MCLB, Albany.

(a) Items assigned Condition Code H or P solely on the repair cost estimate computed in accordance with MCO 4710.8.

(b) "Life of type items" (source coded "PD" in the first two-character positions of the SMR code).

(c) Insurance items with Source Code PB.

(d) Control Code A or B in the list of reportable items.

(2) The preceding items will be reported to MCLB, Albany, by recoverable item report following established procedures.

3. Salvage of Required Parts (Cannibalization). Serviceable parts required for repairs should be removed from "D" code items before delivery to the disposal activity.

8006. DEPOT MAINTENANCE POLICIES AND PROCEDURES

1. Depot reparable "D" code items are in the Marine Corps Fifth Echelon Repair Program with program priorities as in MCO P4790.3.

2. The initial computation of worldwide requirements for new "D" code items, to include initial maintenance float allowances, PWR requirements, and stores system levels, is made by MCLB, Albany, during the provisioning process.

3. Stores system levels will be managed by the current edition of MCO P4400.72 and by considering the repair cycle, procurement leadtime, OL, SL, and worldwide assets and requirements as reflected in SS 03 and SS 13. To compute these requirements, use the following procedures:

a. The MCLB, Albany, will determine the unserviceable return rate for each DMA for all "D" code items and furnish this information to the appropriate DMA.

b. The DMA will then determine and furnish to MCLB, Albany, the fifth echelon washout rate, economical repair (batch) quantity, time in repair, and repair interval. Determine these elements as follows:

(1) Fifth Echelon Washout Rate. The percentage of unserviceable returns predicted as uneconomical to repair.

(2) Economical Repair (Batch) Quantity. The smallest economical batch is most desirable; batches which are uneconomical strictly from a shop viewpoint may be economical for the overall system. The batch quantity will, in no case, exceed three times the monthly unserviceable return rate.

(3) Time in Repair. The period from induction to the time an item is returned to serviceable condition and recorded as such in stock records. This element will be based on the time to repair an average item and not the economical repair (batch) quantity, and excludes any unusual delays in repair processing or in the supply of parts. An exception to this policy is made for critical low density secondary depot reparable items, where unserviceable assets will be returned to the DMA upon becoming unserviceable and will be inducted for depot repair upon receipt.

(4) Repair Interval. The time interval between successive induction dates of the economical repair (batch) quantity.

c. The MCLB, Albany, will use these data elements to compute the RR, RCT, repair cycle requirement, procurement leadtime quantity, and OL and SL.

(1) The RR is the unserviceable return rate less the fifth echelon washout rate.

(2) The RCT is the sum of the time in repair, MCLB administrative time, and time in transit. The MCLB administrative time is represented by the average period from the time the unserviceable item is received at the activity and recorded in stock records as unserviceable until the item is inducted into repair. The time in transit is the period from the date of issue of a serviceable item from stores system stock until receipt of the replaced unserviceable item by the MCLB's.

(3) The repair cycle requirement is the monthly RR times the RCT expressed in months.

(4) The procurement leadtime quantity is based on the procurement leadtime and the monthly worldwide washout quantity. The worldwide washout quantity is the sum of the fifth echelon washout quantity and the washout quantity represented by losses at the field maintenance level.

(5) The OL is composed of 90 days of assets.

(6) The total SL is the sum of a SL to support the procurement leadtime quantity and a SL to support the repair cycle requirement. The SL to support the procurement leadtime quantity will protect against fluctuations in that portion of the issue rate represented by the resupply rate and against fluctuations in procurement leadtime. The SL to support the repair cycle requirement will protect against fluctuations in that portion of the issue rate represented by the RR and against fluctuations in leadtime from repair. The total SL is determined by the use of probability distribution data (e.g., Poisson tables) to achieve a 90 percent confidence level of meeting demand.

d. After the above computations, the total requirement will be adjusted based on the requirement and asset data resident in Subsystem 13 to arrive at a procurement quantity that accounts for excesses and deficiencies for the total Marine Corps.

8007. SOURCES OF SUPPLY

1. Using/Requiring Organizations

a. FMF. All requirements for "D" and "L" coded items and those "O" "F," and "H" coded items included in the supporting reparable issue point catalog will be satisfied by the supporting reparable issue point. Requirements for "0," "F," and "H" coded items not listed in the supporting reparable issue point catalog will be satisfied through the supporting general account.

b. Non-FMF. All requirements for "D" and "L" coded items and those "O," "F'" and "H" coded items included in the supporting reparable issue point catalog will be satisfied by the supporting reparable issue point. Requirements for "O," "F," and "H" coded items not listed in the supporting reparable issue point catalog will be satisfied through normal sources of supply per the supporting system user's manual.

2. Reparable Issue Points

a. FMF

(1) Requirements for "D" and "L" coded items will be satisfied by direct requisitioning from MCLB, Albany.

(2) Requirements for "O," "F," and "H" coded items will be satisfied through the supporting general account.

c. Non-FMF

(1) Requirements for "D" and "L" coded items will be satisfied through MCLB, Albany.

(2) Requirements for "O," "F," and "H' coded items will be satisfied through normal sources of supply as prescribed by the supporting system user's manual.

8008. ACCOUNTING PROCEDURES AND RELATED FUNCTIONS. Procedures and policy for accounting, requisitioning, and general management of secondary reparable items will be as prescribed in MCO P4400.150, MCO P4400.123, UM 4400-15, UM 4400-125, or UM 4400-124. Process items undergoing commercial vendor repair are prescribed in UM 4400-125, UM 4400-15, and SI-4400-15/2.

8009. ALLOWANCE COMPUTATION PROCEDURES

1. The following criteria for determining reparable issue point allowances are provided for use by reparable issue point managers when information on the provisional initial float allowances distributed as new equipment, as indicated on initial issue listings, is not available or when float allowances are computed for adjustment after the initial usage period.

2. The formula elements required for computing float allowances are:

a. MRR

(1) Times per month that an unserviceable item is replaced with a serviceable item. Replacement may be due to malfunction or the item having reached the end of an administratively determined removal interval for preventive maintenance or safety considerations.

(2) In determining MRR, reparable issue point managers will guard against double counting; e.g., MRR for engines replaced at third echelon and evacuated to fourth echelon should not be counted again as MRR when computing allowances separately for separate issue points of the reparable issue point.

b. RR. Times per month that an unserviceable item replaced with a serviceable item is restored to a serviceable condition through maintenance action.

c. RCT. The time elapsed (in days) from the date the item is posted to the accountable records, as unserviceable, until that item is again posted to the accountable records as serviceable, NOT to exceed 90 days. It excludes the following:

(1) Washouts.

(2) Evacuations.

d. OL. The reparable issue point operating requirement for serviceable assets is that quantity necessary to sustain the rate of replacement of components (MRR). A normally large portion of this requirement is satisfied by unserviceable reparable issue point assets in the repair cycle and is not additive to the repair cycle requirement as an OL. The remainder of the operating requirement for serviceable assets is replenishment of assets which cannot be repaired (washout quantity). OL's for "D" and "L" coded items are as follows:

(1) CONUS in-garrison float--30 days.

(2) Overseas (including Hawaii) in-garrison float--60 days.

(3) PWRMS level--30 days based on combat requirements.

e. SL

(1) The reparable issue point SL provides protection against fluctuations in:

(a) RCT.

(b) The number of unserviceable components requiring maintenance beyond the fourth echelon.

(c) RR.

(d) OST.

(2) The computation of SL's for protection against fluctuations in all of the foregoing factors entails the use of complex formulas and probability tables based on historical data. In lieu of these computations, figure 8-1 will be used to determine the SL quantity. Additional information concerning SL may be found in MCO P4400.150.

(3) For PWRMS, SL requirements will be met by time-phasing the arrival of PWRMS and resupply shipments in the objective area. Therefore, a separate SL will not be included in PWRMS.

f. OST. The OST applicable to SDR's is established as 30 days for CONUS and 60 days for locations outside CONUS, unless experience indicates that actual OST exceeds these recommended standards in which case actual OST's apply. The order and shipping requirement (OSR) is based on resupply rates.

g. Special Levels. The quantity required to be on hand for special purposes. Authorized special levels are:

(1) Reparable Issue Point. Operational deployment requirements for FMF units and task organizations temporarily deployed without access to repair facilities and without provisions for resupply of reparable items. The quantity will be limited to the estimated MRR for the period of deployment.

(2) Minimum insurance quantities where computed reparable issue point allowance is zero, the item may be required occasionally or intermittently, and prudence requires that a nominal quantity be stocked due to essentiality or the leadtime of tie item.

8010. ANNUAL RECOMPUTATION OF REQUIREMENTS AND EXCESSES

1. Annually, reparable issue points will examine their supply accounting and maintenance records to determine the validity of authorized allowances. To this end, and using the allowance and asset data contained in the controlled item detail file furnished by January of each year, the following actions will be taken:

a. Review, recompute, and submit recommendations for increases, decreases, additions, and/or deletions to authorized allowances.

b. Note that provisioning allowances will remain in effect for 2 years subsequent to the Julian date of initial issue.

c. Take prompt action to achieve deficiencies or report/dispose of excesses resulting from approved allowance changes.

2. Negative reports are required. Further, the report required will be submitted to the CG, MCLB, Albany, GA 31704-5001, by the 31st day of January. Requisitions will be submitted after 21 February but not later than 10 March identified with Project Code "R(YR)" in CC's 57-59.

3. The sample worksheet provided in figure 8-2 will be used in computing allowances. This worksheet should be reproduced locally in sufficient quantity to permit the reparable issue point to prepare a sheet on each item carried. A single sheet will be prepared for a family of items; e.g., the preferred NSN and all its substitutes. Once prepared, they will be held for a period of not less than 2 years. Additional instructions in computing allowances and related information are contained in UM 4400-15, UM 4400-125, or MCO P4400.150.

8011. INSTRUCTIONS FOR SUBMISSION OF ALLOWANCE CHANGES

1. All requests for increases, decreases, and additions will be submitted to MCLB, Albany, via cover letter.

2. Request will always reflect the preferred NSN.

3. Manual accounts will submit only the list reflected in figure 8-3.

Safety Level Table for Depot Reparables

Safety Levels Based on Poisson Distribution Data (90% Confidence Level)

RCR Qty. Plus OSR Qty.	Safety Level	RCR Qty. Plus OSR Qty.	Safety Level
1	1	144 to 162	16
2 to 3	2	163 to 183	17
4 to 7	3	184 to 205	18
8 to 11	4	206 to 228	19
12 to 17	5	229 to 253	20
18 to 24	6	254 to 279	21
25 to 33	7	280 to 306	22
34 to 42	8	307 to 335	23
43 to 53	9	336 to 365	24
54 to 65	10	366 to 396	25
66 to 79	11	397 to 429	26
80 to 93	12	430 to 463	27
94 to 108	13	464 to 498	28
109 to 125	14	499 to 535	29
126 to 143	15	536 to 573	30

Figure 8-1.--Safety Level Table for Depot Reparables.

NSN _____

SUBSTITUTES _____

STEP 1. For each factor in BLOCK A(1), use the instructions in BLOCK A(2) and insert the values in BLOCK A(3)(a).

BLOCK A

(1) FACTORS		(2) METHODS OF DETERMINATION	(3) (a) No.	(3) (b) Period
a. Maintenance REPLACEMENT RATE ,	(MRR)	Determine the number of requests for exchange or issues processed for this equipment.		Average per month
b. Repair Rate	(RR)	Determine the number of items returned by the supporting maintenance facility repaired and ready for use.		Average per month
c. Repair Cycle Time	(RCT)	Divide the total number of days in repair (from column 8 of the DD/FORM 700-1) by the total number of transactions.		Average no. of days
d. Operating Level Time	(OLT)	ENTER PRESCRIBED LEVELS.		Days
e. Order and Shipping Time	(OST)	ENTER PRESCRIBED LEVELS.		Days
f. Special Level (Garrison Float)	(SPL)	ENTER PRESCRIBED LEVELS.		Each

BLOCK C (1) Factor	(2) Qty
a. RCR	
b. RSR	
c. OL	
d. OSR	
e. SL	
f. ROP	
g. RO	

STEP 2. For each factor in BLOCK B(1), make the appropriate computation as shown in BLOCK B(2) and insert the value in the blanks to the right of the equal (=) sign. As each factor is determined consecutively, place the value of each factor in the quantity column in BLOCK C(2). By referring to the values in BLOCK A(3) and BLOCK C(2), values in BLOCK B(2) can be determined.

BLOCK B

(1) FACTORS		(2) METHODS OF DETERMINATION
a. Repair Cycle Requirement	(RCR)	RCR = RR___ × RCT___ = ___ ÷ 30 = ___ 1/
b. Resupply Rate	(RSR)	RSR = MRR___ — RR___ = ___ per month
c. Operating Level	(OL)	OL = RSR___ × OLT___ days (in months) = ___ 2/
d. Order and Shipping Requirement	(OSR)	OSR = RSR___ × OST___ days (in months) = ___ 2/
e. Safety Level	(SL)	SL = RCR___ + OSR___ = ___ SL = ___ 3/
f. Reorder Point	(ROP)	ROP = RCR ___ + SL___ + SPL___ + OSR___ = ___
g. Requisition Objective	(RO)	RO = ROP ___ + OL___ = ___

1/ Round off to the nearest whole number.
2/ Divide the number of days by 30, carried out to the nearest tenth.
3/ Enter in figure 9-1 and convert RCR-OSR quantity to SL.

Figure 8-2.--Sample Wroksheet For Maintenance Float Computations.

AC XXXXXX
ID XXXXXX

SEMIANNUAL REVIEW ALLOWANCE DATA

DATE XXXX

NSN	OLD RO1/	NEW RO	OLD MO1/	NEW MO	OLD MOA1/	NEW MOA	MRH	RR	RCT	OL 2/	OST 2/	SPL	SL	CHG IND
XXXXXXXXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXX	XX	XX	XX	XX	±

1/ On new additions, leave blank.

2/ Days authorized in computing allowances.

Figure 8-3.--Semiannual Review Allowance Data.

4. Mechanized accounts will furnish punched cards and listings as reflected in figures 8-3 and 8-4.

8012. CHANGES TO RECOVERABILITY CODES

1. Correction of Wrong Assignments. The activity that determines that an item has been assigned an inappropriate recoverability code will notify MCLB, Albany, via letter, speedletter, or message and include at least the following:

a. NSN.

b. End item application.

c. Reference.

d. Current recoverability code.

e. Recommended revision.

f. Basis for the change.

TRANSACTION TITLE: Semiannual Review, Field Request for Recomputation of Maintenance Float Allowances
Input to SS 13 maintenance float allowance recomputation process.

NOTES: 1/ On new additions, leave this field blank.

2/ This figure represents the number of days authorized in computing allowances.

(A) = Alpha

(N) = Numeric

Field	Positions	Length
D I C (A)	1-3	3
R I C (A)	4-6	3
Δ	7	1
NATIONAL STOCK NUMBER (NSN) (N)	8-20	13
IDENTIFICATION NUMBER (ID NO.) (A/N)	21-26	6
ACTIVITY ADDRESS CODE (AC) (A/N)	27-32	6
OLD REQN. OBJECTIVE (ORO) (N) 1/	33-36	4
NEW REQN. OBJECTIVE (NRO) (N)	37-40	4
OLD MOUNT OUT (OMO) (N) 1/	41-44	4
NEW MOUNT OUT (NMO) (N)	45-48	4
OLD MOUNT OUT AUGMENTATION (OMOA) (N) 1/	49-52	4
NEW MOUNT OUT AUGMENTATION (NMOA) (N)	53-56	4
MAINTENANCE REPLACEMENT RATE (MRR) (N)	57-60	4
REPAIR RATE (RR) (N)	61-64	4
REPAIR CYCLE TIME (RCT) (N)	65-67	3
OPERATIONAL LEVEL (OL) (N) 2/	68-69	2
ORDER AND SHIP TIME (OST) (N) 2/	70-71	2
SPECIAL ALLOWANCE (SLO) (N)	72-73	2
SAFETY LEVEL (SL) (N)	74-75	2
CHANGE (+) (-)	76	1
Δ	77-80	4

Figure 8-4.--Field Requests For Recomputation of Maintenance Float Allowances.

2. Actions Required When Changes Are Made by MCLB, Albany

a. Additions to the List of Reportable Items

(1) All assets will be transferred to the supporting reparable issue point.

(2) All dues will be canceled.

(3) Stock records will be annotated/flagged to reflect the source of supply as the supporting reparable issue point.

(4) Demand data for the previous 12 months, both recurring and nonrecurring, will be reported to the supporting reparable issue point.

b. Deletions From the List of Reportable Items. The required actions will depend on the revised status of the item. That is, if the item changed from Recoverability Code D to O, no action is required by users or the reparable issue point except that stock levels will be computed by the reparable issue point without clearance from MCLB, Albany. If the items changed from Recoverability Code D to C or S, the following actions are required:

(1) By the reparable issue point.

(a) Notify all supported units that the item will no longer be stocked/supported by reparable issue points.

(b) Cancel all dues.

(c) Transfer all assets to the supporting supply activity.

(d) Provide the supporting element demand data and the MRR for the previous 12 months.

(e) Cancel all back orders and notify the affected unit.

(f) Ensure that materiel in the repair cycle is also transferred.

(2) By Using Units

(a) Establish stock levels based on experience and current policies.

(b) Requisition requirements from the supporting supply activity.

CHAPTER 9

REQUISITIONING PROCEDURES

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CHAPTER 9

REQUISITIONING PROCEDURES

9000. GENERAL INFORMATION

1. Requisitioning procedures and processing for controlled items follow the same routing as requisitions for other materiel, except as specifically modified by this chapter.

2. Requisitions for controlled items must always contain one of the following advice codes: 4A, AB, 4C, 4D, 4E, AG, or AH.

9001. TAMCN ITEMS

1. Requisitions to replace items, disposed of based on disposition instructions furnished by MCLB, Albany, will contain Advice Code 4G and Demand Code R.

2. Requisitions to replace items, returned to the stores system based on disposition instructions furnished by MCLB, Albany, will contain Advice Code 4B and Demand Code N.

9002. SECONDARY DEPOT REPARABLES

1. Requisitions to replace items, disposed of based on disposition instructions furnished by MCLB, Albany, will contain Advice Code 4B and Demand Code N.

2. Requisitions to replace items returned to the stores system based on disposition instructions furnished by MCLB, Albany, will contain Advice Code 4G and Demand Code R.

3. Requisitions to replace items returned to the stores system as an automatic evacuation (i.e., returned without requesting disposition instructions from MCLB, Albany) will contain Advice Code 4H and Demand Code N. The requisition document number must also be the same number used on the document which returned the item to the stores system. This latter requirement is the only method by which intransit assets are accounted for and reconciled.

a. Due transactions, created from and using the same document number as in the requisition using the Advice Code 4H, will be placed on the controlled item intransit file, through which it will be kept for followup in the form of a WE8 card.

The controlled item detail file is also updated to reflect the quantity in the due transaction as intransit from, thus reducing the onhand quantities. The receipt transaction from the RSA, reporting the receipt of the shipped materiel, will close the intransit file record and reduce the unit's intransit from balance in the controlled item detail file.

b. No controlled item report is required.

4. Requisitions for SDR's will always contain the reparable issue point AC in the document number field (CC's 30-35). If it is desired to ship materiel to other than the float holder, normal MILSTRIP requisitioning procedures will be followed (i.e., use of a signal code to denote shipment to a supplementary address). However, the requisitioner will furnish all of the reports required by this Manual, at the time the materiel is received.

5. Reserve units and/or other units not having a reparable issue point supporting them for this type materiel or MFA's submitting requisitions for an item, for which they have no allowance, will submit remarks (DIC) requisitions normally, justifying the requirement in the remark's field.

6. When disposition instructions are received from MCLB, Albany, in response to a recoverable item report, indicating that the unserviceable item is retained and attempts to repair continued, the originator will take action to cancel the requisition for a replacement item.

7. A requisition may be challenged if it will place the requisitioner's onhand balance above 10 percent of the allowance loaded to Subsystem 13 or when an allowance is not loaded. Requisitions may be challenged no matter what the quantity, if the item is a critical item as defined in UM 4400-71. Requisitions may only be canceled by MPB if the reply to a challenge is not received within 45 days.

REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

CHAPTER 10

DETAILED REPORTING PROCEDURES

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CHAPTER 10

DETAILED REPORTING PROCEDURES

10000. GENERAL INFORMATION. This chapter contains instruction samples for all reports submitted to MCLB, Albany, and Headquarters Marine Corps. Before preparing any transactions in this chapter, the reader must review the appropriate chapter and instructions contained in paragraphs 10000 and 10002, following.

10001. DETAILED INSTRUCTIONS BY EVENT

1. Figure 10-1 has instructions on the actions taken when a specific situation or event occurs. If, after reviewing figure 10-1, the reader cannot determine the appropriate action required, the reader should contact MCLB, Albany, and request additional instructions. The "sequence of events column" is provided for the reader to determine the effect a given situation and corresponding report will have on MCLB, Albany, files.

2. Figure 10-2 contains details about report formats. These should be strictly followed.

10002. SAMPLE INCREASE, DECREASE, WER, AND WIR REPORTS. The samples in figures 10-3 through 10-9 represent the most common types of reports.

10003. REPORT PREPARATION INSTRUCTIONS FOR THE R&E, WIR, AND CONTROLLED ITEMS REPORTS. Instructions for the R&E Report (Report Symbol SP-4710-02), WIR Report (Report Symbol MC-4400-02), and controlled item increase/decrease reports (Report symbol MC-4440-11) are in figure 4-7.

10004. SAMPLE SPECIAL REPORT. Figure 10-10 is a sample used to notify MCLB, Albany, of any event that does not require a card or optical reader form.

Item	Situation	Report Required	Special Instructions	Sequence of Events
1	Transfer of materiel to or receipt from another Marine Corps organization. (Refers only to supply elements outside of the stores system.)	Transfer--Decrease Report (WCS).	1. WCS will be prepared when transferring materiel. 2. CC 7 will contain Adjustment Code A. 3. Julian date contained in document number will be date materiel was shipped/transferred. 4. CC's 45-50 will contain AC of the unit to which materiel is being transferred. 5. WCS will be submitted direct to the MCLB, Albany, with copy to the consignee.	1. Decreases the onhand quantity of the asset record for the unit AC contained in the document number (CC's 30-35). 2. Adds the quantity involved to the intransit to quantity field of the asset record of the AC contained in CC's 45-50. 3. Posts the transaction to the controlled item intransit file (LIF). This is done to acquire intransit times and permit automatic followup when confirmation of receipt has not been reported.
		Receipt--Increase Report (WCA).	1. The unit receiving the materiel prepares an increase report. 2. All blocks are the same as the shipping document, except: a. CC's 1-3. Use WCA. b. CC's 73-75. Show date of receipt. 3. Send the WCA directly to the MCLB, Albany.	1. Decreases the intransit to quantity field of the asset record for the AC contained in CC's 45-50. 2. Adds the quantity to the onhand quantity field of the asset record for the AC contained in CC's 45-50. 3. Updates the LIF in that the respective record is reduced by the quantity reported received and the intransit time is recorded on the LIF for future use. NOTE: When receipt confirmation reports are not received within specified timeframes (normally 90 days), a delinquent receipt confirmation notice (WE9) is forwarded to the AC in CC's 45-50
2	Inventory/miscellaneous.	Increase Report (WCA) or Decrease Report (WCS), as applicable.	1. CC 7 will contain Adjustment Code B.	1. Normal controlled item update processing (i.e., increasing, decreasing, or loading the onhand balance) to the applicable or newly built asset record.
3	Assembly.	Increase Report (WCA) and/or Decrease Report (WCS), as applicable.	1. CC 7 will contain Adjustment Code C. 2. If the assembly action required combining two or more controlled items to create a third controlled item, WCS's must be submitted for the items being	1. Same as item 2, preceding.

Figure 10-1.--Detailed Instructions by Event.

Item	Situation	Report Required	Special Instructions	Sequence of Events
3	Assembly (con.).		combined (losing their individual identity). A WCA must then be submitted on the item thus created. 3. If the assembly action requires installation of a controlled item into another controlled item which is already on the record, a WCS must be submitted for the item installed.	
4	Disassembly/cannibalization (other than as a result of instructions from the MCLB, Albany, based on a WIR.	Increase Report (WCA) or Decrease Report (WCS), as applicable.	1. CC 7 will contain Adjustment Code D. 2. WCS will be submitted on controlled items being disassembled/cannibalized (losing its original identity). 3. WCA's will be submitted on the controlled items acquired through this action.	1. Same as item 2, preceding.
5	Operational.	Increase Report (WCA) or Decrease Report (WCS), as applicable.	1. CC 7 will contain Adjustment Code E.	1. Same as item 2, preceding.
6	Individual.	Decrease Report (WCS).	1. CC 7 will contain Adjustment Code F.	1. Same as item 2, preceding.
7	Organizational.	Decrease Report (WCS).	1. CC 7 will contain Adjustment Code G.	1. Same as item 2, preceding.
8	Reconciliation.	Increase Report (WCA) or Decrease Report (WCS), as applicable.	1. CC 7 will contain Adjustment Code H.	1. Same as item 2, preceding.
9	Addition of items to the list of Reportable Items.	Increase Report (WCA).	1. CC 7 will contain Adjustment Code I.	1. Same as item 2, preceding.

Figure 10-1.--Detailed Instructions by Event--Continued.

Item	Situation	Report Required	Special Instructions	Sequence of Events
10	Deployments/attachments/redeployments.	Deployment--Increase Report (WCA).	1. The supply support element (SSE) deploying the unit will prepare and submit to the MCLB, Albany, an Increase Report (WCA) for the quantity of each controlled item the unit takes. 2. CC's 45-50 will contain the AC of the activity to which the unit will be attached. 3. CC 7 will contain Adjustment Code J.	1. Adds the quantity in the report to the deployed quantity field of the SSE's allowance record for the item. This causes a reduction of its original allowance. 2. Decreases the SSE's on-hand quantity field of the asset record. 3. Adds the quantity in the report to the attached quantity field of the allowance record for the item of the SSE to which the unit is being attached (CC's 45-50). This causes an increase to its original allowances. 4. Adds the quantity involved to the asset record for the new SSE (CC's 45-50).
		Attachment--no report required.		
		Redeployments--Decrease Report (WCS).	1. The SSE to which the deployed unit was attached will prepare and submit to the MCLB, Albany, a Decrease Report (WCS) for the quantity of each controlled item the unit takes. 2. CC 7 will contain Adjustment Code J. 3. CC's 45-50 will contain the AC of the activity to which it is being redeployed. NOTE: If the unit, attached as above, is not returning to its parent supply support element, the transaction will be treated as a deployment as described above.	1. This transaction causes a reversal to the actions contained under deployments. (See item 10, preceding.) NOTES: 1. Units redeploying with less equipment than originally bringing with them will require the submission of a letter or message furnishing this information and quantities of each item involved. 2. Units redeploying with more equipment than originally bringing with them will require submission of a transaction as under item 1, preceding, for the excess over the deployed quantity.
11	Combat loss.	Decrease Report (WCS).	1. CC 7 will contain Adjustment Code K.	1. Same as item 2, preceding.

Figure 10-1.--Detailed Instructions by Event--Continued.

Item	Situation	Report Required	Special Instructions	Sequence of Events
12	Receipt of materiel from unknown sources.	Increase Report (WCA).	1. CC 7 will contain Adjustment Code M.	1. Same as item 2, preceding.
13	Receipt of materiel resulting from a procurement for direct delivery.	Increase Report (WCA).	1. CC 7 will contain Adjustment Code P. 2. For additional instructions pertaining to the situation, go to instruction number 2 under item 14.	1. See item 14, following.
14	Receipt of materiel from the stores system. NOTE: This situation, as is item 13, preceding, normally results from the submission of a requisition by the unit involved, the actions of a force feed, or initial issue-type supply process.	Increase Report (WCA). NOTE: This report is also the report required in item 13, preceding; serves the dual purpose of adjusting the asset records; and provides the materiel receipt confirmation necessary for updating of the LIF.	1. CC 7 will contain Adjustment Code Q. 2. The remainder of the transaction must perpetuate the information contained on the shipping document as follows: a. NSN. b. Quantity. c. Document number. d. Supplementary addressee. e. Signal code. f. RIC (from). 3. CC's 73-75 will contain the Julian date received.	1. Decreases the intransit to quantity field of the applicable asset record by the quantity in the report. 2. Adds the quantity to the onhand quantity field. 3. Updates the LIF in that the respective record is reduced by the quantity reported received, and a record of the intransit time is recorded on the LIF for future use. NOTE: When receipt confirmation reports for these situations are not received within specific timeframes (normally 90 days), a delinquent receipt confirmation notice (WE7) is forwarded to the appropriate SSE.
15	Nonreceipt of materiel due to a transportation loss.	Increase Report (WCA).	1. CC 7 will contain Adjustment Code T.	1. This situation normally occurs as a result of the unit submitting a requisition for which shipment status is furnished and a materiel release confirmation posted to the LIF. At the end of a 90-day waiting period, SS 13 processing generates a WE7 that is subsequently forwarded to the consignee address. 2. It is the unit's responsibility to conduct a tracer action to the supply pipeline. When this action proves futile or it is determined that the materiel is no longer required, the action mentioned under "Report Required" and "Special Instructions" for item 14, preceding, will be conducted. If tracer action

Figure 10-1.--Detailed Instructions by Event--Continued.

Item	Situation	Report Required	Special Instructions	Sequence of Events
15	Nonreceipt of materiel due to a transportation loss (con.).			is fruitful or the materiel is still required or received, take action as described for item 14, preceding. In any case, when response is made to the WE7 notice (except when the materiel is received), a MILSTRIP transaction as follows must be submitted to the MCLB, Albany; i.e, DIC AT_/AF_, when the materiel is still required. 3. The WCA (Adjustment Code T) will decrease the intransit to quantity in the controlled item detail file (LCD), generate a WCS to decrease the onhand quantity in the controlled item command summary file (LCS), decrease the pending quantity in the intransit file (LIF), and post the adjustment to the adjustment code transaction file (LCA) and the controlled item document file (LDC).
16	Washouts.	Decrease Report (WCS).	1. CC 7 will contain Adjustment Code W.	1. Same as item 2, preceding.
17	Transfer of materiel to or receipt from non-Marine Corps organizations.	Increase Report (WCA) or Decrease Report (WCS), as applicable. NOTE: Non-Marine Corps organizations are not required to report in connection with this situation.	1. CC 7 will contain Adjustment Code Z. 2. CC's 45-50 will contain the AC of the organization receiving or furnishing materiel.	1. Same as item 2, preceding.

Figure 10-1.--Detailed Instructions by Event--Continued.

Item	Situation	Report Required	Special Instructions	Sequence of Events
18	Diverted shipments upon an activity commander's direction--a shipment destined for one unit is diverted to another unit.	1. The commander directing the diversion will: a. Prepare and submit to the MCLB, Albany, confirmation of receipt report as described under items 13 and 14, whichever is applicable. b. Prepare and submit to the MCLB, Albany, the report required under item 1, preceding (transfer). The unit receiving the materiel will report in accordance with the instructions contained in item 1, preceding (receipt). 2. If the diversion being directed is for materiel being transferred from one Marine Corps unit to another Marine Corps unit, both units being outside the stores system, then the following applies: a. In lieu of 1a, preceding, prepare and submit to the MCLB, Albany, the Confirmation Report (MCA) as described under item 1, preceding (receipt). b. The unit receiving the materiel will report in accordance with the instructions contained in item 1, preceding (receipt).	1. The commander directing the diversion will notify the original consignee of the facts involved and issue instructions for the replacement of the diverted item, if appropriate.	1. The sequence of events for the reports submitted under this situation are as described under items 14 and 1, respectively.

Figure 10-1.--Detailed Instructions by Event--Continued.

Item	Situation	Report Required	Special Instructions	Sequence of Events
19	Deactivations. Upon deactivation of a unit, onhand assets must be accounted for; and controlled item record balances must be brought to zero.	See "special instructions."	1. This type situation normally requires two types of reports: a. If materiel is to be returned directly to the stores system, submit a WIR in accordance with the instructions contained in figure 12-2. No Controlled Item Report is required in this situation--the MCLB, Albany, will make the necessary adjustments at the same time that they furnish disposition instructions. b. If materiel is being turned over to an activity other than the stores system, submit reports in accordance with the instructions contained under item 1, preceding. c. If, after the preceding actions have been taken, materiel is unaccounted for (i.e., controlled item record balances are not zero), submit Decrease Reports (WCS) for the balance, utilizing Adjustment Code B.	
20	Change of AC.	Submit special report.	1. This report will contain the old and new AC's.	1. Upon receipt of this report, appropriate changes to the various controlled items files will be made by the MCLB, Albany.
21	Change of CD.	Submit special report.	1. This report will contain the AC of the unit involved and the old and new CD's.	1. Same as item 20, preceding.
22	R&I Program transactions.	No Controlled Item Report required.		1. Upon receipt of the WEK at the MCLB, Albany, a due transaction is prepared and inducted to RS 3. This due loads the quantity and document number to the appropriate RSA.

Figure 10-1.--Detailed Instructions by Event--Continued.

Item	Situation	Report Required	Special Instructions	Sequence of Events
22	R&E Program transactions (con.).			2. An image of the due is sent to the Controlled Item Subsystem. There it does a variety of updating, as follows: a. Posts the quantity involved to the intransit from quantity field and subtracts the quantity from the onhand field of the detail file record. b. Posts the transaction to the intransit file (LIF). c. Additionally, posts the same transactions to the R&E report file (LRE). 3. Upon receipt of the equipment at the RSA, a receipt transaction is transceived to the MCLB, Albany, and inducted to SS 3. This deducts from the due quantity and adds to the onhand quantity in the appropriate RSA and condition. 4. An image of the receipt is sent to the Controlled Item Subsystem where it goes through the following processes: a. Deducts the quantity involved from the intransit from quantity field of the appropriate detail file record. b. Updates the intransit file. c. If the transaction contains Project Code 893, the LRE is updated. 5. When receipt confirmations are not received within specified timeframes (normally 90 days), a delinquent shipment notice (MEB) is sent to the unit originating the shipment. (See figure 12-1A.)
23	Automatic evacuation of secondary depot reparable items in accordance with chapter 9.	No Controlled Item Report required.	1. The requisition being submitted and the shipping document returning the item to the RSA MUST utilize the SAME DOCUMENT NUMBER.	1. Processing of the requisition, citing Advice Code 4N, creates a due to the system for the unserviceable item being returned. The due thus created utilizes the same document number contained in the requisition.

Figure 10-1.--Detailed Instructions by Event--Continued.

Item	Situation	Report Required	Special Instructions	Sequence of Events
23	Automatic evacuation of secondary depot reparable items in accordance with chapter 9. (con.).			2. Processing of the due and subsequent receipt follows the same general order as described in item 22, preceding, except that the transaction is not posted to the LRE.
	When a requisition for a replacement item will not be submitted.	No Controlled Item Report required.	1. Submit a copy of the shipping document, returning equipment to the RSA, to the MCLB, Albany.	1. Upon receipt of the shipping document at the MCLB, Albany, due transaction will be prepared and inducted to SS 3. Processing of the due and subsequent receipt follows the same general order as described in item 22, preceding, except that the transaction is not posted to the LRE.
24	Recoverable Item Program transactions.	No Controlled Item Report required.	1. Requisitions for replacement of equipment, for which the cognizant maintenance facility furnished a letter of unserviceable property, will contain Advice Code 4D.	1. Concurrently with furnishing disposition instructions, the MCLB, Albany, will adjust the appropriate controlled item records. 2. If the disposition instructions furnished require the equipment to be shipped to an RSA, processing of the due and subsequent receipt follows the same general order as described in item 22, preceding, except that the transaction is not posted to the LRE.
25	Correction of invalid reports.	Submit a new report with Adjustment Code B. The DIC to be used will depend on the error. For example, if a report causes the MCLSMLant records to be overstated, a Decrease Report (WCS) should be submitted for the net quantity that should be dropped to bring the records into agreement.		1. See items 4 through 8, preceding.
26	Change to T/E.	Submit special report.	1. The report will contain the AC of the unit involved and the old and new T/E number.	1. Same as item 20, preceding.

Figure 10-1.--Detailed Instructions by Event--Continued.

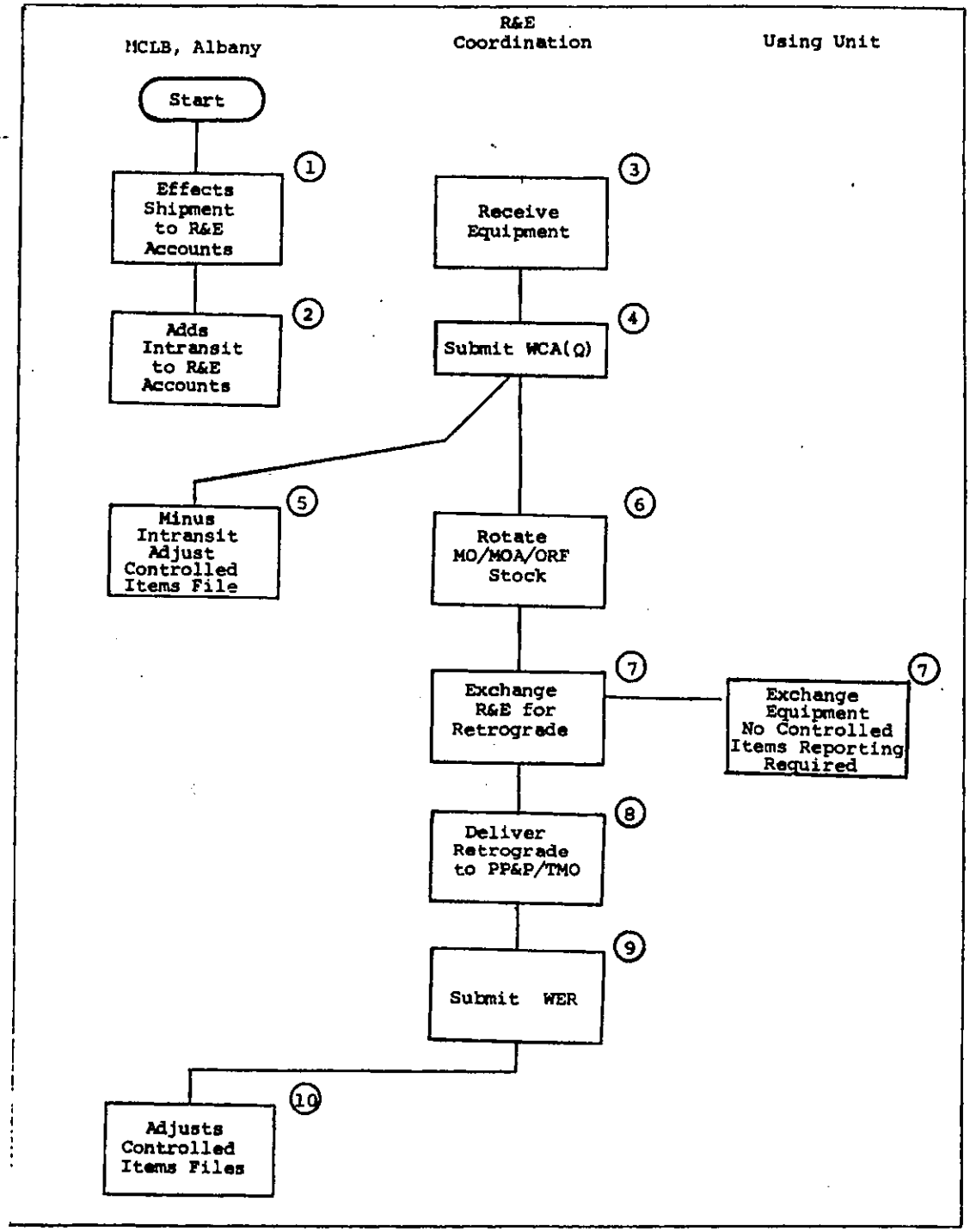


Figure 10-1.--Detailed Instructions by Event--Continued.

CC/Block (See Form NAVMC 10830)	Controlled Items Report, RS MC-4440-11	Recoverable Item Report, RS MC-4400-02	Field Replacement and Evacuation Report, RS SP-4710-02
1-3	WCA/WCS	WIR	WER
4-6	MPB	MPB	MPB
7	Adjustment Code	Condition Code	Condition Code
8-18	NSN	NSN 1/	NSN
25-29	Quantity	Quantity	Quantity 2/
30-43 (Document Number)			
30-35	AC (Owning Organization)	AC (Owning Organization)	AC (Organization That Received R&E Item From Stores System)
36-39	Julian Date (Preparation Date)	Julian Date (Preparation Date)	Julian Date (Date Item Was Released to Transportation Facility)
40-43	Serial Number	Serial Number Preceded With the Letter E	Serial Number (CC 40 Will Contain the Letter "F," CC 41 Will Contain the Last Digit of the FY Program, and CC's 42-43 Will be the Serial Number)
45-50	Receiving/Gaining Unit AC (Used Only With an Adjustment Code of A, J and P and Q, if Applicable.)	AC (Organization to Receive Disposition Instructions)	AC (Organization Preparing Report)
51		Signal Code W	Signal Code W
52-53		Fund Code (One that the Owning Organization Would Normally Use to Requisition a Like Item)	Fund Code (One That the AC in CC's 30-35 Would Use to Requisition a Like Item)
57-59	Project Code 893 (for R&E Confirmation of Receipt Only)		Project Code 893
67-69	RSA From (RIC Only) (WCA Adjustment Code Q Only)		RSA to (RIC Only)
73-75	Date Received (WCA Adjustment Codes A, P, and Q Only)		
Remarks		3/	2/, 4/

1/ The NSN used MUST be the same as that appearing on the ERO.

2/ The quantity must always be one. Further, the document number must change with each shipment.

3/ Enter a comment that tells the MCLB, Albany, clearly what specifically is wrong with the item.

4/ Enter the GBL, TCN, mode of shipment, and serial number of the item being shipped.

Figure 10-2.--Report Formats

Sample of a receipt confirmation for an item received from the stores system.

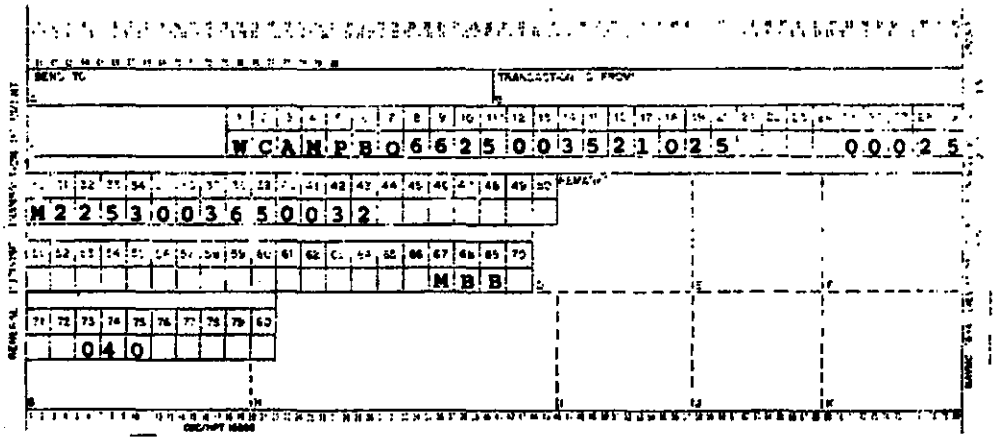


Figure 10-3.--Sample of Receipt Confirmation From Stores.

Sample of a receipt confirmation for an item transferred from another Marine Corps unit. This format is also peculiar to Adjustment Code "J"

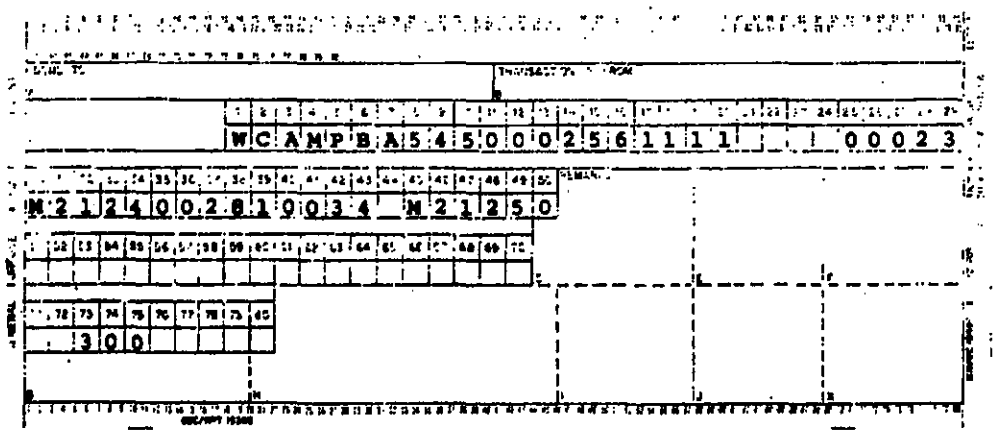


Figure 10-4.--Sample of Receipt Confirmation From Another Unit.

Sample increase adjustment as a result of the semiannual reconciliation.

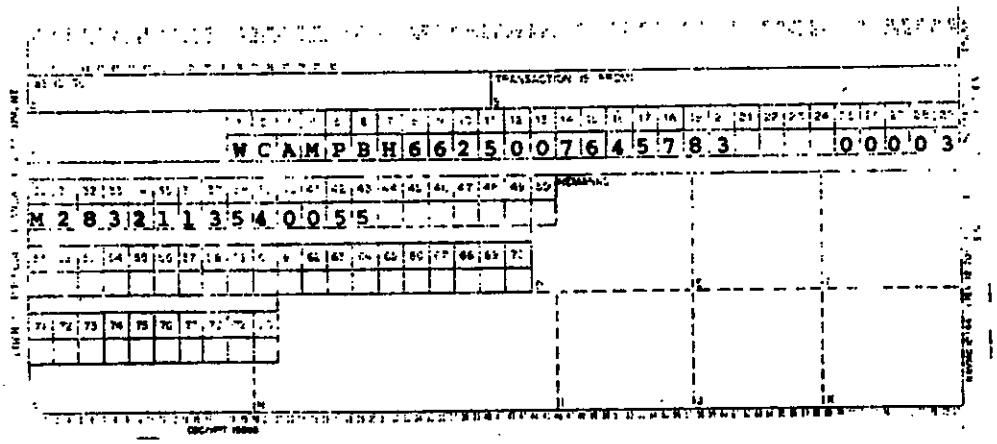


Figure 10-5.--Sample Adjustment As A Result of Semiannual Reconciliation.

Sample decrease adjustment for an item transferred to another Marine Corps unit. This format is also peculiar to Adjustment Code "J"

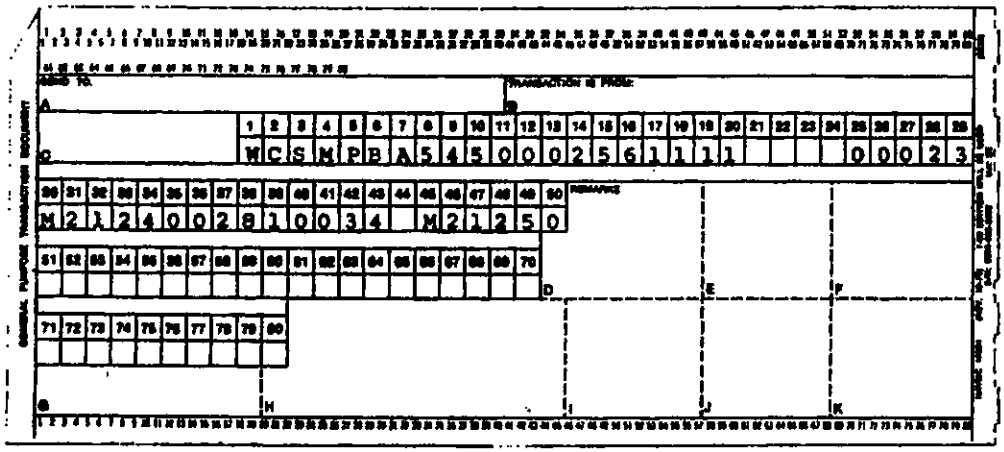


Figure 10-6.--Sample Decrease Adjustment for Inter-Marine Corps Transfers

Sample decrease adjustment. Inventory or miscellaneous loss.

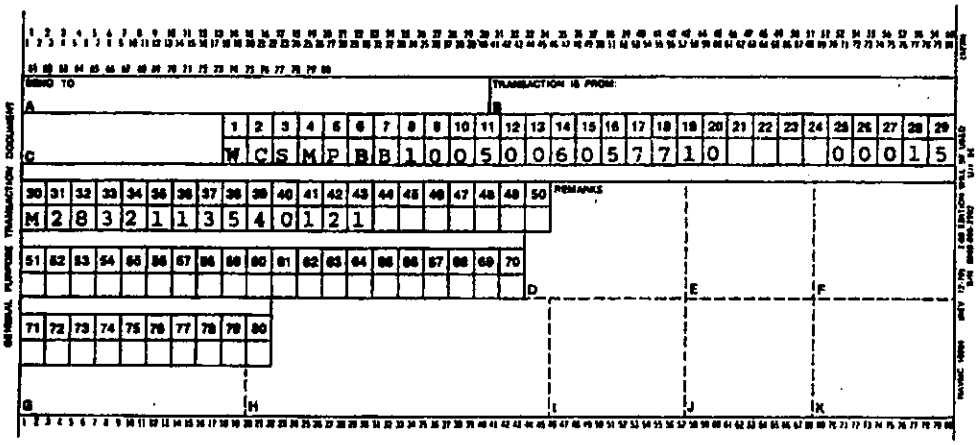


Figure 10-7.--Sample Decrease Adjustment Due to Inventory or Miscellaneous Loss.

Sample recoverable items report. In the remarks portion of the keypunched card, enter a comment to inform the MCLB, Albany, what is wrong with the item.

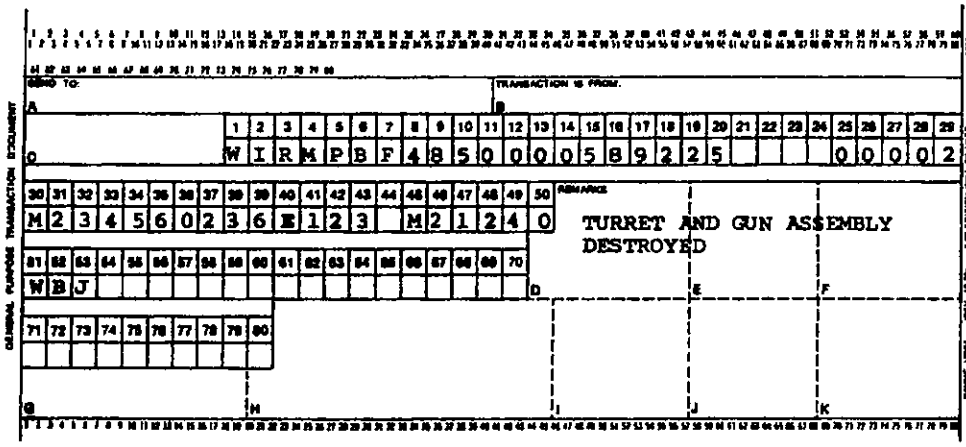
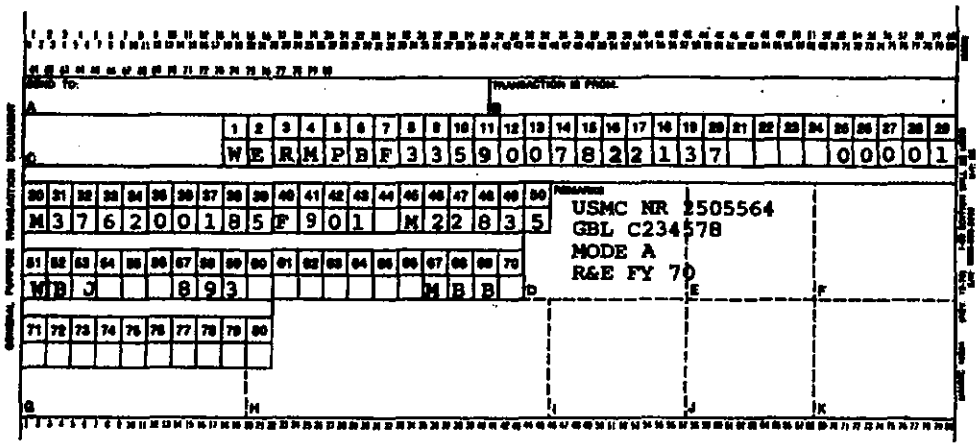


Figure 10-8.--Recoverable Items Report (Report Symbol MC-4400-02).

Sample replacement and evacuation report. A keypunched card must be annotated with the GBL/TCN, mode of shipment, and serial number of the item being returned. This item will be put in the remarks portion of the card.



NOTE: In CC 41, enter the last digit of the fiscal year.

Figure 10-9.--Replacement and Evacuation Report (Report Symbol SP-4710-02).

Sample Special Report to Report Change of CD/AC/Deactivations

From: Commanding Officer
To: Commanding General, Marine Corps Logistics Base, Albany, Georgia 31704-5001

Subj: CHANGE OF ACTIVITY ADDRESS CODE/COMMAND DESIGNATOR/DEACTIVATION

Ref: (a) (Authority for Change)

1. In accordance with reference (a), it is requested that all controlled item assets for AC/CD___be transferred to AC/CD___and that AC___be discontinued. The new complete shipping address for AC____is as follows:

Commanding Officer (M00000)
2d Battalion xx Marines
3d Marine Division, FMF
FPO San Francisco 96602

_____
(Signature)

NOTE: This format would also be utilized to report deactivations, although the sample does not specifically speak to this subject. Additionally, the report may be submitted via naval letter, speedletter, or message.

Figure 10-10.--Change Report Letter for CD/AC/Deactivations.

10005. CONTROLLED ITEMS MONTHLY MASTER ASSET REPORT TO THE CMC (REPORT SYMBOL CI-4440-02)

1. Each month, MCLB, Albany, will provide the CMC (LPS-3), the following files or extracts of files on tape:

a. Controlled item detail file (LCD).

b. Controlled item in transit file (LIF).

c. Controlled item adjustment code transaction file (LCA).

d. Master inventory file (extract of controlled items only) (MIF).

e. Issue control file (back orders) (extract of controlled item only) (LIX).

f. Issue control file (open MRO's) (extract of controlled items only) (LRX).

g. Stores transaction history file (extract of controlled items only) (LTH).

h. Controlled items header file (LHF).

i. Issue control (back orders purpose borrows only) (LBX).

2. These tapes are to arrive at Headquarters Marine Corps not later than the fifth of the month. Copies of the in-stores asset list, in-use asset list, and master asset list output from these tapes will be furnished MCLB, Albany, each report period by the CMC (LM).

10006. CONTROLLED ITEMS RECONCILIATION REPORT (REPORT SYMBOL CI-4440-03). Quarterly, MCLB, Albany, will provide this report, in two segments, to each CD and each AC within class II CD's.

1. The first segment of this report will be in sequence by CD, control number AC, and NSN. The format for this report is in figure 10-11. This segment of the report portrays for the CD's the exact location of its assets in summarized form by control number, thus creating a management tool for use in:

a. Redistribution of assets.

b. Declaring excesses.

c. Requesting increases/decreases in allowances.

d. Budgeting for allowance deficiencies, etc., if necessary.

e. Validation of MF/MZ rejects.

2. The second segment of the report is sequenced by CD, AC, control number, and NSN. This segment of the report will be used for the semiannual reconciliation and quarterly for identification of transactions being processed against the records ot the respective unit for the previous quarter. The format is in figure 10-11.

10007. MCLB, ALBANY, R&E REPORT. This report (Report Symbol SP-4710-01) is provided by MCLB, Albany, for the current status of the total program. (See figure 10-12.) The report is in two parts, as follows:

1. Part 1 reflects the detailed status of each item in the program.

2. Part 2 reflects the overall status for each item by commodity.

10008. CONTROLLED ITEM INTRANSIT FILE. This list is provided by the MCLB, Albany, monthly for use in identifying current delinquencies as well as those other transactions not yet delinquent. When received as part of the quarterly report, described in paragraph 10006, preceding, validation of intransit quantities can also be accomplished more readily. (See figure 10-13.)

10009. CONTROLLED ITEM TRANSACTION REJECT FILE

1. This list is provided by MCLB, Albany, quarterly to assist the field commander in identifying and correcting the conditions that result in a reject producing transaction.

2. The list is a quarterly summary of all input transactions to the controlled item weekly updates and lists those transactions rejected, the applicable reject code, and a summary for each applicable AC and the applicable command designator.

The following is the format for the controlled item inventory of assets to all CD's and AC's within class II CD's (Report Symbol CI-4440-03). This segment of the report is in, CD, control number, AC, and NSN sequence.

Line #1 - Activity Code Allowance

Print Positions	Heading Abbreviations		Item Explanation
1-5	AC	1	Activity Code of Unit Authorized the Allowance and/or Accountable for the Items
7	CD	2	Command Designator
12-17	CTRLNO	3	Control Number (TAM/ID Number)
34-38	QTYIP	4	Quantity in Process for AC
76-80	AC AL	5	Activity Code Allowance Total
			NOTE: Allowance for other than battalion/squadron will be "zero filled," unless specifically applicable.

Line #2 - Activity Code In-Use Assets

20-32	NSN	6	National Stock Number
43-47	QTYOH	7	Total Quantity On Hand (NSN)
52-56	QTYITFM	8	Total Quantity Intransit From (NSN)
61-65	QTYITTO	9	Total Quantity Intransit To (NSN)

Line #3 - Command Designator Asset/Allowance Summary

34-38	QTYIP	10	Command Total Quantity in Process
43-47	QTYOH	11	Command Total Quantity on Hand
52-56	QTYITFM	12	Command Total Intransit From
61-65	QTYITTO	13	Command Total Quantity Intransit To
77-81	AC AL	14	Activity Code Allowance of Unit Authorized the Allowance
86-90	CD AL	15	Total Command Allowance
103-107	OVER	16	Command Excess to Authorized Allowance 1/
119-123	SHORT	17	Command Shortage to Authorized Allowance 1/

1/ Qty IP + Qty OH + QTYITTO - CD AL = OVER or SHORT

Figure 10-11.--Controlled Item Reconciliation Report by CD, Control Number AC, and NSN (Report Symbol CI-4440-03).

CONTROLLED ITEM INVENTORY REPORT OF ASSETS TO ALL COMMAND DESIGNATORS
AND AC'S WITHIN CLASS II COMMAND DESIGNATOR

AC (1)	CD (2)	CTRLNO (3)	NSN	QTYIP (4)	QTYOH	QTYIFM	QTYITTO	AC AL (5)	CD AL	OVER	SHORT
MR1SF	JA	D10307		00000				00020			
MR100	JA	D10307	(6)	00000	(7)	(8)	(9)	00000			
			2320-00-835-8463		00003	00000	00000				
			2320-00-835-8464		00020	00000	00000				
MR114	JA	D10307		00000				00000			
			2320-00-077-1616		00001	00000	00000				
			2320-00-835-8463		00000	00000	00000				
			2320-00-835-8464		00000	00000	00000				
MR168	JA	D10307		00000				00000			
			2320-00-077-1616		00010	00000	00000				
29001	JA	D10307		00000				00000			
			2320-00-835-8463		00013	00005	00000				
			2320-00-835-9464		00004	00000	00000				
29002	JA	D10307		00000				00027			
29010	JA	D10307		00000				00000			
			2320-00-835-8463		00018	00000	00000				
29021	JA	D10307		00002				00000			
			2320-00-077-1616		00000	00000	00000				
			2320-00-835-8463		00005	00000	00000				
			2320-00-835-8464		00009	00000	00000				
29022	JA	D10307		00000							
				(10)	(11)	(12)	(13)	(14)	(15)	(16)	
				00002	00083	00005	00000	00027	00074	00011	
MR114	JA	D10407		00000				00000			
			2320-00-542-3003		00000	00000	00000				
29001	JA	D10407		00000				00000			
			2320-00-542-3003		00030	00000	00000				
29006	JA	D10407		00000				00031			
											(17)
					00030	00000	00000		00031		00001

Figure 10-11.--Controlled Item Reconciliation Report by CD, Control Number AC, And NSN (Report Symbol CI-4440-03)--Continued.

The following is the format for the controlled item inventory of assets of all CD's and AC's within class II CD's (Report Symbol CI-4440-03). This segment of the report is in CD, AC, control number, and NSN sequence.

Line #1

Print Position	Heading Abbreviations		Item Explanation
1-5	AC	1	AC With Allowance/Assets
7-8	CD	2	Command Designator
8-13	CTRLNO	3	Control Number (TAM/ID Number)
15-19	IPQTY	4	In-Process Quantity
23	F	5	Full-Strength Indicator
24	A	6	Assault Rate Indicator
25	M	7	Mount-Out Augmentation Indicator
26-30	CAF	8	Combat Active/Assault Factor
32-36	FS QTY	9	Full-Strength Quantity
38-43	RS QTY	10	Reduced Strength Quantity
44-49	EGQTY	11	Encampment Garrison/Location Quantity
51-56	MFQTY/GOL	12	Maintenance Float Quantity/GOL
58-63	RTEQTY	13	Rifle Team Equipment/Special Allowance Quantity
65-69	MOQTY	14	Mount-Out Quantity
71-76	MOAQTY	15	Mount-Out Augmentation Quantity
78-83	DEPQTY (-)	16	Deployed Quantity
85-89	ATTQTY (+)	17	Attached Quantity
91-96	TAQTY	18	Total Allowance Quantity
98-103	TE#	19	Table of Equipment Number 1/

Line #2

12-24	NSN	20	National Stock Number
26-31	OHQTY	21	On-Hand Quantity
37-48	ITFMQTY	22	Intransit From Quantity
49-54	ITTOQTY	23	Intransit To Quantity

1/ In the event an asset load was made for a unit for which no allowance record had previously been recorded, the word "Dummy" will be placed in the T/E number field.

Figure 10-11.--Controlled Item Reconciliation Report by CD, Control Number AC, and NSN (Report Symbol CI-4440-03--Continued.

CONTROLLED ITEM DETAIL FILE IN RUC TAI SEQUENCE — DATE

RUC	CD	CTRLNO / NSN	IPQTY	F A M	CAF	FS QTY	RS QTY / ITEMQTY	EG QTY	MF QTY	RTEQTY	MOQTY	MOAQTY	DEPQTY	ATTQTY	TA QTY	TE NO.
1	2	3	4	5 6 7	8	9	10	11	12	13	14	15	16	17	18	19
12001	MA	006102 00000		X	000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00001	MA192
		4910005301305	00001		00000		00000									
12001	MA	008407 00002			000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00040	MA192
		2330007328277	00000		00003		00000									
12001	MA	008507 00000			000	00000	00000	00002	00000	00000	00000	00000	00000	00000	00017	MA192
		2330007389509	00015		00000		00000									
		2330008986779	00002		00000		00000									
12001	MA	008607 00000		X	000	00008	00000	00005	00000	00000	00000	00000	00000	00000	00013	MA192
		2330002779337	00008		00000		00000									
		2330008358631	00005		00000		00000									
12001	MA	008807 00000		X	000	00006	00000	00000	00000	00000	00000	00000	00000	00000	00006	MA192
		2330008358633	00005		00000		00001									
12001	MA	008907 00000			000	00000	00000	00001	00000	00000	00000	00000	00000	00000	00001	MA192
		2310008358686	00001		00000		00000									
12001	MA	010107 00001		X	000	00010	00000	00005	00000	00000	00000	00000	00000	00000	00016	MA192
		2320005424636	00008		00000		00000									
		2320005424632	00007		00000		00000									
		2320008358323	00005		00000		00000									
12001	MA	010307 00000		X	000	00015	00000	00006	00000	00000	00000	00000	00000	00000	00021	MA192
		2320009337521	00021		00000		00000									
12001	MA	010407 00000			000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	DUMMY
		2320006470505	00000		00001		00000									
12001	MA	011607 00003		X	000	00045	00000	00006	00000	00000	00000	00000	00000	00000	00051	MA192
		2320008358319	00002		00002		00000									
		2320005463099	00019		00000		00000									
		2320007530103	00027		00000		00000									
12001	MA	012107 00000			000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00001	MA192
		2320008961811	00001		00000		00000									
12001	MA	E00802 00020		X	000	00025	00000	00000	00000	00000	00000	00000	00000	00000	00025	MA192
		6650006702491	00001		00000		00000									
		6650005800973	00004		00000		00000									
12001	MA	E00902 00000			000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	DUMMY
		6550005300974	00005		00000		00000									
		6650006581130	00021		00000		00000									

Figure 10-11.--Controlled Item Reconciliation Report By CD, Control Number AC, And NSN (Report Symbol CI-4440-03)--Continued.

CONTROLLED ITEM DOCUMENT FILE IN DOCUMENT NUMBER SEQUENCE

DIC	RIC/ FIC	MAS/ AUJ	NSN	U/I	QTY	DOCUMENT NO. AC DATE SER	SUF/ DEM	SUPADEE	SIC	FUND CODE	PROJ	PRI	RDD	ADV	RSA FROM	FUMP	COND	DATE ISSUE/ RECEIVED
WCJ	LCD	S	2330 00 732 8277	EA	00003	M1200103250001	N		8	BJ	893	05		4H				
ZFA	MDB	S	2330 00 732 8277	EA	00003	M1200103250001	N		8	BJ	893							
WCA	MPB	Q	2330 00 738 9509		00004	M1200103250001									MBB			326
WCN	LCD	S	2330 00 835 8633	EA	00001	M1200103300005	N		8	BJ		13		4A				
WCA	MPB	A	2310 00 835 8686		00001	M1200303310006		M12001										332
WCJ	LCD	S	2320 00 542 4636	EA	00001	M1200103350009	N	YMAINT	8	BJ		13		4A				
WCS	MPB	A	2920 00 647 0505		00001	M1200103360010		M12004										
ZFA	MAB	S	2920 00 835 8319	EA	00002	M1200103400012	N	Y MT	8	BJ		06						
WCJ	LCD	S	2320 00 835 8319	EA	00003	M1200103400012	N	Y MT	8	BJ		06		4H				

Figure 10-11.--Controlled Item Reconciliation Report By CD, Control Number AC, And NSN (Report Symbol CI-4440-03)--Continued.

SAMPLE SUMMARY, MARINE CORPS-WIDE

TAM	Item Name	Total Auth	Next Month Planned Shipment	Actual Shipment To Date	Qty Covered By WER To Date	Retrograde Received To Date	Retrograde Intransit
			Electronics Equipment				
A1890	RAD SET AN/RRC-97	6	6	4	3	1	2
A2010	RAD SET AN/PRC-41	10	10	10	10	10	0
A2090	RAD SET AN/TRC-97	20	20	15	10	5	5
Subtotal		36	36	29	23	16	7
			Engineer Equipment				
B0940	GEN SET PU-239	30	20	15	15	5	10
B0950	GEN SET PU-344A/G	5	0	0	0	0	0
B1010	GEN SET PU-608/G	50	40	40	35	20	15
Subtotal		85	60	55	50	25	25
			Motor Transport Equipment				
D1030	TRK CAR 2 1/2T M35A2C	200	175	125	100	75	25
D1120	TRK WATER M50A2	10	10	10	10	7	3
D1210	TRK WRECK M543A2	20	15	12	9	2	7
Subtotal		230	200	147	119	84	35
			Ordnance Equipment				
E1850	TANK COMB M60A1	75	50	30	25	15	10
Subtotal		75	50	30	25	15	10
TOTAL		426	346	261	217	140	77

Figure 10-12.--Replacement and Evacuation Current Status Report (Report Symbol SP-4710-01).

SAMPLE R&E PROGRAM STATUS REPORT FY 76

NSN 5815-00-078-5480

TAM	NOMENCLATURE
A1890	Radio Set AN/PRC-97

STATUS OF SHIPMENTS:

Organization	Total Allocated	Shipped This Period	Shipped To Date	Reported Received	In Transit	Issued and Not Shipped	Total Issued	Qty. Pending Action	Retrograde Received
AC M34900	10	0	10	10	0	0	10	--	6

STATUS OF RETURNS:

Organization	WER Doc Numbers	Qty.	Destination RSA	Serial Number	Date Received at RSA
M34900	M34907/9009/0005	1	MBB	1753	9051
M34900	M34907/9009/0006	1	MBB	1545	9052
M34900	M34907/9009/0007	1	MBB	1380	9052
M34900	M34907/9009/0008	1	MBB	2234	9052
M34900	M34907/9009/0009	1	MBB	1615	9054
M34900	M34907/9009/0010	1	MBB	1588	9054
M34900	M34907/9009/0011	1	MBB	1912	
M34900	M34907/9009/0012	1	MBB	1454	
M34900	M34907/9009/0013	1	MBB	2168	
M34900	M34907/9009/0014	1	MBB	1173	

Figure 10-12.--Replacement And Evacuation Current Status Report (Report Symbol SP-4710-01)--Continued.

Explanation of Controlled Items Intransit File Headings

The columnar headings of the controlled item intransit file are listed below and are keyed to figure 12-13A.

Code	Heading	Explanation
1	Doc No	This is the document number resident in SS 13 that has caused an intransit quantity to be posted to the record.
2	Age	This is the age code utilized to determine how long the document number has been on the intransit file. Age Code A - Indicates the document has been on the file for 90 days. Upon assignment of Age Code A, the first of the delinquent receipt transactions is produced; i.e., WE7, WE8, or WE9, as applicable. Age Code B - Indicates the document has been on the file for 120 days. Results in the production of the second delinquent receipt notice. Age Code C - Indicates the document has been on the file in excess of 150 days. Results in the production of the third and subsequent delinquent receipt notices.
3	CD	Command designator of the AC contained in the document number.
4	SupAdd	Supplementary address contained in the document establishing the intransit condition.
5	DIC	Document identifier code of the document establishing the intransit condition. DIC's involved are: WCN - Indicates an issue has been made from the stores system or from a procurement for direct delivery. The quantity pending on this transaction will be reflected in the unit's "intransit to" quantity field of the appropriate record in the controlled items detail file until the unit confirms receipt by submission of a WCA transaction with an Adjustment Code P or Q. Additionally, upon assignment of Age Code A, a WE7 card will be produced. ZFA - Indicates a due to the stores system has been established. This due has been generated as a result of disposition instructions furnished on a WIR or based on receipt of a WER. The quantity pending on this transaction will be reflected in the unit's "intransit from" quantity field of the appropriate record in the controlled items detail file until a receipt transaction for that document is processed by the RSA. Additionally, upon assignment of Age Code A, a WE8 card will be produced. WCS - Indicates the AC in the document number has submitted a WCS, with an Adjustment Code A, informing SS 13 that the asset has been transferred to the unit in the

Figure 10-13.--Controlled Item Intransit File Information.

Code	Heading	Explanation
		supplementary address field. The quantity pending on this transaction will be reflected as an intransit to quantity in the supplementary addressees appropriate record in the controlled items detail file until that unit reports receipt of the material for that document with a WCA transaction, utilizing an Adjustment Code A. Additionally, upon assignment of Age Code A, a WE9 card will be produced.
6	CNTL No	This is the control number.
7	NSN	National stock number of the item issued, reported for retrograde, or reported as transferred to another unit.
8	Proj Code	Project code contained on the transaction that was loaded to the intransit file.
9	Shp Date	Shipping date assigned to the document. This is normally the date the transaction was processed.
10	Rec Date	Receiving date is the date shown in the confirmation of receipt transaction or the date the RSA's receipt was processed.
11	Qty S	Quantity shipped indicates the cumulative quantity shipped against the document.
12	Qty P	Quantity pending indicates that portion of the quantity shipped that has not been reported received. A zero quantity in this column indicates the record has been completed.

Figure 10-13.--Controlled Item Intransit File Information--Continued.

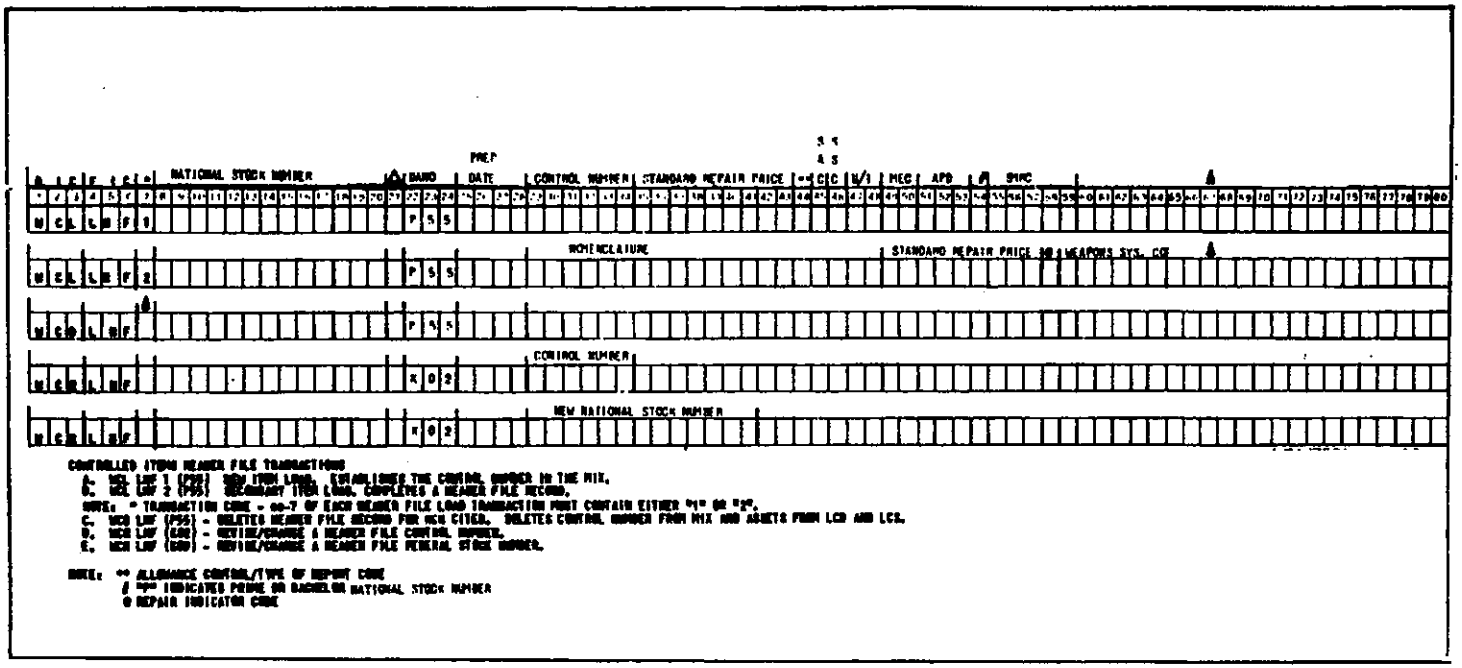


Figure 10-13.--Controlled Item Intransit File Information--Continued.

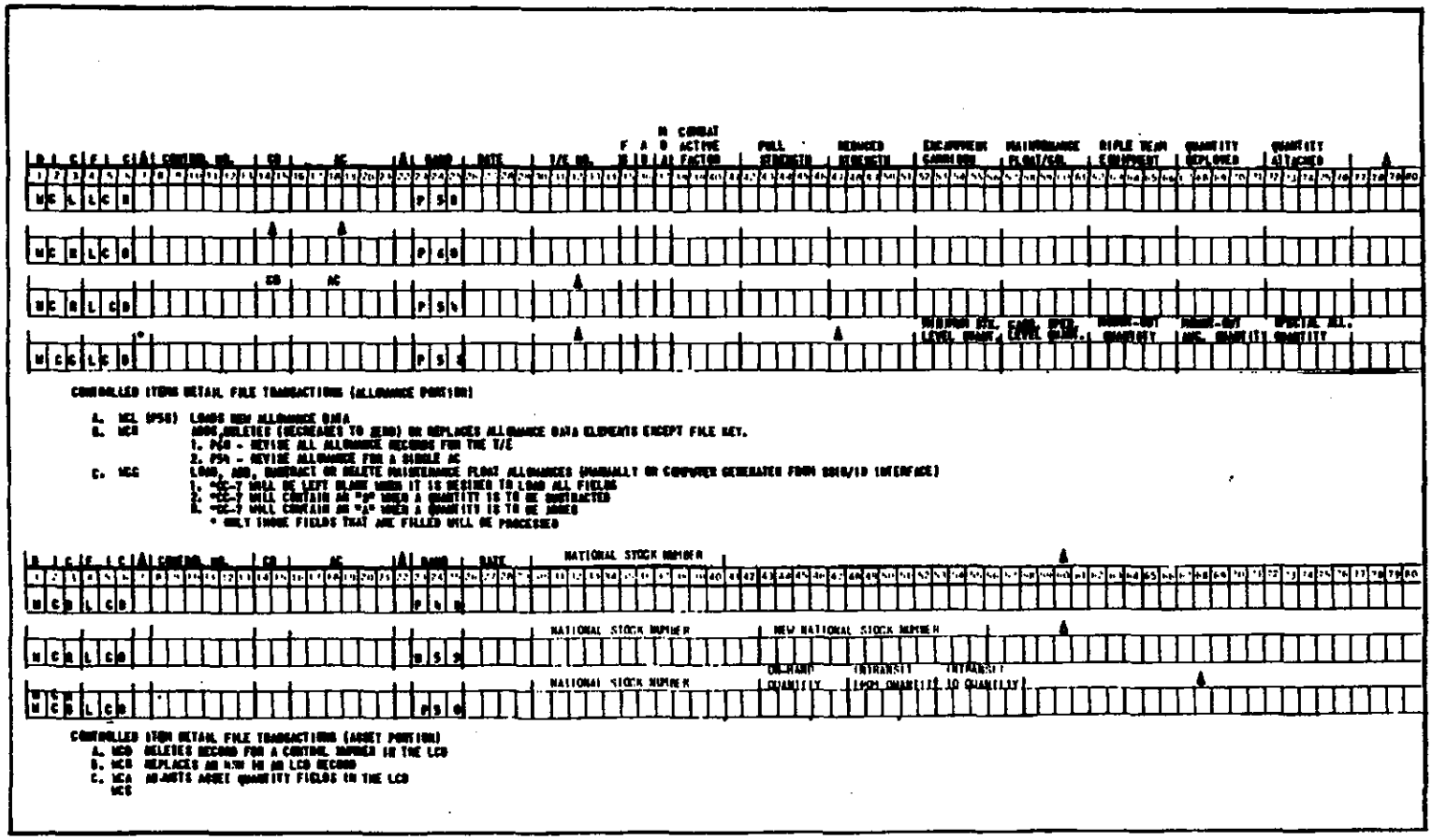


Figure 10-13.--Controlled Item Intransit File Information--Continued.

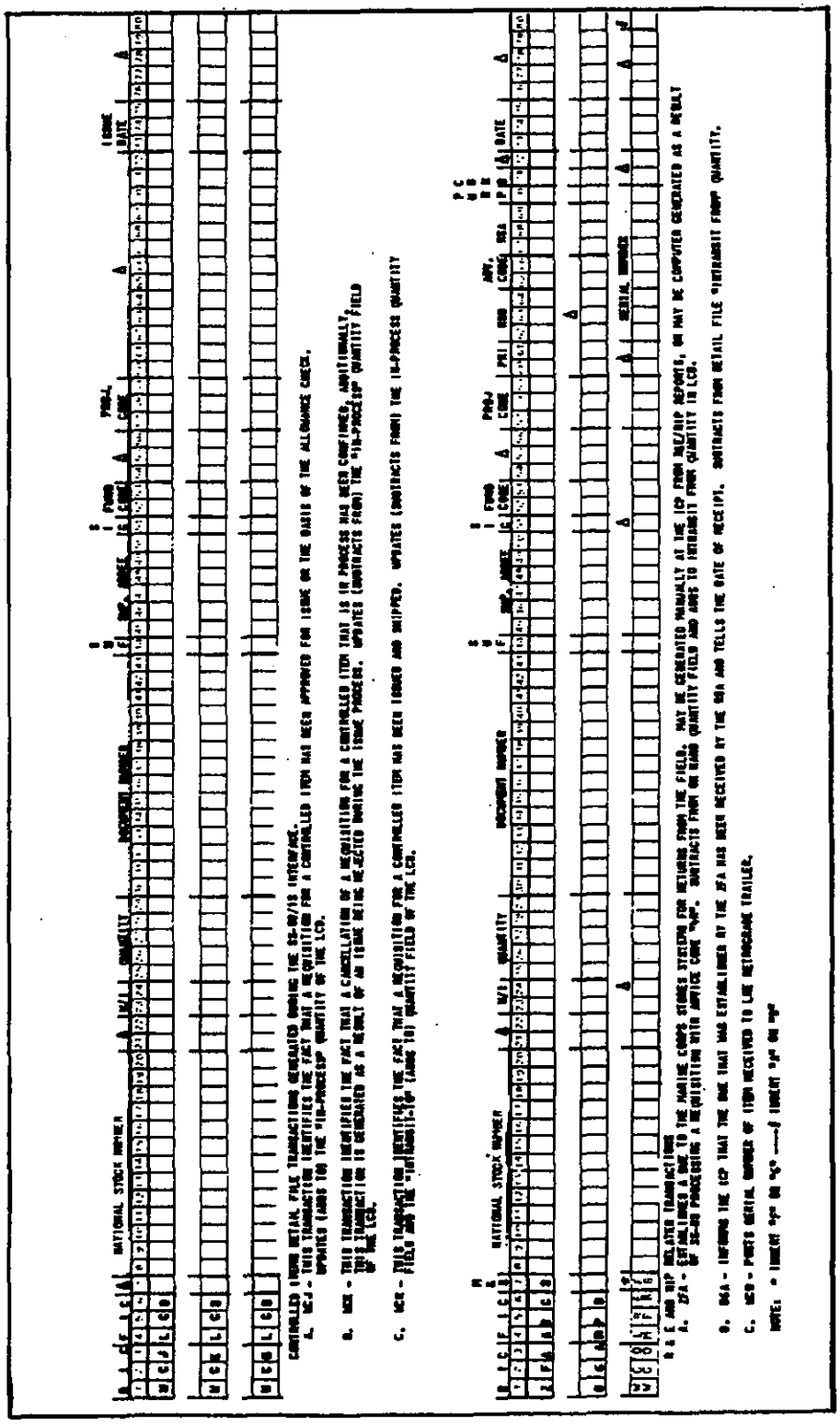


Figure 10-13.--Controlled Item Intransit File Information--Continued.

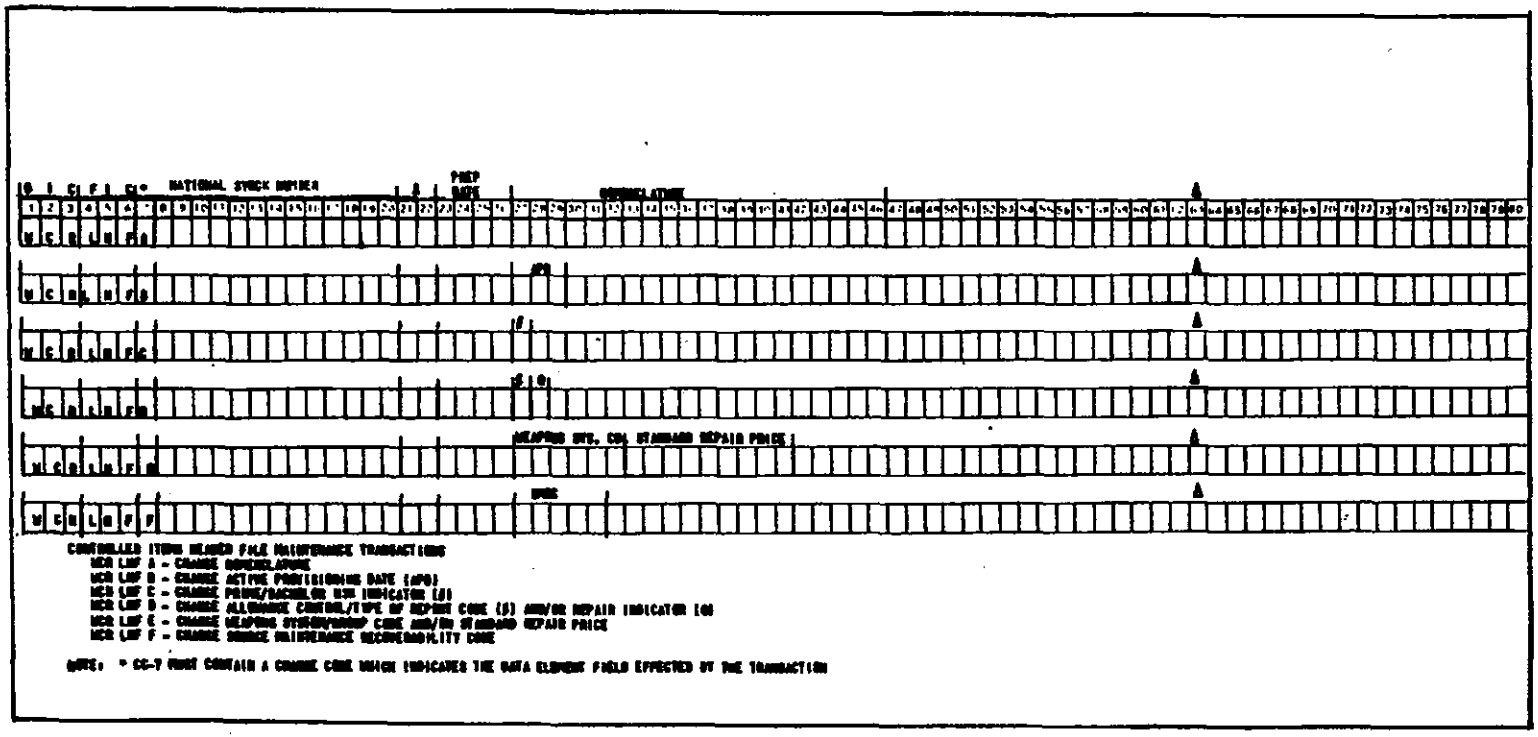


Figure 10-13.--Controlled Item Intransit File Information--Continued.

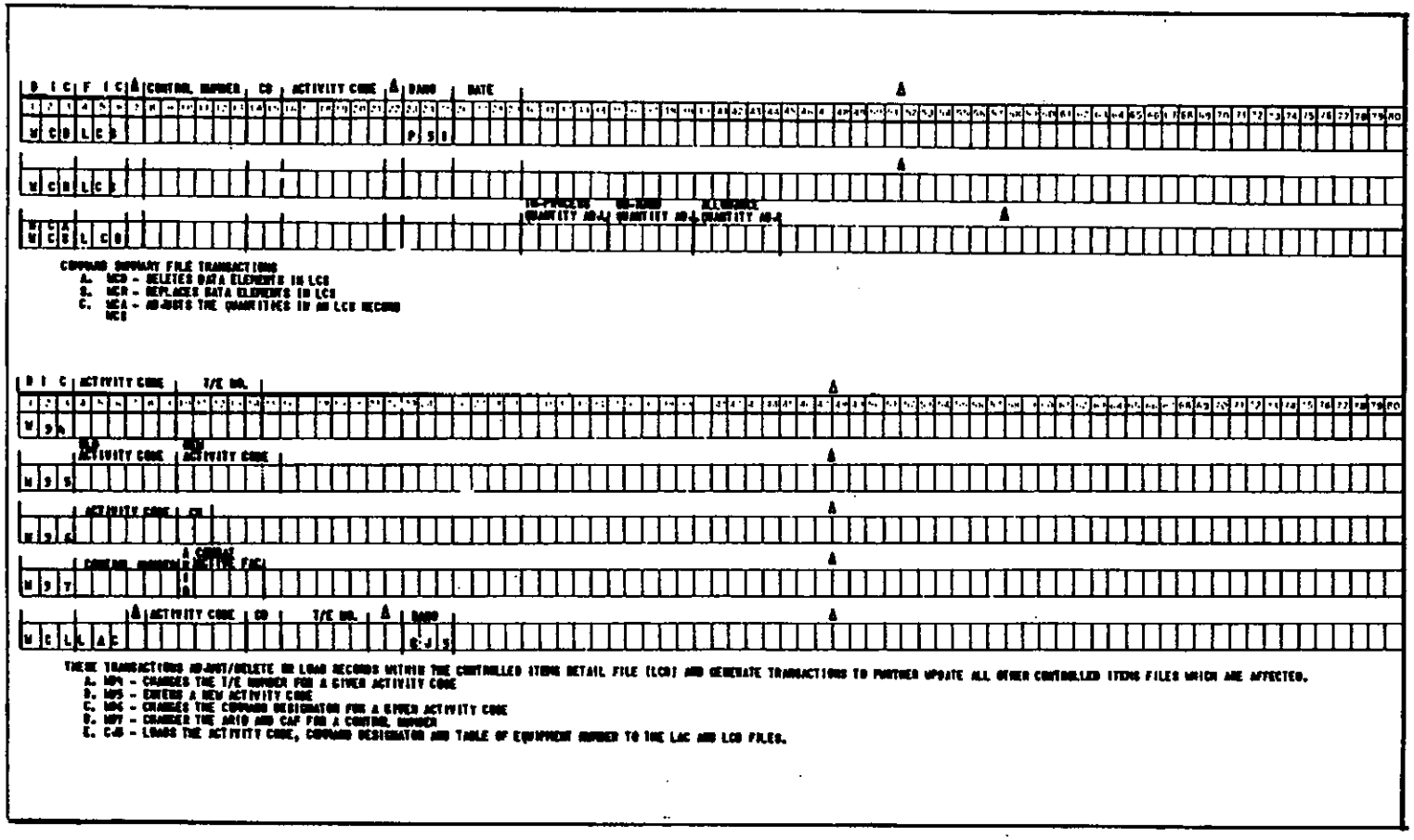


Figure 10-13.--Controlled Item Intransit File Information--Continued.

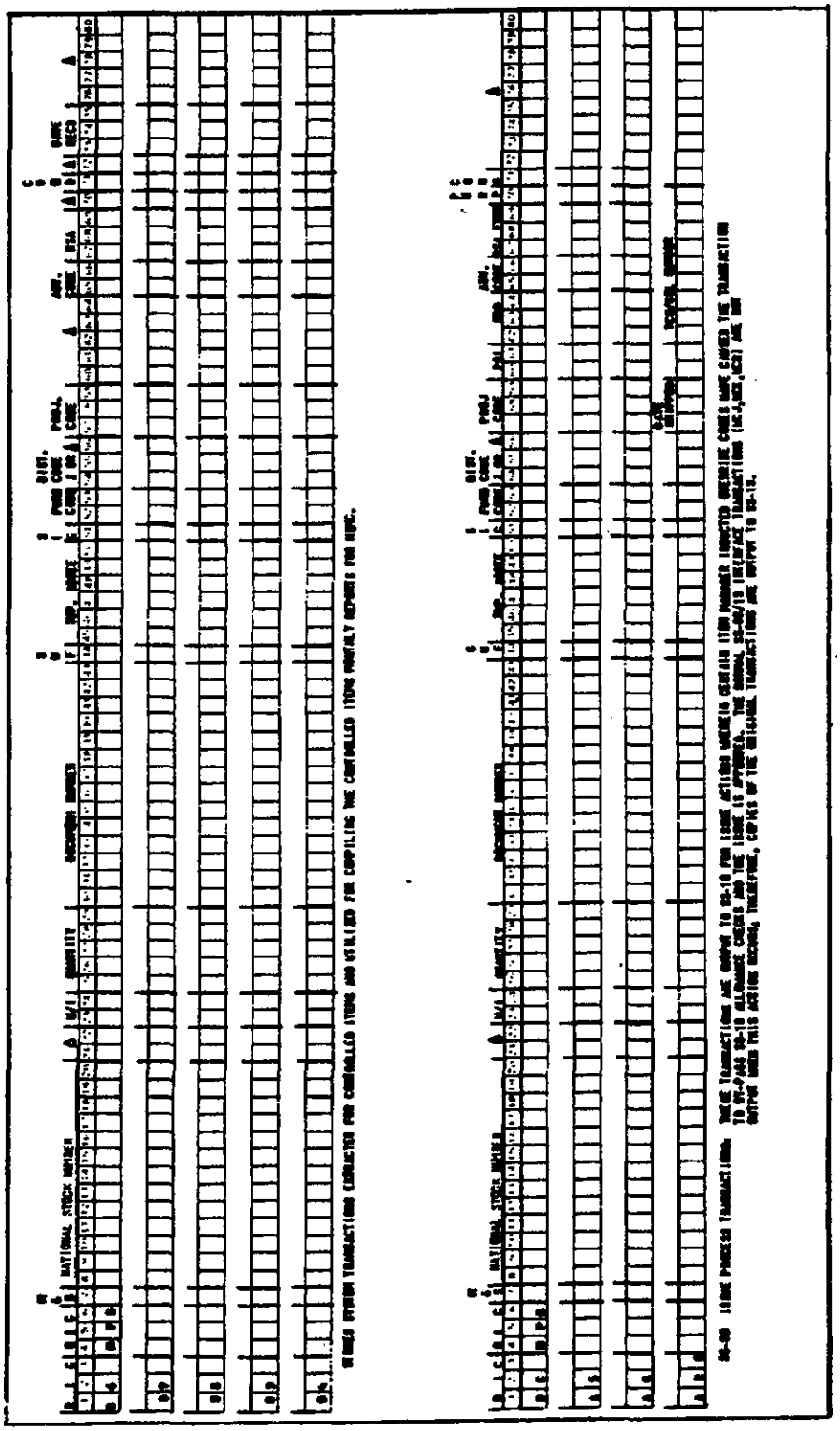


Figure 10-13.--Controlled Item Intransit File Information--Continued.

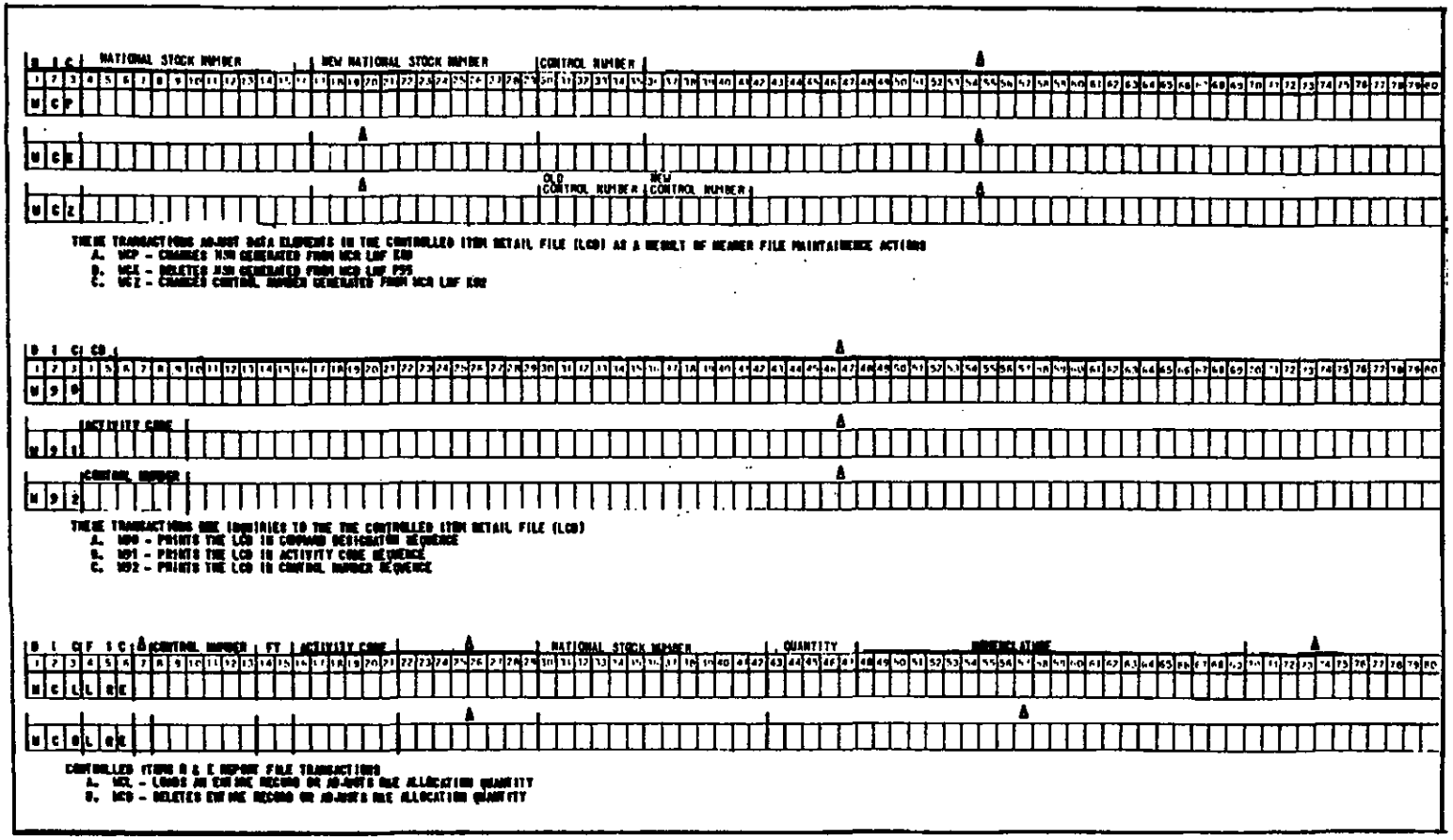


Figure 10-13.--Controlled Item Intransit File Information--Continued.

LIF STRIPPED RECORDS DATE 733361 PAGE 90

1 Doc No	2 Age	3 CD	4 SupAdd	5 DIC	6 Cntl No	7 NSN	8 Proj Code	9 Shp Date	10 Shp Date	11 Qty S	12 Qty P
MMFAP472001001	C	KF	M00150	WCN	82847A	5840-00-968-5521	823	71364	00000	00001	00001 N
MMFAQ110800939	B	FF	M98823	WCN	83640A	5820-00-839-9513	822	73235	00000	00002	00002 N
MMFAQ12294B031		FF	M98835	WCN	84499A	5895-00-411-9515	C6D	73334	00000	00001	00001 N
MMFAQ12294B088	A	FF	M98835	WCN	84555A	5895-00-488-6268	C6D	73269	00000	00001	00001 N
MMFAQ12294B092	C	FF	M98835	WCN	84559A	5895-00-489-3596	311	72316	00000	00001	00001 N
MMFAQ13132E018	C	FF	MMFAQ1	ZFA	84061A	5895-00-983-4097		73195	73227	00002	00001 N
MMFAQ13132E033	C	FF	MMSAQ2	ZFA	84032A	5820-00-168-1496		73195	00000	00001	00001 N
MMFAQ131790627	B	FF		WCN	84525A	5895-00-413-0252	198	73214	00000	00001	00001 N
MMFAQ132988016		FF	MMFAQ1	WCN	84494A	5895-00-242-8078		73334	00000	00001	00001 N
MMFAQ13296E017		FF	MMFAQ1	WCN	84494A	5895-00-242-8078		73334	00000	00001	00001 N
MMFAQ13303E018		FF	MMFAQ1	WCN	84493A	5895-00-232-0834		73334	00000	00001	00001 N
MMFAQ13337E145		FF	MMFAQ1	ZFA	84494A	5895-00-242-8078		73354	00000	00002	00002 N
MMFAQ222300238		VF	YFLOAT	WCN	83586A	5820-00-140-4991		73283	00000	00004	00004 N
MMFAQ222300289	C	VF	YFLCAT	WCN	83645A	5895-00-943-8432	052	73062	00000	00001	00001 N
MMFAQ22294B033	B	VF	M98835	WCN	84501A	5895-00-411-9517	198	73214	00000	00001	00001 N
MMFAQ22294B088		VF	M98835	WCN	84555A	5895-00-488-6268	C6D	73277	00000	00001	00001 N
MMFAQ231200427	C	VF	YFLCAT	WCN	81561A	5820-00-867-1454	124	73130	00000	00002	00002 N
MMFAQ231200452	C	VF	YFLOAT	WCN	81500A	5820-00-911-1874	124	73130	00000	00001	00001 N
MMFAQ231200433	C	VF	YFLOAT	WCN	82621A	5820-00-919-2617	124	73151	00000	00002	00002 N
MMFAQ231200438	C	VF	YFLACT	WCN	81499A	5820-00-908-6538	124	73130	00000	00001	00001 N
MMFAQ231220442	C	VF	YFLOAT	WCN	84056A	5895-00-021-7530	128	73151	00000	00001	00001 N
MMFAQ23126E477	C	VF	MMSA01	ZFA	83142A	5820-00-505-3238		73151	00000	00008	00008 N
MMFAQ23126E528	C	VF	MMSAC1	ZFA	84059A	5895-00-906-4640		73151	00000	00001	00001 N
MMFAQ23126E531	C	VF	MMSAC1	ZFA	84074A	5999-00-077-8819		73164	00000	00001	00001 N
MMFAQ23126E556	C	VF	MMSAC1	ZFA	81657A	5620-00-944-8602		73151	00000	00001	00001 N

Figure 10-13.--Controlled Item Intransit File Information--Continued.

REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL

CHAPTER 11

CONTROLLED ITEMS CODES

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CHAPTER 11

CONTROLLED ITEMS CODES

11000. COMMAND DESIGNATOR CODES

1. These codes are used to group units by major command, mission, and geographic location. Their primary function is to Summarize records within the Controlled Item Management Subsystem (SS 13) to exercise allowance control at the level administrative control is exercised throughout the Marine Corps and group Marine Corps organizations to help in preparation of reports to the Department of Defense (DoD).

2. Codes are assigned by the CG, MCLB, Albany.

3. Codes are structured to permit identification and summarization from the lowest element to force level.

4. Separate CD's will be used to facilitate segmentation of requirements and assets. This policy applies to both ORF's and secondary reparable floats.

5. Blocks of CD's are assigned as follows:

FMF	
FMFPac	AA-LZ
FMFLant	QA-ZZ
Marine Corps Reserve	MA-PZ
Posts and Station	A1-Z9
Marine Corps Districts	1A-9Z
Ships Detachment Supply Officer	22-33
Reserved	34-97
All Contractors and Other Services	98
All Others	99

6. Refer to UM 4400-71 for specific assignments of command designator codes.

11001. REPARABLE ISSUE POINT ADDRESS CODES

1. These codes are assigned by the CG, MCLB (Code 823/2), Albany.

2. Secondary reparable issue point AC designators are as listed in UM 4400-71 (under maintenance float AC's).

3. AC's for ORF's will be used in accounting, requisitioning, and reporting assets held under the instructions in MCO P4400.150. The following AC's are for use by the organizations indicated:

AC	Organization
M97100	1st FSSG
Y97200	2d FSSG
M97300	3d FSSG
M97400	4th FSSG
M97600	1stMarBde

4. Only primary ORF AC's will be assigned by Headquarters Marine Corps. Force commanders may establish issue point AC's as may be required in accordance with the following:

a. Issue point AC's will contain the primary ORF AC in the first four positions; e.g., issue point number one under 1st FSSG will be M97101.

b. Force commanders and primary ORF's must comply with the current edition of MCO 4420.4.

c. Only primary ORF holders may requisition, report, and accomplish all actions required by this Manual. However, it is pointed out that shipment may be directed to any destination when requisitioning, provided the primary ORF AC is contained in the document number field of the requisition.

d. The AC M97600 obtains ORF assets from those authorized to CG, FMFPac, to the extent that the total quantity held by AC's M97100, M97300, and M97600, may not exceed the total quantity authorized to be held within FMFPac.

11002. CONTROLLED ITEMS ADJUSTMENT CODES

1. These codes tell MCLB, Albany, WHY the report is submitted, WHAT adjustment action is necessary, and provide:

a. The way to determine the quantity of materiel provided to replace like items.

b. Headquarters Marine Corps with the detail required to submit reports to sources outside the Marine Corps.

c. The basis for future planning in the areas of allowances, future procurements, and budget formulation and justification.

2. Reports are submitted wherever unit asset posture (inventory) is affected by an increase or loss of ownership.

a. All reports must contain an adjustment/reason code in CC 7.

b. All other fields must contain appropriate information (see figure 10-2).

3. UM 4400-71 lists the authorized adjustment codes and their applications.

11003. CONTROLLED ITEMS REQUISITIONING ADVICE CODES

1. These advice codes are mandatory when the item requisitioned is a controlled item or a secondary depot reparable item.

2. The advice code is placed in CC's 65-66. (See UM 4400-71 for specific controlled item advice codes.)

11004. ALLOWANCE CONTROL/TYPE OF REPORT CODES. These codes are used in the Controlled Items Program to indicate the frequency of reports submitted by the holder of the materiel and the degree of control exercised by the MCLB, Albany. The MCLB, Albany, is responsible for assignment of these codes to the SDR's and the CMC (LM) is responsible for the assignment to the TAMCN items.

Code	Definition	Holder/MCLB, Albany, Action
A	100% Reporting and Control Required	a. Accountable organizations will report each transaction posted to item records and request disposition of excesses from the MCLB, Albany. b. Maintenance facilities will request disposition instructions from the MCLB1 Albany, if the item cannot be repaired locally. c. Disposition is requested on all excesses. d. MCLB, Albany, actions: (1) Reject all requisitions that cause the parent command to exceed established allowances. (2) Request commands redistribute/dispose of assets that either exceed allowances or no allowance exists for that command (3) Where the allowance of a command exceeds assets plus requisitions in process, request the command verify its onhand requisitions for deficiencies.
B	Modified Control 100% Reporting Is Required	Same as Code A, preceding, except that the allowance check is modified to allow X percentage variance from established allowances. The specific factor is assigned to each TAMCN control number by the CMC (LM).
C	100% Control Modified	Controls and responsibilities are same as Code A, except reporting that fourth echelon

Code	Definition	Holder/MCLB, Albany, Action
		maintenance facilities are authorized to dispose of the item when the cost of repair or other criteria prohibits repair at that echelon.
D	100% Reporting of Assets and Requirements (Monthly)	This item is included to provide Headquarters Marine Corps and MCLB, Albany, knowledge of assets and requirements. No special control applied by MCLB, Albany, or Headquarters Marine Corps.
E	100% Reporting of Assets Only	Same as Code D, except requirements are not reported.
F	Monthly Asset Report Only	Same as Code E, except a replacement change transaction is submitted monthly.
G	Quarterly Asset Reporting Only	Same as Code E, except quarterly.
H	100% Control Modified Reporting	Controls and responsibilities are same as Code A, except that units are authorized to dispose of the item (Disp Code H, K, or M, as applicable), regardless of condition code, in lieu of reporting it under the RIP. Controlled item adjustment transactions (WCS) containing an adjustment code of R will be submitted for that materiel disposed of.
I	100% Control Modified Reporting	Controls and responsibilities are same as Code A, except that units are authorized to automatically evacuate, for fifth echelon maintenance, those items having an estimated repair cost between 41 and 65 percent of the standard unit price (i.e., Condition Code Z).

Code	Definition	Holder/MCLB, Albany, Action
		J-Z Reserved
		1-9 Reserved

11005. CONDITION CODES

1. This code, used in the reports submitted under the RIP and the R&E program, indicates the physical condition of materiel being reported. The condition code entered on the reports, should be the one that most clearly describes the overall condition of the item being reported.

2. The condition code is placed in block/CC 7. Specific condition codes are listed in UM 4400-71.

11006. DISPOSITION CODES

1. This code is utilized in the RIP, by MCLB, Albany, in order to furnish the holding organization, identified in blocks/CC's 45-50, disposition instructions for the item being reported. In this regard, MCLB, Albany, will take into account the holder's capability to accomplish the required actions.

2. The disposition code is contained in block/CC 70.

11007. CONTROLLED ITEMS DIC's

1. UM 4400-71 contains the DIC's used by users of this Manual in the preparation of reports submitted to MCLB, Albany.

2. The following transactions update or perform file maintenance within the controlled items header file. Output from this process becomes input to the controlled items detail file "fixall process" wherein file maintenance is performed in the detail file.

DIC	FIC	DANO +// Action Code	Action Within File(s)
YCR	LHF	-04	Changes the management echelon code in an LHF record. Output from SS 08.
YCR	LHF	-05	Changes the stores account code in an LHF record. Output from SS 08.

DIC	FIC	DANO[1] //Action Code	Action Within File(s)
YCR	LHF	06	Changes the standard unit price in an LHF record. Output from SS 08.
WCL	LHF	P55	If the action code (CC 7) = 1, the transaction is an initial load. Data elements are NSN, control number, standard unit price, allowance control code, SAC, SSC, U/I, MEC, APD, and SMRC. If the action code (CC 7) = 2, the transaction is a secondary load. Data elements are nomenclature, standard repair price, repair indicator, and weapons system code.
WCD	LHF	P55	Deletes an LHF record. Generates a WCX to delete the NSN in the LCD.
WCR	LHF	K02	Changes the control number for an LHF record. Generates a WCZ to change the control number in the LCD.
WCR	LHF	K09	Changes the NSN in a LHF record. Generates a WCP to update the NSN trailer in the LCD.
WRC	LHF	A	Changes the nomenclature in in an LHF record.
WCR	LHF	B	Changes the active provisioning date in an LHF record.
WCR	LHF	C	Changes the program identifier code in an LHF record.

DIC	FIC	DANO[1] //Action Code	Action Within File(s)
WCR	LHF	D	Changes the allowance control code and/or the repair indicator in an LHF record.
WCR	LHF	E	Changes the weapons system code and/or the standard repair price in an LHF record.
WCR	LHP	F	Changes the source, maintenance, and recoverability code in an LHF record.
YCR	LHP	K95	Changes the standardization status code in an LHF record. Output from SS 08.
YCR	LHF	-03	Changes the U/I and/or the standard unit price in an LHF record. Output from SS 08.

1/ Data element number code or data number.

3. The following transactions update or perform file maintenance within the controlled items detail file. As denoted by their FIC's, some of these transactions do not update the LCD and, in certain cases, may be output from LCD processing.

DIC	FIC	DANO/Action Code	Action Within File(s)
WCL	LCD	P53	Loads and calculates allowance data in the LCD. Adds calculated total allowance to LCS. Loads AC and CD to LAC and adds AC and T/E number to LTE.
WCR	LCD	P60	Changes allowance data for T/E number and control number in the LCD. Where applicable, revises total allowance in LCS.

DIC	FIC	DANO/Action Code	Action Within File(s)
WCJ	LCD	P53	Loads maintenance float allowance data to the LCD. When CC 7 = , all float quantities are to be loaded and total allowance calculated. When CC 7 = A, only those quantities indicated will be added and total allowance calculated. When CC 7 = S, only those quantities indicated will be added and total allowance calculated. Quantity fields are insurance items, maintenance float/garrison operating level (MF/GOL), PWRMS, PWRMR augmentation (MOA), and total allowance. (Note: Only those fields that are filled will be processed.) Updates the LCS allowance.
WCR	LCD	P54	Changes a single allowance record in the LCD. Updates the LCS allowance.
WCR	LCD	P48	Deletes the entire LCD record and subtracts the in-process quantity, allowance, and onhand quantity in the LCS.
WCR	LCD	H59	Changes the NSN for an LCD asset trailer.
WCA/ WCS	LCD	P50	Adjusts (adds or subtracts) asset quantity field in the LCD asset trailer. MCLB, Albany, generated. Updates the LCS, LIF, LRE, and LDC.

DIC	FIC	DANO/Action Code	Action Within File(s)
WCJ	LCD		Reformatted--output from an MRO. Computer-generated from SS 03/13 interface. Adds to the LCD in-process quantity. Updates the LRE when project code is 893 (R&E). (Note: LCS in-process quantity is updated at the time of issue approval.)
WCK	LCD		Reformatted--from a cancellation confirmation. Computer-generated from SS 03/13 interface. Subtracts the in-process quantity in the LCD and LCS.
WCN	LCD		Reformatted--output from a material release confirmation. Computer-generated from the SS 03/13 interface. Subtracts from the LCD in-process quantity and adds to the intransit to quantity. Updates the LCS, LIF, LDC, and LCA; and, when project code is 893, updates the LRE.
WCA/	MPB		Field reporting transaction. WCS based on the adjustment code contained in CC 7, these transactions add or subtract from an asset trailer in the LCD. Updates the LCS, LIF, LDC, and LCA; and, when project code is 893, updates the LRE.
WCA	LCS	P51	Adds to or builds a record in the LCS.
WCS	LCS	P51	Subtracts from a record in the LCS.

DIC	FIC	DANO/Action Code	Action Within File(s)
WCR	LCS	P51	Replaces/revises data elements in an LCS record.
WCD	LCS	P51	Deletes an entire LCS record.
WCL	LRE		Builds R&E allocation record for a fiscal year in the R&E.
WCO	LRE		Deletes LRE for an AC TAMCN for fiscal year; subtracts from an allocation quantity.
WCO	LRE		Loads a serial number for retrograde equipment received by an RSA. Also loads date received to LRE record.
ZFA	MPB		Establishes a due to the stores system. Subtracts from onhand quantity and adds that quantity in the LCD. Updates the LCS, LIF, LDC and LRE. May be generated by MCLB, Albany (Code 821/3), based on a requisition with Advice Code 4H.
D6A	MPB		Due receipt transaction. Subtracts from the in-transit from quantity in the LCD. Updates the LIF, LDC, and LRE.

4. The following transactions are output from the controlled items program:

DIC	Action
WEO	SS 13 updates edit process error. An LHF input transaction contained missing or invalid data elements.

DIC	Action
WE1	Same as DIC WEO, except that this error code is for all input transactions.
WE2	Same as DIC WEO, except that the input transaction contains a missing or invalid quantity field.
WE3	Same as DIC WEO, except that the input transaction document number or charge code is missing or invalid.
WE4	All transactions. NSN was not located in the LHF.
WE5	Same as DIC, except that this error code indicates that the input transaction had a missing or invalid DIC, FIC, DANO, or project code.
WE6	Field input transaction was a duplicate of one previously submitted and processed to the LDC.
WE7	Receipt followup notice. Indicates that a unit has not submitted a WCA with Adjustment Code P or Q for materiel that was shipped to them from an RSA within 90 days from the date of shipment. Output from the LIF report program.
WE8	Return followup notice. Indicates a ZFA has been processed to the LCD and a D6A from the receiving RSA has not been received. WE8 will be forwarded to the unit shipping item on a 90-day basis.
WE9	Transfer receipt followup notice. Indicates that a WCS MPB Adjustment Code A was processed and the corresponding WCA has not been received by the gaining unit within the prescribed 90-day waiting period.
11	No record in the LCD of the control number for the AC.
12	The NSN in the transaction does not match the NSN trailer(s) for the AC in the LCD.

DIC	Action
14	The AC in the document number of the supplementary address code in the transaction was not located in the LAC either during the update edit or the LCD update.
16	No LRE record.
17	No LIF record.
21	No record in the LCD tor the supplementary address.
22	No record of an LCD NSN trailer for the the supplementary addressee or there was an allowance header in the LCD but no NSN asset trailer record.
23	The onhand quantity turned negative.

5. The following transactions perform file maintenance within the controlled items detail file:

DIC	Action
W90	Prints the LCD record for a specific CD.
W91	Prints the LCD record for a specific AC.
W92	Prints the LCD record for a specific control number.
W94	Changes the T/E number for a given AC.
W95	AC change. Deletes old AC; builds WCS/LCS for old key. Generates WCL/LCD/P53 with in-process quantity for new key.
W96	CD change. Deletes old CD. Generates WCS/LCS for old CD and WCA/LCS for new CD.

6. The following transactions are inquiries and are processed during the subsystem:

DIC	Action
WSA	Print the LHF in two sequences--NSN and control number.

DIC	Action
WSC	Print LCD in AC, control number, and NSN sequence.
WSE	Print LCD in CD, AC, control number, and NSN sequence.
WSH	Print LCS in CD, control number, and AC sequence.
WSK	Print LTE in T/E number and AC sequence.
WSL	Print LAC.

7. The complete range of document identifier codes are reflected in UM 4400-71. The MCLB, Albany, will ensure all DIC's that create a purpose borrow pay-back transaction, relect a due out (back order to any organization), reflect an unconfirmed MRO confirm a shipment or an RSA walk-through, or affect the quantity fields of the inventory control subsystem included in the master asset report prescribed by paragraph 11006, preceding.

11008. CONTROLLED ITEM REPAIR INDICATOR CODES. These codes are used to indicate the repair capability location for the item assigned. They will be contained in the LHF record. Primarily, these codes are used by MCLB, Albany, to determine proper disposition instructions to the field units requesting disposition. Field units also can use these codes to identify items for which there is a commercial contract or DMISA. Such items would normally be the subject of an SI and a requirement for special attention by the holding unit involved would be indicated. Controlled item repair indicator codes are contained UM 4400-71.

APPENDIX A

ABBREVIATIONS AND ACRONYMS

AC	Activity address Code
ARID	Assault Rate Indicator
AUTODIN	Automatic Digital Network
BOM	Bill of Material
BY+1	Budget Year Plus 1
CARF	Combat Active Replacement Factor
CBRP	CMC Budget Rebuild Program
CC	Card Column
CD	Command Designation
CG	Commanding General
CIRP	CMC Initial Rebuild Program
CLD	Critical Low Density
CMC	Commandant of the Marine Corps
COMMARCORBASESPAC	Commander, Marine Corps Bases, Pacific
CONUS	Continental United States
CRP	CMC Rebuild Program
DANO	Data Element Number Code or Data Number
DIC	Document Identifier Code
DLR's	Depot Level Reparables
DMA's	Depot Maintenance Activities
DMISA	Depot Maintenance Interservice Support Agreement

DoD	Department of Defense
DSSC	Direct Support Stock Control
EAF	Equipment Allowance File
EDA	Estimated Date of Arrival
ERO	Equipment Repair Order
FIC	File Identifier Code
FLR	Field Level Reparable
FMF	Fleet Marine Force
FMFLant	Fleet Marine Force, Atlantic
FMFPac	Fleet Marine Force, Pacific
FSMAO	Field Supply and Maintenance Analysis Office
FSSG	Force Service Support Group
FYDMP	Five-year Depot Maintenance Program
GABF	General Account Balance File
GBL	Government Bill of Lading
GFE	Government-Furnished Equipment
GFM	Government-Furnished Material
ICP	Inventory Control Point
ID	Item Designator
I&I	Inspector-Instructor
IPQTY	Inprocess Quantity
ITFMQT	Intransit From Quantity
ITTO	Intransit To
ITTOQTY	Intransit to Quantity

LBD	Basic Item Data File
LCA	Controlled Item Adjustment Code Transaction File
LCD	Controlled Item Detail File
LCS	Command Summary File
LDC	Controlled Item Document File
LHF	Controlled Item Header File
LIF	Controlled Item Intransit File
LTI	Limited Technical Instructions
LRE	Replacement and Evacuation Report File
LTE	Table of Equipment Number -- Activity Address Code (AC) Cross-Reference Index
LUAF	Loaded Unit Allowance File
MARDIV	Marine Corps Division
MARTC	Marine Air Reserve Training Command
MARTD	Marine Air Reserve Training Detachment
MAW	Marine Aircraft Wing
MCAGCC	Marine Corps Air-Ground Combat Center
MCB	Marine Corps Base
MCD	Marine Corp Districts
MCDEC	Marine Corps Development and Education Command
MCIF	Marine Corps Industrial Fund
MCLB	Marine Corps Logistics Base
MCRD/ERR/WRR	Marine Corps Recruit Depot/Eastern Recruiting Region/Western Recruiting Region
MCSL	Marine Corps Stocklist
MEC	Management Echelon Code

MIF/AMI	Master Inventory File
MIMMS	Marine Corps Integrated Maintenance Management System
MFA	Maintenance Float Account
MFBF	Maintenance Float Balance File
MHE	Materiel Handling Equipment
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MISMO	Maintenance Interservice Support Management Office
MRO's	Material Release Orders
MRR	Maintenance Replacement Rate
MSC	Major Subordinate Command
MUMMS	Marine Corp8 Unified Materiel Management System
MWP	Master Work Program
MWS	Master Work Schedule
MWSLIN	Master Wait Schedule Line Item Number
NAVMC	Navy-Marine Corps
NSN	National Stock Number
NMCS	Not Mission Capable Supply
OHQTY	Onhand Quantity
OL	Operating Level
ORF	Operational Readiness Float

OSR	Order and Shipping Requirement
OST	Order and Shipping Time
OWRMR	Other War Reserve Material Requirements
O&MMC	Operation and Maintenance, Marine Corps
O&MMCR	Operation and Maintenance, Marine Corps Reserve
P/C	Project Code
PDD	Priority Delivery Date
PEI's	Principal End Items
POM	Program Objective Memorandum
PP&P	Preservation, Packaging, and Packing
PWR	Prepositioned War Reserve
PWRMR	Prepositioned War Reserve Material Requirements
PWRMS	Prepositioned War Reserve Material Stock
RCT	Repair Cycle Time
RDD	Required Delivery Date
R&E	Replacement and Evacuation
RIP	Recoverable Item Program
RO	Requisitioning Objective
RR	Repair Rate
RSA	Remote Storage Activity
RTE	Rifle Team Equipment
SAC	Stores Account Code
SASSY	Supported Activity Supply System
SDR's	Secondary Depot Reparables

SL	Safety Level
SMR	Source, Maintenance, and Recoverability
SMRC	Source Maintenance Recoverability Code
SMU	SASSY Management Unit
SS	Subsystem
SSC	Standardization Status Code
SUP	Standard Unit Price
TAM	Table of Authorized Material
TAMCN	Table of Authorized Material Control Number
TCN	Transportation Control Number
T/E'S	Tables of Equipment
TMO	Traffic Management Office
U/I	Unit of Issue
UM	User's Manual
UMMIPS	Uniform Materiel Movement and Issue Priority System
VOCF	Voucher File
WER	Replacement and Evacuation Report
WIR	Recoverable Item Report

*U.S. GOVERNMENT PRINTING OFFICE: 1985 529 638 31046