Army Regulation 710–3

Inventory Management

Inventory Management Asset and Transaction Reporting System

Headquarters
Department of the Army
Washington, DC
28 November 2016

UNCLASSIFIED

SUMMARY of CHANGE

AR 710–3
Inventory Management Asset and Transaction Reporting System

This major revision, dated 28 November 2016—

o   Broadens the definition of small arms to include light weapons, per DLM 4000.25–2 (paras 2–9*a*, 2–9*b*, and the glossary).

o   Establishes new reporting requirements for captured, confiscated, or abandoned enemy small arms/light weapons (para 2–10*g*).

o   Requires permanent inscription of newly assigned, unique item tracking, Central Registry serial numbers when the serial number is otherwise missing, illegible, or untranslatable (para 2–13*a*).

o   Replaces Radiation Testing and Tracking System with Radiation Source Tracking System (throughout).

Headquarters
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*Army Regulation 710–3

Effective 28 December 2016

Inventory Management

Inventory Management Asset and Transaction Reporting System

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation implements applicable provisions of DODM 4140.01 and DOD 4000.25–2–M. It establishes policy, responsibilities, and procedures for Department of the Army asset and transaction reporting systems, and focuses on reporting requirements at all levels. The reporting systems described herein were developed solely to provide high visibility on selected, difficult to manage items; and to provide the opportunity to intensively manage those items.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, the proponent may modify chapters and policies contained in this regulation.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix G).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–4 (DALO–SPE), 500 Army Pentagon, Washington, DC 20310–0500.

Suggested improvements. Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–4 (DALO–SPE), 500 Army Pentagon, Washington, DC 20310–0500.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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*This regulation supersedes AR 710–3, dated 25 February 2008.

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Chapter 1
Introduction

1–1. Purpose
This regulation sets policy and assigns responsibilities for operation and maintenance of the Department of the Army (DA) asset and transaction reporting systems; sets standard methods for reporting major and selected secondary item assets; prescribes procedures, codes, and formats for interfacing with other ongoing asset reporting subsystems; sets procedures for interfacing with data maintained in the Army Authorization Documents System and the Unit Identification System; and prescribes design features (for example, codes, formats, and procedures) that are adaptable to systems planned for development by Department of Defense (DOD) or DA activities and elements.

1–2. References
See appendix A.

1–3. Explanation of abbreviations and terms
See the glossary.

1–4. Responsibilities
a. The Assistant Secretary of the Army (Acquisition, Logistics and Technology) will ensure the developers of standard automated supply systems will—

(1) Ensure that systems contain essential elements of data and are in compliance with policies contained herein.

(2) Ensure system developers obtain approval from the form proponent and the U.S. Army Publishing Directorate when automating manual forms.

(3) Ensure computer-generated supply forms are coordinated with the supply level using and receiving the forms to ensure they understand the format and the use of the form.

(4) Follow guidance pertaining to forms approval process contained in AR 25–30.

(5) Use computer-generated forms, approved by the proponent, in lieu of manually-prepared forms.

b. The Chief, National Guard Bureau will ensure the Commanders, U.S. Property and Fiscal Office will—

(1) Establish State master files for DOD Small Arms/Light Weapons Serialization Program (DODSA/LWSP), Radiation Source Tracking System (RASTS), and Controlled Cryptographic Items (CCI) Serialization Program (CCISP).

(2) Maintain visibility of all stock record and property book accounts for small arms/light weapons (SA/LW) serial numbers, RASTS radioactive "source" serial numbers, and CCI serial numbers within their State.

(3) Appoint a Unique Item Tracking Serialization Program (UITSP) coordinator for the Army command (ACOM)/Army service component command (ASCC)/direct reporting unit (DRU) and provide the name, mailing and email addresses, and commercial/Defense Switched Network (DSN) telephone number to the DA Registry at Logistics Support Activity (LOGSA) (AMXLS–SI). The UITSP will establish policy and procedures for small arms serialization program, RASTS, and CCISP serial number database management and resolve problems with reporting activities.

c. The Deputy Chief of Staff (DCS), G–4 will—

(1) Prescribe overall guidance on asset and transaction reporting systems policies and priorities.

(2) Ensure, through supervision and inspection that ACOMs, ASCCs, DRUs, and their representatives comply with the provisions of this regulation.

(3) Direct that unsatisfactory conditions disclosed by official reports be corrected.

(4) Operate and maintain, in coordination with the DOD counterpart, the DODSA/LWSP, and the RASTS registries.

d. The Commanding General (CG), U.S. Army Materiel Command (AMC), in accordance with chapter 2 of this regulation, will—

(1) Establish and maintain the following registries:

(a) The DOD and DA Small Arms and Light Weapons Central Registries.

(b) The DA Radiation Source Tracking Central Registry.

(c) The DA CCI Central Registry.

(2) Establish depot and installation files at the AMC wholesale and retail activities for the reporting systems in chapter 2.

(3) Ensure that life cycle management commands (LCMCs) having contractors providing CCI to the Army comply with the CCISP (para 2–51).

(4) Provide CCI serial number ownership data, upon request, to the National Security Agency (NSA) and establish procedures to register serial numbers in the DA CCI Registry for CCI received from other services.

(5) Use reported asset visibility information for the computation of secondary item war reserves.

(6) Exercise management control over the Logistics Information Warehouse (LIW) assets module operations at LOGSA and at the AMC LCMCs, and establish policy and responsibilities for developing the official equipment position for separate stocks stored in AMC depots.

(7) Maintain central Category 1 missiles and rockets as reported to the Worldwide Ammunition Report System-New Technology to be in compliance with DODM 4140.01 requirements.

(8) Ensure the Commander, LOGSA will—

(a) Serve as administrator of the LIW assets module.

(b) Serve as administrator of the DOD and the DA Small Arms and Light Weapons Central Registry.

(c) Serve as administrator of the DA RASTS Central Registry.

(d) Serve as administrator of the DA CCI Central Registry.

(e) Serve as Army central point of contact (POC) for information and inquiries concerning visibility of Category I missiles and rockets.

e. The commanders of ACOMs, ASCCs, and DRUs will—

(1) Monitor the performance and ensure the compliance of all subordinate commands for the asset and transaction reporting specified in the individual chapters of this regulation.

(2) Establish ACOM-/ASCC-/DRU-level internal reviews and controls as required in this regulation to ensure data accuracy and timeliness of reports submitted under these asset and transaction reporting procedures.

(3) Coordinate with the DCS, G–4 prior to development of local automated programs to implement the serial number reporting systems in chapter 2.

(4) Establish SA/LW serial number files, RASTS radioactive source files, CCIs serial number files, and Category I missiles and rockets for those installations under their jurisdiction. The ACOM/ASCC/DRU commanders will establish these files at each stock record, property book, division maintenance operations center, and/or installation account and ensure they are set up under reporting activities to report to the Central Registry. The ACOM/ASCC/DRU will determine the number of reporting activities based on the following considerations: logistics support structure, geographic agreements, and command organization. The ACOM/ASCC/DRU may set up reporting activities across command lines based on geographic makeup and unit density. Continental United States (CONUS) ACOM/ASCC/DRU commanders with subordinate activities in overseas areas will ensure serial numbers are recorded on property records per AR 710–2 and that the owning activities report to the designated overseas reporting activity.

(5) All units/installations/geographical areas at both the national and tactical levels not accounting for CCI, RASTS, or SA/LWs on the property book unit supply enhanced (PBUSE), Global Combat Support System-Army (GCSS–Army) or the Logistics Modernization Program (LMP) will appoints a SA/LW serialization officer, a radioactive "source" serialization officer, and a CCI serialization officer for each installation file. PBUSE/GCSS–Army and LMP all interfaces directly with the LOGSA Army serial number tracker (ARSNT) which automatically reports to and updates unique item tracking (UIT). Serialization officers can be the same person. A copy of the appointment orders will be sent to LOGSA.

(6) Appoint a UITSP coordinator for the ACOM/ASCC/DRU and provide the name, mailing and email addresses, and commercial/DSN telephone number to the DA Registry at LOGSA. The UITSP will coordinate policy and procedures for ammunition supply points, RASTS, Category I, and the CCISP serial number database management and resolve problems with reporting activities.

(7) Maintain registration numbers on all Army materiel subject to the registration program.

(8) Assist in the maintenance and accuracy of a complete national central registration file.

(9) Register all unregistered materiel and all Army materiel covered in chapter 3 that have illegible or missing numbers.

1–5. Concept

a. The asset and transaction reporting procedures, codes, and formats for standard Armywide asset and transaction reporting systems will be used in either a manual or an automated logistical environment.

b. Specific asset management areas covered in this regulation are—

(1) Selected secondary item reporting by outside the continental United States (OCONUS) installations, CONUS installations, and automated or non-automated direct support units and general support units worldwide.

(2) Reporting procedures for DODSA/LWSP.

(3) Reporting procedures for radiation testing and tracking of specific radioactive "sources."

(4) Reporting procedures for RASTS.

(5) Serial number registration and reporting of selected major items.

(6) Transaction reporting on Army-owned equipment designated as reportable item control code (RICC) 2, A, B, C, G, or Z for the Active Army, Army National Guard (ARNG), and U.S. Army Reserve (USAR) (see Supply Bulletin (SB) 700–20).

Note. Currently only Defense Property Accountability System (DPAS) and Joint Medical Asset Repository still have RICC edits applied. In the near future, coverage from these systems will no longer be RICC edited.

1–6. Deviations
Deviations from the procedures and requirements of this regulation must be approved by the DCS, G–4 (DALO–SUS), Washington, DC 20310–0500. Requests for deviations will be prepared and submitted through channels to the Commander, AMC LOGSA (AMXLS–SI), Redstone Arsenal, AL 35898–7466. Final action will be taken by the DCS, G–4.

Chapter 2
Unique Item Tracking
This chapter outlines the procedures for execution of the Army Unique Item Tracking Program.

Section I

Introduction

2–1. Program overview
a. UIT is a DOD program to maintain visibility of selected items uniquely identified by serial number. The Army accomplishes UIT through two subprograms: Web UIT (WEBUIT) and ARSNT.

b. WEBUIT is a transactional database and will be used by all units not converted to PBUSE/GCSS–Army and LMP. Those units converted to PBUSE must also input transactions into the DOD RASTS UIT for licensed radioactive material due to the accountability requirement of the licensee. ARSNT will receive direct feeds from PBUSE, GCSS–Army, and LMP. Unique sensitive items reported are SA/LW, RASTS, and CCI as designated by the NSA. To ensure appropriate visibility, WEBUIT requires transactional reporting to the UIT Central Registry from all elements in possession of reportable items.

c. ARSNT provides visibility of serial numbers within PBUSE, GCSS–Army, and LMP. There are no transactions generated. LOGSA executes the UIT Central Registry mission for both UIT programs. WEBUIT additionally requires an annual reconciliation of all reportable items. There is no requirement to reconcile items in ARSNT, because data is constantly being updated from PBUSE, GCSS–Army, and LMP which will update UIT.

d. Note that security risk Category I (nonnuclear missile and rocket serial number registration and reporting) are no longer reported to the UIT Central Registry and are not covered in this chapter. They are reported to the Worldwide Ammunition Report System-New Technology.

2–2. Implementation in automated systems and in manual stock record accounts
a. Automated systems procedure for UIT reporting exists for the following systems: PBUSE, GCSS–Army, LMP, and DPAS.

b. The Army objective is to have automation interfaces for UIT data reporting from all systems. For this reason, interfaces of data in lieu of the standard interface transactions defined in this regulation are permissible if the interfaces originate with the accountable records.

c. Nonstandard data interfaces include both data files and extended LIW assets module records. An extended LIW assets module record integrates serial number information with the LIW assets module asset record.

d. Emerging interfaces that automate UIT reporting or integrate UIT and asset reporting will be directly coordinated with AMC LOGSA prior to their implementation.

2–3. Compliance methods
a. Each ACOM/ASCC/DRU will establish policy and procedures to ensure compliance with this regulation. Non-PBUSE, non-GCSS–Army, and non-LMP activities will use serial number control transactions to report the item initial registration and subsequent update transactions such as shipments and receipts and are also responsible for correcting rejects as posted in WEBUIT. This will be accomplished by using document identifier codes (DICs), transaction codes, and reject error codes identified in sections II through IV of this chapter. The error transaction and reject codes listed are two-character alphanumeric or numeric codes that identify the type of transaction error. These codes are used online or on

reject listings to identify transaction errors or rejects, the type of error, and the action to be taken by the reporting activity. The manual data entry instructions for UIT transactions are in appendices B through D of this regulation.

b. Supported property books and SRAs will input data to the reporting activity within 5 calendar days of the supply transaction. Property books and stock records that perform as their own reporting activities will report the balance transaction to the UIT Central Registry within 10 calendar days of the posting of the supply transaction to the accountable record. Accountable officers who have not converted to PBUSE, GCSS–Army, or LMP performing the duty assignment of the serialization officer will use the outlined procedures below and in sections II through IV to report serial numbers within 5 calendar days of the supply transaction. Reporting activities collecting data from supported property book and stock record officers will use the outlined procedures below and in sections II through IV to report serial numbers within 10 calendar days of the supply transactions.

c. It is the responsibility of the property book officer (PBO) to notify the installation serialization officer for units that are not using PBUSE or GCSS–Army of all activity regarding sensitive reportable serial numbers and when RASTS items have been wipe tested regardless of the unit is on PBUSE, GCSS–Army or not. If a serialization officer is not assigned to an activity, it will be the responsibility of the unit PBO to input serial numbers of licensed radioactive commodities for receipt, shipment, demil, loss, or transfer to a contractor.

d. The UIT Central Registry will be used to—

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

(2) Provide, within 72 hours, investigative agencies with the last recorded responsible activity/owner that reported a specific serial-numbered SA/LW, radioactive source, or CCI.

(3) Provide reporting activities with online access to reports and queries that will identify reportable items reported as being shipped to PBOs and stock record accounts supported by that reporting activity for which a receipt has not been received by the WEBUIT Central Registry. The open shipment report can be used by reporting activities in managing sensitive items in transit between supply accounts.

(4) Provide reporting activities with online access to a report that will identify multiple claimants.

(5) Provide reporting activities with online access to individual serial number history queries.

e. An annual reconciliation will be conducted between the WEBUIT Central Registry and non-PBUSE/GCSS–Army/LMP reporting activities to verify that the master records are correct. There is no requirement to reconcile assets in ARSNT annually.

f. Reporting activities are to correct all reconciliation mismatches after submission of the annual reconciliation.

g. The UIT Central Registry will continue to operate and be maintained in the event of mobilization or other emergency. However, in certain emergency situations, Headquarters, Department of the Army (HQDA) can authorize the use of transaction code "J" (suspension of reporting requirements) by the unit. HQDA will identify to the UIT Registry each Department of Defense activity address code (DODAAC) authorized to use transaction code "J" and will annually review and validate the "J" status of the DODAAC. Additionally, HQDA will report changes to a DODAAC "J" status to the UIT Registry within 30 calendar days of termination of the suspension of reporting requirement. (A reporting activity with a DA-approved suspension will submit a reconciliation transaction within 10 days of the termination of the suspension.)

2–4. Customer assistance
To gain access to the database, contact the LOGSA help desk at https://www.logsa.army.mil. An organizational chart is also available on the homepage.

2–5. Data submission
Reportable UIT serial number data can be entered in to the WEBUIT Central Registry by one of the following methods:

a. Use the appropriate transaction graphic user interface (GUI) screen to enter individual serial number.

b. Use the upload file feature to enter multiple serial numbers.

c. Send UIT data to routing indicator code "RUQAEHD" with content indicator code "AHAE," using the prescribed transaction formats, including the DICs specified in this regulation. Use routing identifier code (RIC) "AGT" (for LOGSA) in columns 4 through 6.

d. Update ARSNT automatically from PBUSE/GCSS–Army/LMP. This data is sent to LOGSA on a daily basis. PBUSE, GCSS–Army, and LMP users do not need to input any transactions to WEBUIT, except "W" transactions.

e. Use secure file transfer protocol. Serialization officers with extremely large quantities of UIT data (such as other services who send in huge annual reconciliation files) may request capability to send UIT data using secure file transfer protocol.

2–6. Safeguarding and physical security of automatic data processing recorded data
a. The security of automatic data processing records will be maintained.

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

c. Units or activities have responsibility for physical security of reportable items per DOD/DA security regulations.

2–7. Functional requirements of the serialization officer

All reporting activities will keep an automated or manual active file of serial numbers of reportable items on hand in all supported accountable property records down to the property book/stock record account level. The UIT reporting is keyed to the DODAAC/unit identification code (UIC) of the activity accountable for the reportable item. Evacuation of a reportable asset through maintenance channels for repair and return within the Army that does not entail a property book/ownership change will not require UIT reporting. However, the shipment of a reportable asset to another service or contractor for maintenance purposes will be reported to the UIT Central Registry. This requirement will be included in any maintenance support agreement. The serialization officer at each reporting activity will—

a. Establish and maintain files as prescribed in paragraph 2–3*b* for all supported accountable property records. This includes satellite activities on the installation for support.

b. Report receipts and shipments (gains or losses) into or out of the reporting activity responsible to the UIT Central Registry. The serialization officer will use the online WEBUIT open shipment report to follow-up on an inbound shipment not reported or received.

c. Report changes to SA/LW, Category I, RASTS, and CCI status to the UIT Central Registry within 10 calendar days of the supply transaction.

d. Resolve errors or rejects. WEBUIT rejects can be accessed and corrected online.

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

f. Resolve and correct all reconciliation discrepancies.

2–8. Reconciliation procedures

a. An annual 100 percent reconciliation will be conducted between the UIT Central Registry and each of the reporting activities not converted to PBUSE/GCSS–Army/LMP. This reconciliation requires bottom-up reporting (all active records on the activity's file should be reported to the UIT Central Registry). Each reporting activity will use the schedule in table 2–1 to prepare their annual reconciliation. This data will be used to compare the reporting activity records to the UIT Central Registry master record. Discrepancies can be accessed online in WEBUIT.

Table 2–1
Unique item tracking annual reconciliation schedules

Month: January **Activities scheduled:** AMC/Defense Logistics Agency depots, Army ammunition plants, arsenals, and miscellaneous CONUS activities not identified elsewhere	
Month: February **Activities scheduled:** Not scheduled	
Month: March **Activities scheduled:** Not scheduled	
Month: April **Activities scheduled:** Active Army/USAR	
Month: May **Activities scheduled:** Not scheduled	
Month: June **Activities scheduled:** Not scheduled	
Month: July **Activities scheduled:** National Guard Bureau U.S. Property and Fiscal Office	
Month: August **Activities scheduled:** Not scheduled	
Month: September **Activities scheduled:** Not scheduled	
Month: October **Activities scheduled:** Not scheduled	

Month: November
Activities scheduled: Not scheduled

Month: December
Activities scheduled: Not scheduled

b. The UIT Central Registry will ensure that reporting activities follow the reconciliation schedule at table 2–1. Based on the reporting activities submission, they will check all reportable asset record files submitted by the reporting activities against the UIT Central Registry files. Discrepancies can be accessed online using the reconciliation verification report.

c. This report will include the number of—

(1) Total reconciliation records received.

(2) Total active records in the database.

(3) Total active unclaimed records.

(4) Reconciliation accuracy rate.

d. The cutoff date for reporting activities to report their reconciliation data will be the last day of the month listed in table 2–1. The DPAS accounts will perform their LIW assets module validation and their UIT bottom-up reconciliation on the same cutoff date twice annually determined by LOGSA, whether they are reporting directly to the UIT Central Registry or to an intermediate serialization officer.

e. Reporting activities can send the bottom-up reconciliation to the UIT Central Registry by any of the formats described in paragraph 2–5. This submission must contain all the serial number UIT designated items controlled by that activity.

f. Reporting activities will reconcile all records with the property book or owning activities prior to the annual scheduled reconciliation in table 2–1. The annual reconciliation will include a reconciliation transaction code "E" for each UIT designated item on the reporting activity's active file. Identify the property book (current owner possessing reportable asset) in columns 69 through 74 of the "E" transaction. Depots will identify the current storage location in columns 23 through 29 (local use field).

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

h. The UIT Central Registry will establish a reconciliation verification report containing all mismatched serial numbers to be corrected by those reporting activities.

i. If the reject on the UIT Central Registry has not been cleared by a reporting activity within 60 calendar days, the UIT Central Registry will prepare and send a follow-up to the reporting activity. If corrective transactions or notification of a problem is not received from the reporting activity within 7 calendar days of the follow-up, the Central Registry will request assistance from the respective ACOM/ASCC/DRU serialization coordinator. The ACOM/ASCC/DRU UITSP coordinator will have 20 calendar days to forward corrective transactions to the UIT Central Registry. Failure to meet this suspense will result in the UIT Central Registry requesting assistance from the DCS, G–4 for completing correction of rejects.

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

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

Section II

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

2–9. Objectives of Department of Defense Small Arms/Light Weapons Serialization Program

a. This section provides the DA standard for reporting SA/LW serial number data under DODSA/LWSP as defined and required per DLM 4000.25–2. The DODSA/LWSP is a DOD-wide system established to maintain continuous SA/LW serial number visibility over all SA/LW by serial number from the contractor to depot; in storage; in transit to requisitioners' in post, camp, and station custody; in the hands of users; during turn-ins; in renovation; and during disposal/demilitarization. The UIT Central Registry, which is part of DODSA/LWSP, maintains SA/LW serial number visibility within the

Active Army, ARNG, USAR, and Reserve Officers' Training Corps (ROTC). The DICs shown in table 2–2 and the transaction codes in table 2–3 will be used for SA/LW reporting. The Registry is designed to provide, within 72 hours, investigative agencies the identification of the last responsible Army activity having a specific serial-numbered SA/LW.

b. For the purpose of SA/LW reporting, SA/LW are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small arms are broadly categorized as those weapons intended for use by individual members of armed or security forces. They include handguns; rifles and carbines; submachine guns; and light machine guns. Light weapons are broadly categorized as those weapons designed for use by two or three members of armed or security forces serving as a crew, although some may be used by a single person. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable antitank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars. Associated suppressors, silencers, mufflers, and noise suppression devices appropriate for previously listed SA/LW are included and will be reported within the Component and DOD registries.

c. The UIT Central Registry will use standard procedures to coordinate and interface the SA/LW arms serial number reporting between the UIT Central Registry and other DOD Services.

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

Table 2–2

Department of Defense Small Arms/Light Weapons Serialization Program Identifier codes

DIC: DSA
Document title: Multifield Correction
Description: Used for correcting erroneous or invalid national stock number (NSN), owner DODAAC/UIC, or weapon serial number (WSN) on the UIT Central Registry file.

DIC: DSB
Document title: Mass NSN Change
Description: Used for mass NSN changes as directed by Tank-Automotive and Armaments Command (TACOM) LCMC through the Army master data file (AMDF) or notification of change from the UIT Central Registry.

DIC: DSD
Document title: Receipt/Issue Follow-up
Description: Used for follow-up procedures by the UIT Central Registry to confirm the serial number of item(s) shipped for which no receipt was confirmed within the required timeframe or item(s) received but no record of serial number shipped.

DIC: DSF
Document title: Reject or Reconciliation Follow-up
Description: Used to notify a unit or activity that a reject or reconciliation transaction has not been received.

DIC: DSM
Document title: Serial Number Control Document
Description: Used for registration and reporting of serial numbers between reporting activities and the UIT Central Registry.

DIC: DSR
Document title: Serial Number Reconciliation or Reconciliation Errors
Description: Used by reporting activity to submit reconciliation data or used by UIT Central Registry in forwarding reconciliation errors and update errors.

Table 2–3
Department of Defense Small Arms/Light Weapons Serialization Program transaction codes

Code: A
Description: Weapon not received. Used to report a weapon that has been reported shipped but not received.

Code: B
Description: Initial registration of weapon.

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

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

Table 2–3
Department of Defense Small Arms/Light Weapons Serialization Program transaction codes—Continued

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

Code: F
Description: Shipment to foreign military sales (FMS)/grant aid. Used to record the issue of a serial number directed under FMS or grant aid agreements.

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

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

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

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

Code: L
Description: Inventory loss. Reports inventory loss after all investigative requirements, including financial liability investigation of property loss and security reports have been completed.

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

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

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

Code: Q
Description: Notification of suspected loss. Reports a potential lost or stolen serial number. Investigation, financial liability investigation of property loss, or security report is in process.

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

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

Code: T
Description: Confirmation of completed shipment from one service/agency to another. Used by DOD Registry to reflect shipments completed between services.

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

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

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

Note:

Table 2–3
Department of Defense Small Arms/Light Weapons Serialization Program transaction codes—Continued

[1] These are standard military standard transaction reporting and accounting procedures (MILSTRAP) codes. Unassigned codes may be used by the Army for Army unique applications as long as the code is not assigned for MILSTRAP use. If, at any time, the code is approved for MILSTRAP use, the Army will have to conform and change.

2–10. Items subject to reporting

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

b. Report foreign weapons per procedures in this chapter. When reporting foreign weapon serial numbers that contain unidentifiable characters (non-English alpha numeric) that can be translated into an alphanumeric equivalent, the translated serial number will be permanently inscribed on the weapons and reported to the UIT Central Registry. When the foreign weapon serial number cannot be translated into alphanumeric equivalents, the UIT Central Registry will assign a serial number that will be permanently inscribed on the weapon and reported to the UIT Central Registry.

c. Report SA/LW in a museum, to include those on loan, as prescribed in this chapter. In addition, museum pieces of historical value without serial numbers will be reported to the UIT Central Registry on DA Form 2609 (Historical Property Catalog) to be maintained in an offline file. When moving non-serialized (historical) museum weapons, notify the UIT Central Registry Office in writing. Deviations from these requirements by DOD activities with static inventories require approval of the Joint SA/LW Coordinating Group and approval of the DODSA/LWSP Program Administrator. Requests for deviation, to include appropriate justification, will be sent through the UIT Central Registry to the Defense Logistics Management Standards Office (SA/LW Program Administrator), Suite 1834, 8725 John J. Kingman Road, Fort Belvoir, VA 22060–6217. Immediately report lost, abandoned, or unclaimed privately owned SA/LW when these arms are processed through a board of officers for actions turned into a Defense Logistics Agency–Disposition Services.

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

e. Immediately report privately owned weapons when classified as claims property. These weapons will be registered immediately in the UIT Central Registry when they come under the control of DA.

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

g. Immediately report captured, confiscated, or abandoned enemy SA/LW in the possession of the Army as result of military actions. The SA/LW may be of foreign or domestic manufacture and may include recaptured U.S. military SA/LW.

2–11. Exclusions to reporting

a. Do not report SA/LW purchased with non-appropriated funds and privately owned weapons to the UIT Central Registry. These weapons are controlled by civil authorities under the Gun Control Act of 1968. This does not include SA/LW turned in for disposal (see para 2–10*d* through f).

b. Classified activities that determine specific on hand SA/LW will not be registered under these procedures should request guidance through the UIT Central Registry.

c. Deviations from MILSTRAP policies by DOD activities with static inventories require approval of the Joint SA/ LW Coordinating Group and of the DOD MILSTRAP System Administrator. Requests for deviation will include appropriate justification through the UIT Central Registry (address shown in para 1–6) to the Defense Logistics Management Standards Division (DODSA/LWSP Administrator), 6301 Little River Turnpike, Suite 220, Alexandria, VA 22312–5044.

d. Army elements will not report weapons belonging to another service. However, weapon shipments received from another service to the Army for maintenance purposes will be reported to the UIT Central Registry using the procedures in 2–17e.This requirement will be included in any maintenance support agreement.

2–12. Error transaction and reject codes

The DODSA/LWSP error transaction and reject codes listed in figure 2–1 are two-character alphanumeric or numeric codes that identify the type of transaction error. These codes are used online in the correct rejects report to identify transaction errors or rejects, type of error, and reconciliation action to be taken by the reporting activity. These reject codes are used for SA/LW, RASTS, and CCIs. The manual data entry instructions for WSN control transactions are in appendix B.

30	NSN not found in catalog or blank - Enter a valid NSN
31	Serial Number invalid or blank - Enter a valid Serial Number
32	FSC invalid - Enter a valid FSC
16	Owner is invalid or blank - Enter a valid Owner
11	Supad is invalid or blank - Enter a valid Ship to or Received From
41	DIC invalid or blank - Enter a valid DIC
47	Reporter invalid or blank - Enter a valid Reporter
29	UIC invalid or blank - Enter a valid UIC
12	TRAC is invalid or blank - Enter a valid TRAC
13	Transaction Date is invalid or blank - Enter a valid Transaction Date
14	Wipe Test Date invalid or blank - Enter a valid Wipe Test Date
15	Wipe Test Result invalid or blank - Enter 555 or 999 for intallation wipe or actual reading for lab results
17	TRAC K - Corrected NSN is not on UIT Reportable List
25	TRAC H - New NSN is blank or is not on UIT Reportable List
24	New Reporter is invalid or blank - Enter a valid New Reporter
23	New Owner is invalid or blank - Enter a valid New Owner
22	Effective Date is invalid or blank - Enter a valid Effective Date
20	Corrected Detector Serial Number is invalid or blank - Enter a valid Corrected Detector Serial Number
19	Corrected Serial Number is invalid - Enter a valid Corrected Serial Number
18	Corrected Owner is invalid - Enter a valid Corrected Owner
52	Document Number blank or Julian Date invalid in Document Number
55-2A2	TRAC H/K - New/Corrected NSN matches the current NSN
56-2A4	TRAC G is only used for Small Arms. TRAC G is only for small arms shipments to General Officers
57-2A5	TRAC M - no change indicated on transaction - Enter the New Owner or New Reporter and Type Change Code
53	Detector Serial Number invalid or blank - Enter valid Detector Serial Number
58-2A6	DIC invalid or blank - Enter a valid DIC
59-2A7	TRAC blank - Enter a valid TRAC
60-2B0	Serial Number/NSN combination invalid for STU phone - Enter valid 11-digit serial number (short title, filler-zeroes, then numbers)
61-2B1	Serial Number same as LIN - Enter the Serial Number - not the LIN for the item
62-2B3	STU Phone Serial Number cannot begin with "STU" - Enter an 11-digit long STU Serial Number and leave off the letters "STU"
65-2C0	TRAC invalid - Enter a valid TRAC
63-2C1	TRAC 6 not preceded by TRAC B or TRAC - Re-Enter a different TRAC since TRAC 6 requires a previous TRAC B or TRAC R
64-2C2	TRAC L - need to determine if item is truly lost - If item was lost (as in report of survey), re-submit - If item was not lost, enter TRAC K or TRAC S
26-2C3	TRAC 2 is only used for CAT I Missles
21-2C4	TRAC 4 is only used by Depots for CCI items - Enter a valid TRAC
38-2C5	TRAC 5 is only used by Depots for CCI items - Enter a valid TRAC
39-2C6	TRAC 6 is only used by Depots for CCI items - Enter a valid TRAC
101-2C7	TRAC W is only used for RATTS items - Enter a valid TRAC
127-2D0	NSN not found in catalog or blank - Enter a valid NSN
128-2D1	TRAC K Corrected NSN does not match serial number in database for this reporter
66-2D2	TRAC H New NSN not found in catalog - Enter a valid new NSN
67-2D4	TRAC K Corrected NSN is not a STU phone
68-2D5	TRAC H New NSN is not on UIT Reportable List - Contact the UIT Central Registry to verify if New NSN is UIT reportable

Figure 2–1. Error transaction and reject codes

69-2D6	NSN appears to be an MCN. Contact the UIT Central Registry for the valid NSN or MCN
70-2D7	TRAC K Corrected NSN appears to be an MCN - Contact the UIT Central Registry for the valid Corrected NSN or MCN
71-2D8	TRAC H New NSN appears to be an MCN - Contact the UIT Central Registry for the valid New NSN or MCN
72-2D9	TRAC K and H cannot change category
73-2E0	TRAC S/P/Z/F/G/N - Reporter and Ship To are the same; cannot ship to self - Enter the Ship To activity in the Ship To field
74-2E1	TRAC S/P/Z/F/G/N - Owner and Ship To are the same; cannot ship to self - Enter the Ship To activity in the Ship To field
75-2F0	Julian Date invalid in Document Number - Enter a valid 4 digit Julian Date in positions 7-10 of the Document Number
76-2F1	Document Number blank - Enter a valid Document Number because it is mandatory for this TRAC
77-2J0	Reproter is blocked- not allowed to report - Enter a different Reporter to report this transaction
78-2J1	TRAC F - New Reporter is blocked - not allowed to report - Enter a valid , unblocked, New Reporter
79-2K1	TRAC F - Document Number inappropriate - Enter a Document Number that begins with "B" for FMS shipments from Army
80-2P0	Reporter invalid - Enter a valid Reporter
81-2P1	TRAC M - New Reporter invalid - Enter a valid New Reporter
82-2P2	Reporter blank - Enter a valid Reporter
83-2P3	TRAC M - New Reporter is blank or invalid
84-2P5	TRAC Z or F - only Depot reporters are allowed to use TRAC Z or F - Enter a valid TRAC
85-2P6	TRAC G - only Depot reporters are allowed to use TRAC G - Enter a valid TRAC
86-2Q0	TRAC F - Ship To is inappropriate - Correct TRAC or Ship To - TRAC F ships to Foreign Military Sales
87-2Q1	TRAC G - Ship To is inappropriate - Correct TRAC or Ship To - TRAC G ships to General Officers
88-2Q2	TRAC N - Ship To is inappropriate - Correct TRAC or Ship To - TRAC N ships to non-DoD activities
89-2Q3	TRAC S or Z - Ship To is inappropriate - Correct TRAC or Ship To - TRAC S and Z ship to DoD activities
90-2Q4	TRAC S/P/Z/F/G - Shi To blank - Enter a valid Ship To activity
91-2Q5	Supad matches the owner or reporter - Cannot receive from yourself
92-2Q6	TRAC S/P/Z/F/G - Ship to invalid - Enter a valid Ship To activity
93	Item has been shipped to FMS - Please sight verify/contact the UIT Central Registry to change or suffix the serial number if this item is on hand
94-2R1	Owner invalid - Enter valid owner
95-2R2	TRAC K - Corrected Owner invalid or not in your reporting area - Enter a valid Corrected Owner
95-2R3	TRAC M - New Owner invalid - Enter a valid New Owner
95-2R5	TRAC M - New owner is blank or invalid
96-2R6	TRAC K - Corrected Owner blank - Enter a valid Corrected Owner
99-2R7	TRAC W - Wipe Tester blank - Enter a valid Wipe Tester into the Supplemental Address field
100-2R8	TRAC W - Wipe Tester invalid - Enter a valid Wipe Tester into the WIPE TEST FACILITY field
122-3L1	TRAC V Demilitarization received on this item - Item demilitarized/sight verify the item - If item on hand, contact the UIT central registry
123-3L2	Item is not on your active file - Item must be added to yoru active file before you can do this TRAC
124-3U0	TRAC L - another activity has your lost item - If item is not lost, change the TRAC, if item is lost, contact the other activity
126-3U1	TRAC Q - another activity has your lost item - If item is not lost, change the TRAC , if item is lost, contact the other activity
125-4A0	RATTS serial number is too short - Enter a valid 11-digit RATTS serial number

Figure 2–1. Error transaction and reject codes—continued

121-4J0	RATTS serial number prefix invalid - Enter an 11-digit serial number with the correct prefix
120-4K0	TRAC W - Wipe Test Result from installation invalid. - Enter 555 for passing Wipe Tests, or 999 for failing Wipe Tests
119-4K1	TRAC W - Wipe Test Result from RATTS Lab invalid - Labs should enter the actual reading on the wipe analysis
118-4N0	RATTS serial numbers do not match - Enter the correct prefixes for the RATTS cell and detector serial numbers
117-4N1	TRAC X is only used for RATTS and CCI items - Enter a valid TRAC
116-4N2	TRAC Y is used for RATTS items only - Enter a valid TRAC
115-5A0	TRAC A Ship To does not match an open shipment - Verify the Ship To on the open shipment
48-5A1	TRAC A Document Number does not match open shipment
49-5A2	TRAC A Ship transaction is under 30 days old - Wait until the shipment is 30 days old to submit TRAC a Non-Receipt
50-5A3	TRAC A item is not in the database - Verify the NSN and Serial Number on the open shipment
51-5E0	TRAC D - No shipment matches this shipment reversal - Verify the NSN, Serial Number, Document Number, and Ship To
28-5G0	Transaction matches a previous transaction - No action - Transaction will automatically wash out after a few days
27-5G1	TRAC A - Shipment is already closed - No Action - Transaction will automatically wash out after a few days
114-5G2	TRAC H - Active records are already under the New NSN - No action - Transaction will automatically wash out after a few days
113-5G4	Item is already in your reporting area - No Action - Transaction will automatically wash out after a few days
37-5G5	TRAC H/K - Transaction is not required for FSC change - No action - Transaction will automatically wash oujt after a few days
36-5H0	Item is not a UIT item - No action - Transaction will automatically wash out after a few days
35-5H4	Serial Number cannot equal zero or zeroes - Enter a valid Serial Number
34-AW0	TRAC S - Ship To YADJST requires approval - Contact your UIT representative
33-AW1	TRAC J requires HQDA approval - Enter an appropriate TRAC
112-AW2	TRAC I is not used - Enter an appropriate TRAC
111-AW3	TRAC T is not used - Enter an appropriate TRAC
110-AW4	TRAC X for CCI requires approval - Enter an appropriate TRAC
109-JU0	This does not appear to be a UIT transaction - No action - Transaction wil automatically wash out after a few days
108-2A0	TRAC K - Corrected cell/Det Serial Number same as Cell/Det Serial - Enter the corrected Detector Serial Number
107-2A1	TRAC K - all correction fields are blank - Enter the Corrected NSN, Corrected Serial Number, or Corrected Owner
106-2A8	TRAC H - No active records on database for this NSN; enter a valid NSN with active records needing change or enter a different TRAC
105-2A9	Owner not compatible with Current Reporter - Contact the UIT Cetnral Registry
104-2B4	TRAC H - Not allowed for STU NSNs - Enter TRAC K to change the NSN and Serial Number for each STU item needing to be changed
46-3L0	TRAC E - Reconcilliation incompatible to master file - Item reconciled is in a History status for reporting area; site verify and pick up if on hand
45-4N3	TRAC X - The Cell is not on the registry for this report - Can only use TRAC X to remove an in-operative source in your reporting area
44-5A4	TRAC A - Reporter matches Reporter on open shipment - The reporter who shipped item may not report item not received; enter different TRAC

Figure 2–1. Error transaction and reject codes—continued

43-4N4	TRAC X - The Cell is not inserted in this Detector - TRAC X only removes an inoperative source inserted in the Detector on the TRAC X
42-5A5	TRAC A - There is no matching shipment fo rthis non-receipt - Contact the UIT Central Registry for appropriate action
103-5E1	TRAC 2 or 6 - item not in database for this owner - Verify yoru serial number
102	The TRAC W result field must be number
54-5E3	TRAC D - Matching NSN and Serial Number not found in database
130-5H1	TRAC K - Corrected Serial Number is not valid for the STU NSN or Corrected NSN
131-5H2	TRAC H - New NSN is not a UIT item - If the New NSN really is not UIT reportable, contact the UIT Central Registry for guidance
40-5H3	Serial Number invalid - Item may need a ARM Serial Number - Contact the UIT Central Registry fo rassignment of an ARM Serial Number
132-5H5	Cell or Detector Serial Number contains zero or zeroes - Serial Number cannot equal zero or zeros - Enter a valid number
134-2A3	TRAC K - Corrected Serial No matches current Serial Number - Enter the correct current and Corrected Serial Number
129-5G3	TRAC M - Active records already under New Owner or Reporter - Verify the new DODAAC - If transaction was in error, no action required , transaction will automatically wash out after a few days.
151-2D3	NSN is not on UIT Reportable List or Blank
135-2K0	Invalid DODAAC/UIC or date in Document Number
158-2R4	TRAC M - No active records on UIT Central Registry for this owner or reporter - Verify the old DODAAC - If transactoin was in errork no action required, transaction will automatically wash out after a few days.
10	Duplicate Transaction - This transaction will not be processed
160	Incoming service code invalid
159	TRAC H - New transaction type is the same as the existing one
161	Incoming Serial Number system code invalid
162	Incoming suffix code invalid
163	Incoming type change code invalid
164	Incoming WEB FLAG invalid
157	Incoming status invalid
165	Incoming UPDATED BY value invalid
166	Incoming date for LAST UPDATE invalid
167	Incoming CORRECTED FSC invalid
168	Incoming NEW FSC is invalid
169	Incoming INTERFACE CODE invalid
170	Incoming LOT NUMBER invalid
171	Incoming UPLOADED BY invalid
172	Incoming LOCAL _ USE code invalid
173-4E0	TRAC W - blank or invalid Wipe Test Date - Enter a valid Wipe Test Date
174-2B5	General Officer Serial Number must begin with alpha "GO" - Correct TRAC or enter a valid Serial Number that begins with alpha "GO"
175-4K2	TRAC W - Wipe Test Result is blank or invalid - Enter valid Wipe Test Result
176-5E4	TRAC L/Q - item is not in the database - Verify the Serial Number - If item was lost , report it as on hand first before reporting it as lost or suspected lost
178-5E5	TRAC L/Q - Item is already in history status - verify the Serial Number - may need to contact the UIT Central Registry
179-AW5	Transaction requires apporval of the UIT Central Registry - Contact the UIT Central Registry
177-56G	TRAC 1 - transaction is not needed because aged records will automatically be retired on their second anniversary if not reconciled - Enter a valid TRAC or delete the reject

Figure 2–1. Error transaction and reject codes—continued

181-5E7	TRAC 6 - Item is in a different reporting area in the database - Cannot reverse the record
180-5E6	TRAC 6 - Item is in history status in the database - Cannot reverse the record - Verify the Serial Number - Correct rejects
182-2B6	TRAC Y - Must enter both Cell and Detector Serial Numbers - Enter both
183	The Serial Number and NSN/MCN are not found in the database or reporter does not match UIT record
184	NSN/MCN Not valid for category
185	INVALID DOCUMENT NUMBER
136-5B0	TRAC U - Item is not in the database - TRAC U indicates an item that was previously reported as a suspected loss has been recovered or found
137-3G0	TRAC U must be preceded by a TRAC Q (Suspected Loss) - Either change the TRAC or enter a TRAC Q first
138-2Q7	TRAC S - Ship To "W52H09" is not valid for shipments - Enter the DODAAC of the activity being shipped to
139-2Q8	TRAC P/S/Z for CCI items - Cannot ship to DLA DRMO activity because of security regulations - Do not ship CCI to DRMO activities
188	Corrected cell Serial Number invalid or blank - Enter a valid corrected cell Serial Number
186	TRAC H is not used for RATTS item - This reject will wash out automatically after a few day
187-2R9	TRAC K - Corrected Owner is another service (Navy/Air Force/DLA/SOFSA) or is not in your reporting area - Submit a TRAC S intead of a TRAC K, or add the corrected Owner to your Reporting Area
189	Cannot identify unique record to change with the values entered - Identify unique Serial Number record to be changed
190	Found more than one record for the values entered
191	Found NO records to match the values entered
223	TRAC L/Q has already been entered into the database - Verify the Serial Number

Figure 2–1. Error transaction and reject codes—continued

2–13. Reporting weapons with missing/illegible serial numbers

a. Use the format in table 2–4 to request from the UIT Central Registry assignment of a serial number when serial numbers are missing, illegible, or untranslatable. For nonstandard items and museum pieces, use the format in table 2–4 to request from the UIT Central Registry assignment of a serial number and NSN or a management control number (MCN). The serial number will be permanently inscribed on the weapon unless it has been determined that the permanent marking destroys the historical value of the SA/LW.

b. Reporting activities will use a UIT Central Registry assigned MCN for weapon identification until a valid NSN is obtained from the DOD Central Registry Office.

Table 2–4
Small arms/light weapons serial number or national stock number request format

NSN	Serial number description	Description
NSN or none	Serial number or none	Make, model, caliber, and other nomenclature data

2–14. Reporting of local modification of small arms/light weapons

The UIT Central Registry will be informed when authorized local modification of a weapon changes its identification. If modification produces a weapon with a different NSN, report the change using transaction code "K" (table B–3). If modification produces a weapon with no NSN, a request for a NSN will be submitted per paragraph 2–13. Upon receipt of a new NSN or authorized MCN, report the change using transaction code "K" (table B–3).

2–15. Duplicate weapon serial numbers within the same national stock number

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

b. When the UIT Central Registry encounters duplicate serial numbers, it will request both activities to sight verify the WSNs and stock number of the weapon to assure report accuracy. If the weapon was reported incorrectly by one of the

activities, then the appropriate correction will be prepared and forwarded by the activity in error. The correction will be submitted on the multifield correction format (transaction code K) to the UIT Central Registry. Make the necessary correction to the property book record also. If the weapon was shipped without submitting the required shipment transaction, the shipping activity will prepare and submit the necessary shipment transaction per instructions provided in paragraph 2–17*a*.When determined that the WSNs were reported correctly and there is a duplicate serial number, the UIT Central Registry Office will notify one of the activities to modify the WSN. Weapons with duplicate serial numbers located in the wholesale system will be modified first, to the extent possible. The serial number on the weapon and the property book must be changed as directed by the UIT Central Registry.

2–16. Initial registration
All reportable serial-numbered items will be registered with the UIT Central Registry by the reporting activities. Local procedures will be established to ensure accountable property records obtain the serial numbers from the equipment. Physically verifying the serial number is critical to ensure database accuracy. The reporting activity will submit a transaction using transaction code "B" per table B–1 format. Transmit the transaction to the UIT Central Registry and update the property book. New production items will be initially registered by the contractor submitting a procurement gain transaction (transaction code "P," table B–1) to the UIT Central Registry.

2–17. Shipments and transfers
Follow the requirements and procedures in AR 725–50 for military standard requisitioning, receipt and issue procedures (MILSTRIP) documentation accompanying SA/LW shipment. The shipping documentation for each registered SA/LW shipment will include a list of the serial numbers of each weapon in the shipment.

a. Shipment (other than new procurement) transactions. When a weapon is shipped to an accountable property record supported by another reporting activity file (including other services and Defense Reutilization and Marketing Office), the losing activity will prepare a SA/LW shipment transactions (transaction code "S"), per table B–1 and attach a copy to the shipping documentation. For multiple weapon shipments, the transactions will be grouped and identified by box number and placed in/on the first container/unit load. Transmit the transaction to the UIT Central Registry and update the property book.

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

c. Shipments to grant aid or foreign military sales. Report shipments directed under grant aid or FMS agreements to the UIT Central Registry. When SA/LW are selected for shipment by the shipment activity, or when DOD assumes title and accountability for weapons purchased or produced under a DOD contract, and then ships directly to Security Assistance, follow the shipment procedures in subparagraph aabove, using transaction code "F" instead of transaction code "S" (table B–1). Listings are not required to accompany weapon shipment.

d. Shipments to other agencies or activities. When SA/LW are selected for shipment by the shipment activity, or when DOD assumes title and accountability for weapons purchased or produced under a DOD contract, and then ships directly to Security Assistance, follow the procedures in 2–17d, using transaction code "N" instead of transaction code "S" or "P." Include shipments to civilian activities, contractors, non-DOD Government activities, and non-reporting (classified) military activities. Transaction copies are not required to accompany weapon shipment.

e. Shipments to other services. Follow the procedures and requirements in AR 725–50 for MILSTRIP documentation accompanying SA/LW shipments between DOD components. Attach a list of the serial numbers for each weapon in the shipment documentation. When a shipment consists of multiple containers, the listing will identify which serial numbers are within each container. Report shipments to other services to the UIT Central Registry following the procedures in paragraph 2–17*a*.The UIT Central Registry will enter the shipping data into the active file to indicate the in transit shipment. The UIT Central Registry then forwards the transaction to the destination service registry.

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

g. Property book or ownership change. To report the movement of a SA/LW arm within the reporting activity (installation), prepare a multifield correction transaction (table B–3, transaction code "K"), identifying the new owning unit or activity. Transmit the transaction to the UIT Central Registry and update the property book.

2–18. Follow-up for weapons in transit

Reporting activities and ACOMs/ASCCs/DRUs can monitor shipments in transit using the online open shipment report. The following functions will be performed:

a. If the weapon has been received, the receiving activity will submit a receipt transaction per paragraph 2–20*a*.

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

Note. Shipping timeframe. If 30 calendar days from date of shipment for CONUS and 90 calendar days for OCONUS is exceeded, the shipping Component Registry shall initiate coordination to determine the status of the outstanding SA/LW control reporting transactions with transaction code "S." A monthly overage shipment listing shall also be sent to the receiving Component Registry. See DLMS 4140.25–2–M for further guidance for actions required when shipping weapons. If no response received by the UIT Central Registry within 10 days of a follow-up, an email will be sent to the receiving activity with an information copy to the receiving activity's higher headquarters. If there is a negative or no response within 14 days, the UIT Central Registry will report the weapon(s) as missing, lost, or stolen to the DOD Central Registry and to the appropriate investigative agency, with an information copy provided to the shipping activity to initiate a financial liability investigation of property loss.

2–19. Open shipment notification

The UIT Central Registry will provide online open shipment reports immediately after a shipment has posted to the master file for ACOM/ASCC/DRU and reporting activities to use to monitor shipments.

2–20. Receipt

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

b. If the serial number data on the shipment documentation do not correspond to the actual SA/LW by serial number, use the following procedures:

(1) Prepare a receipt "R" transaction (table B–1) for the weapon under the erroneous NSN/WSN per instructions in paragraph 2–20*a*.

(2) Prepare the required NSN/WSN correction transaction (transaction code "K"), per table B–3 to update the UIT Central Registry master file and the reporting activity file.

(3) Prepare a SF 364 (Report of Discrepancy (ROD)) and send it to the shipping activity that submitted the erroneous shipment data.

c. Received without serial number transactions (transaction code "S") or lists will be considered as unregistered. Prepare a SA/LW receipt transactions (transaction code "R"), per appendix B to update the reporting activity file and to notify the UIT Central Registry. Use the information on the shipping documentation DD Form 1348–1A (Issue Release/Receipt Document) or DD Form 1348–2 (Issue Release/Receipt Document with Address Label) to complete the receipt transaction. PBUSE/GCSS–Army users do not need to submit an "R" transaction.

d. Report receipts from other services following the procedures in 2–20a.

2–21. Inventory gain

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

2–22. Loss

a. *Suspected lost.* Report a potential lost or stolen or missing or unaccounted SA/LW to the UIT Central Registry and identify that an investigation or financial liability investigation of property loss is in process. Prepare a notification of suspected loss transaction (transaction code "Q"), per table B–1. Transmit the transaction to the UIT Central Registry and update the property book. Identify the DA report sequence number from the DA Form 3056 (Report of Missing/ Recovered Firearms, Ammunition and Explosives) in the document number field (columns 30 through 43) of the "Q" transaction for follow-up action by the UIT Central Registry and the DCS, G–3/5/7 (DAMO–OD), 400 Army Pentagon, Washington, DC 20310–0400.

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

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

(b) If the weapon is found under a different reporting activity or under a different NSN (same type weapon), report finding to the reporting activity and DCS, G–3/5/7 (DAMO–OD).

(c) If the weapon is not found, report suspected loss to the DCS, G–3/5/7 (DAMO–OD).

(d) Prepare and furnish a quarterly report of weapons reported as suspected lost or stolen to the ACOM/ASCC/DRU and DCS, G–3/5/7 (DAMO–OD).

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

(a) Ensure that suspected lost or stolen weapons are reported.

(b) Identify the DA report sequence number from DA Form 3056 in the document number field (columns 30 through 43) of the "Q" transaction (table B–1), for follow-up action by the UIT Central Registry and the DCS, G–3/5/7 (DAMO–OD).

(3) Recovered weapons will be reported to the UIT Central Registry per paragraph 2–21 and to the DCS, G–3/5/7 (DAMO–OD).

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

(1) The UIT Central Registry will take the same action on losses as required for suspected lost or stolen weapons in paragraphs 2–22*a*(1) (a) through (d).

(2) The reporting activity will take the same actions as required in paragraphs 2–22*a*(2)(a) and (b).

(3) ACOMs/ASCCs/DRUs will take the same actions as required in paragraphs 2–22*a*(2)(a) and (b).

2–23. Recovered small arms/light weapons

a. Reportable SA/LW confiscated or otherwise recovered (previously dropped from accountability by financial liability investigation of property loss, or Board of Investigation) will be reported to the HQDA (DAMO–ODL) and registered to the UIT Central Registry as an inventory gain (transaction code "U," table B–1).

b. Recovered weapons will be reported to the UIT Central Registry per above paragraph. Recovered SA/LW without NSN/serial numbers will be reported by message per paragraph 2–13*a*.

2–24. Interrogation requests

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

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

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

2–25. Demilitarization

Report SA/LW if demilitarized and washed out of the system to the UIT Central Registry. Prepare a demilitarization transaction (transaction code "V"), per table B–1. Transmit the transaction to the UIT Central Registry and update the property book. This transaction will be submitted by the activity performing the demilitarization taking the weapon out of the system.

2–26. Unit deployments

When a unit transfers or deploys from the jurisdiction of one command to another, and this results in a change of equipment ownership or a change in DODAAC accounting, the losing and gaining command will follow the procedures prescribed in paragraphs 2–17 and 2–20. Reporting of required transfer accounting transactions is mandatory.

2–27. Reporting activity changes and corrections

a. Change to DODAAC. When the DODAAC of a reporting activity changes, prepare a transaction per table B–5 using transaction code "M." Transmit the transaction to the UIT Central Registry and update the property book. Only one transaction is required to change the DODAAC for all serial-numbered SA/LW reported by the activity.

b. Serial number corrections. To correct a SA/LW serial number erroneously reported to the UIT Central Registry, prepare a multifield correction transaction (transaction code "K"), per table B–3. Transmit the transaction to the UIT Central Registry and update the property book.

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

d. Mass stock number change. Use these procedures to accommodate stock number changes as directed by TACOM LCMC through AMDF changes or notification of change from the UIT Central Registry. Prepare one mass stock number change transaction (transaction code "H"), per table B–4. Transmit this transaction to the UIT Central Registry to change all affected stock numbers for that reporting activity. Update all of the current SA/LW transactions to identify the new stock number in the reporting activity's property book.

2–28. Small arms/light weapons reconciliation procedures

a. Each reporting activity will use the format in table B–2 with transaction code "E" in column 7 to prepare the annual reconciliation submission to the UIT Central Registry. Discrepancies and necessary follow-ups on records will be forwarded to the UIT Central Registry. PBUSE/GCSS–Army users do not need to submit annual reconciliations.

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

2–29. Depot or storage facility procedures

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

a. Receipts.

(1) Turn-ins (receipts) from supported activities will be reported per paragraph 2–20.

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

(3) Receipts of weapons without a SA/LW serial number listing will be considered as not registered in the UIT Central Registry. Open these weapon packs and report the WSN data to the UIT Central Registry. Prepare a receipt transaction (transaction code "R"), using data from shipment documents, such as document number, shipper's DODAAC, and so on. Attach two copies to the storage container, transmit the "R" transaction to UIT Central Registry, and update the property book.

b. Shipments to other activities. Identify the serial number of the SA/LW to be shipped from the transaction copies attached to the storage containers. Report shipments per paragraph 2–17.

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

Section III

Radiation Source Tracking System

2–30. Objectives

RASTS is a program established to maintain radioactive source serial number visibility of chemical detection equipment (CDE) within the Active Army, ARNG, and USAR. It is designed to provide strict control and identification of all radioactive sources for the purpose of user or maintainer safety. RASTS meets the requirements imposed by TACOM LCMC Nuclear Regulatory Commission (NRC) License. The RASTS transaction codes in table 2–5 will be used to report changes affecting the radioactive source status in the reporting activities master file to the UIT Central Registry for all units not converted to PBUSE/GCSS–Army.

Table 2–5
Radiation Source Tracking System transaction codes

Code: A

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

Code: B

Table 2–5
Radiation Source Tracking System transaction codes—Continued

Description: Initial registration of missile/rocket.

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

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

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

Code: F
Description: Shipment to FMS/grant aid. Used to record the issue of a serial number directed under FMS or grant aid agreements.

Code: H
Description: Mass stock number change. Used by either the reporting activity or the Central Registry to change all serial number records from a given stock number to a new stock number.

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

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

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

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

Code: M
Description: DODAAC/UIC mass change. See table 2–3.

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

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

Code: Q
Description: Notification of suspected loss. Reports a potential lost or stolen serial number item. Investigation, financial liability investigation of property loss, or security report is in process.

Code: R
Description: Receipt. Reports/confirms the receipt of a missile/rocket from one reporting activity to another. Used to report shipments between DOD activities.

Code: S
Description: Shipment. Reports the shipment of a serial number item from one reporting activity to another within DOD control.

Code: T
Description: Confirmation of completed shipment from one service/agency to another. Used by UIT Registry to reflect shipments completed between services.

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

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

Code: W
Description: Used to report wipe test results at depot repair facility.

Table 2–5
Radiation Source Tracking System transaction codes—Continued

Code: X

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

Code: Y

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

Code: Z

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

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

2–31. Items subject to reporting
a. This section provides the RASTS standard procedures for the reporting of the serial numbers for the following devices and their corresponding radioactive sealed source: M43A1/M8A1; chemical agent monitor (CAM)/improved CAM (ICAM); GID–3 ACADA; GID–3 24/7; and M22/M88 chemical alarms. Tracking of these devices and their contained radioactive sources is a requirement of TACOM NRC license.

b. The NRC license requires serial number control of the radioactive source throughout its life cycle. All other sources must be wipe tested when depot-level maintenance is performed when the radioactive cell must be removed.

2–32. Error transaction and reject codes
Reject codes for SA/LW, RASTS, and CCIs are listed in figure 2–1. The manual data entry instructions for radioactive source serial number control transactions are in appendix C.

2–33. Duplicate serial numbers
a. Reporting activities will report any duplicate serial numbers to the UIT Central Registry. Duplicates will be reported by email or letter. Modification of serial numbers is not authorized. The UIT Central Registry will coordinate with the TACOM–LCMC Safety Office, Warren, MI on all duplicate serial number issues.

b. When the UIT Central Registry encounters duplicate serial numbers, it will request both activities to sight verify the serial number and stock number of the radioactive source to assure report accuracy by their unit PBO. If the radioactive source was reported incorrectly by one of the activities, then the appropriate corrective transaction will be prepared and forwarded by the activity in error. The correction will be submitted on the multifield correction format to the UIT Central Registry and make the necessary correction to the property book. If the asset was shipped without submitting the required shipment transaction, the shipping activity will prepare and submit the necessary shipment transaction. When determined that the serial numbers were reported correctly by both claimants, the UIT Central Registry, in coordination with the TACOM LCMC Safety Office will provide guidance.

2–34. Initial registration of radioactive source
a. Only serial-numbered radioactive chemical agent monitors and detectors will be registered with the UIT Central Registry. Reporting activities will submit the serial numbers.

b. Local procedures will be established to ensure accountable property officers obtain the serial numbers per technical manual (TM) instructions from the equipment. Physically verifying the serial number is critical to ensure database accuracy.

c. The reporting activity will submit a transaction using transaction code "B" per table C–1 format. Transmit the transaction to the UIT Central Registry and update the property book.

d. PBUSE/GCSS–Army users will use the input screen to enter the cell serial number in the serial number field and the detector serial number in the detector serial number field.

e. New production items will be initially registered by the contractor submitting a procurement gain transaction (transaction code "P," table C–1) to the UIT Central Registry.

2–35. Shipments and transfers
a. Shipment (other than new procurement) transactions. When a radioactive source is shipped from an accountable property record to another property book (including other services and Defense Reutilization and Marketing Office), the losing activity will prepare a shipment transaction (transaction code "S"), per table C–9, transmit the transaction to the UIT Central Registry and update the property book.

b. Shipments to grant aid or FMS. Report shipments directed under grant aid or FMS agreements to the UIT Central Registry. Follow the shipment procedures in the paragraph above, using transaction code "F" instead of transaction code "S," table C–9.

c. Shipments to other services. Report shipments to other agencies or activities outside the control of DOD to the UIT Central Registry. Follow the procedures in paragraph 2–35*a*,using transaction code "N" instead of transaction code "S," table C–9. Include shipments to civilian activities, contractors, non-DOD Government activities, and non- reporting (classified) military activities.

d. Shipments to other services. Follow the procedures and requirements in AR 725–50 for MILSTRIP documentation accompanying shipments between DOD components. Attach a list of the serial numbers for each asset in the shipment documentation. When a shipment consists of multiple containers, the listing will identify which serial numbers are within each container. Report shipments to other services to the UIT Central Registry following the procedures in paragraph 2–35*a*.The UIT Central Registry will enter the shipping data into the active file to indicate the in transit shipment. The UIT Central Registry then forwards the transaction to the destination Service Registry.

e. Shipment cancellations. To cancel a reported shipment of a serial-numbered asset, prepare a shipment cancellation transaction (transaction code "D," table C–9), using all data contained in the shipment transaction. Transmit the transaction to the UIT Central Registry and update the property book.

f. Property book or ownership change. To report the movement of a radioactive source within the reporting activity jurisdiction, prepare a multifield correction transaction (table C–6, transaction code "K"), identifying the new owning unit or activity. Transmit the transaction to the UIT Central Registry and update the property book.

2–36. Follow-up for Category I assets in transit
Reporting activities and ACOMs/ASCCs/DRUs can monitor shipments in transit using the online open shipment report.

a. If the radioactive source has been received, the receiving activity will submit a receipt transaction.

b. If the radioactive source has not been received, the receiving activity will confirm non-receipt to the UIT Central Registry by submitting transaction code "A."

2–37. Open shipment notification
The UIT Central Registry will provide online open shipment reports immediately after a shipment transaction has posted to the master file for ACOMs/ASCCs/DRUs and reporting activities to use to monitor shipments.

2–38. Receipt
a. If the serial number is correct, the reporting activity property book officer will prepare a receipt transaction (transaction code "R," table C–10). Use the serial number data in the shipment documentation serial number listing to prepare the receipt transaction. Transmit the transaction to the UIT Central Registry and update the property book.

b. If serial number data on the shipping documentation do not correspond with the actual radioactive source serial number, use the radioactive source serial number to prepare a receipt transaction (transaction code "R"), per table C–10. Transmit the transaction to the Central Registry and update the property book.

c. Radioactive sources received without transactions or lists will be considered as unregistered. Prepare and transmit a receipt transaction (transaction code "R"), per table C–10 to the UIT Central Registry and update the property book. Use information on the shipping documentation DD Form 1348–1A or DD Form 1348–2 to complete the receipt transaction.

2–39. Inventory gain
Report the gain of a serial-numbered asset through inventory adjustment (for example, found on installation). Prepare an inventory gain transaction (transaction code "C"). Transmit the transaction to the UIT Central Registry and update the property book.

2–40. Loss
a. Suspected loss. Report a potential lost or stolen asset to the UIT Central Registry and identify that an investigation or financial liability investigation of property loss is in process. Prepare a notification of suspected loss transaction (transaction code "Q"), per table 2–3. Transmit the transaction to the UIT Central Registry and update the property book.

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

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

(b) If the asset is found under a different reporting activity or under a different NSN (same type missile/rocket), report finding to the reporting activity and the DCS, G–3/5/7 (DAMO–OD).

(c) Online access to the database through query screens will be made available to the TACOM LCMC Safety Office to allow immediate access and notification of suspected losses.

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

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

(b) Recovered radioactive sources will be reported to the UIT Central Registry.

(c) If the radioactive source is not found, report suspected loss to the DCS, G–3/5/7 (DAMO–OD) and applicable Army licensee immediately (TACOM LCMC Safety Office NRC License Manager).

b. Inventory lost. Report the loss or theft of a radioactive source, show that an investigation has been completed and financial liability investigation of property loss initiated. Prepare and transmit to the UIT Central Registry an inventory lost transaction (transaction "L"), per table C–1. Identify the financial liability investigation of property loss number in columns 20 through 33. The Central Registry will take the same actions on losses as required for suspected lost or stolen radioactive source in paragraphs 2–40*a*(1)*(a)* through *(c)*. Contact the TACOM LCMC NRC License manager/Radiation Safety Officer (RSO) immediately upon discovering a lost device.

2–41. Recovered radioactive source
A radioactive source, confiscated or otherwise recovered (previously dropped from accountability by financial liability investigation of property loss, inventory adjustment, or board of investigation), will be registered and reported to the UIT Central Registry as an inventory gain (transaction code "C"), per table C–1.

2–42. Interrogation requests
The RASTS is designed to provide information on individual elements or a combination of elements. A total history of actions pertaining to the radioactive source will be maintained. Wipe test data are also incorporated in the program. Information available on the wipe test is the date and reading of all tests and the date of next required test. The program also flags all readings above the safety level to allow the UIT Central Registry to notify the current owner.

2–43. Wipe test maintenance reporting procedures
The following procedures will be used in the wipe test process:

a. Owning unit responsibilities. Owning units are NOT authorized to remove the radioactive sealed source from the detector/monitor.

(1) Depot-level maintenance facilities authorized to perform maintenance on licensed commodities will do so only when the radioactive source is disconnected from the detector or monitor or when the membrane is replaced. Report the maintenance leak test results to the UIT Central Registry using transaction code "W."

(2) Depot maintenance facilities will provide the testing lab with the following information when they submit leak test samples for analysis:

(a) Serial number of cell.

(b) Serial number of detector/monitor.

(c) DODAAC or UIC of the owning unit.

(d) POC and phone number.

b. Testing laboratory responsibilities. Perform the leak test in accordance with applicable TMs for the device. The testing lab will notify the customer and the licensee when a leak test has failed. A "W" transaction must be entered into the UIT Central Registry by the radiation testing laboratory.

2–44. Removal and insertion of a new radioactive source
a. Removal of an old radioactive source. When a maintenance activity removes an inoperative radioactive cell from a detector or monitor, it must input the change to the UIT Central Registry using an "X" transaction. This procedure must be performed to maintain the accountability of the radioactive source.

b. Insertion of a new radioactive source. When a depot maintenance activity inserts a new radioactive cell into a detector/monitor they must input the change to the UIT Central Registry using a "Y" transaction to indicate the new cell in the detector/monitor. This procedure must be performed to maintain accountability of the radioactive cell. Activities that must ship off detectors/monitors to maintenance facilities must input an "S" transaction into DOD RASTS UIT for accountability.

c. Unserviceable radioactive source. All unserviceable radioactive detectors/monitors will be turned into the RSO for the installation for secure safe storage. The RSO will contact the Army Joint Munitions Command (JMC) Radwaste Disposal Office at Rock Island, Illinois, to begin the disposal process. The TACOM LCMC Safety office will be notified by JMC when detectors/monitors are picked up for disposal.

2–45. Demilitarization

a. Units are NOT authorized to demil their CDE. Units will turn in their CDE into their unit RSO for proper disposal. If you do not have an RSO assigned to your unit, contact the applicable TACOM LCMC item manager of the device for guidance on shipping the CDE to the designated consolidation facility.

b. The losing unit PBO will drop an "S" transaction in DOD RASTS UIT to show the radioactive cell has been shipped to the disposal facility authorized by the licensee. Entire detectors will be processed the same way.

c. Installation RSOs who have collected radioactive cells assemblies will assure a demilitarization transaction (transaction code "V"), per table C–4 is completed by their serialization officer or PBO in DOD RASTS UIT. Transmit the transaction to the UIT Central Registry and update the property book records accordingly. The disposal activity will perform the demilitarization of the entire device and process the "V" transaction when demilitarization has been completed.

2–46. Unit deployments

When a unit transfers or deploys from the jurisdiction of one command to another, and this results in a change of equipment ownership or a change in DODAAC accounting, the losing and gaining command will follow the procedures prescribed in paragraphs 2–17 and 2–20. Reporting of required transfer accounting transactions is mandatory. The deployed unit PBO will assure the proper transaction (transaction code "S") is processed into DOD RASTS UIT if the radioactive commodity is transferred from one unit to another. The receiving unit will document receipt by inputting an "R" transaction into DOD RASTS UIT.

2–47. Reporting activity changes and corrections

a. Change to DODAAC. When the DODAAC of a reporting activity changes, prepare a transaction per table C–7 using transaction code "M." Transmit the transaction to the UIT Central Registry and update the property book. Only one transaction is required to change the DODAAC for all serial-numbered assets reported by the activity.

b. Serial number corrections. To correct an asset serial number erroneously reported to the UIT Central Registry, prepare a multifield correction transaction (table 2–3, transaction code "K"). Transmit the transaction to the UIT Central Registry and update the property book.

2–48. Reconciliation procedures

a. Each reporting activity will use the format in table C–5 to prepare the annual reconciliation submission to the UIT Central Registry. PBUSE/GCSS–Army users do not have to prepare an annual reconciliation.

b. The UIT Central Registry will provide an online report identifying all serial numbers not reconciled.

2–49. Depot or storage facility procedures

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

a. Receipts ("R"), shipments ("S"), and modifications ("K") as outlined in this regulation. When registered radioactive sources are placed in storage, two additional copies of the transaction will be prepared for each radioactive source and attached to the storage container to aid reporting of later transactions.

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

Section IV

Controlled Cryptographic Item Serialization Program

This section provides the DA standard for reporting (CCI) serial number data (which includes embedded communications security (COMSEC)) under CCISP. CCI is unclassified but controlled COMSEC with a controlled inventory item code designation of "9" per DA Pam 708–2.

2–50. Objectives

The CCISP was established to maintain serial number visibility of designated CCI within the Active Army, ARNG, USAR, and ROTC. The CCISP is part of the UIT Central Registry and will provide NSA and investigative agencies, within 72 hours, the identification of the last responsible Army activity having a specific serial-numbered CCI. The CCISP transaction codes in table 2–6 and DICs in table 2–7 will be used for CCI reporting.

Table 2–6
Controlled Cryptographic Item Serialization Program transaction codes

Code: A
Description: CCI not received. Use to report that a serial number has not been received.

Table 2–6
Controlled Cryptographic Item Serialization Program transaction codes—Continued

Code: B
Description: Initial registration of CCI.

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

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

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

Code: F
Description: Shipment to FMS/grant aid. Used to record the issue of a CCI directed under FMS or grant aid agreements.

Code: H
Description: Mass stock number change. Used by either the reporting activity or the UIT Central Registry to change all serial number records from a given stock number to a new stock number.

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

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

Code: L
Description: Inventory loss. Reports inventory loss after all investigative requirements, including financial liability investigation of property loss and security reports have been completed.

Code: M
Description: DODAAC/UIC mass change (see table 2–3).

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

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

Code: Q
Description: Notification of suspected loss. Reports a potential lost or stolen serial number. Investigation, financial liability investigation of property loss, or security report is in process.

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

Code: S
Description: Shipment. Reports the shipment of a CCI from one reporting activity to another within DA control.

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

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

Code: X
Description: Termination of suspension requirement. Used to report termination of suspension requirement reported under transaction code "J."

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

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

Table 2–7
Controlled Cryptographic Item Serialization Program document identifier codes

DIC: BDB
Document title: CCISP registration and update transaction.
Description: Used for registration and reporting of CCI between reporting activities and the UIT Central Registry.

DIC: BDE
Document title: CCISP multifield correction.
Description: Used for correcting erroneous or invalid NSN, owner DODAAC or serial number in the UIT Central Registry file.

DIC: BDF
Document title: CCISP shipment status/reject transaction.
Description: Used for notification of shipment status or rejected transactions by the UIT Central Registry.

2–51. Items subject to reporting

NSA designates an item as a CCI and establishes asset tracking requirements. Report all Class II and Class VII CCI, including those mounted on aircraft, vehicles, and vessels, in the Army inventory to the UIT Central Registry. Although embedded CCI components take on the identity of the prime line item number (LIN), reporting activities will obtain a nonstandard line item number (NSLIN)/developmental line item number (ZLIN) and NSN/MCN from the Army Enterprise Systems Integration Program (AESIP) to separately track the embedded CCI component. If a separate NSLIN/ZLIN and NSN/MCN does not exist, the program manager or item manager will submit a request in AESIP to generate a NSLIN/ZLIN/LIN and NSN/MCN for the embedded CCI component.

2–52. Exclusions to reporting

Standalone CCI end user devices issued by the Communication Security Logistics Agency will not be reported through CCISP.

2–53. Error transaction and reject codes

Reject codes for SA/LW, RASTS, and CCI items can be found in figure 2–1. The manual data entry instructions for CCI transactions are in appendix D.

2–54. Reporting controlled cryptographic item with missing/illegible serial numbers

a. Those CCIs discovered without a serial number or with obliterated, mutilated, or illegible serial numbers will be reported to the UIT Central Registry for review and coordination with the item manager for assignment of a new serial number. Do not assign a local serial number to an item.

b. When the UIT Central Registry notifies the reporting activity of assignment of the new serial number, the owning unit will notify and coordinate with the supporting installation maintenance facility to replace the data plate.

2–55. Reporting of local modification of controlled cryptographic item

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

2–56. Duplicate serial numbers within the same national stock number

a. Reporting activities will report by email or letter to the UIT Central Registry any duplicate serial numbers discovered. No modification of serial numbers is authorized unless approved by the UIT Central Registry in coordination with the item manager.

b. When the UIT Central Registry encounters duplicate serial numbers, both reporting activities will be requested to sight verify the serial number and stock number to ensure report accuracy. A digital photo may also be required. If the serial number was reported incorrectly by one of the activities, then the appropriate correction (transaction code "K") will be prepared and forwarded by the activity in error. When determined that the serial numbers were reported correctly the UIT Central Registry will coordinate with the wholesale commodity item manager for the assignment of a new serial number and data plate or modification of an existing serial number.

2–57. Initial registration

All Class II and Class VII CCI (see para 2–52 for exclusions) will be registered with the UIT Central Registry by serial number. All DODAAC accountable officers will account for CCI on formal accounting records by serial number. Local procedures should be established to ensure that accountable officers obtain the serial numbers from the equipment. Physically verifying the serial number is critical to ensure database accuracy. Prepare the transaction (transaction code "B"), per table D–1 and transmit to the UIT Central Registry and update the property book records. New production items will be initially registered by the contractor using a procurement gain transaction (transaction code "P"), per table D–1.

2–58. Shipments and transfers

The shipping documentation for each registered CCI shipment will include a list of the serial numbers of each CCI in the shipment. The shipping activity will notify the receiving activity of shipment of a CCI consignment at least 24 hours prior to shipment.

a. Shipment (other than new procurement). When a CCI is shipped to an accountable property record supported by another reporting activity (including other military departments), the losing activity will prepare a shipment transaction (transaction code "S"), per table D–1. Transmit the transaction to the UIT Central Registry and update the property book.

b. Shipments from procurement. When reportable CCIs are shipped from a contractor to activities within the Army, the contractor will prepare a transaction code "P," per table D–1. Transmit the transaction to the CCI Registry to open the record. This record will be maintained in suspense until confirmation of the receipt of the CCI is provided by the receiving activity. The receiving activity will submit the receipt transaction (transaction code "R"), per table D–1 to update the UIT Central Registry.

c. Shipments to grant aid or FMS. Shipments directed under grant aid or FMS agreements will be reported to the UIT Central Registry. Follow shipment procedures in (a) above, using transaction code "F" in lieu of transaction code "S."

d. Shipments to other agencies/activities. Shipments to other agencies/activities (DOD components, civilian activities, contractors, and non-DOD Government activities) outside the control of DA will be reported per procedures in paragraph 2–58*a*,using transaction code "N" in lieu of transaction code "S."

e. Shipment cancellations. To cancel a reported shipment of a CCI, prepare a shipment cancellation transaction (transaction code "D"), per table D–1 using all data contained in the shipment transaction. Transmit transaction to the UIT Central Registry to cancel shipment and update the property book.

f. Property book or ownership change. To report the movement of a CCI within the reporting activity (installation), prepare multifield correction transaction (transaction code "K"), per table D–3 identifying the new owner.

g. Owning unit or activity. Transmit transaction to the UIT Central Registry and update the property book.

2–59. Follow-up for controlled cryptographic item in transit

Reporting activities and ACOMs/ASCCs/DRUs can monitor shipments in transit using the online open shipment report. The following procedures apply:

a. If the CCI has been received, the receiving activity will submit a receipt transaction.

b. If the CCI has not been received, the receiving activity will confirm non-receipt to the UIT Central Registry by submitting transaction code "A" and contact the shipper immediately, requesting tracer action and a COMSEC incident report be initiated to locate the missing shipment.

2–60. Open shipment notification

The UIT Central Registry will provide online open shipment reports immediately after a shipment has posted to the master file for ACOMs/ASCCs/DRUs and reporting activities to use to monitor shipments.

2–61. Receipt

a. The reporting activity will ensure that the receiving activity physically verifies the serial number of the received CCI. If correct, the activity will prepare a transaction (transaction code "R"), per table D–1 using serial number data from the CCI. Transaction code "B," per table D–1 will be used when material is received from a non-DA CCI Registry supported activity (to include Navy, Marine Corps, and Air Force). Transmit to the UIT Central Registry and update the property book.

b. If serial number data on the shipment documentation do not correspond to the actual CCI by serial number then the reporting activity will prepare two copies of SF 364. Send one copy to the shipping activity that submitted the erroneous shipment data, who upon receipt of the transaction will submit a reversal (transaction code "D"), and process a corrected shipment transaction. The other copy will be sent to the reporting activity. A receipt transaction will then be prepared per the above paragraph, reporting the actual serial number(s).

c. Receipt transaction without serial number documentation. Prepare receipt transactions (transaction code "R" or "B" as appropriate), per table D–1. Use shipping documentation DD Form 1348–1A or DD Form 1348–2 information to complete the receipt transaction. Transmit to the UIT Central Registry and update the property book.

2–62. Inventory gain
Report the gain of a CCI through inventory adjustment; for example, the recovery of a previously reported lost CCI. Prepare CCI inventory gain transactions (transaction code "C"), per table D–1. Transmit to the UIT Central Registry and update the property book. Additional reporting is as required per AR 710–2.

2–63. Potential or suspected loss
a. Report a potential lost CCI to the UIT Central Registry. Prepare suspected loss transaction (transaction code "Q"), per table D–1. Transmit to the UIT Central Registry and update the property book. Accountability will be maintained until an "L" transaction (lost) is submitted. Suspected lost CCI also requires COMSEC incident reporting per AR 380–40 and TB 380–41.

b. Report the lost CCI by preparing an "L" transaction, per table D–1. Identify financial liability investigation of property loss number in the document number field (columns 30 through 43). Transmit to the UIT Central Registry and update the property book. A lost CCI also requires COMSEC incident reporting.

2–64. Recovered controlled cryptographic item
a. Recovery of CCI previously dropped from accountability will be registered and reported to the DA CCI Registry as an inventory gain, transaction code "C," per table D–1. A COMSEC incident report will be submitted.

b. Recovered CCI without an NSN or serial number will be reported by email or letter to the DA CCI Registry. A COMSEC incident report will be submitted.

2–65. Interrogation requests
a. The UIT Central Registry will provide investigative agencies, within 72 hours, the identification of the last known accountable activity having a specific CCI. Investigative agencies may contact the UIT Central Registry by email, letter, or telephone. Upon identifying the last known owner of the CCI from the UIT Central Registry file, the UIT Central Registry will provide the results of their research to the investigative agency.

b. Reporting activities receiving CCI status requests or verification from the UIT Central Registry will direct the owning property book to sight verify the serial number and furnish its results directly to the UIT Central Registry within 48 hours.

2–66. Demilitarization
a. All CCI will be returned by retail support activities to the COMSEC Directorate at Tobyhanna Army Depot (DODAAC W81U11) for disposal. Local demilitarization or disposal is specifically prohibited in the interests of national security.

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

2–67. Unit deployments
When a unit transfers or deploys from the jurisdiction of one command to another, and this results in a change of equipment ownership or a change in DODAAC accounting, the losing and gaining command will follow the procedures prescribed in paragraphs 2–17 and 2–20. Reporting of required transfer accounting transactions is mandatory.

2–68. Reporting activity changes and corrections
a. *Change to DODAAC.* When the DODAAC of a reporting activity changes, prepare transaction (transaction code "M"), per table D–1 and transmit to the UIT Central Registry and update the property book. Only one transaction is required to change the DODAAC for all CCIs reported by the activity.

b. *Serial number corrections.* Discrepancies in CCI equipment serial numbers must be corrected by accountable officers in strict compliance with AR 735–5. Except for obvious administrative errors in serial number postings supported by documentation (for example, transposition of numbers), the correction of sensitive/controlled item (CCI) serial numbers requires an AR 15–6 investigation per AR 735–5. Following the completion of appropriate action by the accountable officer, the following procedures will be used by the reporting activity to correct an erroneous CCI serial number on record at the CCI Registry:

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

(2) Send a "D" transaction, per table D–1, to the UIT Central Registry to cancel a previous shipment notice (transaction codes "S").

(3) Send a "K" transaction, per table D–3, to the UIT Central Registry to change an owner DODAAC or UIC, a serial number, or an NSN.

2–69. Reconciliation procedures

The reporting activity will use the format in table D–1 with transaction code "E" in column 7 to prepare their annual reconciliation submission to the UIT Central Registry. There is no requirement for PBUSE/GCSS–Army users to submit an "E" transaction.

2–70. Depot or storage facility procedures

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

a. Receipts.

(1) Receipts that have been registered in the UIT Central Registry will have a listing of the serial number of each CCI shipped attached to the shipping documentation when received. Validate that listing by checking the list against the serial number of the CCI. Take the serial number data from the validated CCI listing and prepare receipt transactions. Transmit the receipt transaction to the UIT Central Registry. When registered CCI are placed in storage, two additional copies will be prepared for each CCI and attached to the storage container to aid reporting of later transactions.

(2) Receipts of CCI without a serial number listing will be considered as not registered in the UIT Central Registry. Open these packs and report the CCI serial number data to the UIT Central Registry. Prepare receipt transaction (transaction code "R" per table D–1), using data from shipment documents, such as document number, shipper's DODAAC, and so on. Attach two copies to the storage container and transmit the "R" transaction to UIT Central Registry and update the wholesale accounting records.

b. Shipments to other activities. Identify the serial number of the CCI to be shipped from the transaction copies attached to the storage containers. Report shipments per paragraph 2–58.

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

Chapter 3
Logistics Information Warehouse Asset Module

3–1. Overview

a. This chapter provides responsibilities and guidance for maintaining Armywide equipment control data through the LIW assets module.

b. Detailed wholesale policy and procedures for LIW assets module are also in this chapter. Refer to AR 710–2 and its supporting DA pamphlets for detailed retail policy and procedures.

3–2. Functional requirements

a. The CG, AMC will exercise management control over LIW assets module operations at the LOGSA Soldier support center (SSC) and at the LCMCs and establish policy and responsibilities for developing the official equipment position for separate stocks stored in AMC depots and Army stocks in Defense Logistics Agency depots.

b. The CGs of ACOMs/ASCCs/DRUs will—

(1) Establish command policy and responsibilities to perform the following:

(a) Ensure that automated LIW assets module transaction reporting is complete.

(b) Support LOGSA SSC in the annual and/or semiannual reconciliation of LIW assets module equipment status.

(c) Ensure that unit data for LIW assets module is correct. Unit data will be transmitted to LOGSA supply support activity (SSA) daily.

(2) Designate a UIC information officer to ensure that the UICs are properly registered and that DODAACs and derivative UICs are assigned for each separate stock record account, to include operational readiness float.

(3) Ensure that deactivated units turn in all their equipment, report the turn in, verify that all asset records have been cleared from LIW assets module, and request a DODAAC deletion through their Army Network Station, in accordance with AR 725–50.

c. The State Adjutant General of each State will—

(1) Establish command policy and responsibilities to ensure that asset transaction reporting is complete and that LIW assets module data are correct and updated at least weekly. Support the annual reconciliation of LIW assets module equipment status for all DPAS property books.

(2) Designate a UIC information officer to ensure that UICs are properly registered and that DODAACs are assigned per procedures in AR 725–50.

(3) Ensure LOGSA SSC is notified when a mass change is made to units or activities that are reorganized or redesignated and a new UIC is assigned.

d. The Commander, LOGSA will—

(1) Function as the official Army data bank for asset visibility.

(2) Maintain operational control of LIW assets module and serve as the POC on all matters involving LIW assets module.

(3) Ensure activities submit input data by the date scheduled and that the data are correct.

(4) Take appropriate follow-up action, as required, if data are not accurate and submitted on schedule.

(5) Ensure that LIW assets module output products are available online from Web Logistics Integrated Database (WEBLIDB).

(6) Distribute LIW assets module item coverage selection file.

(7) Maintain updated unit data for the LIW assets module customer information control file.

(8) Provide management reports to ACOMs/ASCCs/DRUs as requested to support operations at command level.

(9) Provide official equipment data to support the Army Equipping Enterprise System and other HQDA budgeting, planning, and logistics documents as required.

(10) Develop improvements, modifications, or enhancements to LIW assets module directed by higher commands or as needed to assure that LIW assets module provides accurate equipment control data.

(11) Develop special products to meet customer needs.

(12) Plan, conduct, and execute the annual and or semiannual reconciliation of all Army DPAS property books.

(13) Develop procedural guidance on systems operations.

(14) Prepare training documentation for LIW assets module/WEBLIDB GUI options.

e. The CGs of AMC LCMCs will submit the Logistics Modernization Plan. "DZA" transactions each time equipment changes depot storage locations, condition code, ownership/purpose code, project code, and an image of the MILSTRIP transaction when equipment is received at or shipped from depots. When field unit equipment balances are suspect, the LCMC will identify the suspected error to the LOGSA SSC, and provide data regarding the quantity in question along with supporting document numbers and any other pertinent information. The LOGSA SSC will research the potential discrepancy and verify all information with the field unit or installation. Upon completion of the research, any necessary adjustments will be prepared and processed to update LIW assets module asset balances, and the managing LCMC will be notified.

f. Property book and accountable officers with automated accounts will—

(1) Comply with appropriate system documentation guidance and supplementary ACOM/ASCC/DRU procedures for submitting transactions.

(2) Property books using DPAS are automatically reconciled twice each year during the months of March and September. No action is required by the PBO to initiate the procedure during these two months. Under LIW assets module, a DPAS PBO may also submit an out-of-cycle reconciliation at any time, should the PBO find it necessary.

3–3. Objectives of logistic information warehouse assets module

a. The objective of the LIW assets module is to provide the Army with a single equipment accounting system for major items and selected secondary (stock fund) equipment. The LIW assets module maintains the official Army Equipment Control System for—

(1) On hand equipment identified by LIN/nonstandard LIN/NSN/MCN to the appropriate property book or stock record account UIC.

(2) Depot stocks identified to the LCMC/appropriate depot, as well as the ownership, purpose, condition, and project code of the equipment.

(3) In transit materiel identified to the unit that will gain the equipment.

b. The LIW assets module equipment status supports procurement and distribution planning documents; for example, the Army flow model, the major item requisitions validation, System.

c. For units using DPAS property books LIW assets module reporting requirements are established by the DCS, G–4 (DALO–SUS) to ensure complete asset visibility for RICC 2, A, B, C, or Z items of equipment (see para 1–5*b*(6) note). The comparison of the degree of agreement between the LIW assets module database asset balances with the unit accountable record is calculated through a unit "compatibility rate" (compatibility rate = 100 - (adjusted quantity/ quantity on hand value) x 100) where adjusted quantity equals the number of individual assets adjusted-each, and quantity on hand value = number of individual assets on the LIW assets module database as of the reconciliation cutoff date. The DA goal for unit

compatibility with LIW assets module asset quantities on hand has been designated to be 98 percent. See appendix F for RICC definitions.

d. For units using PBUSE/GCSS–Army, all assets, regardless of RICC, are reported, and there is no semiannual reconciliation/validation process, thus no compatibility rate issued.

3–4. Coverage of items

a. The LIW assets module item coverage is determined by SB 700–20. Specifically, the LIW assets module will provide equipment status on all equipment listed in the automated property book for the Active Army, ARNG, USAR, and Government contractors.

b. The LIW assets module item coverage for PBUSE property books is for all items regardless of RICC value.

c. Logistic information warehouse assets module transaction reporting is required to provide equipment being carried on the property book as substitutes for valid authorization items designated as RICC 2, A, B, C, or Z (see para 1–5(6) note) for the Active Army, ARNG, USAR, and Government contractors.

d. Logistic information warehouse assets module reporting is not required for conventional ammunition (Class V) items.

3–5. Security classification

Logistic information warehouse assets module data are unclassified regardless of the size of the force, command, or theater. This also includes equipment totals relative to the total Army inventory.

3–6. Logistics Information Warehouse assets module system description

The LIW assets module uses transaction accounting to maintain auditable accountability at the property book or stock record account level for field equipment and at the purpose or condition code level by depot for wholesale equipment. The various programs used for processing this data are as follows:

a. Daily processors. The daily processors accept the data, identify, reformat, edit, and interpret all supply actions that are submitted from the wholesale or retail supply systems throughout the Army before the appropriate debits and credits are applied to the LIW assets module equipment master. Update of the LIW assets module master file, using these supply actions, completes the actual computation of equipment balances.

b. Customer information control file. The CICF (an output product of the asset force information file) maintains and updates the LIW assets module unit data information, to include cross-referencing every Army DODAAC to its appropriate UIC. This file is used to identify the accountable record to which the supply transactions are applied. It is updated via—

(1) ACOM/ASCC/DRU notification of additions or deletions. Each ACOM/ASCC/DRU UIC/DODAAC assignment control officer is required to mail deletions, changes, and additions to LOGSA SSC daily.

(2) Daily submission of DODAAC changes from LOGSA.

(3) Weekly submission of status of resource and training system files.

(4) Field changes based on data received during the reconciliation.

c. Substitute file. The LIW assets module system maintains and updates substitutes that provide visibility on items being carried on property books as substitutes for valid authorizations. The substitutes are updated based on substitute change records submitted from the property book units.

d. Receipt confirmation. Receipt confirmation is a portion of the transaction update in LIW assets module that matches shipments (issues) to receipts. It identifies shipments not received and receipts with no issues. It provides LIW assets module the capability of including in transit equipment in the overall worldwide equipment position.

e. Customer requirements. To fulfill its major goal-one equipment system satisfying all Army requirements for equipment data-LIW assets module equipment master file can be restructured, summarized, and portrayed in different ways to satisfy the requirements of the various logistics management systems.

3–7. Logistic Information Warehouse assets module data input sources

a. Data input required to compute the LIW assets module equipment data base for all CONUS or OCONUS property book and stock record accounts (SRAs) is due in LOGSA SSC weekly. Data input sources are shown below—

(1) Daily transaction data extracted from automated SRAs using the GCSS–Army, LMP, AMC Installation Supply System, and Supply Accounting and Management Information System ARNG units.

(2) Daily transaction data from units operating PBUSE and DPAS. A monthly reconciliation is received from the Joint Medical Asset Repository.

b. The supply transaction methods of input to the LIW assets module program are—

(1) GCSS–Army.

(2) LMP.

(3) AMC Installation Supply System.
(4) Standard Army Maintenance System.
(5) PBUSE.
(6) DPAS.
(7) Joint Medical Asset Repository.
(8) Army War Reserve Deployment System.

3–8. Transactions required by Logistic Information Warehouse assets module

The types of transactions that are used in the LIW assets module to show potential or actual net increases or decreases to the Army's inventory are described as shown below (see AR 725–50 for applicable DICs).

a. Shipment transactions. Shipment transactions identify quantities of materiel being shipped to a supported unit or activity by a higher supply source. The LIW assets module subtracts the quantity from the shipping source and establishes an in transit quantity to the gaining unit or activity.

b. Receipt transactions. The LIW assets module uses receipt transactions from source systems to determine when a shipment has been received. The receipt transaction closes out the in transit quantity that was identified to the gaining unit. The in transit transaction is held in file until receipt confirmation is received through automated sources for most of the Army.

c. Turn in transactions. These transactions are used to identify the movement of RICC 2, A, B, C, or Z (see para 1–5*b*(6) note) end items from a unit to a stock record or SSA account as follows: Where the stock record or SSA has GCSS–Army, these transactions are captured via the automated weekly transmission submission. PBUSE also reports turn-ins to LIW assets module.

d. Units that are not automated will submit copies of turn-ins to the SRA or SSA. Logistic information warehouse assets module uses the turn in submitted by the unit to subtract the quantity from the unit's on hand balance and creates an in transit to the stock record or SSA. The receipt document submitted by the stock record or SSA clears the in transit and confirms receipt to the stock record or SSA.

e. Property book loss transactions, minor corrections, or lateral transfers. These transactions apply to all records where adjustments have been made to the unit's property book balance.

3–9. Mobilization procedures

To maintain visibility of major items throughout mobilization, deployment, or redeployment, units will continue to report transactions. This will allow LIW assets module to separately identify units and equipment deployed versus those units left in the rear.

3–10. Output products from the Logistic Information Warehouse assets module process

LIW assets module output reports available in WEBLIDB are described below.

a. LIW assets module transaction report. This report provides an audit trail of the input transactions used for updating the LIW assets module equipment master file for non-PBUSE property books/GCSS–Army. The report identifies every transaction that contributed to the change in asset balances since the previous cycle.

b. LIW assets module reconciliation report. This report shows the compatibility rate attained for DPAS or manual property books based on the results of the most recent validation/reconciliation received and processed.

c. LIW assets module ASSET report. These products contain property book and SSA balances identified to the UIC or force-level selected. These reports can be run either with authorizations applied to the on hand asset quantity (authorized assets), or with just the on hand quantity (reportable assets).

d. LIW assets module transaction rejects reports. These reports identify records which have failed to process into LIW assets module either because of FORCE or item edits. These reports need to be reviewed by the PBO based on reporting system used, and corrective action taken to either rectify the FORCE issue (invalid UIC used for reporting) or item problem identified (invalid LIN/national item identification number combination).

3–11. Assistance

a. LIW assets module asset and CICF/DODAAC data are available to the user through LIW assets module based query applications.

b. For LIW assets module asset problems or questions, contact your appropriate channel at LOGSA.

Appendix A

References

Section I

Required Publications

AR 710–2
Supply Policy below the National Level (Cited in para 1–4*e*(4)).)

AR 725–50
Requisition, Receipt, and Issue System (Cited in para 2–17.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation. Department of Defense publications are available at http://www.dtic.mil/whs/directives.

AR 11–2
Managers' Internal Control Program

AR 15–6
Procedures for Investigating Officers and Boards of Officers

AR 25–30
Army Publishing Program

AR 380–40
Safeguarding and Controlling Communications Security Materiel (U)

AR 710–1
Centralized Inventory Management of the Army Supply System

AR 735–5
Property Accountability Policies

DA Pam 708–2
Cataloging and Supply Management Data Procedures for the Army Enterprise Material Master

DLM 4000.25–2
Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) (Available at http://www.dla.mil.)

DLMS 4140.25–2–M
Defense Logistics Management System (DLMS) (Available at http://www.dla.mil.)

DOD 4000.25–2–M
Volume 2, Chapter 19, Unique Item Tracking

DODM 4140.01 Department of Defense Manual VOL 1 Feb 10, 2014
DOD Supply Chain Materiel Management procedures

Gun Control Act of 1968
Gun Control Act of 1968

SB 700–20
Army Adopted/Other Items Selected for Authorization/List of Reportable Items (Available on http://www.dlis.dla.mil/fed-log.)

TB 380–41
Security: Procedures for Safeguarding, Accounting and Supply Control of COMSEC Material

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD Web site (http://www.apd.army.mil); DD forms are available on the OSD Web site (https://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm); Standard Forms (SF) and Optional Forms (OF) are available on the GSA Web site (https://www.gsa.gov).

DA Form 444
Inventory Adjustment Report

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2609
Historical Property Catalog

DA Form 3056
Report of Missing/Recovered Firearms, Ammunition and Explosives

DD Form 1348
DOD Single Line Item Requisition System Document (Manual) (Available through normal forms supply channels.)

DD Form 1348–1A
Issue Release/Receipt Document

DD Form 1348–2
DOD Issue Release/Receipt Document with Address Label

SF 153
COMSEC Material Report

SF 364
Report of Discrepancy

Appendix B

Department of Defense Small Arms/Light Weapons Serialization Program Manual Data Entry Instructions

B–1. Procedures for manual transactions
Manual control transaction formats in tables B–1 through B–5 are to be used for WSN reporting when automated supply support is not available to a reporting activity.

B–2. Initial registration and follow-on update transactions format
Reporting activities will use the format in table B–1 to report initial registration of SA/LW and follow-on update transactions to the UIT Central Registry. The transaction codes with definitions are identified in table 2–3.

Table B–1
Department of Defense Small Arms/Light Weapons Serialization Program weapon serial number control entries

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC DSM.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter the appropriate transaction code from table 2–3.

Columns: 8 through 22
Field legend: NSN/MCN
Instructions: Enter NSN/MCN.

Columns: 23 through 29
Field legend: Local use
Instructions: This field may be used for any purpose prescribed by the command or installation.

Columns: 30 through 43
Field legend: Document number
Instructions: Enter or perpetuate appropriate document number.

Columns: 44
Field legend: Suffix code
Instructions: Enter or perpetuate appropriate suffix codes: F, N, P, S, and Z. Use on Receipt transaction code R. Use UIC, if the DODAAC is not assigned.

Columns: 51 through 56
Field legend: DODAAC-reporting activity
Instructions: Enter reporting activity or manufacturer DODAAC identification. Use the UIC if the DODAAC is not assigned.

Columns: 57 through 67
Field legend: Serial number
Instructions: Enter serial number, right justify, and zero fill. If the serial number begins with a zero, replace the first zero with an ampersand (&) and left zero fill the balance of the field.

Columns: 68
Field legend: Blank
Instructions: Leave blank.

Columns: 69 through 74
Field legend: Accountable activity
Instructions: Enter the DODAAC/UIC of the SRA or property book owning or possessing the weapon.

Columns: 75
Field legend: Blank
Instructions: Leave blank.

Columns: 76 through 80

Table B–1
Department of Defense Small Arms/Light Weapons Serialization Program weapon serial number control entries —Continued

Field legend: Transaction date

Instructions: Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

B–3. Reconciliation format

The UIT Central Registry will reject invalid or incomplete transactions to the reporting activity using the format in table B–2.

Table B–2
Department of Defense Small Arms/Light Weapons Serialization Program reconciliation entries

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code E for reconciliation.

Columns: 8 through 22
Field legend: NSN/MCN
Instructions: Enter NSN/MCN being reconciled.

Columns: 23 through 50
Field legend: Blank
Instructions: Leave blank.

Columns: 51 through 56
Field legend: DODAAC reporting activity
Instructions: For reconciliation transaction, enter reporting activity. Use UIC if DODAAC not assigned.

Columns: 57 through 67
Field legend: Serial number
Instructions: Enter serial number being reconciled, right justify, and zero fill.

Columns: 68
Field legend: Blank
Instructions: Leave blank.

Columns: 69 through 74
Field legend: Accountable activity
Instructions: Enter the DODAAC/UIC of the SRA, or property book owning or possessing the weapon.

Columns: 75
Field legend: Blank
Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

B–4. Multifield correction/change rejection format

The reporting activity will use the format in table B–3 to correct the NSN, owning DODAAC, and/or serial number in a previously submitted transaction.

Table B–3
Department of Defense Small Arms/Light Weapons Serialization Program multifield correction change entries

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC DSA.

Columns: 4 through 6
Field legend: RIC (to)

Table B–3
Department of Defense Small Arms/Light Weapons Serialization Program multifield correction change entries —Continued

Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter K.

Columns: 8 through 22
Field legend: NSN/MCN
Instructions: Enter the NSN/MCN on the master file.

Columns: 23
Field legend: Blank
Instructions: Leave blank.

Columns: 24 through 29
Field legend: DODAAC of the reporting activity
Instructions: Enter the reporting activity DODAAC or UIC if DODAAC is not assigned.

Columns: 30
Field legend: Blank
Instructions: Leave blank.

Columns: 31 through 41
Field legend: Serial number
Instructions: Enter the serial number on the master file.

Columns: 42 through 56
Field legend: Corrected NSN/MCN
Instructions: Enter the corrected NSN/MCN if applicable or leave blank if no change.

Columns: 57
Field legend: Blank
Instructions: Leave blank.

Columns: 58 through 63
Field legend: Corrected accountable activity
Instructions: Enter the new or corrected owning DODAAC/UIC or the SRA or property book owning or possessing the weapon. Leave blank if no change.

Columns: 64
Field legend: Blank
Instructions: Leave blank.

Columns: 65 through 75
Field legend: Corrected serial number
Instructions: Enter the corrected serial number if applicable, or leave blank if no change.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

B–5. Mass stock number change format

The format in table B–4 will be used by reporting activity to make mass stock number changes as directed through the AMDF or as notified of change by the UIT Central Registry.

Table B–4
Department of Defense Small Arms/Light Weapons Serialization Program mass stock number change entries

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC DSB.

Columns: 4 through 6
Field legend: RIC
Instructions: Enter AGT.

Table B–4
Department of Defense Small Arms/Light Weapons Serialization Program mass stock number change entries —Continued

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code H.

Columns: 8 through 22
Field legend: NSN, MCN, or LCN
Instructions: Enter NSN, MCN, or LCN on DA Registry master file.

Columns: 23 through 37
Field legend: New NSN, MCN
Instructions: Enter new NSN, MCN.

Columns: 38 through 42
Field legend: Effective date
Instructions: Enter 2-digit year in columns 38 through 39 and 3-digit Julian date in columns 40 through 42.

Columns: 43 through 50
Field legend: Blank
Instructions: Leave blank.

Columns: 51 through 56
Field legend: DODAAC reporting activity
Instructions: Enter the reporting activity or manufacturer DODAAC identification. Use the UIC if the DODAAC is not assigned.

Columns: 57 through 62
Field legend: Accountable activity
Instructions: Enter DODAAC/UIC of the SRA or property book owning or possessing the weapon.

Columns: 63 through 80
Field legend: Multiuse
Instructions: For intraservice or agency use, enter data prescribed by the service or agency.

B–6. Department of Defense Small Arms/Light Weapons Serialization Program reporting activity address change format

The format in table B–5 will be used by the reporting activity to report a change to its DODAAC/UIC to the UIT Central Registry. Only one transaction is required to change the DODAAC/UIC for all serial-numbered SA/LW reported by the activity.

Table B–5
Department of Defense Small Arms/Light Weapons Serialization Program reporting activity address change

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC DSM.

Columns: 4 through 6
Field legend: RIC
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code M.

Columns: 8 through 44
Field legend: Blank
Instructions: Leave blank.

Columns: 45 through 50
Field legend: New DODAAC
Instructions: Enter the new reporting activity DODAAC.

Columns: 51 through 56
Field legend: Old DODAAC

Table B–5
Department of Defense Small Arms/Light Weapons Serialization Program reporting activity address change —Continued

Instructions: Enter the old reporting activity DODAAC.	

Columns: 57 through 80
Field legend: Blank
Instructions: Leave blank.

Appendix C

Radiation Source Tracking System Manual Data Entry Instructions

C–1. Processing for manual transactions
These formats and procedures are to be used for manual input into RASTS items.

C–2. Initial registration of a radioactive source
Reporting activities will use the format in table C–1 to report initial registration of a radioactive source by the reporting activity (transaction code "B") and the manufacture (transaction code "P").

Table C–1
Radiation Source Tracking System initial registration transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC BDA.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter appropriate transaction code from table 2–6. Enter P for initial registration and shipment of a radioactive source by the manufacturer.

Columns: 8 through 18
Field legend: Radioactive source serial number
Instructions: Enter serial number of radioactive source being reported.

Columns: 19
Field legend: Service code
Instructions: Enter 1 for Army; enter 2 for Navy; enter 3 for Marine Corps; enter 4 for Air Force.

Columns: 20 through 33
Field legend: Document number
Instructions: Enter document number from section F of contract for P transaction. Enter document number, if available, for B transaction.

Columns: 34
Field legend: Suffix code
Instructions: Enter or perpetuate appropriate suffix code, if applicable, or leave blank.

Columns: 35 through 39
Field legend: Radioactive source wipe test date
Instructions: Enter date of wipe test using 2-digit year in columns 35 through 36 and 3-digit Julian date in columns 37 through 39.

Columns: 40 through 45
Field legend: DODAAC-reporting activity
Instructions: Enter reporting activity DODAAD. Enter 0 (numeric) in column 40 and the manufacture content indicator code in columns 41 through 45 for P transaction.

Columns: 46
Field legend: Blank
Instructions: Leave blank.

Columns: 47 through 52
Field legend: Owning activity DODAAC
Instructions: Enter DODAAC in columns 47 through 52 of unit processing radioactive source.

Columns: 53
Field legend: Blank
Instructions: Leave blank.

Columns: 54 through 59
Field legend: Ship to receive from DODAAC
Instructions: Enter ship-to DODAAC on an S transaction and the received-from DODAAC on an R transaction.

Table C–1
Radiation Source Tracking System initial registration transaction format—Continued

Columns: 60 through 70
Field legend: Detector or CAM serial number
Instructions: Enter serial number of detector CAM in which radioactive source is installed.

Columns: 74 through 75
Field legend: Blank
Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

C–3. Radiation Source Tacking System shipment reversal format

Reporting activities will use the format shown in table C–2 to reverse an invalid shipment transaction (transaction codes S, P, F, and N).

Table C–2
Radiation Source Tracking System shipment reversal transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC BDA.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code "D."

Columns: 8 through 18
Field legend: Radioactive source serial number
Instructions: Enter serial number of radioactive source being reported.

Columns: 19
Field legend: Service code
Instructions: Enter 1 for Army; enter 2 for Navy; enter 3 for Marine Corps; enter 4 for Air Force.

Columns: 20 through 33
Field legend: Document number
Instructions: Enter document number furnished on shipment transaction being reversed.

Columns: 34
Field legend: Suffix code
Instructions: Enter or suffix code recorded on document number source.

Columns: 35 through 39
Field legend: Radioactive source wipe test date
Instructions: Perpetuate from document number source.

Columns: 40 through 45
Field legend: Reporting activity DODAAC
Instructions: Enter reporting activity DODAAC.

Columns: 46 through 53
Field legend: Blank
Instructions: Leave blank.

Columns: 54 through 59
Field legend: Ship-to activity
Instructions: Enter ship-to activity DODAAC. Same as on S transaction being reversed.

Columns: 60 through 70
Field legend: Detector or CAM serial number

Table C–2
Radiation Source Tracking System shipment reversal transaction format—Continued

Instructions: Enter serial number of detector/CAM in which radioactive source is installed. Same as on S transaction being reversed.

Columns: 71 through 73
Field legend: Wipe test results
Instructions: Enter uCi reading. Same as on S transaction being reversed.

Columns: 74 through 75
Field legend: Blank
Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter reversal date. Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

C–4. Radiation Source Tracking System wipe test reporting format
The format shown in table C–3 will be used to report the results of radioactive source wipe test if required.

Table C–3
Radiation Source Tracking System wipe test transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC BDA.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code "W."

Columns: 8 through 18
Field legend: Radioactive source serial number
Instructions: Enter serial number of radioactive source being reported.

Columns: 19
Field legend: Service code
Instructions: Enter 1 for Army; enter 2 for Navy; enter 3 for Marine Corps; enter 4 for Air Force.

Columns: 20 through 33
Field legend: Document number
Instructions: Enter document number if available.

Columns: 34
Field legend: Suffix code
Instructions: Enter suffix code if available.

Columns: 35 through 39
Field legend: Radioactive source wipe test date
Instructions: Enter date of wipe test. Enter 2-digit year in columns 35 through 36 and 3-digit Julian date in columns 37 through 39.

Columns: 40 through 45
Field legend: Reporting activity DODAAC
Instructions: Enter reporting activity DODAAC.

Columns: 46
Field legend: Blank
Instructions: Leave blank.

Columns: 47 through 52
Field legend: Owning activity
Instructions: Enter DODAAC of unit possessing radioactive source.

Columns: 53
Field legend: Blank
Instructions: Leave blank.

Table C–3
Radiation Source Tracking System wipe test transaction format—Continued

Columns: 54 through 59
Field legend: Testing activity
Instructions: Enter DODAAC of the Direct Support (DS)/Test Measurement and Diagnostic Equipment (TMDE) unit performing the test.

Columns: 60 through 70
Field legend: Detector or CAM serial number
Instructions: Enter serial number of detector/CAM in which radioactive source is installed. If radioactive source was not installed in end item, enter NODET to replace the numbers (for example, Z03–D–NODET).

Columns: 71 through 73
Field legend: Wipe test results
Instructions: Enter uCi reading. The DS/TMDE reading will be identified as 555=GO or 999=NO GO for B transaction. Radiological lab will input actual reading.

Columns: 74 through 75
Field legend: Blank
Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter date of reversal. Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

C–5. Radiation Source Tracking System demilitarization reporting format

The format shown in table C–4 will be used by the demilitarization activity to report the disposal of a radioactive source.

Table C–4
Radiation Source Tracking System disposal transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC BDA.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code "V."

Columns: 8 through 18
Field legend: Radioactive source serial number
Instructions: Enter serial number of radioactive source being disposed.

Columns: 19
Field legend: Service code
Instructions: Enter 1 for Army; enter 2 for Navy; enter 3 for Marine Corps; enter 4 for Air Force.

Columns: 20 through 33
Field legend: Document number
Instructions: Enter document number if available.

Columns: 34
Field legend: Suffix code
Instructions: Enter suffix code if available.

Columns: 35 through 39
Field legend: Blank
Instructions: Leave blank.

Columns: 40 through 45
Field legend: Reporting activity DODAAC
Instructions: Enter disposal activity DODAAC.

Columns: 46 through 75
Field legend: Blank

Table C–4
Radiation Source Tracking System disposal transaction format—Continued

Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter date radioactive source was disposed. Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

Columns: N/A
Field legend: N/A
Instructions: N/A

C–6. Radiation Source Tracking System annual reconciliation format

This format will be used to report the annual reconciliation results to the Central Registry (table C–5).

Table C–5
Radiation Source Tracking System reconciliation transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC BDA.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code "E."

Columns: 8 through 18
Field legend: Radioactive source serial number
Instructions: Enter serial number of radioactive source being reported.

Columns: 19
Field legend: Service code
Instructions: Enter 1 for Army; enter 2 for Navy; enter 3 for Marine Corps; enter 4 for Air Force.

Columns: 20 through 33
Field legend: Document number
Instructions: Enter document number if available.

Columns: 34
Field legend: Suffix code
Instructions: Enter suffix code if available.

Columns: 35 through 39
Field legend: Blank
Instructions: Leave blank.

Columns: 40 through 45
Field legend: Reporting activity DODAAC
Instructions: Enter reporting activity DODAAC.

Columns: 46
Field legend: Blank
Instructions: Leave blank.

Columns: 47 through 52
Field legend: Owning activity
Instructions: Enter DODAAC of unit possessing radioactive source.

Columns: 53 through 59
Field legend: Blank
Instructions: Leave blank.

Columns: 60 through 70
Field legend: Detector or CAM serial number

Table C–5
Radiation Source Tracking System reconciliation transaction format—Continued

Instructions: Enter serial number of detector/CAM in which radioactive source is installed. If radioactive source was not installed in end item, enter NODET to replace the numbers (for example, Z03–D–NODET).

Columns: 71 through 75
Field legend: Blank
Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter date radioactive source reconciled. Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

C–7. Radiation Source Tracking System multi-field correction/change format

This is a transaction that allows the reporting activity to correct the owning activity DODAAC, and/or serial numbers of the radioactive source and CAM or detector (table C–6).

Table C–6
Radiation Source Tracking System multi-field correction/change transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC BDA.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code "K."

Columns: 8 through 18
Field legend: Radioactive source serial number
Instructions: Enter serial number of radioactive source on the master file.

Columns: 19
Field legend: Service code
Instructions: Enter 1 for Army; enter 2 for Navy; enter 3 for Marine Corps; enter 4 for Air Force.

Columns: 20
Field legend: Blank
Instructions: Leave blank.

Columns: 21 through 26
Field legend: Reporting activity DODAAC
Instructions: Enter reporting activity DODAAC.

Columns: 27
Field legend: Blank
Instructions: Leave blank.

Columns: 28 through 38
Field legend: Detector or CAM serial number
Instructions: Enter serial number of detector/CAM in which radioactive source is installed. If radioactive source was not installed in end item, enter NODET to replace the numbers (for example, Z03–D–NODET).

Columns: 39
Field legend: Blank
Instructions: Leave blank.

Columns: 40 through 50
Field legend: Corrected radioactive source serial number
Instructions: Enter corrected serial number of radioactive source or if applicable leave blank.

Columns: 51
Field legend: Blank
Instructions: Leave blank.

Table C–6
Radiation Source Tracking System multi-field correction/change transaction format—Continued

Columns: 52 through 57
Field legend: Corrected owning activity
Instructions: Enter corrected DODAAC of unit possessing radioactive source or leave blank.

Columns: 58
Field legend: Blank
Instructions: Leave blank.

Columns: 59 through 69
Field legend: Corrected detector or CAM serial number
Instructions: Enter, if applicable, corrected serial number of detector/CAM in which radioactive source is installed. If radioactive source was not installed in end item leave blank.

Columns: 70 through 75
Field legend: Blank
Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter date radioactive source corrected. Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

C–8. Radiation Source Tracking System reporting activity address change format
This transaction is used to change the DODAAC of the reporting activity (table C–7). Only one transaction is required for all serial-numbered radioactive sources reported by the activity.

Table C–7
Radiation Source Tracking System reporting activity address change transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC BDA.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code "M."

Columns: N/A
Field legend: Reporting activity DODAAC
Instructions: Enter reporting activity DODAAC that is on the master file.

Columns: 14
Field legend: Service code
Instructions: Enter 1 for Army; enter 2 for Navy; enter 3 for Marine Corps; enter 4 for Air Force.

Columns: 15
Field legend: Blank
Instructions: Leave blank.

Columns: 16 through 20
Field legend: Transaction date
Instructions: Enter date transaction inputted. Enter 2-digit year in columns 16 through 17 and 3-digit Julian date in columns 18 through 20.

Columns: 21 through 42
Field legend: Blank
Instructions: Leave blank.

Columns: 43 through 48
Field legend: New reporting activity DODAAC
Instructions: Enter new reporting activity DODAAC.

Table C–7
Radiation Source Tracking System reporting activity address change transaction format—Continued

Columns: 49
Field legend: Blank
Instructions: Leave blank.

Columns: 50 through 80
Field legend: Direction
Instructions: Enter reason for address change—-for example, unit order, special order, and so on.

C–9. Removal and insertion of a radioactive source

Testing activities will use the format shown in table C–8 and instructions to report removal (transaction code "X") and insertion (transaction code "Y") of a radioactive source into an end item.

Table C–8
Radiation Source Tracking System removal and insertion transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC BDA.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code "X" when removal of a radioactive source is being reported. Enter transaction code "Y" when insertion of a radioactive source is being reported.

Columns: 8 through 18
Field legend: Radioactive source serial number
Instructions: Enter serial number of radioactive source being reported.

Columns: 19
Field legend: Service code
Instructions: Enter 1 for Army; enter 2 for Navy; enter 3 for Marine Corps; enter 4 for Air Force.

Columns: 20 through 33
Field legend: Document number
Instructions: Enter document number if available.

Columns: 34
Field legend: Suffix code
Instructions: Enter suffix code if available.

Columns: 35 through 39
Field legend: Radioactive source wipe test date
Instructions: Enter date of wipe test. Enter 2-digit year in columns 35 through 36 and 3-digit Julian date in columns 37 through 39.

Columns: 40 through 45
Field legend: Reporting activity DODAAC
Instructions: Enter reporting activity DODAAC.

Columns: 46
Field legend: Blank
Instructions: Leave blank.

Columns: 47 through 52
Field legend: Owning activity
Instructions: Enter DODAAC of unit possessing radioactive source.

Columns: 53
Field legend: Blank
Instructions: Leave blank.

Columns: 54 through 59
Field legend: Testing activity
Instructions: Enter DODAAC of the testing activity performing the removal or insertion of the radioactive source.

Table C–8
Radiation Source Tracking System removal and insertion transaction format—Continued

Columns: 60 through 70
Field legend: Detector or CAM serial number
Instructions: Enter serial number of detector/CAM in which radioactive source is installed or removed.

Columns: 71 through 73
Field legend: Wipe test results
Instructions: Enter uCi reading.

Columns: 74 through 75
Field legend: Blank
Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter date of reversal. Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

C–10. Radiation Source Tracking System shipment and transfer format

Reporting activities will use the format shown in table C–9 to report shipment of a radioactive source by the reporting activity to another reporting activity under the DA NRC license (transaction code "S"); to FMS/Grant Aid (transaction code "F"); and to other agencies and Services outside the DA NRC license (transaction code "N").

Table C–9
Radiation Source Tracking System shipment and transfer transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC "BDA."

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter "AGT."

Columns: 7
Field legend: Transaction code
Instructions: Enter appropriate transaction code. Enter "S" to report shipment to another reporting activity under the DA NRC license control. Enter "F" to report shipment to FMS/Grant Aid. Enter "N" to report shipment to other agencies and Services outside the DA NRC license control.

Columns: 8 through 18
Field legend: Radioactive source serial number
Instructions: Enter serial number of radioactive source being reported.

Columns: 19
Field legend: Service code
Instructions: Enter "1" for Army; enter "2" for Navy; enter "3" for Marine Corps; enter "4" for Air Force.

Columns: 20 through 33
Field legend: Document number
Instructions: Enter document number on shipping instructions or DD Form 1348 (DOD Simple Line Item Requisition System Document (Manual)).

Columns: 34
Field legend: Suffix code
Instructions: Enter or perpetuate appropriate suffix code, if applicable, or leave blank.

Columns: 35 through 39
Field legend: Radioactive source wipe test date
Instructions: Enter date of wipe test using 2-digit year in columns 35 through 36 and 3-digit Julian date in columns 37 through 39.

Columns: 40 through 45
Field legend: DODAAC-reporting activity
Instructions: Enter reporting activity DODAAC.

Columns: 46 through 53
Field legend: Blank
Instructions: Leave blank.

Table C–9
Radiation Source Tracking System shipment and transfer transaction format—Continued

Columns: 54 through 59
Field legend: Ship to activity
Instructions: Enter ship-to activity DODAAC to which radioactive source is being shipped.

Columns: 60 through 70
Field legend: Detector or CAM serial number
Instructions: Enter serial number of detector/CAM in which radioactive source is installed.

Columns: 71 through 73
Field legend: Wipe test results
Instructions: Enter uCi reading. The DS/TMDE reading will be identified as 555=GO or 999=NO GO.

Columns: 74 through 75
Field legend: Blank
Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter shipment date. Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

C–11. Radiation Source Tracking System shipment receipt format
Reporting activities will use this format (table C–10) to report receipt of radioactive source.

Table C–10
Radiation Source Tracking System shipment receipt transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC "BDA."

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter "AGT."

Columns: 7
Field legend: Transaction code
Instructions: Enter transaction code "R."

Columns: 8 through 18
Field legend: Radioactive source serial number
Instructions: Enter serial number of radioactive source being reported.

Columns: 19
Field legend: Service code
Instructions: Enter "1" for Army; enter "2" for Navy; enter "3" for Marine Corps; enter "4" Air Force.

Columns: 20 through 33
Field legend: Document number
Instructions: Enter document number furnished on shipment transaction being received.

Columns: 34
Field legend: Suffix code
Instructions: Enter or suffix code recorded on document number received.

Columns: 35 through 39
Field legend: Radioactive source wipe test date.
Instructions: Perpetuate from document number received.

Columns: 40 through 45
Field legend: Reporting activity DODAAC.
Instructions: Enter reporting activity DODAAC receiving radioactive source.

Columns: 46
Field legend: Blank
Instructions: Leave blank.

Columns: 47 through 52

Table C–10
Radiation Source Tracking System shipment receipt transaction format—Continued

Field legend: Owning activity

Instructions: Enter DODAAC of unit actually possessing radioactive source.

Columns: 53

Field legend: Blank

Instructions: Leave blank.

Columns: 54 through 59

Field legend: Shipping activity

Instructions: Enter DODAAC of activity from which radioactive source was received. This information is located in columns 54 through 59 of RASTS transaction that was attached to shipment.

Columns: 60 through 70

Field legend: Detector or CAM serial number

Instructions: Enter serial number of detector/CAM in which radioactive source is installed.

Columns: 71 through 73

Field legend: Wipe test results

Instructions: Enter uCi reading located in columns 71 through 73 of RASTS transaction that was attached to shipment.

Columns: 74 through 75

Field legend: Blank

Instructions: Leave blank.

Columns: 76 through 80

Field legend: Transaction date

Instructions: Enter date of receipt of radioactive source. Enter 2-digit year in columns 76 through 77 and 3-digit Julian date in columns 78 through 80.

Appendix D

Controlled Cryptographic Item Serialization Program Manual Data Entry Instructions

D–1. Controlled Cryptographic Item Serialization Program processing for manual transactions
These formats and procedures are to be used for manual input of CCI items.

D–2. Controlled Cryptographic Item Serialization Program Initial registration and follow-on update transactions format
Reporting activities will use the format to report initial registration of CCI and follow-on update transactions to the Central Registry.

Table D–1
Controlled Cryptographic Item Serialization Program update transaction format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC BDB.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter RIC AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter the appropriate transaction code from table 2–6.

Columns: 8 through 22
Field legend: NSN
Instructions: Enter NSN.

Columns: 23 through 29
Field legend: Local use
Instructions: This field may be used for any purpose prescribed by the command or installation.

Columns: 30 through 43
Field legend: Document number
Instructions: Perpetuate the document number on the receipt from the S/Z transaction on SF 153 (COMSEC Materiel Report) transfer document or on DD Form 1348 (DOD Single Line Item Requisition System Document (Manual)). Perpetuate the document number on the L transaction that resulted from the previously reported Q transaction. Enter the current document number for a new transaction.

Columns: 44
Field legend: Suffix code
Instructions: Enter or perpetuate an appropriate suffix code, if applicable, or leave blank.

Columns: 45 through 50
Field legend: DODAAC-shipped to/received from
Instructions: Use on shipment transaction code: F, N, P, S, W, and Z. Use on receipt transaction code R.

Columns: 51 through 56
Field legend: DODAAC-reporting activity
Instructions: Enter the reporting activity.

Columns: 57 through 67
Field legend: Serial number
Instructions: Enter the serial number from the source document, right justify, and zero fill.

Columns: 68
Field legend: Blank
Instructions: Leave blank.

Columns: 69 through 74
Field legend: Accountable activity
Instructions: Enter the DODAAC of the SRA or property book owning or possessing the CCI.

Columns: 75
Field legend: Blank

Table D–1
Controlled Cryptographic Item Serialization Program update transaction format—Continued

Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter the current Julian date: columns 76 through 77 for year and columns 78 through 80 for Julian day.

D–3. Controlled Cryptographic Item Serialization Program Reconciliation

Follow-up transactions are prepared by the CCI Registry in the format shown in table D–2 and forwarded to the reporting activity as notification that reply has not been received.

Table D–2
Controlled Cryptographic Item Serialization Program reconciliation format

Columns: 1 through 3
Field legend: DIC
Instructions: Enter DIC BDB.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter E.

Columns: 8 through 20
Field legend: NSN
Instructions: Enter NSN.

Columns: 21 through 50
Field legend: Blank
Instructions: Leave blank.

Columns: 51 through 56
Field legend: DODAAC-reporting activity
Instructions: Enter reporting DODAAC.

Columns: 57 through 67
Field legend: Serial number
Instructions: Enter serial number.

Columns: 68
Field legend: Blank
Instructions: Leave blank.

Columns: 69 through 74
Field legend: Owning activity
Instructions: Enter DODAAC of SRA/PBO owning or possessing CCI or perpetuate data from the rejected transaction.

Columns: 75
Field legend: Blank
Instructions: Leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter 2-digit year and Julian date.

D–4. Controlled Cryptographic Item Serialization Program multifield correction/change format

Table D–3 shows the single transaction that allows the reporting activity to correct the NSN, DODAAC, and/or serial number.

Table D–3
Controlled Cryptographic Item Serialization Program multifield correction/change format

Columns: 1 through 3

Table D–3
Controlled Cryptographic Item Serialization Program multifield correction/change format—Continued

Field legend: DIC
Instructions: Enter DIC BDE.

Columns: 4 through 6
Field legend: RIC (to)
Instructions: Enter RIC AGT.

Columns: 7
Field legend: Transaction code
Instructions: Enter K.

Columns: 8 through 22
Field legend: NSN
Instructions: Enter NSN from previous transaction, left justify.

Columns: 23
Field legend: Blank
Instructions: Leave blank.

Columns: 24 through 29
Field legend: Reporting activity of record
Instructions: Enter DODAAC of the reporting activity of record.

Columns: 30
Field legend: Blank
Instructions: Leave blank.

Columns: 31 through 41
Field legend: CCEI serial number
Instructions: Enter the serial number from the previous transaction, right justify, and zero fill.

Columns: 42 through 56
Field legend: Corrected NSN
Instructions: Enter the correct NSN if applicable or leave blank.

Columns: 57
Field legend: Blank
Instructions: Leave blank.

Columns: 58 through 63
Field legend: Corrected accountable activity
Instructions: Enter the new or corrected DODAAC of the SRA/property book owning or possessing the CCEI or leave blank.

Columns: 64
Field legend: Blank
Instructions: Leave blank.

Columns: 65 through 75
Field legend: Corrected the serial number
Instructions: Enter the corrected serial number (right justify, zero fill), if applicable, or leave blank.

Columns: 76 through 80
Field legend: Transaction date
Instructions: Enter the current Julian date: columns 76 through 77 for the year, columns 78 through 80 for Julian day.

Appendix E

Central Collection Activity Procedures

E–1. Central Collection Activity role

The Central Collection Activity (CCA) at each CONUS installation and OCONUS command (that is, Support Command, Corps, or Divisional Materiel Management Center) as designated by the major commander will function as the coordinator between units or activities submitting data to the LOGSA Management Information Center. When a CCA is designated, and when any change occurs within the collection activity, the following information will be furnished to Commander, AMC LOGSA (AMXLS–SI), Redstone Arsenal, AL 35898–7466:

a. Name of the POC.

b. Complete mailing address to include office symbol.

c. DSN number; if none, the commercial number.

E–2. Central Collection Activity responsibilities

The CCA will—

a. Disseminate LIW assets module assets module procedures or information to all supported units and activities as needed.

b. Provide instructions to supported units and activities to explain where and when LIW assets module assets module manual documents should be forwarded to the collection activity.

c. Collect forms (DA Form 444 and DD Form 1348–1A or DD Form 1348–2) from units and activities; and enter the data using the LIW assets module/WEBLIDB reportable assets manual transaction input GUIs.

d. Submit data at least weekly to LOGSA SSC.

e. Maintain a file of all forms submitted by the PBO, and retain forms in this file for a period of 90 days after transmitting to assist in verification that LIW assets module is updated.

Appendix F

Reportable Item Control Code

F–1. Definition
This code is a one-digit alpha/numeric code assigned to an item to identify the type of reporting the asset requires under the provisions of this regulation.

F–2. Usage
Refer to AR 710–1 for assignment and usage of codes shown in table F–1.

Table F–1
Reportable Item control code codes

Code: 0
Explanation: Not reportable under LIW assets module or UIT.

Code: 1
Explanation: Deleted.

Code: 2
Explanation: Selected table of organization and equipment/modified table of organization and equipment/table of distribution and allowance/common table of allowance/joint table of allowance authorized items (including NSNs of a generic family) and non-authorized and obsolete items designated by commodity managers for management under LIW assets module. This category includes major items on which data are required for the Army Materiel Plan and selected type classified secondary items and repair parts that require special control by commodity managers because of their importance and criticality. This category requires no serial number tracking.

Code: A
Explanation: Same as RICC 2, except asset requires serial number tracking for visibility.

Code: B
Explanation: Same as RICC 2, except asset requires serial number tracking for maintenance data.

Code: C
Explanation: Same as RICC 2, except asset requires serial number tracking for both supply visibility and maintenance data.

Code: 3
Explanation: Deleted.

Code: 8
Explanation: Army-managed items selected and designated by AMC LCMCs for intensive management per AR 710–1. Does not require serial number tracking.

Code: D
Explanation: Same as RICC 8 except asset requires serial number tracking for supply visibility.

Code: E
Explanation: Same as RICC 8 except asset requires serial number tracking for maintenance data.

Code: F
Explanation: Same as RICC 8 except asset requires serial number tracking for both supply visibility and maintenance data.

Code: G
Explanation: Asset requires no LIW assets module reporting, but does require serial number tracking for supply visibility.

Code: H
Explanation: Asset requires no LIW assets module reporting, but does require serial number tracking for both supply visibility and maintenance data.

Code: K
Explanation: Same as RICC 2. Asset does not require serial number tracking, but contains installed component(s) that require serial number tracking for supply visibility.

Code: L
Explanation: Same as RICC 2. Asset does not require serial number tracking, but contains installed component(s) that require serial number tracking for maintenance data.

Code: M
Explanation: Same as RICC 2. Asset does not require serial number tracking, but contains installed component(s) that require serial number tracking for both supply visibility and maintenance data.

Table F–1
Reportable Item control code codes—Continued

Code: N
Explanation: Same as RICC 0, except asset contains installed component(s) that require serial number tracking.

Code: P
Explanation: Same as RICC A, except asset contains installed component(s) that require serial number tracking for supply visibility.

Code: Q
Explanation: Same as RICC A, except asset contains installed component(s) that require serial number tracking for maintenance data.

Code: R
Explanation: Same as RICC A, except asset contains installed component(s) that require serial number tracking for both supply visibility and maintenance data.

Code: Z
Explanation: Asset has been type classified obsolete, but still requires LIW assets module tracking.

Appendix G

Internal Control Evaluation

G–1. Function
The functions covered by this evaluation are inventory management asset and transaction reporting systems.

G–2. Purpose
The purpose of this evaluation is to assist commanders and their staff at all levels in evaluating the key internal controls outlined below.

G–3. Instructions
Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification.)

G–4. Test questions
a. Are property book and SRAs reporting UIT information to LOGSA within 5 calendar days of the supply transaction?
b. Is LOGSA maintaining the UIT central registry with individual serial number inquiry capability for UIT- reportable equipment?
c. Are property books reconciling UIT records with LOGSA central registry at least once a year, as required?
d. Are Army units reporting wipe test information for RASTS items, as required?
e. Is LOGSA responding to UIT investigative inquiry requests within 72 hours?
f. Are all non-PBUSE activities conducting annual reconciliation with the UIT Central Registry?
g. Are activities that lost UIT-reportable equipment contacting the UIT Central Registry prior to completion of the investigation to see if the serial number that was lost is being reported by another Army activity, and if the serial number is a small arms, if it is being reported by another service?
h. Are property book and SRAs obtaining registration numbers for Army-owned vehicles that require registration?
i. Is the registration number maintained as a unique identifier during the lifespan of specific items of equipment, and only changing when directed by LOGSA?
j. Are the property book and SRAs reporting DA 2408–9 information to LOGSA, as required?
k. Are automated property book and SRAs reporting asset information to LOGSA, as required?
l. Are non-PBUSE automated property book and SRAs reconciling asset information with LOGSA, as required?

G–5. Supersession
No previous internal control evaluation exists for this program.

G–6. Comments
Help make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G–4 (DALO–SPE), 500 Army Pentagon, Washington, DC 20310–0500.

Glossary

Section I

Abbreviations

ACOM
Army command

AESIP
Army Enterprise Systems Integration Program

AMC
U.S. Army Materiel Command

AMDF
Army master data file

ARNG
Army National Guard

ARSNT
Army serial number tracker

ASCC
Army service component command

CAM
chemical agent monitor

CCA
Central Collection Activity

CCI
Controlled Cryptographic Item

CCISP
Controlled Cryptographic Item Serialization Program

CDE
chemical detection equipment

CG
commanding general

CICF
customer information control file

COMSEC
communications security

CONUS
continental United States

DA
Department of the Army

DCS
Deputy Chief of Staff

DIC
document identifier code

DLM
Defense Logistics Management

DOD
Department of Defense

DODAAC
Department of Defense activity address code

DODM
Department of Defense Manual

DODSA/LWSP
Department of Defense Small Arms/Light Weapons Serialization Program

DPAS
Defense Property Accountability System

DRU
direct reporting unit

DSN
Defense Switched Network

FMS
foreign military sales

GCSS–Army
Global Combat Support System–Army

GUI
graphic user interface

HQDA
Headquarters, Department of the Army

ICAM
improved chemical agent monitor

JMC
Army Joint Munitions Command

LCMC
life cycle management command

LCN
load classification number

LIN
line item number

LIW
Logistics Information Warehouse

LMP
Logistics Modernization Program

LOGSA
Logistics Support Activity

MCN
management control number

MILSTRAP
military standard transaction reporting and accounting procedures

MILSTRIP
military standard requisitioning, receipt and issue procedures

NRC
Nuclear Regulatory Commission

NSA
National Security Agency

NSLIN
nonstandard line item number

NSN
national stock number

OCONUS
outside the continental United States

PBO
property book officer

PBUSE
property book unit supply enhanced

POC
point of contact

RASTS
Radiation Source Tracking System

RIC
routing identifier code

RICC
reportable item control code

ROTC
Reserve Officers' Training Corps

RSO
Radiation Safety Officer

SA/LW
small arms/light weapons

SB
Supply Bulletin

SRA
stock record account

SSA
supply support activity

SSC
Soldier support center

TACOM
Tank-Automotive and Armaments Command

TM
technical manual

TMDE
Test Measurement and Diagnostic Equipment

UIC
unit identification code

UIT
unique item tracking

UITSP
Unique Item Tracking Serialization Program

USAR
U.S. Army Reserve

WEBLIDB
Web Logistics Integrated Database

WEBUIT
Web unique item tracking

WSN
weapon serial number

ZLIN
developmental line item number

Section II

Terms

Cell
A component of the M43A1 detector.

Controlled cryptographic item
A secure telecommunication or information handling COMSEC equipment, ancillary device, or associated crypto- graphic component that is unclassified when UNKEYED but controlled as a sensitive item. CCI end items require serial number reporting.

DA CCI Registry
The wholesale level activities or files that maintain visibility of all controlled cryptographic end item serial numbers within the DA and provide the NSA with CCI end item status through transaction reporting.

DODSA/LWSP area file
The reporting activity or file at commands that maintains visibility of all SA/LW serial number data for all SA/LW on hand or in the hands of units or activities supported by the area file.

DODSA/LWSP Central Registry
The central activity or file that maintains visibility of all SA/LW serial numbers within the DOD and down to the compo- nent registries.

DODSA/LWSP Component Registry
The central activity or file that maintains visibility of all SA/LW serial numbers within the component and provides the DOD Central Registry with SA/LW status through transaction reporting.

DODSA/LWSP components
The military departments and Defense Logistics Agency responsible for inventory management of DOD SA/LW.

DODSA/LWSP depot file
The activity or file located at each AMC depot that maintains visibility of all SA/LW serial numbers for the reporting activities under that activity's jurisdiction.

DODSA/LWSP initial registration
The initial loading of the SA/LW serial number data into the component and DOD Registry.

DODSA/LWSP installation file
The reporting activity or file that maintains visibility of all SA/LW serial numbers on the property books or stock record accounts supported by that installation.

DODSA/LWSP owning activity
The unit PBO that has accountability for reportable serial-numbered items and reports status to the installation or area file.

DODSA/LWSP transaction reporting
The reporting of individual transactions by serial number that affects the SA/LW balance of any property account.

Radioactive source
In relation to the RASTS a radioactive source is defined as the cell, detector chemical (a component of the M43A1 detec- tor), and the drift tube module (a component of the chemical agent monitor).

Radioactive source wipe test
Procedure used to determine the presence of radiation.

RASTS area file
The reporting activity or file at commands that maintains visibility of all cell serial numbers for cells on hand or in the hands of units or activities supported by the area file.

RASTS Central Registry
The central activity or file that maintains visibility of all cell serial numbers within the Army and provides the DOD Central Registry with cell status through transaction reporting.

RASTS components
The military department responsible for inventory management of the cell.

RASTS installation file
The reporting activity or file that maintains visibility of all cell serial numbers on property books or stock record accounts supported by that installation.

RASTS testing activity
The activity that is responsible for performing the wipe test.

RASTS transaction reporting
The reporting of individual transactions by serial number that affects the cell status or balance of any property account.

Reporting activity
All installations, geographical areas, depots, and DOD components required to maintain and report serial number data to the Central Registry.

Serialization officer
The appointed individual at the CONUS installation or oversea area file responsible for execution of the UIT serialization program as prescribed by this regulation.

Small arms/light weapons
Man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small arms are broadly categorized as those weapons intended for use by individual members of armed or security forces. They includes handguns; rifles and carbines; sub-machine guns; and light machine guns. Light weapons are broadly categorized as those weapons designed for use by two or three members of armed or security forces serving as a crew, although some may be used by a single person. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars. Associated suppressors, silencers, mufflers, and noise suppression devices appropriate for previously listed small arms and light weapons are included and will be reported within the Component and DOD registries.

Small Arms/Light Weapons Central Registry (the Army component registry)
The central activity or file that maintains visibility of all SA/LW serial numbers within the DA and provides the DOD Central Registry with weapon status through transaction reporting.

Substitute
An item of equipment maintained on a unit's property book to satisfy a LIN authorization for another item of equipment (SB 700–20). The LIW assets module maintains an Armywide data base identifying all equipment being used as a substitute along with appropriate on hand quantities.

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