

affected depots, including the Quality Control Program for recording and reporting quality control data. Forward a copy of established procedures to HQ DLA.

b. Use approved workload data (DSS and DLA Office of Operations Research and Resource Analysis (DORRA) time standards) as a basis for SR program development and resource distribution.

c. Develop procedures to guarantee depot compliance with the SR matrix of levels of protection, and continuously provide visibility of money being spent on SR and projected reimbursable funding requirements from the ICPs.

d. Assure that depot commanders comply with this instruction.

e. Follow up with ICPs who fail to provide timely disposition instructions to depots on materiel requiring SR work.

f. Identify and recognize in budget priorities the funding needed to accomplish the SR workloads and take actions to acquire and maintain the needed resources.

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

h. Maintain the listing of SR Points of Contact (POC) which may be found at:  
<https://hqc.dla.mil/logisticsoperations/technicalandqualitypolicydivision/Pages/StockReadinessProgram.aspx>

i. Establish procedures and maintain the PPP&M cost data on the DLA Distribution website for ICPs to access, review, download, and analyze. SR POCs responsible for resolving cost data may be found at:  
<https://hqc.dla.mil/logisticsoperations/technicalandqualitypolicydivision/Pages/StockReadinessProgram.aspx>

3. The Commanders of DLA Distribution Centers will:

a. Designate a Stock Readiness Coordinator for all matters pertinent to accomplishing the SR program. Report all name, telephone number, and email changes to the DLA Distribution SR Coordinator. The DLA Distribution Center POC will coordinate with the affected ICPs in developing SR procedures where specific assets need specific controls. The POC must have in-depth knowledge of DLA Distribution Center operations and SR packaging requirements of the applicable ICPs being supported at that location.

b. Provide the needed emphasis and resources required to effectively and continuously accomplish the objectives of the SR program.

c. Ensure the proper packaging materials are available for repackaging to include the proper Electrostatic Discharge Sensitive (ESDS) workstations in accordance with MIL-STD-1686, Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment.

d. Determine the adequacy of resources provided to accomplish the SR program and identify

shortfalls that will jeopardize program accomplishment.

e. Refer SR requests for which the ICP fails to provide timely disposition instructions to the DLA Distribution SR Coordinator.

f. Operate active reusable container reclamation programs at those depots supporting maintenance operations.

g. Conduct COSIS inspections provided by DLA Distribution monthly DSS generated workload. Identify materiel in storage requiring reimbursable COSIS as directed herein.

h. Follow Service unique SR requirements defined in Enclosures 7 (Navy), 8 (Army) and 9 (Air Force). If unclear on direction, contact DLA Distribution SR Coordinator for direction.

i. Perform reimbursable COSIS on materiel as approved by affected ICPs. At the direction of the ICP, depots will process materiel not funded for COSIS to the DRMO unless the ICP specifically identifies that COSIS funding will be provided at a later time.

j. Report completion of reimbursable COSIS work to the managing ICPs.

k. Maintain an active SDR program audit trail to recoup reimbursable funds expended for stock readiness work incident to receipt.

4. The DLA and Military Services' ICPs will:

a. Designate a Stock Readiness Coordinator. Report name, telephone number, and email changes to the DLA Distribution SR Coordinator.

b. Provide sufficient funding, as negotiated at workload conferences or other means, to conduct an effective SR program for the materiel that requires corrective action or provide instructions for disposition..

c. Provide MIPRs for funding DLA Distribution Center Stock Readiness work.

d. Recommend types and quantities of reusable containers that depots should reclaim, or provide disposition instructions for those reusable containers that are no longer required.

e. Obtain access to DLA Distribution website by submitting a DD Form 2875 form to DLA Distribution (J-8) if detailed PPP&M cost data is required.

5. The Military Services' Major Logistics Commands will:

a. Designate a POC for SR-related concerns to DLA HQ.

b. Ensure that ICPs are providing accurate packaging data and ITSCs in the FLIS. .

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

**G. EFFECTIVE DATE.** This publication is effective immediately.

**H. INFORMATION REQUIREMENTS.** (Reserved for future use.)

BY ORDER OF THE DIRECTOR, DEFENSE LOGISTICS AGENCY

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**ACCESSIBILITY:**

Publications and forms are available on the DLA Publishing website at [www.dla.mil/dlaps](http://www.dla.mil/dlaps) for downloading or ordering.

**PUBLICATION RELEASE:**

There are no restrictions on releasing this publication.

## CHARTER FOR THE DEFENSE STOCK READINESS GROUP (DSRG)

1. **OBJECTIVES.** The DSRG is a permanent forum established to develop and recommend changes to policy and guidance on Stock Readiness (SR), including the Care Of Supplies In Storage (COSIS) throughout the Military Services and Defense Logistics Agency (DLA). Special areas of interest include the following:

- 1.1 The inspection and reporting of condition and serviceability of materiel.
- 1.2 The scheduling, controlling, and reporting of packaging and other cost reimbursable actions in support of depot receiving operations.
- 1.3 Standardized Stock Readiness procedures.
- 1.4 Standardized COSIS procedures for minor repairs, testing, exercising of materiel, and associated packaging aspects of these efforts.

2. **RESPONSIBILITIES.** The DSRG is responsible for operating under sections 3 and 4 below, and for initiating issues, and resolving differences. Specific membership is recommended by the chair, using the selection criteria developed by the DSRG. The DSRG is composed of the following:

- 2.1 DLA - (HQ DLA) designee who is the permanent chair of the DSRG.
- 2.2 DLA Distribution – Formally Defense Distribution Center (DDC) designee.
- 2.3 Army Materiel Command designee.
- 2.4 Naval Supply Systems Command (NAVSUPSYSCOM) designee.
- 2.5 Headquarters Air Force designee.
- 2.6 United States Marine Corps, Commandant for Installation and Logistics (LPC) designee.

### 3. FUNCTIONS

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

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

#### 4. PROCEDURES

4.1 Organization. The DLA Technical and Quality Division member shall chair the DSRG, and will designate a member to serve as the Executive Secretary (ES).

4.2 Meetings. The DSRG shall meet annually or at the call of the chair, who shall designate the dates and location of the meeting, and notify the ES. The ES shall notify DSRG membership and invited activities and request proposed agenda topics at least 60 days before the meeting date.

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

4.4 Minutes. The ES shall prepare the meeting minutes and submit them to the chair within 30 days after each meeting.

4.5 Travel Funds. The participating organizations shall provide travel funds for their members to participate in the DSRG meetings.

4.6 Decision-Making Process. DSRG is a decision-making group that recommends SR policy to DLA HQ. Policy recommendations shall be determined as follows:

4.6.1 Discuss the issue, provide input, and request more information, if necessary.

4.6.2 Discuss alternatives.

4.6.3 Determine by collective voice vote if consensus, i.e., general agreement, has been reached.

4.6.4 If consensus has not been reached, identify points of conflict and agreement, and attempt to negotiate a solution.

4.6.5 If consensus still has not been reached, a motion on the issue must be made and passed by a majority vote. If the vote results in a tie, the chair has the right to cast the deciding vote. The chair may also choose not to vote, in which case the tie fails for lack of a majority vote.

4.6.6 Detailed rebuttals concerning majority approved issues may be made in writing to the chair not later than 45 days after publication of the meeting minutes, for timely review and decision. Rebuttals must be fully substantiated to support opposing positions.

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

ACRONYMS

AF	Air Force
AFMAN (IP)	Air Force Manual (Interservice Publications)
AR	Army Regulation
ASAM	Aviation Safety Action Message
CC	Supply Condition Code (CC)
COSIS	Care of Supplies in Storage
DLA	Defense Logistics Agency
DLAD	Defense Logistics Agency Directive
DLAI	Defense Logistics Agency Instruction
DLAM	Defense Logistics Agency Manual
DLAR	Defense Logistics Agency Regulation
DLMS	Defense Logistics Management System
DLR	Depot Level Repair
DoD	U. S. Department of Defense
DRO	Disposal Release Order
DSC	DLA Supply Centers (e.g., DLA Aviation, DLA Land and Maritime and DLA Troop Support)
DSRG	Defense Stock Readiness Group
FLIS TIR	Federal Logistics Information System, Total Item Record
FRA	Field Return Activity
ICP	Inventory Control Point
ITSC	Item Type Storage Code
ION	Internal Order Number
KCC	Kind, Count and Condition
MCO	Marine Corps Order
MEI	Major End Item
MIPR	Military Interdepartmental Purchase Request
MRO	Materiel Release Order
N/A	Not Applicable
NAVSUP	Naval Supply Systems Command
NAVSUPINST	Naval Supply Systems Command Instruction
NLC	Net Landed Cost
NSN	National Stock Number
PMRD	Pre-positioned Materiel Receipt Document
POC	Point of Contact
PQDR	Product Quality Discrepancy Report
PWD	Procurement Work Directive
SDR	Supply Discrepancy Report
SOF	Safety of Flight
SOU	Safety of Use
SPI	Special Packaging Instruction
SR	Stock Readiness
USMC	United States Marine Corps

SUPPLY CONDITION CODES

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

<u>CODE</u>	<u>TITLE</u>	<u>EXPLANATION</u>
I	NOT ASSIGNED	Reserved for future DoD assignment.
J	SUSPENDED (IN STOCK)	Materiel in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known. Includes shelf-life Type II materiel that has reached the expiration date pending inspection, test, or restoration.
K	SUSPENDED (RETURNS)	Materiel returned from customers or users and awaiting condition classification.
L	SUSPENDED (LITIGATION)	Materiel held pending litigation or negotiation with contractors or common carriers.
M	SUSPENDED (IN WORK)	Materiel identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing.
N	SUSPENDED (AMMUNITION SUITABLE FOR EMERGENCY COMBAT USE ONLY)	Ammunition stocks suspended from issue except for emergency combat use.
O	NOT ASSIGNED	Reserved for future DoD assignment.
P	UNSERVICEABLE (RECLAMATION)	Materiel determined to be unserviceable, uneconomically repairable as a result of physical inspection, teardown, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.
Q1	SUSPENDED ( <b>PRODUCT QUALITY DEFICIENCY</b> )	<i>Potential and confirmed product quality deficiency related materiel which is prohibited for use within DoD and prohibited for reutilization screening. Includes product quality deficiency exhibits returned by customers/users as directed by the IMM due to technical deficiencies reported by Product Quality Deficiency Report. Exhibits require technical or engineering analysis to determine cause of failure to perform in accordance with specifications. Includes product quality deficient materiel identified by SF 368, Product Quality Deficiency Report; DD Form 1225, Storage Quality Control Report; SF 364, Supply Discrepancy Report (Security Assistance only); or authorized electronic equivalent.</i>

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1 SCC Q not implemented by Navy. Navy implementation deferred to their Enterprise Resource Planning system modernization effort.



<b><u>CODE</u></b>	<b><u>TITLE</u></b>	<b><u>EXPLANATION</u></b>
R	SUSPENDED (RECLAIMED ITEMS, AWAITING CONDITION DETERMINATION)	Assets turned in by reclamation activities which do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.
S	UNSERVICEABLE (SCRAP)	Materiel that has no value except for its basic materiel content. No stock will be recorded as on hand in Supply Condition Code 'S'. This code is used only on transactions involving shipments to DRMOs. Materiel will not be transferred to Supply Condition Code 'S' prior to turn-in to DRMOs if materiel is recorded in Supply Condition Codes 'A' through 'H' at the time materiel is determined excess. Materiel identified by NSN will not be identified by this supply condition code.
T, U	NOT ASSIGNED	Reserved for future DoD assignment.
V	Unserviceable (waste military munitions)	Waste military munitions will be assigned Code 'V' only under the authority of a designated DoD or Service designated disposition authority. The waste munitions must meet criteria of waste munitions under the Environmental Protection Agency Military Munitions Rule Implementation Policy, be safe to store and ship based on DoD Explosive Safety Board/Department of Transportation criteria and have a current serviceability inspection. (NOTE: SCC 'V' assets are not authorized for turn-in to DRMO. The Services are responsible for appropriate disposal of SCC 'V' assets.)
W2, X, Y, Z	NOT ASSIGNED	Reserved for future DoD assignment.

**DISPOSAL CONDITION CODES**

**NUMBER OF CHARACTERS:** One

**TYPE OF CODE:** Numeric

**EXPLANATION:**

Assigned by DRMO to accurately describe the materiel physical condition based on inspection of materiel at time of receipt. DoD 4160.21-M is the authoritative source for the disposal condition code portion of the Federal condition code.

<u>CODE</u>	<u>DEFINITION</u>
1	New. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	Usable. Property which shows some wear, but can be used without significant repair.
7	Repairable. Property which is unusable in its current condition but can be economically repaired.
X	Salvage. Property which has value in excess of its basic materiel content but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap. Property which has no value except for its basic materiel content.

SUPPLY DISCREPANCY REPORT (SDR) – SF 364

<b>REPORT OF DISCREPANCY (ROD)</b>		1. DATE OF PREPARATION	2. REPORT NUMBER					
<input type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING								
3. TO (Name and address, include ZIP Code)		4. FROM (Name and address, include ZIP Code)						
5a. SHIPPER'S NAME		5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill; TCM, etc.)					
7a. SHIPPER'S NUMBER (Purchase order/shipment, Contract, etc.)	7b. OFFICE ADMINISTRATION CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc)					
9. SHIPMENT, BILLING, AND RECEIPT DATA								
10. DISCREPANCY DATA								
11. ACTION CODE								
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE <sup>1</sup> (d)	
12. REMARKS (Continue on separate sheet of paper if necessary)								

<sup>1</sup> DISCREPANCY CODES		<sup>2</sup> ACTION CODES
<b>CONDITION OF MATERIAL</b> C1 — In condition other than that indicated on release/ receipt document C2 — Expired shelf life C3 — Damaged parcel post shipment <b>SUPPLY DOCUMENTATION</b> D1 — Not received D2 — Illegible or mutilated D3 — Incomplete improper or without authority (Only when receipt cannot be properly process) <b>MISDIRECTED MATERIAL</b> M1 — Addressed to wrong activity <b>OVERAGE/ DUPLICATE SHIPMENTS</b> O1 — Quantity in excess of that on receipt document O2 — Quantity in excess of that requested (Other than unit of issue pack) O3 — Quantity duplicates shipment <b>PACKING DISCREPANCY</b> P1 — Improper preservation P2 — Improper packing P3 — Improper marking P4 — Improper utilization	<b>PRODUCT QUALITY DEFICIENCIES</b> Q1 — Deficient material (Applicable to Grant Aid and FMS shipments only) <b>SHORTAGE OF MATERIAL</b> S1 — Quantity less than that on receipt document S2 — Quantity less than that requested (Other than unit of issue pack) S3 — Non-receipt of parcel post shipments <b>ITEMS TECHNICAL DATA MARKINGS (i.e. Name Plates, Log Books, Opening Handbooks, Special Instructions, etc.)</b> T1 — Missing T2 — Illegible or mutilated T3 — Precautionary operational markings missing T4 — Inspection data missing or incomplete T5 — Serviceability operating data missing or incomplete T6 — Warranty data missing <b>WRONG ITEM (Identify requested item as a separate copy in item 9 above)</b> W1 — Incorrect item received W2 — Unacceptable substitute <b>OTHER DISCREPANCIES</b> Z1 — See remarks	1A— Disposition instructions requested (Reply on reverse) 1B— Material being retained (See remarks) 1C— Supporting supply documentation requested 1D— Material still required expedite shipment (Not applicable to FMS) 1E— Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F— Replacement shipment requested (Not applicable to FMS) 1G— Reshipment not required. Item to be re-requisitioned. 1H— No action required. Information only 1Z— Other action requested (See remarks)

13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE
15. DISTRIBUTION ADDRESSEES FOR COPIES	

16. FROM:	17. DISTRIBUTION ADDRESSEES FOR COPIES
18. TO: <div style="float: right; border: 1px solid black; padding: 5px; margin-top: 10px;">           Use window envelope to mail this document. Insert name, and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four singles space typing lines.         </div>	
19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:	
a. MATERIAL <input type="checkbox"/> HAS BEEN SHIPPED <input type="checkbox"/> WILL BE SHIPPED	b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.
c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN / WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	d. <input type="checkbox"/> INVOICE/BILL ATTACHED    e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENTS ENCLOSED.
f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.	
(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGULATION
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR (b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19f(2)	(a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-28.8) (b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.
20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:	
a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.	b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN: _____ DAYS
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN: _____ DAYS
e. <input type="checkbox"/> SHIP MATERIAL (Specify location): <ul style="list-style-type: none"> <li>(1) <input type="checkbox"/> GBL APPROPRIATIONS CHARGEABLE:</li> <li>(2) <input type="checkbox"/> CHARGES COLLECT-VIA:    <input type="checkbox"/> FREIGHT    <input type="checkbox"/> EXPRESS    <input type="checkbox"/> PARCEL POST    (\$_____ postage advanced herewith. NOTE: Please enclose postage. Material cannot to returned Parcel Post collect.)</li> <li>(3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED    (4) <input type="checkbox"/> FREIGHT PREPAID</li> </ul>	
f. <input type="checkbox"/> OTHER (Specify) _____	
21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION	22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE: _____ DATE
23. REMARKS (Continue on separate sheet of paper if necessary)	
24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL	24b. SIGNATURE
24c. DATE	

*As of February 11, 2009*

Code Lists for SDR Reporting  
DoD 4000.25-M, Defense Logistics Management System (DLMS)  
DLAI 4140.55, AR 735-11-2 SECNAVINST 4355.18A, AFJMAN 23-215,  
Reporting of Supply Discrepancies

TYPICAL SHIPPING AND PACKAGING  
DISCREPANCY CODES

The following codes are used to provide a description of the discrepant condition. Multiple codes may be used on a single report. Preprinted codes on the face of the SF 364 may be supplemented from this list of codes. These codes are authorized for use in all formats of SDR reporting. Use of the expanded list of codes is encouraged to clearly identify the discrepant situation and reduce the need for narrative descriptions.

CONDITION OF MATERIAL

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

SUPPLY DOCUMENTATION

- D1 Supply documentation not received with material.
- D2 Supply documentation illegible or mutilated.
- D3 Supply documentation incomplete, improper, or without authority. Use only when receipt cannot be properly processed.
- D4 Material Inspection and Receiving Report/Receiving Report (DD 250 or equivalent) omitted.
- D5 Transportation-specific documentation discrepancy (select specific detail-level code if applicable)
- D501 Special Handling Data/Certification, DD Form 1387-2, omitted.
- D502 Special Handling Data/Certification, DD Form 1387-2, incomplete or incorrect.
- D503 Transportation Control and Movement Document (TCMD), DD Form 1384, omitted.
- D504 TCMD, DD Form 1384, incomplete or incorrect.
- D505 Shipper's Declaration for Dangerous Goods omitted.
- D506 Shipper's Declaration for Dangerous Goods incomplete or incorrect.

BILLING/FINANCIAL DISCREPANCIES (SECURITY ASSISTANCE ONLY)

- B1 Requisitioned material received. No record of billing.
- B2 Duplicate billing.
- B3 Wrong amount billed.
- F1 Financial discrepancy involving Security Assistance surcharge.

HAZARDOUS MATERIAL

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

#### LUMBER

- L1 Moisture exceeds allowable percentage.
- L2 Not treated in accordance with specification.
- L3 Product off grade.
- L4 Improper size.
- L5 Improper tally.
- L6 Improper or no grade mark on product.
- L7 Rotten product.
- L8 Splits, excessive wane, scant, or not end trimmed (one or all).

#### MISDIRECTED

- M1 Material improperly addressed and shipped to wrong activity.

#### OVERAGE, DUPLICATE, OR RECEIPT OF CANCELED MATERIAL

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

#### PACKAGING DISCREPANCY

- P1 Improper preservation.
  - P101 Cleaning inadequate, incorrect, or omitted.
  - P102 Preservative inadequate, incorrect, or omitted.
  - P103 Barrier material inadequate, incorrect, or omitted.
  - P104 Unit pack cushioning inadequate, incorrect, or omitted.
  - P105 Unit container inadequate, incorrect, omitted or oversized.
  - P106 Desiccant incorrect, improperly located, or omitted.
  - P107 Tape/closure of unit container incorrect or inadequate.
  - P108 Hazardous materials not removed as required.
  - P109 Improper preservation of hazardous materials (includes ammunitions/ explosives).
  - P110 Level of protection excessive or inadequate.
  - P111 Minimum protection not applied (material returns).
  - P112 Non-conformance to specified requirements for preservation (explanation required).
  - P113 Electrostatic/electromagnetic device preservation inadequate or omitted.
  - P114 Concealed preservation defect found in storage (retail only).
- P2 Improper packing.

- P201 Container inadequate, incorrect, or oversized.
- P202 Intermediate container inadequate, incorrect, oversized, or omitted.
- P203 Exterior container inadequate, incorrect, oversized, or omitted.
- P204 Blocking and bracing inadequate, incorrect, or omitted.
- P205 Cushioning inadequate, incorrect, or omitted.
- P206 Level of protection excessive or inadequate.
- P207 Container deteriorated.
- P208 Skids incorrect or omitted.
- P209 Improper packing of hazardous materials (includes ammunitions/explosives).
- P210 Non-conformance to specified requirements for packing (explanation required).
- P211 Improper foam-in-place.
- P212 Reusable container not used or improperly prepared.
- P213 Closure incorrect or inadequate.
- P214 Concealed packing defect found in storage (retail only).
- P215 Non-conformance to specified requirements for wood packaging material (WPM)

P3 Improper markings.

- P301 Identification markings omitted, incomplete, incorrectly located, or not legible.
- P302 Improper marking of hazardous materials (includes ammunitions/explosives).
- P303 Labels omitted or improperly affixed.
- P304 Contract data omitted, incomplete, incorrectly located, or not legible.
- P305 Precautionary or handling markings omitted, incomplete, or not legible.
- P306 Shelf-life markings omitted, incorrect, or not legible.
- P307 Bar code markings omitted, or not legible.
- P308 Incorrect lot number.
- P309 Set or assembly markings omitted.
- P310 Address incorrect or not legible.
- P311 Non-conformance to specified requirements for marking (explanation required).
- P312 Electrostatic/electromagnetic device markings inadequate or omitted.
- P313 Packing list omitted or incorrectly located.
- P314 Passive RFID tag is missing
- P315 Passive RFID tag is visibly damaged and unreadable
- P316 Passive RFID tag is present but unreadable (not visibility damaged)
- P317 Passive RFID tag read has no corresponding advance shipment notification
- P318 Passive RFID tag read duplicates previously used tag identification
- P319 Military Shipment Label (MSL), DD Form 1387, omitted; no Transportation Control Number (TCN).
- P320 MSL, DD Form 1387, improperly affixed, incorrect, or incomplete.

P4 Improper unitization (includes palletization and containerization).

- P401 Cargo not unitized.
- P402 Shrink/stretch wrap inadequate or omitted.
- P403 Strapping inadequate or omitted.
- P404 Multiple consignees in single consignee consolidation container.
- P405 Protective covering/wrapping inadequate, improper, or omitted.
- P406 Contents of multipack container inadequately packaged, stuffed or missing unit packs.

PRODUCT QUALITY (ITEM) DEFICIENCY (SECURITY ASSISTANCE ONLY)

- Q1 Product quality deficiency.
- Q2 Quality deficiency, contractual noncompliance.
- Q3 Design deficiency, item requires change in design.

- Q4 Contracting deficiency, specification and/or technical data deficient.
- Q7 Safety hazard.
- Q8 Latent defect.

#### QUALITY DEFICIENCY RECEIPTS/STOCK SCREENING (DISTRIBUTION DEPOT ONLY)

- Q11 Returned or stock screen item, PDQR exhibit deficiency
- Q22 New procurement receipt, customer return, redistribution order or stock screen item quality deficiency, contractual non-compliance
- Q33 Returned, redistribution order, or stock screened item suspected material deficiency (DLA CRII items only)
- Q44 New procurement receipt, customer return, redistribution order or stock screen item contracting deficiency, for specification and/or technical data deficiency
- Q55 Item under investigation
- Q66 Customer return or stock screen item failed under use
- Q77 New receipt, customer return, redistribution order to stock screen item identified as a Critical Safety Item (CSI)
- Q99 New receipt item received for First Article Testing

#### SHORTAGE OR NONRECEIPT

- S1 Quantity received less than quantity indicated on supply documentation.
- S2 Quantity received is less than quantity requested minus variance (other than unit of issue or unit of pack).
- S3 Total non-receipt of U.S. Postal Service shipment.
- S4 Total non-receipt; not transportation related. (U.S. only)
- S5 Total nonreceipt (Security Assistance only).
- S6 Shortage due to unit of issue/quantity unit pack incompatibility. Use only when requisition specified no unit of issue/quantity unit pack variance.
- S7 Shortage or non-receipt of an item in a multipack or sealed shipping container.
- S8 Concealed shortage discovered upon opening a sealed vendor's pack. Not applicable to Security Assistance.
- S9 Incomplete sets/kits/outfits. Do not use to report cannibalization of SSRI, COEI, or BII. See discrepancy code C4.

#### TECHNICAL DATA MARKINGS (NAME PLATES, LOG BOOKS, OPERATING HANDBOOKS, SPECIAL INSTRUCTIONS)

- T1 Technical data markings missing.
- T2 Technical data markings illegible or mutilated.
- T3 Precautionary operational markings missing.
- T4 Inspection data missing or incomplete.
- T5 Serviceability operating data missing or incomplete.
- T6 Warranty data missing.
- T7 Missing part number on bare item.
- T8 Incorrect part number.
- T9 Operating handbooks, log books, and/or special instructions missing.

#### UNIQUE IDENTIFICATION

- U01 Unique identification data on label missing, damaged or unreadable.
- U02 Unique identification data on item missing, damaged or unreadable.
- U03 Unique identification data on supply documentation missing, damaged or unreadable.
- U04 Unique identification data not provided on shipping notice.



- U05 Non-conformance to unique identification requirements under terms of contract.
- U06 Multiple containers without separate unique identification data listings.
- U07 Mismatch between unique identification data on item and label.
- U08 Mismatch between unique identification data on item and shipping documentation.
- U09 Mismatch between unique identification data on item and due-in or shipping notice.
- U10 Mismatched or unique identification discovered upon opening a sealed pack.
- U11 Material unidentifiable; stock number missing or damaged.
- U12 Duplicate unique identification.

INCORRECT ITEM

- W1 Incorrect item received.
- W2 Unacceptable substitute received.
- W3 Incorrect item received, but not identifiable to an NSN or part number.
- W4 Misidentified item received.
- W5 Mixed stock received.
- W6 Incorrect item discovered upon opening a sealed vendor's pack. Not applicable to Security Assistance.

OTHER DISCREPANCIES

- Z1 Other discrepancy - see remarks.
- Z2 Repetitive discrepancy. Define...two, three or more? Must use in combination with other codes or describe in remarks. Not applicable to Security Assistance.
- Z3 Distribution Depot receipt not due-in.
- Z4 No record exists for document number cited on supply document. Not used by distribution depot/not applicable to Security Assistance.

Storage Quality Control Report (SQCR) – DD Form 1225

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

DD FORM 1225, SEP 2001

PREVIOUS EDITION IS OBSOLETE

## INSTRUCTIONS FOR PREPARING DD FORM 1225

Complete DD Form 1225 as follows for reimbursable SR actions. The numbers to the left of the text correspond to the block number on the form. The acronyms in the parentheses indicate the organization responsible for the entry, i.e., DD (currently renamed to DLA Distribution Center), ICP/DSC.

1. (DD) DATE GENERATED: Enter the date the form was prepared.
2. (DD) REPORT NUMBER: Provide Report Number, consisting of the DoDAAC of the DD that is repairing the form, followed by a dash (-), and a locally assigned four-digit code.
3. (DD) MANAGING ACTIVITY RIC/ADDRESS: Provide the RIC and address of the managing ICP/DSC SR coordinator (go to [https://ddcnet.ddc.dla.mil/distribution/qa\\_cosis.htm](https://ddcnet.ddc.dla.mil/distribution/qa_cosis.htm)).
4. (DD) REPORTING ACTIVITY/SUBMITTER ADDRESS: Provide the address of the preparing DD/organization.
5. (DD) NATIONAL STOCK NUMBER: Provide the NSN (or local number if no NSN) of the item.
6. (DD) TYPE OF INSPECTION: Enter the appropriate type of inspection. When it is "OTHER," explain in Block 35.
7. (DD) NOMENCLATURE: Enter short nomenclature.
8. (DD) CAGE and PART/MODEL NUMBER: Enter the CAGE and part or model number.
9. (DD) SERIAL NUMBER: Enter serial number for report on a single item if appropriate. If there is no serial number, leave blank. List serial numbers for multiple items in Block 35.
10. (DD) CONDITION CODE: Enter the supply condition code of the materiel as shown on record.
11. (DD) LOT/BATCH/CONTROL NO.: Indicate, as appropriate, otherwise leave blank.
12. (DD) EXPIRATION DATE: Indicate, as appropriate (shelf life, storage serviceability, etc.), otherwise leave blank.
13. (DD) UNIT PRICE: Enter the unit price of serviceable item from FLIS.
14. (DD) UNIT OF ISSUE: Enter the unit of issue.
15. (DD) CONTRACTOR CONSIDERED LIABLE?: Enter "YES" when the item is in an unopened vendor pack and the level of pack is less than the level marked on the container or when the item is in an unopened vendor pack and the materiel is not packaged as required by the ICP/DSC (serviceable materiel only). Otherwise, enter "NO."

16. (DD) CONTRACTOR or PACKED BY: Enter the name of the contractor, including CAGE (serviceable materiel only). Otherwise, leave blank.
17. (DD) CONTRACT NUMBER: Enter the contract number (serviceable materiel only). Otherwise, leave blank.
18. (DD) DATE OF MANUFACTURE: Enter the date of manufacture if known (serviceable materiel only). Otherwise, leave blank.
- 19a. (DD) DATE OF PACK: Enter the date of pack. If not known, enter "UNK."
- 19b. (DD) DATE OF LAST COSIS INSPECTION: Enter the date the last COSIS inspection was performed. If not known, enter "UNK."
20. (DD) METHOD OF PRESERATION: Enter the method of preservation (i.e., 10, 41, 55).
21. (DD) LEVEL OF PACKING: Enter level of packing (i.e., A, B, or Minimal Military Packing).
22. (DD) CONDITION OF PACKAGING: Indicate, as appropriate. If unsatisfactory, explain in Block 35.
23. (DD) ADEQUATE MARKING: Indicate, as appropriate.
- 24a. (DD) SAMPLES SHIPPED TO LAB: Indicate, as appropriate, otherwise leave blank.
- 24b. (DD) QUANTITY SHIPPED: Indicate, as appropriate, otherwise leave blank.
- 24c. (DD) DATE SHIPPED: Indicate, as appropriate, otherwise leave blank.
25. (DD) STORAGE QUALITY LEVEL (SQL): Indicate, as appropriate, otherwise leave blank.
26. (DD) NUMBER OF SAMPLES EXAMINED: Indicate, as appropriate, otherwise leave blank.
- 27a. (DD) LOT SIZE: Indicate, as appropriate, otherwise leave blank.
- 27b. (DD) LOT TYPE: Indicate, as appropriate, otherwise leave blank.
28. (DD) SERVICEABILITY STANDARD: Enter "ROUTINE COSIS" or the number of the storage serviceability standard, as appropriate.
29. (DD) RECLASSIFICATION OF SUPPLIES INSPECTED: Enter the total quantity on record for the NSN shown in Block 5, with the supply condition code (CC) shown in Block 10. Provide resulting CC after inspection.
30. (DD) REPAIR COST: Enter the cost to return serviceable, deteriorated materiel to serviceable condition. This cost includes maintenance/restoration actions other than packaging. If unknown, enter "0." If the materiel is not deteriorated or it is in storage as an unserviceable Depot Level Repairable, enter "0."
- 31a. (DD) PACKAGING LABOR COST: Enter the estimated cost of packaging labor needed to return the materiel to issuable condition.
- 31b. (DD) PACKAGING MATERIALS COST: Enter the estimated cost of packaging materials and containers needed to return the materiel to issuable condition.
32. (DD) TOTAL COST: Enter the total estimated cost to return the materiel to issuable condition.

33. (DD) NAME OF ACTIVITY WHICH CAN PERFORM REPAIRS: If Block 30 shows anything other than "0," enter the name of the activity. Otherwise, enter "N/A."
34. (DD) AUTHORITY FOR INSPECTION: Enter the message number for any special inspections; otherwise, enter "ROUTINE COSIS."
35. (DD) FINDINGS AND RECOMMENDATIONS: Provide the total quantity on hand for the NSN shown in Block 5 and the CC shown in Block 10, and the total quantity recommended for Special COSIS. Provide additional information to explain the scope of the work to the ICP/DSC. Describe how the discrepant materiel is currently packaged, the discrepancies found, and the proposed packaging. Enter the stock number and quantity of required containers and identify any excess containers that will result from this action. Provide any additional information required to explain any of the information above. If additional room is required, continue on the reverse side of the form or on a separate continuation page. Indicate if photographs are available.
- 36a. (DD) NAME OF PREPARER: Enter the name individual preparing this report.
- 36b. (DD) VOICE TELEPHONE NUMBER: Enter the telephone number of the individual preparing this report.
- 36c. (DD) FAX TELEPHONE NUMBER: Enter the FAX telephone number of the individual preparing this report.
- 37a. (DD) NAME OF SR COORDINATOR: Enter the name of the local SR Coordinator.
- 37b. (DD) VOICE TELEPHONE NUMBER: Enter the telephone number of the local SR Coordinator.
- 37c. (DD) FAX TELEPHONE NUMBER: Enter the FAX telephone number of the local SR Coordinator.
38. (ICP/DSC) ICP/DSC INSTRUCTIONS: Provide the approval or disapproval of the proposed action. If approved, DD shall assign appropriate Internal Order Number (ION) (assigned by DLA Distribution-J8). If disapproved, provide full rationale for the disapproval, status of the affected materiel, and/or disposition instructions. Continue on the reverse side if necessary.
39. (ICP/DSC) NAME OF ICP/DSC POINT OF CONTACT: Enter the name of the ICP/DSC SR Coordinator.
40. (ICP/DSC) DATE SENT: Enter the date the ICP/DSC completes the form to forward to the original preparer.
41. (DD) NAME OF ACTIVITY POINT OF CONTACT: After the work has been completed, the DD POC signs to certify that the work has been completed.
42. (DD) DATE SENT: Enter the date the DD POC signs to certify that the work has been completed.

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ITEM DATA CHANGES

Follow the above instructions for completing the DD Form 1225, except as noted below:

- a. Block 28, indicate N/A.

b. Block 29, show total on hand by condition code after inspection. Account for any discrepancies in the count in Block 35 (previously misidentified, could not locate, sent to maintenance, etc.).

c. Block 30, indicate N/A.

d. Block 31a, indicate estimated cost of labor needed for the inspection.

e. Block 31b, indicate estimated cost of materials needed for the inspection.

f. Block 33, indicate N/A.

g. Block 34, indicate message number, or requestor's name.

h. Block 35, show the specific type of special action (i.e., SOU, ASAM, or SOF), and the quantity of items requiring inspection. The cost of labor will be provided in total hours and total dollars (fully burdened). Provide additional information as requested in the ICP request document, and any additional information, such as severity of deterioration, required to explain any of the information above. If additional room is required, continue on the reverse side of the form or a separate continuation page. If the inspection results indicate that special COSIS is needed, prepare a special type COSIS request in accordance with paragraph E5.

i. Leave Blocks 38 through 42 blank for subsequent ICP processing.

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#### INCIDENT TO SHIPMENT

Follow the above instructions for completing the DD Form 1225, except as noted below:

a. Block 6, check the "OUTBOUND" block.

b. Blocks 11 through 30 leave blank.

c. Block 34 indicate N/A.

d. Block 35, indicate the quantity of items on the MRO and the total number of items requiring upgraded packaging. The cost of labor will be provided in total hours and total dollars (fully burdened). Indicate how the materiel is currently packaged and the proposed packaging. Indicate the NSN and quantity of required containers and any excess serviceable containers that will result from this action. Provide any additional information required to explain any of the information above. If additional room is required, continue on the reverse side of the form or on a separate continuation page.