

Inventory Management

Inventory Management Asset and Transaction Reporting System

Rapid Action Revision (RAR) Issue Date: 3 September 2009

Headquarters
Department of the Army
Washington, DC
25 February 2008

UNCLASSIFIED

SUMMARY of CHANGE

AR 710-3

Inventory Management Asset and Transaction Reporting System

This rapid action revision, dated 3 September 2009--

- o Revises the small arms definition per DOD 4000.25-M and DOD 4000.25-2-M. The new definition broadens the scope to include light weapons (paras 2-9a and 2-9b).
- o Establishes new reporting requirements for captured, confiscated, or abandoned enemy small arms/light weapons (para 2-10h).
- o Requires permanently inscribing newly assigned unique item tracking Central Registry Serial Numbers when the serial number is missing, illegible, or untranslatable (2-13a).


Inventory Management

Inventory Management Asset and Transaction Reporting System

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision (RAR). This RAR is effective 3 October 2009. The portions affected by this RAR are listed in the summary of change.

Summary. This regulation implements applicable provisions of DOD 4140.1–R 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 management control process.

This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

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–SUS), 500 Army Pentagon, Washington, DC 20310–0500.

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

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

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, *page 1*

Purpose • 1–1, *page 1*

References • 1–2, *page 1*

Explanation of abbreviations and terms • 1–3, *page 1*

Responsibilities • 1–4, *page 1*

Concept • 1–5, *page 2*

Deviations • 1–6, *page 3*

*This publication supersedes AR 710–3, dated 31 March 1998. This edition publishes a rapid action revision of AR 710–3.

Contents—Continued

Chapter 2

Unique Item Tracking, page 3

Section I

Introduction, page 3

Program overview • 2–1, page 3

Implementation in automated systems and in manual stock record accounts • 2–2, page 3

Compliance methods • 2–3, page 3

Customer assistance • 2–4, page 4

Data submission • 2–5, page 4

Safeguarding and physical security of automatic data processing recorded data • 2–6, page 4

Functional requirements of the serialization officer • 2–7, page 5

Reconciliation procedures • 2–8, page 5

Section II

Small Arms Serial Number Registration and Reporting (RCSDD–MIL(A) 1629), page 6

Objectives of Department of Defense Small Arms/Light Weapons Serialization Program • 2–9, page 6

Items subject to reporting • 2–10, page 8

Exclusions to reporting • 2–11, page 9

Error transaction and reject codes • 2–12, page 9

Reporting weapons with missing/illegible serial numbers • 2–13, page 14

Reporting of local modification of small arms/light weapons • 2–14, page 14

Duplicate weapon serial numbers within the same national stock number • 2–15, page 15

Initial registration • 2–16, page 15

Shipments and transfers • 2–17, page 15

Followup for weapons in transit • 2–18, page 16

Open shipment notification • 2–19, page 16

Receipt • 2–20, page 16

Inventory gain • 2–21, page 16

Loss • 2–22, page 16

Recovered small arms/light weapons • 2–23, page 17

Interrogation requests • 2–24, page 17

Demilitarization • 2–25, page 17

Unit deployments • 2–26, page 17

Reporting activity changes and corrections • 2–27, page 17

Small arms/light weapons reconciliation procedures • 2–28, page 18

Depot or storage facility procedures • 2–29, page 18

Section III

Radiation Testing and Tracking System, page 18

Objectives • 2–30, page 18

Items subject to reporting • 2–31, page 19

Error transaction and reject codes • 2–32, page 20

Duplicate serial numbers • 2–33, page 20

Initial registration of radioactive source • 2–34, page 20

Shipments and transfers • 2–35, page 20

Followup for Category I assets in transit • 2–36, page 21

Open shipment notification • 2–37, page 21

Receipt • 2–38, page 21

Inventory gain • 2–39, page 21

Loss • 2–40, page 21

Recovered radioactive source • 2–41, page 21

Interrogation requests • 2–42, page 21

Wipe test maintenance reporting procedures • 2–43, page 22

Removal and insertion of a new radioactive source • 2–44, page 22

Contents—Continued

Demilitarization • 2-45, *page 22*
Unit deployments • 2-46, *page 22*
Reporting activity changes and corrections • 2-47, *page 22*
Reconciliation procedures • 2-48, *page 23*
Depot or storage facility procedures • 2-49, *page 23*

Section IV

Controlled Cryptographic Item Serialization Program, page 23
Objectives • 2-50, *page 23*
Items subject to reporting • 2-51, *page 24*
Exclusions to reporting • 2-52, *page 24*
Error transaction and reject codes • 2-53, *page 25*
Reporting controlled cryptographic item with missing/illegible serial numbers • 2-54, *page 25*
Reporting of local modification of controlled cryptographic item • 2-55, *page 25*
Duplicate serial numbers within the same national stock number • 2-56, *page 25*
Initial registration • 2-57, *page 25*
Shipments and transfers • 2-58, *page 26*
Followup for controlled cryptographic item in transit • 2-59, *page 26*
Open shipment notification • 2-60, *page 26*
Receipt • 2-61, *page 26*
Inventory gain • 2-62, *page 27*
Potential or suspected loss • 2-63, *page 27*
Recovered controlled cryptographic item • 2-64, *page 27*
Interrogation requests • 2-65, *page 27*
Demilitarization • 2-66, *page 27*
Unit deployments • 2-67, *page 27*
Reporting activity changes and corrections • 2-68, *page 27*
Reconciliation procedures • 2-69, *page 27*
Depot or storage facility procedures • 2-70, *page 28*

Chapter 3

Registration and Reporting of U.S. Army Vehicles (RCS CSGLD-1608), page 28

Program overview • 3-1, *page 28*
Instructions • 3-2, *page 28*

Chapter 4

Logistics Information Warehouse Asset Module, page 28

Overview • 4-1, *page 28*
Functional requirements • 4-2, *page 28*
Objectives of logistic information warehouse assets module • 4-3, *page 30*
Coverage of items • 4-4, *page 30*
Security classification • 4-5, *page 30*
LIW assets module system description • 4-6, *page 30*
Logistic information warehouse assets module data input sources • 4-7, *page 31*
Transactions required by Logistic Information Warehouse assets module • 4-8, *page 31*
Mobilization procedures • 4-9, *page 32*
Output products from the Logistic Information Warehouse assets module process • 4-10, *page 32*
Assistance • 4-11, *page 32*

Appendixes

- A.** References, *page 33*
- B.** Department of Defense SA/LW Serialization Program Manual Data Entry Instructions, *page 34*
- C.** Radiation Testing and Tracking System Manual Data Entry Instructions, *page 39*
- D.** Controlled Cryptographic Item Serialization Program Manual Data Entry Instructions, *page 50*

Contents—Continued

E. Central Collection Activity Procedures, *page 53*

F. Reportable Item Control Code, *page 53*

Table List

Table 2–1: Unique item tracking annual reconciliation schedules, *page 5*

Table 2–2: Department of Defense Small Arms/Light Weapons Serialization Program Document Identifier Codes, *page 7*

Table 2–3: Department of Defense Small Arms/Light Weapons Serialization Program transaction codes, *page 7*

Table 2–4: Small arms/light weapons serial number or National stock number request format, *page 14*

Table 2–5: Radiation Testing and Tracking System transaction codes, *page 18*

Table 2–6: Controlled Cryptographic Item Serialization Program transaction codes, *page 23*

Table 2–7: Controlled Cryptographic Item Serialization Program document identifier codes, *page 24*

Table 2–8: Controlled cryptographic item listing, *page 25*

Table B–1: Department of Defense SA/LW Serialization Program Weapon serial number control entries, *page 34*

Table B–2: Department of Defense Small Arms/Light Weapons Serialization Program reconciliation entries, *page 36*

Table B–3: Department of Defense Small Arms/Light Weapons Serialization Program multifield correction change entries, *page 36*

Table B–4: Department of Defense Small Arms/Light Weapons Serialization Program mass stock number change entries, *page 37*

Table B–5: Department of Defense Small Arms/Light Weapons Serialization Program reporting activity address change, *page 38*

Table C–1: Radiation Testing and Tracking System initial registration transaction format, *page 39*

Table C–2: Radiation Testing and Tracking System shipment reversal transaction format, *page 40*

Table C–3: Radiation Testing and Tracking System wipe test transaction format, *page 41*

Table C–4: Radiation Testing and Tracking System disposal transaction format, *page 42*

Table C–5: Radiation Testing and Tracking System reconciliation transaction format, *page 43*

Table C–6: Radiation Testing and Tracking System multifield correction/change transaction format, *page 44*

Table C–7: Radiation Testing and Tracking System reporting activity address change transaction format, *page 46*

Table C–8: Radiation Testing and Tracking System removal and insertion transaction format, *page 46*

Table C–9: Radiation Testing and Tracking System shipment and transfer transaction format, *page 48*

Table C–10: Radiation Testing and Tracking System shipment receipt transaction format, *page 49*

Table D–1: Controlled Cryptographic Item Serialization Program update transaction format, *page 50*

Table D–2: Controlled Cryptographic Item Serialization Program reconciliation format, *page 51*

Table D–3: Controlled Cryptographic Item Serialization Program multifield correction/change format, *page 52*

Table F–1: Reportable item control code Codes, *page 53*

Figure List

Figure 2–1: Error transaction and reject codes, *page 10*

Figure 2–1: Error transaction and reject codes—Continued, *page 11*

Figure 2–1: Error transaction and reject codes—Continued, *page 12*

Figure 2–1: Error transaction and reject codes—Continued, *page 13*

Figure 2–1: Error transaction and reject codes—Continued, *page 14*

Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation—

- a. Sets policy and assigns responsibilities for operation and maintenance of the Department of the Army (DA) asset and transaction reporting systems.
- b. Sets standard methods for reporting major and selected secondary item assets. These standard methods will incorporate in-transit loss accounting techniques and furnish functional managers with a common base of information for logistics management.
- c. Prescribes procedures, codes, and formats for interfacing with other ongoing asset reporting subsystems.
- d. Sets procedures for interfacing with data maintained in The Army Authorization Documents System (TAADS) and the Unit Identification System (UIS).
- e. 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

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. The Deputy Chief of Staff, G-4 (DCS, G-4) will—
 - (1) Prescribe overall guidance on asset and transaction reporting systems policies and priorities.
 - (2) Ensure, through supervision and inspection, that Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (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 DOD Small Arms/Light Weapons Serialization Program (/LWSP), and the Radiation Testing and Tracking System (RATTS) registries.
- b. 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 (DALO-SUS) prior to development of local automated programs to implement the serial number reporting systems in chapter 2.
 - (4) Establish small weapons/light weapons (SA/LW) serial number files, RATTS radioactive source files, controlled cryptographic items (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 ACOMs/ASCCs/DRUs 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) Ensure each installation/geographical area appoints a SA/LW serialization officer, a radioactive “source” serialization officer, and a CCI serialization officer for each installation file. Serialization officers can be the same person. Provide the names, addresses, and telephone numbers to the DA Registry.
 - (6) Appoint a Unique Item Tracking Serialization Program (UITSP) coordinator for the ACOM/ASCC/DRU and provide the name, mailing and e-mail addresses, and commercial/defense switched network (DSN) telephone number to the DCS, G-4 (DALO-SUS) and an information copy to the DA Registry at Logistics Support Activity (LOGSA) (AMXLS-MD). The UITSP will coordinate policy and procedures for ammunition supply points, RATTS, Category I, and the CCI Serialization Program (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.

c. The Commanding General (CG), 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 Testing and 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 controlled cryptographic items (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) Maintain operational control and staff guidance of the U.S. Army Vehicle Registration System. This includes—

(a) Issuing vehicle registration numbers.

(b) Recording vehicle registration numbers.

(c) Maintaining central vehicle registration file to include a serial number cross-reference file. For mobilization, the capability of the file will be increased to comply with priorities of this program.

(7) 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.

(8) Maintain central Category 1 missiles and rockets as reported to the Worldwide Ammunition Report System–New Technology to be in compliance with DOD 4140.1–R requirements.

d. The commander, LOGSA will—

(1) Serve as administrator of the U.S. Army Vehicle Registration Program and maintain the central vehicle registration file.

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

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

(4) Serve as administrator of the RATTs Central Registry.

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

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

e. The commanders, U.S. Property and Fiscal Office (USPFO) will—

(1) Establish State master files for DODSA/LWSP, RATTs, and CCISP.

(2) Maintain visibility of all stock record and property book accounts for SA/LW serial numbers, RATTs radioactive “source” serial numbers, and CCI serial numbers within their State.

(3) Appoint a UITSP coordinator for the ACOM/ASCC/DRU and provide the name, mailing and e-mail addresses and commercial/DSN telephone number to the DCS, G–4 (DALO–SUS) and an information copy to the DA Registry at LOGSA (AMXLS–MD). The UITSP will establish policy and procedures for SASP, RATTs, and CCISP serial number database management and resolve problems with reporting activities.

f. 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.

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 continental United States (OCONUS) installations, CONUS installations, and automated or nonautomated direct support units (DSUs) and general support units worldwide.

(2) Reporting procedures for DOD SA/LW.

- (3) Reporting procedures for radiation testing and tracking of specific radioactive “sources.”
- (4) Reporting procedures for CCIs.
- (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).

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–MD), Redstone Arsenal, AL 35898–7466. Final action will be taken by the DCS, G–4 (DALO–SUS).

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. Unique item tracking (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 Army Serial Number Tracker (ARSNT).

b. Web Unique Item Tracking is a transactional database and will be used by all units not converted to Property Book Unit Supply Enhanced (PBUSE). Those units converted to PBUSE must also input transactions into DOD RATTs UIT for licensed radioactive material due to the accountability requirement of the licensee. ARSNT will receive direct feeds from all units that have converted to PBUSE. Unique sensitive items reported are SA/LW, RATTs, and CCI as designated by the National Security Agency (NSA). To ensure appropriate visibility, WEBUIT requires transactional reporting to the UIT Central Registry from all elements in possession of reportable items.

c. Army Serial Number Tracker is populated by PBUSE, which contains all items that are on a unit’s property book. 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 are constantly being updated in PBUSE, which is a direct feed to ARSNT.

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 system procedures for UIT reporting exists for the following systems: PBUSE, SARSS, and the Defense Property Accounting System (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 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 appendixes B through D of this regulation.

b. Supported property books and stock record accounts 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 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 of all activity regarding sensitive reportable serial numbers and when RATTs items have been wipe tested regardless of the unit is on PBUSE 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 arm, 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 Army 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, HQDA can authorize the use of transaction code “J” (suspension of reporting requirements) by the unit. Headquarters, Department of the Army will identify to the UIT Registry each 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. These data are sent to LOGSA multiple times daily. PBUSE users do not need to input any transactions to WEBUIT except “W” transactions.

e. Use file transfer protocol (FTP). 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 FTP.

2-6. Safeguarding and physical security of automatic data processing recorded data

a. The security of ADP 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 2-3b 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, RATTs, 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. 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. These 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/Army Reserve
Month: May Activities scheduled: Not scheduled
Month: June Activities scheduled: Not scheduled
Month: July Activities scheduled: Army National Guard of the United States (USPFO)
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. After each reconciliation a reconciliation statistics report can be accessed online. 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 property book or owning activities prior to the annual scheduled reconciliation in table 2-1. The annual reconciliation will include a reconciliation transaction (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 does the 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 followup 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 followup, 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 Office of the Deputy Chief of Staff, G-4 (ODCS, 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 procedures for reporting SA/LW serial number data under DODSA/LWSP as defined and required per DOD 4000.25-2-M. The DODSA/LWSP is a DOD-wide system established to maintain SA/LW serial number visibility. 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. The SA/LW 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 system; and mortars.

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. Followup 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 Document 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 TACOM Life-Cycle Management Command (LCMC) through the Army master data file (AMDF) or notification of change from the UIT Central Registry.

DIC: DSD

Document title: Receipt/Issue Followup

Description: Used for followup procedures by the UIT Central Registry to confirm the serial number of item(s) shipped for which no receipt was confirmed within the required time frame or item(s) received but no record of serial number shipped.

DIC: DSF

Document title: Reject or Reconciliation Followup

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 (code S) for which a serial number was previously reported to the UIT Central Registry as being shipped.

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.

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

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 69–74 will suspend all records for that activity.

Code: K

Description: Multifield correction. Used by reporting activities to correct erroneous serial number, NSN, management control number (MCN), load classification number (LCN), or owning activity address (DODAAC/UIC) of the activity in possession of the weapon) that has been reported and posted to the 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. 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 45–50). This normally results from unit redesignation. 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 nonreporting (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.

Notes:

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 nonserialized (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 DOD SA/LW 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 Reutilization and Marketing Office (DRMO).

e. 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.

f. 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.

g. 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.

h. 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 nonappropriated 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 (DOD SA/LW 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 2-17*e*. 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, RATTs, and CCI's. 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 installation 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 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 R. Reenter 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), resubmit. If item was not lost, enter
TRAC K or TRAC S.
 - 26-2C3 - TRAC 2 is only used for CAT I missiles.
 - 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. 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.

Figure 2-1. Error transaction and reject codes

-
- 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.
- 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 - Reporter 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 - Ship To blank. Enter a valid Ship To activity.
- 91-2Q5 - Supadd 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 a valid Owner.
- 95-2R2 - TRAC K - Corrected Owner invalid or not in your reporting area. Enter a valid Corrected Owner.
- 96-2R3 - TRAC M - New Owner invalid. Enter a valid New Owner.
- 97-2R5 - TRAC M -- New owner is blank or invalid.
- 98-2R6 - 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.

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

-
- 123-3L2 - Item is not on your active file. Item must be added to your 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 Suspected 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.
- 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.
Verify the Document Number on the 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 on the data base. 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 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 out 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 Rep.
- 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 will 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 Central Registry.
- 104-2B4 - TRAC H - not allowed for STU NSNs. Enter a TRAC K to change the NSN and Serial Number for each STU item needing to be changed.
- 46-3L0 - TRAC E - Reconciliation incompatible to master file. Item reconciled is in a History

Figure 2-1. Error transaction and reject codes—Continued

-
- 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 a TRAC X to remove an inoperative 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 diff TRAC.
 - 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 for this non-receipt. Contact the UIT Central Registry for appropriate action.
 - 103-5E1 - TRAC 2 or 6 - item not in database for this owner. Verify your serial number.
 - 102-The TRAC 'W' result field must be numeric.
 - 54-5E3 - TRAC D - Matching NSN and Serial No not found on database.
Enter the correct info on the transaction for shipment being reversed or the Shipment Trans.
 - 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 for assignment of an ARM serial number.
 - 132-5H5 - Cell or Detector Serial Number contains zero or zeroes. Serial Number cannot equal zero or zeros; enter valid number.
 - 134-2A3 - TRAC K - Corrected Serial No matches current Serial No. Enter the correct current and Corrected Serial Numbers.
 - 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 transaction was in error, 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 is invalid.
 - 159 - TRAC H - New transaction type is the same as the existing one.
 - 161 - Incoming serial number system code is invalid.
 - 162 - Incoming suffix code is invalid.
 - 163 - Incoming type change code is invalid.
 - 164 - Incoming WEB FLAG is invalid.
 - 157 - Incoming status is invalid.
 - 165 - Incoming UPDATED BY value is invalid.
 - 166 - Incoming date for LAST UPDATE is invalid.
 - 167 - Incoming CORRECTED FSC is invalid.
 - 168 - Incoming NEW FSC is invalid.
 - 169 - Incoming INTERFACE CODE is invalid.
 - 170 - Incoming LOT NUMBER is invalid.
 - 171 - Incoming UPLOADED BY is invalid.
 - 172 - Incoming LOCAL_USE code is 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 a valid Wipe Test Result)
 - 176-5E4 - TRAC L/Q - item is not on the database. Verify the serial number. (If item was lost, need to report it as on hand first before reporting it as lost or suspected lost)

Figure 2-1. Error transaction and reject codes—Continued

- 178-5E5 - TRAC L/Q - Item is already in hist. Verify the serial number.
(Contact the UIT Central Registry - this transaction may not be necessary.)
- 179-AW5 - Transaction requires approval of the UIT Central Registry.
(Contact the UIT Central Registry for approval request.)
- 177-5G6 - 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 this reject.)
- 181-5E7 - TRAC 6 - item is in a different reporting area on the database. Cannot reverse this record.
- 180-5E6 - TRAC 6 - item is in a history status on the database; cannot reverse record.
Verify the serial number. Go to 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 uit2 record.
- 184 - NSN/MCN Not valid for category
- 185 - INVALID DOCUMENT NUMBER
- 136-5B0 - TRAC U-item is not on the database. TRAC U indicates an item (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 input 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 on its own.
- 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 instead of a TRAC K, or add the Corrected Owner to your Reporting Area.
- 189 - Cannot identify unique record to change with the values entered; try to 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 input to 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 an 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. Do not assign a local MCN for UIT reportable items.

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 or letter or e-mail.

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 2-17a. 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 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 DRMO), 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 are 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 a above, 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 2-17a, using transaction code "N" instead of transaction code "S" or "P." Include shipments to civilian activities, contractors, non-DOD Government activities, and nonreporting (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 2-17a. The UIT Central Registry will enter the shipping data into the active file to indicate the intransit 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 (transaction code "K," table B-3), identifying the new owning unit or activity. Transmit the transaction to the UIT Central Registry and update the property book.

2-18. Followup 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 2-20a.
- b. If the weapon has not been received, the receiving activity will submit to the UIT Central Registry a nonreceipt transaction (transaction code "A," table B-1) leaving the transaction date blank.
- c. If no response received by the UIT Central Registry within 10 days of a followup, an e-mail 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 2-20a.
 - (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) and send it to the shipping activity that submitted the erroneous shipment data.
- c. The 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 (DOD Issue Release/Receipt Document with Address Label) to complete the receipt transaction. PBUSE 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 weapon 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 followup action by the UIT Central Registry and the Deputy Chief of Staff, G-3/5/7 (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 followup 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 2–22a(1)(a) through (d).

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

(3) ACOMs/ASCCs/DRUs will take the same actions as required in paragraphs 2–22a(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 2–13a.

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 followups on records will be forwarded to the UIT Central Registry. PBUSE users do not need to submit annual reconciliations.

b. The UIT Central Registry will use the format in table B-4 to followup 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 Testing and Tracking System

2-30. Objectives

Radiation Testing and Tracking System (RATTS) is a program established to maintain radioactive source serial number visibility and wipe test results of all radioactive sources within the active Army, ARNG, USAR, and other DOD components. It is designed to provide strict control and identification of all radioactive sources for the purpose of user or maintainer safety. RATTS meets the requirements imposed by TACOM Nuclear Regulatory Commission (NRC) License 12-00722-06. The RATTS 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. Wipe test reporting for all units will be reported to the UIT Central Registry using transaction code "W." Units that have converted to PBUSE must also report wipe test (w), shipment (s), receipt (r), loss (l), transfer (n), inventory gain (c) and demilitarization (v) to the UIT Central Registry DOD RATTS.

Table 2-5
Radiation Testing and Tracking System transaction codes

Code: A

Description: Asset not received. Used to respond to a followup request.

Code: B

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 (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.

Table 2–5
Radiation Testing and Tracking System transaction codes—Continued

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, 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 nonreporting (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 reports 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 “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.

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.

Notes:

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 RATTs standard procedures for the reporting of the serial numbers for the following

devices and their corresponding radioactive sealed source: M43A1/M8A1; 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 12-00722-06.

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, RATTs, and CCI's 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 e-mail or letter. Modification of serial numbers is not authorized. The UIT Central Registry will coordinate with the TACOM-Rock Island (RI) LCMC Safety Office 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-RI LCMC Safety Office will provide guidance.

2-34. Initial registration of radioactive source

a. All serial-numbered radioactive sources and detectors containing a radioactive source 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. Property Book Units Supply Enhanced (PBUSE) users will use the PBUSE 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 DRMO), 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 2-35a, using transaction code "N" instead of transaction code "S," table C-9. Include shipments to civilian activities, contractors, non-DOD Government activities, and nonreporting (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 2-35a. 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 (transaction code “K,” table C–6), identifying the new owning unit or activity. Transmit the transaction to the UIT Central Registry and update the property book.

2–36. Followup 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 nonreceipt 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 post). 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 C–1. 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 (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) 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 and have a wipe test performed.
- (c) If the radioactive source is not found, report suspected loss to the DCS, G–3 (DAMO–OD) and applicable Army licensee immediately (TACOM–RI).

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 2–40a(1)(a) through (c).

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 RATTS 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.

(1) Activities 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) Owning units must 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 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 RATTs UIT for accountability.

c. Unserviceable radioactive source. All unserviceable radioactive cells must be turned into the Radiation Safety Officer (RSO) for secure safe storage. The RSO will contact the Army Joint Munitions Command Radwaste Disposal Office at Rock Island, Illinois, to begin the disposal process. The RSO at the generators facility will provide a listing of all serial numbers of the detector/monitor and the corresponding cells to the TACOM-RI LCMC Safety Office when the items have been packaged and are ready to be picked up by a DOD radioactive waste broker.

2-45. Demilitarization

a. Units must immediately turn in radioactive cell assemblies to their unit radiation safety officer for proper disposal. If you do not have an RSO assigned to your unit, contact the applicable TACOM-RI item manager of the device for guidance on shipping the cell to a designated consolidation facility.

b. The losing unit PBO must drop an "S" transaction in DODRATTs 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 property book officer in DODRATTs 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 property book officer will assure the proper transaction ("S") is processed into DOD RATTs UIT if the radioactive commodity is transferred from one unit to another. The receiving unit must document receipt by inputting an "R" transaction into DOD RATTs 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 C-6, 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 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 procedures for reporting (CCI) serial number data (which includes embedded communications security (COMSEC)) under CCISP.

2-50. Objectives

The CCISP was established to maintain serial number visibility of designated CCI within the active Army, ARNG, USAR, and ROTC. The UIT Central Registry is part of CCISP 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.

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 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 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 69-74 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 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).

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

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 nonreporting (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.

Notes:

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

Report all CCI, including those mounted on aircraft, vehicles, and vessels, in the Army inventory to the UIT Central Registry. NSA designates an item as a CCI and establishes asset tracking requirements.

2–52. Exclusions to reporting

The CCI in table 2–8 will not be reported through CCISP.

Table 2-8
Controlled cryptographic item listing

CCI: T40405
NSN: 5810-01-026-9620
Item: KOI-18

CCI: E98103
NSN: 5810-01-026-9618
Item: KYK-13

CCI: N02758
NSN: 5810-01-026-9619
Item: KYX-15

CCI: N02758
NSN: 5810-01-095-1312
Item: KYX-15A

CCI: C69121
NSN: 5810-01-103-3175
Item: KGV-9

CCI: S60844
NSN: 5895-01-175-0784
Item: KGV-6

CCI: Z18060
NSN: 5810-01-224-0427
Item: KGV-13

2-53. Error transaction and reject codes

Reject codes for SA/LW, RATTs, 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 COMSEC direct support 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 e-mail 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 end items (see para 2-52 for exceptions) will be registered with the UIT Central Registry by serial number. All DODAAC accountable officers will account for CCI end items 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 must 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 2-58a, 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. Followup 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 nonreceipt 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 e-mail 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 e-mail, 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 must 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, chapter 12, and DA Pam 710-2-1, chapter 4. 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 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

Registration and Reporting of U.S. Army Vehicles (RCS CSGLD–1608)

3–1. Program overview

a. It is mandatory for every Army-owned vehicle (tactical, tracked, and commercial) to display a U.S. Army registration number if it travels on public highways and/or roads. Included are all towed equipment with a wheel size of 12 inches or larger as well as all self-propelled riding and/or special motor-driven, wheel-mounted equipment (for example, air compressors, generators, rail, float, or other designated ground equipment).

b. LOGSA is responsible for assigning these registration numbers to all vehicles upon entering the Army inventory. LOGSA also has the mission of recording and maintaining a cross-reference file on these items’ registration numbers to serial numbers on all Army vehicles and designated ground equipment during their life span. Information from this program meets several Army management needs to satisfy State and Foreign country vehicle registration and assist law enforcement agency requirements.

3–2. Instructions

a. The registration number remains unique to a specific item of equipment during its life span and will not be changed unless a correction is required or specifically approved by LOGSA. LOGSA maintains a centralized database, The Army Maintenance Management System Equipment Database, which is the repository for the Army’s Registration Number Program. The registration number is instrumental in maintaining item visibility (ownership, usage, and age of fleet) information. The designated items in paragraph 3–1*a* must obtain a DA Form 2408–9 (Equipment Control Record) showing a valid registration number prior to the assignment of any additional license plate and/or locally applied equipment control number.

b. Procedures and detailed instructions for ground equipment registration and reporting are outlined in DA Pam 750–8, paragraph 5–7.

Chapter 4

Logistics Information Warehouse Asset Module

4–1. 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.

4–2. 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 DLA depots.

b. The CGs of ACOMs/ASCCs/DRUs will—

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

(a) Ensure that both manual and 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.

(d) Ensure that all manual property books report substitute status changes by inputting changes through LIW assets module/Web logistics integrated database (WEBLIDB) manual property book manual substitute transactions processing GUIs available within assets/reportable assets. Use of these manual transaction processes requires system access request privileges.

(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 and manual 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, chapter 9.

(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 point of contact 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 followup action, as required, if data are not accurate and submitted on schedule.

(5) Ensure that LIW assets module output products are available online from 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 Flow model (AFM), requisition validation (REQVAL), Equipment Release Priority 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 or manual 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 manual accounts will—

(1) Submit transaction reports using LIW assets module manual transactions reporting processes.

(2) Annually reconcile LIW assets module equipment balances against the accountable record by executing the manual property book reconciliation process annually. Followup by assuring that the reconciliation adjustments are posted in LIW assets module by running a reconciliation (reconciliation-validation compatibility rate) report.

g. 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 property book officer to initiate the procedure during these two months. Under LIW assets module, a DPAS property book officer may also submit an out-of-cycle reconciliation at any time, should the property book officer find it necessary.

4-3. 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 line item number (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 AFM, the major item requisition validation, and the REQUAL System.

c. For units using DPAS or manual property books LIW assets module reporting requirements are established by the ODCS, G-4 (DALO-SUS) to ensure complete asset visibility for RICC 2, A, B, C, or Z items of equipment. 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 = $100 - (\text{adjusted quantity} / \text{quantity on hand value}) \times 100$) 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, with a 3 percent management range for units with manual property books. See appendix F for RICC definitions.

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

4-4. 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 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.

4-5. 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.

4-6. LIW 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 (CICF).* 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 provides 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. Semiannual process. To maintain a correct equipment master file, the cataloging and unit data information in the master file is updated. The SB 700–20 is the primary input to the item coverage (catalog update subsystem of LIW assets module). This process determines changes in NSNs and LINs for RICC 2, A, B, C, or Z items to be applied to the master file and identifies RICC 2, A, B, C, or Z items for which a new beginning inventory is required.

f. 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.

4–7. 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 Standard Army Retail Supply System (SARSS), CCSS, AMC Installation Supply System (AMCISS), and Supply Accounting and Management Information System (SAMIS) (ARNG units).

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

(3) Manual property book, submitted through the LIW assets module/WEBLIDB manual property book manual transactions process or reconciliation process.

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

(1) Manual input.

(a) Property books.

(b) SRAs.

(2) Automated input.

(a) CCSS.

(b) SARSS.

(c) AMCISS.

(d) SAMIS

(e) PBUSE.

(f) DPAS.

(g) Joint Medical Asset Repository.

4–8. 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, app C–1, 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 end items from a unit to a stock record or supply support activity account as follows:

(1) Where the stock record or SSA has SARSS, these transactions are captured via the automated SARSS weekly transmission submission. The PBUSE also reports turn-ins to LIW assets module.

(2) When the stock record or SSA maintains a manual account, they submit turn-in transactions.

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 intransit 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.

4-9. 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.

4-10. 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. 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 supply support activity 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 reject 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 property book officer 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).

4-11. 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 paras 1-4, 2-21, 2-62, 4-1.)

AR 725-50

Requisitioning, Receipt, and Issue System (Cited in paras 2-17, 2-35, 4-2b, 4-2c.)

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 15-6

Procedures for Investigating Officers and Boards of Officers

AR 25-30

The Army Publishing Program

AR 380-40

Policy for Safeguarding and Controlling Communications Security (COMSEC) Materiel (Available only on Army Knowledge Online.)

AR 735-5

Policies and Procedures for Property Accountability

DA Pam 25-380-2

Security Procedures for Controlled Cryptographic Items (Available only on Army Knowledge Online.)

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)

DA Pam 750-8

The Army Maintenance Management System (TAMMS) Users Manual

SB 700-20

Army Adopted/Other Items Selected for Authorization/List of Reportable Items (Available on <http://www.dlis.dla.mil/fedlog>.)

TB 380-41

Security: Procedures for Safeguarding, Accounting, and Supply

DOD 4000.25-M

Defense Logistics Management System (DLMS)

DOD 4000.25-2-M

Military Standard Transaction Reporting and Accounting Procedures (MILSTRIP)

DOD 4140.1-R

DOD Supply Chain Materiel Management Regulation

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 (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>); Standard Forms (SF) and Optional Forms (OF) are available on the GSA Web site (<http://www.gsa.gov>).

DA Form 444

Inventory Adjustment Report

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2408-9

Equipment Control Record

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 Materiel Report

SF 364

Report of Discrepancy

RCS CSGLD-1608

Registration and Reporting of U.S. Army Vehicles (Equipment Control Record)

RCS DD-MIL(A) 1629

Small Arms Serialization

Appendix B

Department of Defense SA/LW 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 when 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 SA/LW Serialization Program Weapon serial number control entries

Columns: 1-3

Field legend: DIC

Instructions: Enter DIC DSM.

Table B-1
Department of Defense SA/LW Serialization Program Weapon serial number control entries—Continued

Columns: 4–6

Field legend: RIC (to)

Instructions: Enter AGT.

Columns: 7

Field legend: Transaction code

Instructions: Enter the appropriate transaction code from table 2–3.

Columns: 8–22

Field legend: NSN/MCN

Instructions: Enter NSN/MCN.

Columns: 23–29

Field legend: Local use

Instructions: This field may be used for any purpose prescribed by the command or installation.

Columns: 30–43

Field legend: Document number

Instructions: Enter or perpetuate appropriate document number.

Columns: 44

Field legend: Suffix code

Instructions: Enter or perpetuate appropriate suffix code, if applicable, or leave blank.

Columns: 45–50

Field legend: DODAAC shipped to/received from

Instructions: Use on shipment transaction codes: F, N, P, S, and Z. Use on Receipt transaction code R. Use UIC, if the DODAAC is not assigned.

Columns: 51–56

Field legend: DODAAC-reporting activity

Instructions: Enter reporting activity or manufacturer DODAAC identification. Use the UIC if the DODAAC is not assigned.

Columns: 57–67

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: 69–74

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: 76–80

Field legend: Transaction date.

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

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: 1-3
Field legend: DIC
Instructions: Enter DIC DSM.

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

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

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

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

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

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

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

Columns: 69-74
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: 76-80
Field legend: Transaction date
Instructions: Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

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: 1-3
Field legend: DIC
Instructions: Enter DIC DSA.

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

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

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

Columns: 8–22

Field legend: NSN/MCN

Instructions: Enter the NSN/MCN on the master file.

Columns: 23

Field legend: Blank

Instructions: Leave blank.

Columns: 24–29

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: 31–41

Field legend: Serial number

Instructions: Enter the serial number on the master file.

Columns: 42–56

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: 58–63

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: 65–75

Field legend: Corrected serial number

Instructions: Enter the corrected serial number if applicable, or leave blank if no change.

Columns: 76–80

Field legend: Transaction date

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

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: 1–3

Field legend: DIC

Instructions: Enter DIC DSB.

Columns: 4–6

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: 8–22

Field legend: NSN, management control number (MCN), or local control number (LCN)

Instructions: Enter NSN, MCN, or LCN on DA Registry master file.

Columns: 23–37

Field legend: New NSN, MCN

Instructions: Enter new NSN, MCN.

Columns: 38–42

Field legend: Effective date

Instructions: Enter 2-digit year in columns 38–39 and 3-digit Julian date in columns 40–42.

Columns: 43–50

Field legend: Blank

Instructions: Leave blank.

Columns: 51–56

Field legend: DODAAC reporting activity

Instructions: Enter the reporting activity or manufacturer DODAAC identification. Use the UIC if the DODAAC is not assigned.

Columns: 57–62

Field legend: Accountable activity

Instructions: Enter DODAAC/UIC of the SRA or property book owning or possessing the weapon.

Columns: 63–80

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: 1–3

Field legend: DIC

Instructions: Enter DIC DSM.

Columns: 4–6

Field legend: RIC

Instructions: Enter AGT.

Columns: 7

Field legend: Transaction code

Instructions: Enter transaction code M.

Columns: 8–44

Field legend: Blank

Instructions: Leave blank.

Columns: 45–50

Field legend: New DODAAC

Instructions: Enter the new reporting activity DODAAC.

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

Columns: 51–56

Field legend: Old DODAAC

Instructions: Enter the old reporting activity DODAAC.

Columns: 57–80

Field legend: Blank

Instructions: Leave blank.

Appendix C

Radiation Testing and Tracking System Manual Data Entry Instructions

C-1. Processing for manual transactions

These formats and procedures are to be used for manual input into RATTs 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 Testing and Tracking System initial registration transaction format

Columns: 1–3

Field legend: DIC

Instructions: Enter DIC BDA.

Columns: 4–6

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: 8–18

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: 20–33

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: 35–39

Field legend: Radioactive source wipe test date

Instructions: Instructions: Enter date of wipe test using 2-digit year in columns 35–36 and three-digit Julian date in columns 37–39.

Columns: 40–45

Field legend: DODAAC-reporting activity

Instructions: Enter reporting activity DODAAD. Enter 0 (numeric) in column 40 and the manufacture content indicator code (CIC) in columns 41–45 for P transaction.

Table C-1
Radiation Testing and Tracking System initial registration transaction format—Continued

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47–52

Field legend: Owning activity DODAAC

Instructions: Enter DODAAC in columns 47–52 of unit possessing radioactive source.

Columns: 53

Field legend: Blank

Instructions: Leave blank.

Columns: 54–59

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.

Columns: 60–70

Field legend: Detector or CAM serial number

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

Columns: 71–73

Field legend: Detector or CAM serial number

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

Columns: 74–75

Field legend: Blank

Instructions: Leave blank.

Columns: 76–80

Field legend: Transaction date

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

C-3. Radiation testing and 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 Testing and Tracking System shipment reversal transaction format

Columns: 1–3

Field legend: DIC

Instructions: Enter DIC BDA.

Columns: 4–6

Field legend: RIC (to)

Instructions: Enter AGT.

Columns: 7

Field legend: Transaction code

Instructions: Enter transaction code D.

Columns: 8–18

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: 20–33

Field legend: Document number

Instructions: Enter document number furnished on shipment transaction being reversed.

Table C-2
Radiation Testing and Tracking System shipment reversal transaction format—Continued

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

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

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

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

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

Columns: 60–70
Field legend: Detector or CAM serial number
Instructions: Enter serial number of detector/CAM in which radioactive source is installed. Same as on S transaction being reversed.

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

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

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

C-4. Radiation Testing and 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 Testing and Tracking System wipe test transaction format

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

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

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

Columns: 8–18
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.

Table C-3
Radiation Testing and Tracking System wipe test transaction format—Continued

Columns: 20–33

Field legend: Document number

Instructions: Enter document number if available.

Columns: 34

Field legend: Suffix code

Instructions: Enter suffix code if available.

Columns: 35–39

Field legend: Radioactive source wipe test date

Instructions: Enter date of wipe test. Enter 2-digit year in columns 35–36 and three-digit Julian date in columns 37–39.

Columns: 40–45

Field legend: Reporting activity DODAAC

Instructions: Enter reporting activity DODAAC.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47–52

Field legend: Owning activity

Instructions: Enter DODAAC of unit possessing radioactive source.

Columns: 53

Field legend: Blank

Instructions: Leave blank.

Columns: 54–59

Field legend: Testing activity

Instructions: Enter DODAAC of the DS/TMDE unit performing the test.

Columns: 60–70

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: 71–73

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: 74–75

Field legend: Blank

Instructions: Leave blank.

Columns: 76–80

Field legend: Transaction date

Instructions: Enter date of reversal. Enter 2-digit year in columns 76–77 and three-digit Julian date in columns 78–80.

C-5. Radiation Testing and 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 Testing and Tracking System disposal transaction format

Columns: 1–3

Field legend: DIC

Instructions: Enter DIC BDA.

Table C-4
Radiation Testing and Tracking System disposal transaction format—Continued

Columns: 4–6

Field legend: RIC (to)

Instructions: Enter AGT.

Columns: 7

Field legend: Transaction code

Instructions: Enter transaction code V.

Columns: 8–18

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: 20–33

Field legend: Document number

Instructions: Enter document number if available.

Columns: 34

Field legend: Suffix code

Instructions: Enter suffix code if available.

Columns: 35–39

Field legend: Blank

Instructions: Leave blank.

Columns: 40–45

Field legend: Reporting activity DODAAC

Instructions: Enter disposal activity DODAAC.

Columns: 46–75

Field legend: Blank

Instructions: Leave blank.

Columns: 76–80

Field legend: Transaction date

Instructions: Enter date radioactive source was disposed. Enter 2-digit year in columns 76–77 and three-digit Julian date in columns 78–80.

C-6. Radiation Testing and 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 Testing and Tracking System reconciliation transaction format

Columns: 1–3

Field legend: DIC

Instructions: Instructions: Enter DIC BDA.

Columns: 4–6

Field legend: RIC (to)

Instructions: Enter AGT.

Columns: 7

Field legend: Transaction code

Instructions: Enter transaction code E.

Columns: 8–18

Field legend: Radioactive source serial number

Instructions: Enter serial number of radioactive source being reported.

Table C-5
Radiation Testing and Tracking System reconciliation transaction format—Continued

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: 20–33

Field legend: Document number

Instructions: Enter document number if available.

Columns: 34

Field legend: Suffix code

Instructions: Enter suffix code if available.

Columns: 35–39

Field legend: Blank

Instructions: Leave blank.

Columns: 40–45

Field legend: Reporting activity DODAAC

Instructions: Enter reporting activity DODAAC.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47–52

Field legend: Owning activity

Instructions: Enter DODAAC of unit possessing radioactive source.

Columns: 53–59

Field legend: Blank

Instructions: Leave blank.

Columns: 60–70

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: 71–75

Field legend: Blank

Instructions: Leave blank.

Columns: 76–80

Field legend: Transaction date

Instructions: Enter date radioactive source reconciled. Enter 2-digit year in columns 76–77 and three-digit Julian date in columns 78–80.

C-7. Radiation Testing and Tracking System multifield 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 Testing and Tracking System multifield correction/change transaction format

Columns: 1–3

Field legend: DIC

Instructions: Enter DIC BDA.

Columns: 4–6

Field legend: RIC (to)

Instructions: Enter AGT.

Table C-6
Radiation Testing and Tracking System multifield correction/change transaction format—Continued

Columns: 7

Field legend: Transaction code

Instructions: Enter transaction code K.

Columns: 8-18

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: 21-26

Field legend: Reporting activity DODAAC

Instructions: Enter reporting activity DODAAC.

Columns: 27

Field legend: Blank

Instructions: Leave blank.

Columns: 28-38

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: 40-50

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.

Columns: 52-57

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: 59-69

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: 70-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date

Instructions: Enter date radioactive source corrected. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-8. Radiation Testing and 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 Testing and Tracking System reporting activity address change transaction format

Columns: 1-3

Field legend: DIC

Instructions: Enter DIC BDA.

Columns: 4-6

Field legend: RIC (to)

Instructions: Enter AGT.

Columns: 7

Field legend: Transaction code

Instructions: Enter transaction code M.

Columns: 8-13

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: 16-20

Field legend: Transaction date

Instructions: Enter date transaction inputted. Enter 2-digit year in columns 16-17 and three-digit Julian date in columns 18-20.

Columns: 21-42

Field legend: Blank

Instructions: Leave blank.

Columns: 43-48

Field legend: New reporting activity DODAAC

Instructions: Enter new reporting activity DODAAC.

Columns: 49

Field legend: Blank

Instructions: Leave blank.

Columns: 50-80

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 Testing and Tracking System removal and insertion transaction format

Columns: 1-3

Field legend: DIC

Instructions: Enter DIC BDA.

Columns: 4-6

Field legend: RIC (to)

Instructions: Enter AGT.

Table C-8
Radiation Testing and Tracking System removal and insertion transaction format—Continued

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: 8-18

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: 20-33

Field legend: Document number

Instructions: Enter document number if available.

Columns: 34

Field legend: Suffix code

Instructions: Enter suffix code if available.

Columns: 35-39

Field legend: Radioactive source wipe test date

Instructions: Enter date of wipe test. Enter 2-digit year in columns 35-36 and three-digit Julian date in columns 37-39.

Columns: 40-45

Field legend: Reporting activity DODAAC

Instructions: Enter reporting activity DODAAC.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47-52

Field legend: Owning activity

Instructions: Enter DODAAC of unit possessing radioactive source.

Columns: 53

Field legend: Blank

Instructions: Leave blank.

Columns: 54-59

Field legend: Testing activity

Instructions: Enter DODAAC of the testing activity performing the removal or insertion of the radioactive source.

Columns: 60-70

Field legend: Detector or CAM serial number

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

Columns: 71-73

Field legend: Wipe test results

Instructions: Enter uCi reading.

Columns: 74-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date

Instructions: Enter date of reversal. Enter 2-digit year in columns 76-77 and three-digit Julian date in columns 78-80.

C-10. Radiation Testing and 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 Testing and Tracking System shipment and transfer transaction format

Columns: 1-3

Field legend: DIC

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to)

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code

Instructions: Enter appropriate transaction code.

- a. Enter "S" to report shipment to another reporting activity under the DA NRC license control.
 - b. Enter "F" to report shipment to FMS/Grant Aid.
 - c. Enter "N" to report shipment to other agencies and Services outside the DA NRC license control.
-

Columns: 8-18

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: 20-33

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: 35-39

Field legend: Radioactive source wipe test date

Instructions: Enter date of wipe test using 2-digit year in columns 35-36 and three-digit Julian date in columns 37-39.

Columns: 40-45

Field legend: DODAAC-reporting activity

Instructions: Enter reporting activity DODAAC.

Columns: 46-53

Field legend: Blank

Instructions: Leave blank.

Columns: 54-59

Field legend: Ship to activity

Instructions: Enter ship-to activity DODAAC to which radioactive source is being shipped.

Columns: 60-70

Field legend: Detector or CAM serial number

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

Columns: 71-73

Field legend: Wipe test results

Instructions: Enter uCi reading. The DS/TMDE reading will be identified as 555=GO or 999=NO GO.

Columns: 74-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date

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

C-11. Radiation Testing and Tracking System shipment receipt format

Reporting activities will use this format (table C-10) to report receipt of radioactive source.

Table C-10
Radiation Testing and Tracking System shipment receipt transaction format

Columns: 1-3

Field legend: DIC

Instructions: Enter DIC "BDA."

Columns: 4-6

Field legend: RIC (to)

Instructions: Enter "AGT."

Columns: 7

Field legend: Transaction code

Instructions: Enter transaction code "R."

Columns: 8-18

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: 20-33

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: 35-39

Field legend: Radioactive source wipe test date.

Instructions: Perpetuate from document number received.

Columns: 40-45

Field legend: Reporting activity DODAAC

Instructions: Enter reporting activity DODAAC receiving radioactive source.

Columns: 46

Field legend: Blank

Instructions: Leave blank.

Columns: 47-52

Field legend: Owning activity

Instructions: Enter DODAAC of unit actually possessing radioactive source.

Columns: 53

Field legend: Blank

Instructions: Leave blank.

Columns: 54-59

Field legend: Shipping activity

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

Columns: 60-70

Field legend: Detector or CAM serial number

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

Columns: 71-73

Field legend: Wipe test results

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

Table C-10
Radiation Testing and Tracking System shipment receipt transaction format—Continued

Columns: 74-75

Field legend: Blank

Instructions: Leave blank.

Columns: 76-80

Field legend: Transaction date

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

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: 1-3

Field legend: DIC

Instructions: Enter DIC BDB.

Columns: 4-6

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: 8-22

Field legend: NSN

Instructions: Enter NSN.

Columns: 23-29

Field legend: Local use

Instructions: This field may be used for any purpose prescribed by the command or installation.

Columns: 30-43

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: 45-50

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: 51-56

Field legend: DODAAC-reporting activity

Instructions: Enter the reporting activity.

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

Columns: 57–67

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: 69–74

Field legend: Accountable activity

Instructions: Enter the DODAAC of the SRA or property book owning or possessing the CCI.

Columns: 75

Field legend: Blank

Instructions: Leave blank.

Columns: 76–80

Field legend: Transaction date

Instructions: Enter the current Julian date: columns 76–77 for year and columns 78–80 for Julian day.

D-3. Controlled Cryptographic Item Serialization Program Reconciliation

Followup 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: 1–3

Field legend: DIC

Instructions: Enter DIC BDB.

Columns: 4–6

Field legend: RIC (to)

Instructions: Enter AGT.

Columns: 7

Field legend: Transaction code

Instructions: Enter E.

Columns: 8–20

Field legend: NSN

Instructions: Enter NSN.

Columns: 21–50

Field legend: Blank

Instructions: Leave blank.

Columns: 51–56

Field legend: DODAAC-reporting activity

Instructions: Enter reporting DODAAC.

Columns: 57–67

Field legend: Serial number

Instructions: Enter serial number.

Columns: 68

Field legend: Blank

Instructions: Leave blank.

Columns: 69–74

Field legend: Owning activity

Instructions: Enter DODAAC of SRA/PBO owning or possessing CCI or perpetuate data from the rejected transaction.

Table D-2
Controlled Cryptographic Item Serialization Program reconciliation format—Continued

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

Columns: 76–80
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: 1–3
Field legend: DIC
Instructions: Enter DIC BDE.

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

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

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

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

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

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

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

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

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

Columns: 58–63
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.

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

Columns: 65–75

Field legend: Corrected the serial number

Instructions: Enter the corrected serial number (right justify, zero fill), if applicable, or leave blank.

Columns: 76–80

Field legend: Transaction date

Instructions: Enter the current Julian date: columns 76–77 for the year, columns 78–80 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, USAMC LOGSA, ATTN: AMXLS-MD, Redstone Arsenal, AL 35898-7466:

- a.* Name of the point of contact.
- 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 property book officer, 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.

Table F-1
Reportable item control code Codes—Continued

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 nonauthorized 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 maintenance data.

Code: J

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.

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.

Glossary

Section I Abbreviations

ACOM

Army Command

ADP

automatic data processing

AFM

Army flow model

AL

Alabama

AMC

Army Materiel Command

AMCISS

Army Materiel Command Installation Supply System

AMCOM

U.S. Army Aviation Missile Command

AMDF

Army master data file

ARNG

Army National Guard

ARSNT

Army serial number tracker

ASCC

Army Service Component Command

CCI

controlled cryptographic item

CCISP

Controlled Cryptographic Item Serialization Program

CCSS

Commodity Command Standard System

CG

commanding general

CIC

content indicator code

CICF

customer information control file

COMSEC

communications security

CONUS

continental United States

DA

Department of the Army

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DCS, G-4

Deputy Chief of Staff, G-4

DIC

document identifier code

DLA

Defense Logistics Agency

DOD

Department of Defense

DODAAC

Department of Defense activity address code

DODSA/LWSP

Department of Defense Small Arms/Light Weapons Serialization Program

DPAS

Defense Property Accounting System

DRMO

Defense Reutilization and Marketing Office

DRU

Direct Reporting Unit

DSN

defense switched network

FMS

foreign military sales

FTP

file transfer protocol

GUI

graphic user interface

LCMC

life cycle management command

LCN

load classification number

LIN

line item number

LIW

Logistics Information Warehouse

LOGSA

Logistics Support Activity

MCN

management control number

MILSTRAP

military standard transaction reporting and accounting procedures

MILSTRIP

military standard requisitioning and issue procedures

NRC

Nuclear Regulatory Commission

NSA

National Security Agency

NSN

National stock number

OCONUS

outside continental United States

ODCS, G-4

Office of the Deputy Chief of Staff, G-4

PBO

property book officer

PBUSE

Property Book Units Supply Enhanced

POC

point of contact

RATTS

Radiation Testing and Tracking System

RCS

report control symbol

REQVAL

requisition validation

RIC

routing identifier code

RICC

reportable item control code

ROTC

Reserve Officer Training Corps

RSO

radiation safety officer

SAMIS

Supply Accounting and Management Information System

SARSS

Standard Army Retail Supply System

SB

supply bulletin

SRA

stock record account

SSA

supply support activity

SSC

Soldier support center

TAADS

The Army Authorization Document System

TACOM

Tank-Automotive and Armaments Command

TACOM-RI

Tank-Automotive and Armaments Command-Rock Island

TAMMS

The Army Maintenance Management System

TM

technical manual

TMDE

test, measurement, and diagnostic equipment

TRAC

transaction code

UIC

unit identification code

UIS

Unit Identification System

UIT

unique item tracking

UITSP

Unique Item Tracking Serialization Program

USAR

U.S. Army Reserve

USPFO

U.S. Property and Fiscal Officer

WEBLIDB

Web logistics integrated database

WEBUIT

Web unique item tracking

WSN

Weapon serial 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 cryptographic 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 component 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 DLA 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 RATTs a radioactive source is defined as the cell, detector chemical (a component of the M43A1 detector), and the drift tube module (a component of the chemical agent monitor).

Radioactive source wipe test

Procedure used to determine the presence of radiation.

RATTs 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.

RATTS 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.

RATTS components

The military department responsible for inventory management of the cell.

RATTS 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.

RATTS testing activity

The activity that is responsible for performing the wipe test.

RATTS 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

Handguns, shoulder-fired weapons, light automatic weapons up to and including 50 caliber machine guns, recoilless rifles up to and including 106mm, mortars up to and including 81mm, man-portable rocket launchers, rifle-/shoulder-fired grenade launchers, and individually operated weapons that are portable or can be fired without special mounts or firing devices and that have potential use in civil disturbances and are vulnerable to theft.

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, app H). The LIW assets module maintains an Armywide data base identifying all equipment being used as a substitute along with appropriate on-hand quantities.

Section III**Special Abbreviations and Terms**

This section contains no entries.

UNCLASSIFIED

PIN 003841-000

USAPD

ELECTRONIC PUBLISHING SYSTEM
OneCol FORMATTER WIN32 Version 256

PIN: 003841-000

DATE: 09-10-09

TIME: 07:28:36

PAGES SET: 65

DATA FILE: C:\wincomp\r710-3.fil

DOCUMENT: AR 710-3

SECURITY: UNCLASSIFIED

DOC STATUS: REVISION