CHAPTER 5

RELEASE AND RECEIPT OF MATERIEL

Section 5A—RESERVED FOR FUTURE USE

5.1. Reserved For Future Use.

5.2. Reserved For Future Use.

5.3. Reserved For Future Use.

5.4. Reserved For Future Use.

5.5. Reserved For Future Use.

5.6. Reserved For Future Use.

5.7. Reserved For Future Use.

5.8. Reserved For Future Use.

5.9. Reserved For Future Use.

5.10. Reserved For Future Use.

5.11. Reserved For Future Use.

5.12. Reserved For Future Use.

5.13. Reserved For Future Use.

5.14. Reserved For Future Use.

5.15. Reserved For Future Use.

5.16. Reserved For Future Use.

5.17. Reserved For Future Use.

5.18. Reserved For Future Use.

5.19. Reserved For Future Use.

5.20. Reserved For Future Use.

Section 5B—RETURNS AND TRANSFERS

5.21. General.

5.21.1. The standard Air Force methods and procedures pertaining to the responsible physical protection and processing care to be afforded Air Force property are applicable to all Air Force activities unless prescribed otherwise in this section. Physical security and protection of USAF resources are protected under AFI 31-101.

5.21.2. In addition to the shipment of materiel resulting from demands made on a materiel manager for distribution from stock or storage site stocks, there are other occasions which require shipments and/or redistribution of materiel from operating bases, government furnished property stocked at contractor facilities, and operating stocks in base supply accounts at depots. These transactions may be initiated by the materiel manager through a redistribution order (RDO), automatic authority to evacuate excesses, or to ship unserviceable (reparable) materiel, or base-to-base transfers specifically authorized by major command, manager, or service.

5.21.3. Except when a DD Form 1348-1A, **Issue Release/Receipt Document** is created as the result of an RDO received by the base activity, the release/receipt document is usually prepared without benefit of a specific source document.

5.21.4. In coordination with transportation, supply will process routine off-base excess shipments at a rate consistent with transportation's capability to process. This must be a coordinated effort to prevent overloading transportation. To the extent feasible, supply will batch routine excesses by destination to assist in shipment consolidations. Supply activities involved in off-base shipments should be familiar with DOD 4500.9-R, Defense Transportation Regulation (DTR), Part II, Cargo Movement. and AFI 24-201, *Cargo Movement Procedures*.

5.21.5. Shipments containing designators of 999, 777, 555, NMCS indicator, or a valid required delivery date (RDD) will be expeditiously processed by base supply, and materiel turned over to transportation without delay. Such shipments must be accepted by transportation for immediate processing in order to meet Time–Definite Delivery (TDD) Standards.

5.22. Redistribution Orders.

5.22.1. Redistribution orders will be received in the format described in **AFMAN 23-110, Volume 1, Part 1, Chapter 25, Section C**.

5.22.2. Shipments of serviceable or unserviceable (reparable) materiel which are directed by the item managers/system program managers (IMs/SPMs) from AF activities other than AFMC Air Logistics Centers (ALCs), require the application of the one hundred percent inspection criteria, as outlined in this chapter.

5.22.2.1. When the shipping activity does not have the facilities or capabilities to perform the necessary inspection and packaging, the IM will be so advised by administrative message.

5.22.2.2. When the IM issuing the RDO receives information from the Air Force base indicating facilities or capabilities are not available to perform the needed one hundred percent inspection or packaging, the IM will provide instructions, which may include one of the following:

5.22.2.2.1. Direct the materiel be returned to the IM ALC for inspection and/or packaging action. If more practicable, the materiel may be shipped to an ALC which is located closer to the shipping activity, providing full coordination with the ALC concerned has been effected.

In this instance, the amended RDO will contain specific instructions in the Remarks block of the DD Form 1348-1A to ensure proper handling when received at ALC central receiving.

5.22.2.2.2. Dispatch an AFMC inspector to the activity possessing the materiel to accomplish the inspection. If another ALC is considerably closer to the possessing activity and is more practical, the closer ALC may be requested to perform the inspection.

5.22.2.2.3. DD Form 1348-1A will be prepared and used by the releasing (shipping) activity for selecting and packing the materiel for shipment. Information contained in the RDO provides the essential data for inclusion in the top line of the release/receipt document. Data entries are as follows:

Table 5.1. Data Entries.

Columns	Data Entry
1-24	Enter data as reflected in the RDO.
25-29	Enter the quantity being shipped.
30-51	Enter data as reflected in the RDO.
52-53	Fund Code--Enter data as reflected in the RDO.
54-66	Enter data as reflected in the RDO.
67-69	Routing Identifier From--Enter the routing identifier code appearing in columns 74-76 of the RDO. This code identifies the activity directing release of the materiel.
70	Enter the ownership/purpose code appearing in the source document.
71	Enter the materiel condition code appearing in the source document. This code is significant to the selection of materiel to be shipped.
72-73	Enter data as reflected in the RDO. If no entry, leave blank.
74-80	Unit Price--Enter the unit price; prefix with zeros, as applicable.

5.22.2.2.3.1. Entries will be made in blocks A-Y, 1-15, and AA-GG of release/receipt document copies with the following exceptions:

5.22.2.2.3.1.1. Shipped From, block A - Enter on all copies the DODAAC, name, and address of the shipping activity.

5.22.2.2.3.1.2. Shipped To, block B - Enter on all copies the DODAAC, name, and address of consignee.

5.22.2.2.3.1.3. Mark For, block C - Entry required on all copies if directed in the source document.

5.22.2.2.3.1.4. Remarks, block BB - Phrase "SER BAL = 0" will entered on copy number 1 of any shipping documents that reduces the item record serviceable balance to zero. The zero balance condition will be validated by warehouse/stockroom personnel.

5.22.2.2.3.1.5. Remarks, block DD - Enter the words "Critical Item" on all shipments of critical items reflected in the daily critical item reporting system (RCS: MTC-XR(D)71196).

5.23. Automatic And Special Shipments.

5.23.1. When excess or unserviceable (reparable) materiel has been authorized for movement to depot stocks or to a specialized repair activity (contractor or government), and when stocks are otherwise authorized to be transferred on an automatic or blanket basis, the shipping activity will normally prepare release/receipt documents without the benefit of a source document. Particular attention must be given to these transactions since there are a number of significant differences in the use and interpretation of data. For example, document, routing identifier, and status codes are not required. The document number identifies the shipper rather than the activity making the demand. Instructions pertaining to authorized return of excesses to DLA supply centers are contained in volume 6 of this manual.

5.23.2. Specific entries required in columns 1-80 of the release/receipt document are as follows:

Table 5.2. Data Entries.

Columns	Data Entry
1-3	Leave blank.
4-6	AFMC activities enter the routing identifier code of the shipping activity. AF base activities leave blank.
7	Leave blank.
8-22	Enter the stock number.
23-24	Enter the unit of issue.
25-29	Enter the quantity of units being shipped; prefix with zeros, as required.
30-43	Enter the 14 digit document number assigned by and identifying the shipping activity.
30	Identifies the service ("F" for Air Force; "E," AF contractor; "D," AF security assistance (SA) program).
31-35	Enter the remaining digits of the DODAAC assigned the shipping activity.
36-39	Enter the last digit of the calendar year followed by the Julian day of the year on which the document is prepared.
40-43	Enter the serial number assigned to the particular document. Prefix with zeros, as applicable.

NOTES:

Serial numbers will not be duplicated on any one day. Blocks of numbers should be allocated for these numbers separate and apart from serial numbers assigned to requisitions submitted by the activity.

Table 5.3. Data Entries.

Column	Data Entry
44	Leave blank.
45-50	On intra-Air Force shipments, including shipments to AF contractors, enter the consignee "ship to" DODAAC, as applicable. In all instances, shipments to contractors will be directed to the assigned DODAAC and address of the respective contractor's facility. For example: EY 8536 identifies Data Corp., 7500 Old Xenia Pike, Dayton OH 45432. This DODAAC would appear in columns 45-50 as EY 8536 and would also appear together with the "in the clear" name and address in block B of DD Form 1348-1A.
51	Enter the signal code appearing in the source document.
52-54	Leave blank.
55-56	Enter the ownership, purpose, or system designator code for intra-Air Force shipments. Leave blank if not applicable.
57-59	Enter the project code, when applicable, for intra-Air Force shipments. Leave blank for inter-service shipments.
60-61	Enter the applicable priority code for shipment.
62-64	Enter the Julian date, when instructed, for intra-Air Force shipments. Leave blank on inter-service shipments.
65-66	Enter the appropriate advice code, if any, for intra-Air Force transactions.
67-69	AFMC activities enter the routing identifier code, if any, which identifies the manager or activity issuing, referring, or generating the request for shipment. AF base activities leave blank.
70	Enter the ownership/purpose code, if any, appearing in the source document.
71	Enter the appropriate materiel condition code (part 4, chapter 1, attachment 1A-19).
72-73	Leave blank.
74-80	Enter the unit price of the item being shipped. Prefix with zeros, as necessary.

5.23.3. Entries will be made in the appropriate blocks of the DD Form 1348-1A, as set forth above pertaining to RDOs, and as follows:

5.23.3.1. Mark For, block 4 - If the shipment is destined for a contract facility, enter the EY/EZ DODAAC number on all copies, identifying the contractor.

5.23.3.2. Blocks T through Y - For contractor returns of unserviceable (reparable) or rejected government furnished aerospace equipment (GFAE) items, over-stamp with the words "GFAE Reparable" in letters one inch high.

5.23.3.3. Block Y - On automatic shipment authorized for movement to depot stocks or to a specialized repair activity, enter the words "Automatic Shipment " in block Y.

5.23.3.4. Remarks, block BB - Phrase "SER BAL = 0" will be entered on copy 1 of any shipping document that reduces the item record serviceable balance to zero. The zero balance condition will be validated by warehouse/stockroom personnel.

5.23.3.5. Remarks, block DD - Enter the words "Critical Item" on all shipments of critical items reflected in the daily critical item reporting system (RCS: MTC-XR(D)71196).

5.24. Document Distribution.

5.24.1. Document distribution at Air Force base activities when authorized by the major command:

5.24.1.1. Upon delivery of materiel from base supply to transportation, copy 1 of DD Form 1348-1A will be immediately signed or stamped and dated in block 4 by the transportation representative and returned to base supply. Copies 2 through 6 will be retained by transportation and processed in the normal manner with shipment. Upon completing the shipment, transportation will return a copy of the shipment planning worksheet (SPWS) to base supply, with the properly annotated shipping data necessary to complete the shipment status and confirmation transaction. When a consolidated shipment is made, the transportation officer will annotate the 14-digit supply document number in block 35 of the SPWS for all documents which were consolidated in the shipment prior to forwarding the SPWS to base supply. This information must be furnished in sufficient time to ensure that the shipment status and confirmation transaction are completed and transmitted within 24 hours after shipment.

5.24.1.2. Authorized transportation personnel may use a serial-numbered rubber stamp in lieu of a written signature at the option of the base transportation officer (Air Force bases) or the director of distribution (ALCs) to authenticate block 4, copy 1, DD Form 1348-1A.

5.24.1.2.1. When stamps are used, the base transportation officer and/or director of distribution will:

5.24.1.2.1.1. Ensure local purchase of locally designed serial-numbered rubber stamps suitable for use within block 4, DD Form 1348-1A.

5.24.1.2.1.2. Ensure maintenance of a current roster of personnel authorized (in writing) to use such stamps. This roster will show the name of the individual, serial number issued, the date of issue, and date of return. Serial numbers assigned will begin with number one and proceed in numerical sequence.

5.24.1.2.1.3. Ensure replacement or cancellation of stamps lost, misplaced, or worn out.

5.24.1.2.1.4. Take corrective action, as necessary, in case of misuse, misappropriation, or unwarranted loss of stamps.

5.24.1.2.2. Air Force activities will ensure that all required documentation is completed, maintained, and complied with by each person who is authorized and assigned a stamp.

5.24.1.2.3. Personnel to whom stamps are issued will be responsible for the proper use and safekeeping of the stamps while in their custody. Loss or misappropriation of the stamp(s) will be reported immediately (within 24 hours) to the issuing authority who will take action as required to recover the stamp(s) or make them invalid.

5.24.1.3. Base supply will clear the document file and retain copy 1 in a suspense file pending receipt of copy 6 of DD Form 1348-1A or SPWS. Upon receipt of shipping information, complete shipping status, and confirmation transaction, annotate shipping information on copy 1 and process the completed document (**AFMAN 23-110, Volume 2, Part 1, Chapter 3**). A suspense file will be maintained in such a manner to permit follow-up action with transportation on shipments which are not processed within the maximum allowable time standards (**AFMAN 23-110, Volume 1, Part 1, Chapter 24, Attachment 24B-1**).

5.24.2. For shipments made in support of SA program requirements, including foreign military sales Air Force bases will prepare a facsimile copy of the complete release document (DD Form 1348-1A,

copy 1). This copy, which will reflect all information concerning the completed shipment, is required for SA program delivery reporting and will be mailed to the attention of the International Billing Office (FM) at the IM ALC issuing the RDO.

5.25. Selecting, Marking, And Packing.

5.25.1. The instructions in this chapter apply equally to the processing of materiel for shipment on an RDO or by special or automatic authority. One hundred percent inspection action, of this chapter, will be applied to all items shipped.

5.25.2. Emphasis will be placed on condition and identification marking and tagging. Particular attention will be given to dated items to ensure fulfillment of criteria in TO-00-20K-1. The inspector will sign and/or stamp and date block EE on all copies of the shipping document, DD Form 1348-1A, indicating certification of those items approved for shipment, and ensure that all items selected are marked and tagged according to the latest configuration of MIL-STD-129.

5.25.2.1. It is essential that all units of materiel transferred as serviceable be complete with all components and capable of performing the service intended upon delivery to the consignee. Any lesser degree of serviceable means that time, effort, and money expended may have been wasted.

5.25.2.2. Unserviceable units must not be furnished to supply a demand from a using activity unless specifically authorized. Materiel authorized to be shipped as unserviceable must be marked to indicate the true category of condition.

5.25.2.3. The release/receipt document must show the materiel condition code (A-H) in block P (**AFMAN 23-110, Volume 1, Part 4, Chapter 1, Attachment 1A-19**).

5.25.3. Care must be exercised to ensure that packing and container markings are correct and suitable for the mode of shipment employed. It is particularly important that all personnel involved be thoroughly familiar with the current coding and marking systems.

5.25.4. For shipments made as the result of RDOs, the consignee's DODAAC will normally appear as the requisitioner in columns 30-35 of the release/receipt document. However, when a DODAAC appears in columns 45-50, and column 51 contains code J, K, L, or M, the shipment will be directed to the DODAAC in columns 45-50. The appropriate consignee's DODAAC, name, and address applicable for the mode of shipment used will be entered on the shipping label or tag.

5.25.5. The shipper's DODAAC, name, and address in the clear will be entered in block A of the release/receipt document and on the appropriate shipping tag or label.

5.25.6. Similar data pertaining to the consignee will be entered in block B and on tags and labels.

5.26. Shipment Status Transaction.

5.26.1. Design of the shipment status document provides a cross reference between requisition document numbers and shipment unit numbers. The shipment unit numbers are the DTR, Part II transportation control numbers (TCNs). The TCN is determined by selection of the lead document number of the items comprising a shipment unit. The shipment status transaction will be prepared by the shipping activity for each line item, when required, and will be forwarded to the recipient within the following time frames: 24 hours after shipment (that is, release to carrier) for priority designator 01-03 documents; 48 hours after shipment for priority designator 04-08 documents, and three working days after shipment for priority 09-15 documents. Shipment status will be furnished as follows:

5.26.1.1. To the requisitioner or supplementary addressee depending on the entry in column 7 (**AFMAN 23-110, Volume 1, Part 4, Chapter 1, attachment 1A-4**).

5.26.1.2. If an alpha entry is in column 54, the activity designated by column 54 will be furnished 100 percent shipment status on all shipments regardless of the entry, column 7.

5.26.1.3. If an Air Force system designator code is shown in the second and third positions (columns 55-56) of the distribution field, 100 percent shipment status will be furnished to the AF SPM or weapon system control point regardless of the entry, column 7.

5.26.2. Entries will be made in columns as follows:

Table 5.4. Data Entries.

Columns	Data Entry
1-3	Enter the code "AS," applicable to the shipment status transaction (part 4, chapter 1, attachment 1A-1).
4-6	Enter the code appearing in columns 74-76 of the RDO (originator of the RDO).
7-24	Enter the data as reflected in RDO.
25-29	Enter the quantity shipped. Prefixed by zeros, as necessary.
30-50	Enter the data as reflected in RDO.
51	Enter the type of hold code, when applicable (chapter 3, DODR 4500.32).
52-53,	Fund Code, Enter the fund code reflected in the RDO.
54-56	Enter the distribution data reflected in the RDO.
57-59	Enter date materiel was shipped. This will be the date reflected in block 12, DD Form 1348-1A.
60-61	Enter the priority code as reflected in the RDO.
62-76	Enter the TCN assigned to the shipment unit. In all cases, the service designator code (first position of TCN) and split shipment indicator code (last position of TCN) will be omitted. Format of the TCN is outlined in DTR, Part II, Appendix L
77	Enter the appropriate code identifying the mode of shipment (DTR, Part II Appendix CG).
78-80	Enter the data available for shipment or the port of embarkation (POE) code as follows.

5.26.2.1. On CONUS shipments enter the date available for shipment. This will be the date that packing action was completed (block 4, DD Form 1348-1A).

5.26.2.2. On overseas shipments enter the POE code except on parcel post. Leave blank on parcel post. The POE code is the three-position air or water port designator codes (DTR, Part II, Appendices CC and MM).

5.27. Redistribution Order Confirmation, Denial, And Replies To Follow Ups.

5.27.1. Confirmation Transaction. The RDO confirmation transaction will be prepared utilizing DD Form 1348M, **DoD Single Line Item Requisition System Document (Mechanical)** for each item shipped. This confirmation data will be forwarded to the inventory control point issuing the RDO within the following time frames: 24 hours after shipment (that is, release to carrier) for priority des-

ignator 01-03 documents; 48 hours after shipment for priority designator 04-08 documents, and three working days after shipment for priority designator 09-15 documents. This will include only positive supply actions, whether total or partial. This will not be used to indicate warehouse refusals. Confirmations are not required by RDOs coded YDISPL.

5.27.1.1. RDO confirmation transaction from Air Force bases will be in the same format as the shipment status transaction except for Columns 1-3, Document Identifier. For Columns 1-3 - enter the following codes when applicable (**AFMAN 23-110, Volume l, Part 4, Chapter 1, Attachment 1A-1**):

5.27.1.1.1. When the quantity shipped is greater than the quantity requested in the RDO due to unit pack characteristics, enter the code "BLA."

5.27.1.1.2. When the quantity shipped is less than the quantity requested in the RDO due to unit pack characteristics, enter the code "BLB."

5.27.1.1.3. In all instances other than those noted above, enter the code "BL0."

5.27.1.2. Columns 51-53 - When the document identifier code entry is BLA, BLB, or BL0, enter the waterport designator code (DTR, Part II, Appendix MM) when shipment is to a waterport. When shipment is to other than a waterport, enter the applicable type of hold code (DTR, Part II Chapter 202, Table 202-1) in column 51 and the fund code reflected in the materiel release order (MRO) in columns 52-53.

5.27.2. Redistribution Order Denial Transactions. When materiel is not available for shipment (total or partial) as a result of warehouse action, the activity will prepare an RDO denial transaction. The denial transaction will be transmitted to the accountable point issuing the RDO within the following time frames: Partial denials within 24 hours after shipment; total denials, as soon as possible, but within 24 hours after receipt on priority designators 01-03, 48 hours on priority designators 04-08; and eight work days on priority designators 09-15. The format for an RDO denial by message is contained in chapter 25. Time of receipt as referred to herein is the initial time of receipt of the RDO at the installation. Denials are not required for RDOs coded YDISPL

NOTE: For ALCs, RDO denial time frames will be as specified for MROs, above.

5.27.2.1. Entries in the RDO denial transactions will be in the same format as the RDO except as follows:

Table 5.5. Data Entries.

Columns	Data Entry
1-3	Document Identifier Code, "B7" will be entered in the first and second positions of this field. The third position (column 3) will be as shown on the RDO.
4-6	Routing Identifier, Enter the routing identifier code appearing in columns 74-76 of the RDO (originator of the RDO).
25-29	Quantity, Enter the quantity being denied.
67-69	Enter the numeric day of the year that the denial was processed; prefixed with zeros; that is, 036, 124.
72	Enter the following reason for denial code as applicable.

Table 5.6. Denial Code

1	Zero balance.
2	On hand assets are equal to or less than the authorized safety level.
3	On hand assets are equal to or less than the authorized requisition
4	Warehouse refusal.
K	Condition or identification change.

Table 5.7. Data Entries.

Columns	Data Entry
74-76	Air Force base activities leave blank; AFMC ALC activities, enter the routing identifier code applicable to their activity.

5.27.3. Follow Ups. Response by a shipping activity to a follow up (document identifier, BF7) initiated by a materiel manager will be dispatched within the following time frames; 24 hours from receipt of priority designator 01-03, 48 hours from receipt of priority designator 04-08, and three working days from receipt of priority 09-15. Replies to the follow-up will be directed to the activity designated in columns 74-76 of the follow up. Replies will be prepared as follows:

5.27.3.1. If the shipment has occurred, the reply will be made in the same format as the shipment status transaction using the document identifier, BL7.

5.27.3.2. When shipment action is planned but has not occurred, the follow-up reply will be in the same format as the RDO follow up, except as follows:

Table 5.8. Data Entries

Columns	Data Entry
1-3	Document Identifier, Enter the code BL7.
51-53	Leave blank.
57-59	Enter the estimated date shipment will be effected.
62-80	Leave blank.

5.27.3.3. When redistribution action was previously denied, the follow up reply will contain the same data as the RDO follow up except as follows:

Table 5.9. Data Entries.

Columns	Data Entry
1-3,	Document Identifier, Enter code "BT7."
25-29	Enter the quantity denied.
62-64	Leave blank.
65-66,	Status, Enter code "FJ."

5.27.3.4. When there is no record of the RDO having been received, the follow up reply will be prepared as outlined above, except the status code BF will be entered in columns 65-66.

5.27.4. Transmission of the information may be by DISN, message, or mail. When transmission of information is made by message, the format will be prepared from the source document:

5.27.4.1. The first line in the body of each message will read: Redistribution Order Confirmation, Redistribution Order Denial, or Redistribution Order to Follow Up, as applicable.

5.27.4.2. Each entry will be numbered, starting with 1, and will be shown as a two-line entry.

5.27.4.3. The data entered in columns 1-51 will comprise the first line of the entry.

5.27.4.4. The data entered in columns 52-80 will comprise the second line of the entry.

5.27.4.5. Each field designation will be separated by a diagonal. If no entries within a specific field are required, the field will be indicated as "BLNK>".

5.28. Reserved For Future Use.

5.29. Reserved For Future Use.

5.30. Reserved For Future Use.

5.31. Reserved For Future Use.

5.32. Reserved For Future Use.

5.33. Reserved For Future Use.

5.34. Reserved For Future Use.

5.35. Reserved For Future Use.

5.36. Reserved For Future Use.

5.37. Reserved For Future Use.

5.38. Reserved For Future Use.

5.39. Reserved For Future Use.

Section 5C—RECEIVING PROCEDURES

5.40. General.

5.40.1. The standard Air Force methods and procedures pertaining to the responsible physical protection and processing care to be afforded Air Force property and resources are contained in AFI 31-209 and are applicable to all Air Force activities, unless prescribed otherwise in this section. Physical security and protection of USAF resources not included in AFI 31-209 are protected under AFI 31-101.

5.40.2. The Wholesale and Retail Receiving/Shipping System (WRRS) (D035K) for all Air Force Materiel Command (AFMC) Air Logistic Centers (ALCs) interface with the existing Automated

Warehouse System (AWS) and incorporates barcode technology in the wholesale/retail receiving function.

5.40.2.1. The materiel receiving branch of the materiel processing division is responsible for accomplishing all wholesale receiving functions. As such, receiving personnel will ensure that all materiel receipts are handled and processed with appropriate protection to preserve the reliability and maintainability (R&M) that has been built into the materiel. This will be achieved in the following manner:

5.40.2.1.1. Materiel will be offloaded and handled only by properly trained personnel.

5.40.2.1.2. Unserviceable materiel that is received will be inspected, repaired, and repackaged to ensure that R&M characteristics are maintained.

5.40.2.1.3. In order to maintain R&M characteristics avoid unnecessary movement or handling of large/bulky items.

5.40.2.1.4. All electrostatic discharge (ESD) must be handled carefully/cautiously to avoid damage.

5.40.2.1.4.1. Open or package ESD materiel only in a protective area and only when container damage is present, otherwise ESD items are not to be opened in central receiving.

5.40.2.1.4.2. All ESD Materiel will be packaged in accordance with DOD STD 263 and DOD STD 1686 to retain R&M characteristics. Improperly packaged ESD Materiel received from a contractor/vendor will be placed in condition code L, Suspended-Litigation and resolved through the contracting office. Properly or improperly package ESD item decisions should be made by an authorized/experienced packaging person.

5.40.2.1.4.3. ESD materiel must be marked with approved MIL STD 129 symbols.

5.40.2.1.4.4. Transport unprotected/improperly packaged ESD materiel only in protective tote boxes.

5.40.2.1.4.5. Unprotected ESD Materiel Receipts that arrive in Central Receiving must be forwarded to maintenance for a functional serviceability check before packaging. This should be accomplished based on the assumption that the maintenance activity has the capability to perform the functional checks, i.e., test equipment, facilities, personnel etc. When the functional check capability is not available and damage can not be detected, assume that the item is serviceable and have it packaged to prevent damage.

5.40.2.2. The Wholesale and Retail receiving functional area processes receipts for posting in the D035K system and AWS through system terminals. WARRS will utilize prepositioned data whenever possible. If prepositioned data is not available, all data will be scanned/keyed to complete the applicable input. This process requires in-check, verification, inspection, remote terminal operation, matchback of output to materiel, and routing materiel to appropriate areas.

5.40.2.3. The distribution Wholesale and Retail receiving function provides support to the materiel management directorate for inventory control of materiel received in the wholesale environment. Materiel is processed from on- and off-base organizations in such a manner as to ensure that shipments are correct, inventory records are updated, back order requisitions are released, and materiel is routed to the storage facility customer.

5.40.3. It is essential that a complete and exact check be made of all packages at the time of receipt. Packages which contain a single item of supply and are properly tagged, labeled, or marked will not be opened unless there is evidence of mishandling, damage to contents, error, intent to mislead the receiving activity, or when specific instructions require inspection/reinspection at destination or when item or source history dictate a need for inspection or reinspection. Packages not tagged or labeled in accordance with approved procedures will be opened and the contents inspected, counted, and appropriately condition tagged or labeled. Adherence to these principles will preclude unnecessary and indiscriminate opening of packages, and will reduce the number of inventory adjustments attributable to faulty in checking or deficient inspection. When the source history of an item reflects repetitive deficiencies, the materiel will be isolated and a 100 percent inspection or reinspection will be performed. Further guidance is outlined in **AFMAN 23-110, Volume 1, Part 1, Chapter 4, Paragraph 4.6**.

5.40.4. Serviceable property received from a vendor or manufacturer, the condition of which is obvious and not otherwise marked, may be received, stored, issued, or shipped as indicated in **AFMAN 23-110, Volume 1, Part 4, Chapter 4, Paragraph 4.6**.

5.40.4.1. Activities must use good judgment and selectivity in ensuring that only those items that require packaging or repackaging are routed to the packaging function after receipt processing is completed. Unserviceable items need not be repacked in special packaging instruction containers so long as the received pack prevents further deterioration of the asset in storage, and it is protected for on-base handling.

5.40.4.2. Care should be exercised in opening individual packages in central receiving/inspection. Individual packages will be opened in a manner that will allow resealing/reclosing with tape, unless the package contains/requires a desiccant or heat sealing. Otherwise, the individual packages are resealed, returned/placed in the outer container and forwarded to storage.

5.40.4.3. Packages provided by contractors or other services are acceptable and may be reused for storage as long as the container or item has not been damaged. Items that are inadequately packaged to protect against deterioration in storage from dust, humidity, or physical handling should be repackaged. Emphasis for repackaging should be placed on items that are turned in or received bare or with very little packaging protection. Delicate instruments and electronic-communication components with little or no packaging should be a primary concern. Packaging may be requested during the receiving process or by inspection/storage personnel for items discovered in storage without a container or a deteriorating container. Procedures will be developed/implemented locally for scheduling the packaging workload when a backlog exists. Whenever the packaging backlog exceeds 10 workdays, the Chief of Materiel Processing may elect to schedule packaging, move the materiel to storage, and later return to packaging as scheduled, or coordinate packaging in place.

5.40.5. Efficiency in receiving depends on how well the shipper has followed the shipping instructions that have been provided. It is of the utmost importance that the receiver be familiar with the instructions applicable to the shipper so that irregularities can be reported promptly.

5.40.6. Under normal conditions, centralized receiving, inspection, and property checking lines will be established for making the most effective use of space, personnel, research facilities, drawings, specifications, handbooks, technical orders, supply catalogs, contracts, purchase orders, and similar data. Inspection and property checking lines may be decentralized under conditions where such action is in the best interest of efficiency and economy. Items that are too heavy or bulky for ease in

handling, or large quantities of a single item in multiple containers, usually should be unloaded at or forwarded to the storage or using point. In order to prevent loss of or delay in processing receiving documents, activities may establish and maintain a locally developed method to record and control receipts which bypass central receiving and are moved directly to the warehouse. Where applicable, consolidated shipments will be sorted and dispatched by account number at the central receiving operation. All materiel requiring special handling (restricted, classified, sensitive, or hazardous items) must be handled according to prescribing directives (AFI 31-401, etc.). ***NOTE:*** All hazardous materiel will be immediately off-loaded and placed in an authorized transitory holding area separately identified and segregated from other materiel processing areas. The transitory holding area will have the approval of local Health, Safety, and Fire Hazards Coordinating Group or comparable base authorities. A period not to exceed two work days is considered the maximum time for hazardous items to remain in transitory holding areas in central receiving. When materiel cannot be completely processed within this time period it should be moved to the Hazardous Storage facility until processing is completed. Utmost care will be exercised when handling hazardous materiel to prevent any damage to packages/containers that might cause leaks, ruptures, etc. When off-loading has been completed, materiel will be expeditiously processed and moved to the authorized storage area. It will be noted that whenever direct receipt can be accomplished at the authorized hazardous storage area, this method will be utilized. Activities will ensure that receiving personnel are trained as required in the safe handling/processing of hazardous materiel and that adequate protective clothing/equipment are provided and used in the operation. Local procedures should be developed/published to govern transitory processing of hazardous materiel and include specific guidance on separation of incompatible hazardous commodities received at the installation. Manufacturers/Vendors must have proper labels affixed to all hazardous items received. Receiving should not accept hazardous items that are not properly labeled. Under emergency conditions the Chief of Supply (COS) may accept unlabeled materiel; but must ensure that labels are prepared and affixed to the items prior to issue. In all other situations an SF 364, **Report of Discrepancy** will be submitted to the procurement office and the materiel will be processed in condition code L (suspended litigation).

5.40.7. All stamping and marking will be placed on receiving documents in such a manner as not to obliterate other entries. Receiving documents referenced throughout this section may include the following:

5.40.7.1. DD Form 250, **Materiel Inspection and Receiving Report**.

5.40.7.2. DD Form 1149, **Requisition and Invoice/ Shipping Document**.

5.40.7.3. DD Form 1155, **Order for Supplies or Services**.

5.40.7.4. DD Form 1348-1, **DOD Single line Item Release/Receipt Document**.

5.40.7.5. DD Form l348-lA, **Issue Release/Receipt Document**.

5.40.8. When shortages are found, or when the authorized inspector finds defects or evidence of inferior quality in materiel which has already been inspected and accepted at origin, action will be taken to effect an appropriate adjustment with the contractor. This applies whether or not actual payment has been made. Such adjustments are the responsibility of the administrative contracting office. However; when the duplicate copy of the SF 364 returned to the receiving activity fails to indicate that an appropriate adjustment has been made, this fact will be promptly reported to the administrative contracting office. This correspondence will include copies of receiving documents, reports of discrepancy, inspection reports, photographs necessary to portray the reasons for rejection, and all other pertinent information.

5.40.9. Materiel with priority designators 01-08 will be expeditiously processed by central receiving and may be delivered directly to the using organization. Unserviceable (reparable) missile materiel will also receive expeditious processing by central receiving and delivered directly to maintenance activity and/or storage. Other receipts should normally be delivered directly from central receiving to storage. Receiving documents for materiel delivered directly to using organizations and/or maintenance activities will include all necessary entries (signature of authorized representative of the organization accepting the materiel, organization symbol, and date of delivery).

Exception 1: Items received marked for the base COS will be processed according to **AFMAN 23-110, Volume 2, Part 2, Chapter 10**, prior to issue.

Exception 2: Base-Level Communications-Computer System Project Materiel will be processed according to **AFMAN 23-110, Volume 2, Part 2, Chapter 35** and will be held in segregated storage pending arrival of the HQ Engineering Installation Division (EID) initial installation team.

5.41. Responsibilities.

5.41.1. Because of variations in organizational structures of receiving activities within the Air Force, this paragraph will outline the necessary functions but will not name the component responsible for each function. Such responsibility will be determined by the major command, or in the absence of specific instructions from major command level, will be determined locally according to applicable organizational directives.

5.41.1.1. All accountable property will be delivered to Central Receiving for in-check, inspection, and receipt processing. Accountable property is defined as any materiel that is addressed to the FB, FE, or FD stock record accounts for that location. Commercial trucks delivering property destined for the supply activity (FB/FE/FD) will be spotted at supply receiving (depot central receiving), when possible, for unloading. Supply receiving personnel are responsible for unloading all property destined for FB, FE, or FD accounts. (See AFI 24-201 for information on freight acceptance and documentation.)

5.41.1.2. Transportation is responsible for unloading or coordinating with other agencies for unloading when property is not consigned to supply (FB/FE/FD). Mixed cargo may be unloaded in supply central receiving when the majority of the property is destined for the supply accounts. Supply personnel will unload mixed loads of property in the receiving area when it is considered efficient to do so. It will be determined locally whether the property is to be reloaded or if transportation personnel will effect distribution to owning activities from the receiving area. Transportation personnel are responsible for the tally/count verification of items received on the freight bill or bill of lading.

5.41.2. The receiving activity will:

5.41.2.1. Maintain files of contracts and purchase orders which call for acceptance at destinations. Upon receipt of the final shipment, contracts will be removed from the active file and placed in the completed file. Documents retained in the completed file will be destroyed in accordance with AFRIMS (**https://afrims.amc.af.mil/**). These files are not required to be maintained manually when a mechanized contracting document system is available or in use.

5.41.2.2. Obtain the signature of the carrier's agent, acknowledging shortages, damages, or other discrepancies in shipment. (See AFI 24-201 for information on freight acceptance and documentation.)

5.41.2.3. Sort and match packages and unpackaged units with the appropriate documentation.

5.41.2.4. Remove receiver's document copies from each shipment being careful that they are not damaged in the process.

5.41.2.5. Obtain or prepare receiving documents when shipments are not accompanied by such documents or when sufficient copies are not received.

5.41.2.6. Copies of Post Office records for accountable materiel (registered, certified, or insured) receipts are not required to be filed or maintained by the supply activity.

5.41.2.7. Accomplish receiving documents covering items procured on local purchase and of property received from vendors, which is not accomplished on receiving documents prepared at the point of origin.

5.41.2.8. Receipts checked short will not be held in receiving pending arrival of the missing packages. These receipts will be processed immediately with the short or partial indicator as appropriate. Missing packages/shortage quantities will be processed upon receipt according to procedures above.

5.41.2.9. When a piece or container shortage is discovered, the face of the transportation document will be stamped or marked, Discrepancies Noted on Reverse Side. Discrepancies will be fully explained on the reverse side, including the weight (as indicated on the freight bill or bill of lading) of the pieces or containers not received. In all instances of discrepancy between the consignor's figures and the transportation in-checker's count, the count will be verified by another in-checker. The consignor's entries (quantity of pieces and containers) will not be obliterated but will be lined through and the actual quantity received annotated adjacent thereto or in the quantity received column, as applicable. For Air Force bases, the provision of **AFMAN 23-110, Volume 2, Part 2, Chapter 10**, will apply.

5.41.2.10. Sign or stamp and date in-checker blocks on the document control copy; and on warehouse copy, if required.

5.41.2.10.1. Authorization and use of Supply In-Checker Stamps. Authorized supply in-checkers may use a serially numbered rubber stamp in lieu of a written signature at the option of the COS or accountable officer, to authenticate the quantity on receipt and turn-in documents. However, a signature is required when receiving materiel that is provided on a local purchase contract or as specified elsewhere in this section. When in-checker stamps are used, the COS/Accountable Officer will:

5.41.2.10.1.1. Ensure local purchase (LP) of locally designed, serially numbered rubber stamps suitable for use within the in-checkers block of DD Form 1348-1A.

5.41.2.10.1.2. A current roster of personnel authorized to perform in-checking functions will be maintained.

5.41.2.10.1.3. All activities will ensure that all required documentation is maintained, and complied with by each authorized person assigned an in-checker stamp.

5.41.2.10.1.4. Ensure replacement or cancellation of stamps lost, misappropriated, or worn out.

5.41.2.10.1.5. Take corrective action, as necessary, in case of misuse, misappropriation, or unwarranted loss of such stamps.

5.41.2.10.2. Personnel to whom supply in-checker stamps are issued will be responsible for the proper use and safekeeping of the stamps while in their custody. Loss or misappropriation of the stamps will be reported immediately (within 24 hours) to the COS or accountable officer who will take the necessary action to recover the stamps or make them invalid.

5.41.2.11. Open packages and perform inspection as necessary. Packages opened for inspection will be as determined by the inspector in charge.

5.41.2.12. Ensure that the receiving document is signed or stamped by the inspector to ensure that the identity, condition, status, and tagging of property are accurate and adequate when a physical inspection of materiel is performed. When shelf life items are received, they must be examined for accuracy of the expiration or inspection/test date. Receiving documents for shelf-life items, will be signed or stamped by the inspector to assure that the shelf life data reflected on the tag/label and paperwork are correct.

5.41.2.13. Change receiving documents as necessary to reflect the quantity, identity, condition, and status of each item, as determined by the inspector. This will include the preparation of extract documents required when a single receiving document is found to contain items of more than one identity, condition, or status. All condition tags and labels will be completed to accurately reflect the quantity actually received. When information on receipt documents must be changed, the in-checker will line through or circle the original information and enter the correct information adjacent thereto (do not obliterate original information).

5.41.2.14. List in detail on appropriate receiving documents, or on attachment thereto, any component parts shortages.

5.41.2.15. Package or repackage as required after inspection and in-checking have been accomplished. Items not intended for immediate issue will be packaged in a manner suitable for storage prior to dispatching to the designated storage warehouse. All pertinent information will be shown on all packages.

5.41.2.16. Distribute copies of receiving documents as required in procedural sections. Accounting and finance copies will be forwarded directly to the appropriate accounting and finance office, when required.

5.41.2.17. Forward property to the appropriate storage warehouse, or pick-up and delivery. After inspection, in-checking, and necessary packaging have been accomplished, all materiel and supplies will be segregated according to commodity class, condition, or warehouse/stockroom and forwarded to the storage point designated, accompanied by the warehouse copy of the receiving document and the ZCB BIN notice, or notice to stock.

5.41.2.18. Items condemned in receiving during receipt processing will be posted to accountable records in condition code H for subsequent transfer to the Defense Reutilization and Marketing Office (DRMO) as specified in **AFMAN 23-110, Volume 6**.

5.41.2.19. Prepare report of survey, AFMAN 23-220.

5.41.2.20. Prepare SF 364 as required by **Section 5D** of this chapter and AFJMAN 23-215.

5.41.2.21. Notify the paying accounting and finance office whenever a receiving document involving acceptance at destination cannot be processed within three calendar days after receipt from the carrier.

5.41.2.22. When performing visual inspection and acceptance of LP coded items, receiving personnel should remain constantly alert to identify items which appear to be overpriced and report them to procurement (chapter 8).

5.41.2.23. Ensure that all misdirected shipments are forwarded to the appropriate consignee.

5.41.3. Receiving activities will inspect LP receipts and determine whether "L" number items actually have manufacturer part numbers. Receiving/Inspection personnel will perform this review during the receipt inspection required for all LP receipts. If a part number is found, the "L" number noun, document number, and manufacturer's part number will be forwarded to the research function for processing. The research unit will determine whether the manufacturer's part number is assigned an NSN and notify the customer to use the part number or national stock number (NSN) in future submissions.

5.41.4. All unserviceable items (reparable and TOC) will be screened for the purpose of establishing or verifying the identity, quantity, status, and condition during receipt. Coordinate with maintenance activities to determine whether the repair or TOC can be performed locally. After posting materiel to the applicable accountable records, forward items to the appropriate storage point and ensure that item management (IM) personnel are notified of the materiel on hand.

5.41.5. Items in serviceable stock, determined to be unserviceable (reparable), TOC, or condemned, need not be processed through the central receiving and classification unit. A condition change will be processed to change or correct the accountable record balance. The same procedure will apply when serviceable items are discovered in unserviceable (reparable) stocks.

5.41.6. Component parts shortages will be shown on an attached listing in the remarks section, or on the reverse side of the condition tag. Additional information on this subject is provided in **AFMAN 23-110, Volume 1, Part 2, Chapter 3, Section 3B**.

5.41.7. Classified materiel (**AFMAN 23-110, Volume 1, Part 1, Chapter 19**).

5.41.8. A 100 percent inspection of all foreign military sales (FMS) reparable return receipts is required. Specific FMS processing procedures are provided in **AFMAN 23-110, Volume 9**.

5.41.9. Unserviceable materiel in expendability, recoverability, reparability, category (ERRC) codes "P" (XF3), "N" (XB3) or "U" (NF2) are not normally shipped from one location/activity to another. However, the Integrated Item Manager (IIM) for specific stock numbered items may direct shipment of assets in these categories between units when assets are critical and in extremely short supply, and some restoration or repair can be accomplished at a specific location. These shipments must be accomplished by a copy of the documentation that directed shipment of the materiel to the receiving activity. Materiel in these categories that are received without the shipment directing documentation will be processed to stock in condition code "K". An SF 364 or message will be prepared and submitted to the shipping activity citing the missing documentation. Materiel will be held in storage awaiting documentation for 30 days. If the documentation is not received by the end of that period the materiel will be processed to the DRMO. Activities will not ship unserviceable ERRC code "P", "N", or "U" materiel to another activity without proper authority.

5.42. Receipts From Government Activities.

5.42.1. Receipts from other Air Force, GSA and DOD activities will normally be received on the copies of documents accompanying the shipment as provided in publication. In case of shortage of any or all of these copies, sufficient copies to make up the shortage will be prepared by the receiving

activity. Care will be exercised to ensure these copies are legible. Information required will be obtained from package marking, item identification tags or labels, requisition files or transportation records. When the number of copies received are not sufficient for processing, facsimile copies may be used. A minimum of three (3) copies of the receipt document is normally required for receipt processing.

5.42.1.1. Document Control Copy. All pertinent in-checking/inspection data will be annotated on this copy. This is the source document that supports the accountable record update. Forward this document to the document control unit for filing immediately upon completion of in-check/inspection actions.

5.42.1.2. Remote Input Copy. This copy is forwarded to the receiving remote for accountable record update input after in-checking/inspection actions are completed. The method of using this copy is optional for activities using LOGMARS equipment in the receiving operation.

5.42.1.3. Warehouse Copy. This copy is attached to the materiel after in-checking and inspection actions are completed. The warehouse copy may be left attached to the materiel and forwarded to the storage area after processing, or destroyed as determined locally.

5.42.1.4. Locally, additional copies of the receiving document may be required for activities as follows:

5.42.1.4.1. Accounting and finance or contracting agencies.

5.42.1.4.2. "Prime IM" - In ALC wholesale receiving, this copy is required when the whole or a partial quantity received is determined to be MILSTRIP condition code "E" at the point of receipt. Component parts shortages will be listed on this copy or furnished as an attachment. When a partial quantity is condition code "E," the list must be furnished on or with the extract document as described above.

5.42.2. Materiel may be received at decentralized off-base storage sites or geographically separated operating units. When receipts are authorized, all documentation will be forwarded expeditiously to the supporting accountable officer for receipt processing upon acceptance of the materiel. Local operating instructions will detail specific responsibilities and the applicable or acceptable time criteria.

5.42.3. Shipments received through the postal service will be picked up or delivered directly to Central Receiving with packages unopened. A copy of the Post Office Forms (PS Form) for accountable mail are no longer required to be filed or maintained by/in Central Receiving.

5.42.4. When receipts of property on a single item document are found to contain a partial quantity of a different identity, condition, or status, then another document for each identity, condition, or status will be prepared, marked, and processed accordingly. Care will be used to ensure the use of document numbers as prescribed in **AFMAN 23-110, Volume 2, Part 1, Chapter 3, or AFMAN 23-110, Volume 3, Part 3, Chapter 2**, as applicable; and that the entry of correct quantity, identity, condition, etc., is made on each extract document. The items of property will be correctly marked, tagged, or labeled to coincide with the respective extract document

5.42.5. Property received at ALCs as the result of automatic shipping authority, and not as the result of a requisition, will be processed according to the directions provided by the materiel manager and processed according to instructions contained therein (**AFMAN 23-110, Volume 1, Part 1 Chapter 3**).

5.42.6. Materiel from the Aerospace Maintenance and Regeneration Center (AMARC), Davis Monthan AFB AZ, which resulted from a materiel management directed reclamation action will be processed in condition codes "A", "F", or "R" as follows:

5.42.6.1. Serviceable - Condition Code "A". The materiel will be in-checked and processed as serviceable.

5.42.6.2. Unserviceable - Condition Code "F". This materiel will be in-checked and processed as condition code F.

5.42.6.3. Suspended/Reclaimed Items Awaiting Condition Determination - Condition Code "R". Items that are shipped to a Standard Base Supply System (SBSS) activity or an ALC will be in-checked and processed as condition code “K" (Return awaiting condition classification).

5.43. Receipts From GSA Contractors And Civilian Agencies.

5.43.1. Normally receipts from these activities will be received on the documents furnished with shipment. These document copies will be stamped or marked and used as the receipt document.

5.43.2. The provisions listed below are equally applicable to receipts from GSA contractors. It should also be noted that materiel procured by GSA for customer agencies is either source inspected or covered by GSA's quality assurance program and further inspection is not required by consignee activities.

5.44. Imprest Fund Procedures. Imprest fund purchases will normally be received with the supplier's sales document. In the absence of a supplier's sales document, a receipted SF 1165, **Receipt for Cash** or DD Form 1155, **Order for Supplies or Services** may be used. The receiving activity will examine the materiel to ascertain that the quantities and items described on the purchase request document and the supplier's sales document are present and in satisfactory condition when the materiel is present or available. When the materiel is not available receiving personnel will process the receipt based on the acceptance signature of the individual who picked up or received the materiel from the vendor. If the materiel is acceptable, the receiver will stamp the supplier's sales document "Received and Accepted," then date and sign it.

5.45. General Instructions For Receipts From Contractors.

5.45.1. Prompt payment of accounts is of prime importance in establishing and maintaining satisfactory relations with contractors. Failure to promptly process contract receipts or forward the necessary receiving reports and documentation to the appropriate offices reflects unfavorably upon the Air Force. Special processing attention will be given to inspection and acceptance at destination shipments involving a discount to ensure that the necessary receiving documents are expedited to the paying finance office. In no case will destination acceptance shipments be reshipped without prior accomplishment and distribution of receiving documents required to support payment. If the shipping document indicates that the shipment was intended for another destination, the shipment will be rejected and processed. Materiel procured and delivered on purchase orders will be processed on consolidated receiving reports on the last day of the month for all deliveries made during the monthly period. However, materiel procured and delivered on blanket purchase agreement (BPA) may be processed either by the execution of an individual receiving report per delivery or a monthly consolidated receiving report covering all deliveries made and accepted during the monthly period, whichever is determined most beneficial to the supply activity or initiator of the purchase request.

Materiel received under Fast Pay procedures has already been paid for; therefore, it is necessary to process a receiving report to the paying office. If there is anything wrong with the shipment, notify the contracting officer. When materiel is received with DD Form 250, **Materiel Inspection and Receiving Report** marked "Alternative Release Procedure", treat it as inspected at origin.

5.45.2. In furtherance of the statements of policy outlined in above, the following rules will be strictly observed.

5.45.2.1. A target of one workday is established for accomplishing and forwarding receiving documents to appropriate offices.

5.45.2.2. A maximum period of three calendar days is established for accomplishing and distributing receiving documents to the appropriate offices. When for any reason receiving documents required for making payment cannot be accomplished within the maximum period, the payment finance and base procurement office (on local purchase items) will be notified in writing the reasons for delay and the date receiving documents may be expected. This correspondence will be dated not later than the third calendar day after receipt of materiel and signed by the accountable officer. This action will ensure that the accountable officer is aware of all receiving documents not processed within the prescribed time limits, and will preclude the need for follow-up action by paying and/or procurement offices. The processing time for receiving reports, on those items procured under a purchase agreement which specifies testing by the receiving activity prior to acceptance, will commence after testing has been completed.

5.45.2.3. In order to provide necessary reference data for comparison between the target objective and actual performance, and for follow-up requests, the date documents were forwarded to the appropriate offices will be stamped or annotated on the document control copy.

5.45.2.4. Spot checks will be made at frequent intervals by commanders to determine how well the prescribed objectives are being met. Any inspection, property audit, or administrative inspection of an activity will include a determination of performance against such objectives.

5.45.2.5. All documents pertinent to a shipment on which discount is offered will be conspicuously stamped, "Discount - Expedite," by decentralized receiving activities.

5.45.2.6. Receiving documents will be forwarded by express mail if such action will expedite processing for geographically separated activities.

5.45.2.7. Follow-up action required on delinquent receiving documents will be directed to the activity responsible for accomplishment and distribution.

5.45.2.8. When receiving documents covering materiel delivered to deactivated activities are required, follow-up action will be directed to the major command having jurisdiction over the deactivated activity. The major command concerned will take action to determine receipt, and to accomplish and forward receiving documents to the appropriate offices.

5.45.2.9. When a vendor has furnished proof of delivery to an AF activity, receiving documents will be accomplished immediately, whether or not the materiel can be found. If the materiel cannot be found, responsibility will be determined as prescribed in chapter 10, section 10I. Proof of delivery is defined as a legible signature of an individual acknowledging receipt of a specific item (requisition or transportation control number).

5.45.3. Contractor shipments may be received on DD Form 250 or DD Form 1155 with the following exceptions:

5.45.3.1. Petroleum products and similar materiel when shipped by tanker or barge. Such shipments will be covered by DD Form 250-1, **Tanker/Barge Material Inspection and Receiving Report** processed and distributed (**part 3, chapter 1, section 1C**).

5.45.3.2. Procurements accomplished by SF 44, Purchase Order-Invoice Voucher, DD Form 1155 or other authorized combination purchase order-receiving report forms. In such instances, the form used as a purchase order also serves as a receiving document. Preparation and routing will be according to the appropriate procurement instructions.

5.45.4. The distribution copies and proper accomplishments of inspection and/or acceptance certificates are dependent upon the inspection and acceptance point. Receiving personnel will accomplish the certificates and distribution of copies. Document distribution will be accomplished according to directions on the contract after the acceptance certificate has been accomplished.

5.45.5. Only serviceable property received from contractors will be entered in the Quantity Received column of receiving documents. Property found to be unserviceable (reparable) or condemned by qualified inspectors at the time of receipt will be handled as follows:

5.45.5.1. If the unserviceable (reparable) or condemned condition appears to be due to damage incurred while in the possession of the commercial carrier, the Transportation Officer will assume temporary custody of the damaged property pending base submission of the claim. Once the claim is submitted the property will be turned over to supply for accountability (condition code "L") and placed in a hold status for a maximum of 90 days after transportation discrepancies (TD) are discovered or 60 days after the Transportation Management Office (TMO) has submitted the Transportation Discrepancy Report (TDR) to the office of final action and verification. When a portion of a shipment is damaged, the damaged quantity will be extracted to another receiving document (same document No.), and processed as a partial shipment. SBSS activities use a TEX code "P" (damaged in shipment) or "Z" (hidden defect). The serviceable quantity will be processed as normal, after correcting the quantity field. The provisions of AFMAN 23-220 (**http://www.e-publishing.af.mil/pubfiles/af/23/afman23-220/afman23-220.pdf**) will apply for damages incurred by organic movement.

5.45.5.2. All other condemned or unserviceable (reparable) property will be the custodial and accountable (condition code "L") responsibility of supply pending receipt of final disposition instructions (section 5D). At AF bases, this includes local purchase items which may be delivered directly to base supply receiving and not processed through base transportation. In such cases, custodial responsibility is assigned to the supply function or as designated by the major command. When the condemned or unserviceable (reparable) condition appears to be due to discrepancies/damages attributable to the shipper, an SF 364 will be prepared (AFJMAN 23-215). If it is a transportation type discrepancy, prepare an SF 361, **Transportation Discrepancy Report** as appropriate (DTR, PART II). Packaging and related marking discrepancies require submission of an SF 364 (AFJMAN 23-215).

5.45.5.3. Materiel obtained via a local purchase contract that is discovered to be defective after the receipt is processed will be reported to base contracting on an SF 364. Explanations may be continued on plain bond paper and provided as an attachment when necessary to document all circumstances.

5.45.5.3.1. The supply inspector will ensure that returned, defective, local purchased, materiel is defective in terms of the specifications identified on the DD Form 1155/DD Form 1348-

6 before preparing or submitting an SF 364. In case of questions concerning defect applicability, report the defective item and request a decision from the base contracting activity.

5.45.5.3.2. Local purchased materiel reported/returned by customers will be processed and maintained in condition code "L" status pending notification of resolution or disposition by base contracting. Locally, commanders may set specific limits for the amount of time that customers will allow to elapse before reporting a defect when specific local purchase contracts do not contain a specific warranty clause. Items that are covered by a specific warranty may be found defective in terms of the warranty coverage or general specification requirements; however, either type defect will be reported to base contracting on an SF 364.

5.45.5.4. Overseas activities are allowed a maximum of ten workdays to submit an SF 364 to the contracting office for local purchase materiel that has been shipped through a consolidation containerization point (CCP). The additional time is allotted to determine whether the CCP split the quantity and shortage materiel is packed in another container. The actual quantity of materiel received should be processed to the accountable record; however, a local suspense system must be established to track or monitor receipt of the quantity that was short. This guidance only applies to local purchase materiel. Items shipped by another DOD/GSA activity will be tracked and resolved through the Transportation Action Required (TAR) program. Additional guidance is provided in **Vol 2, part 2, chapter 9, section 9M**.

5.45.6. When materiel is received without a copy of the contractual documentation, the material may require origin inspection and acceptance; however, receiving personnel have no evidence/assurance that the necessary inspections or other procurement quality assurance requirements have been satisfied. When this occurs the appropriate condition of the materiel is unknown and the materiel will not be placed into "A" condition. Such materiel will be held and placed in litigation (condition code "L") until it can be determined that origin requirements have been met. If inspection and acceptance is known to be destination, use available documents, packing lists, invoices, purchase orders, delivery slips, etc., as the receiving document. The appropriate contracting/paying office will be contacted to determine the need for copies of the receiving report. Supply documents not received or improperly prepared are discrepancies reportable on SF 364 according to section 5D.

5.45.6.1. Receipts directly from contractors or vendors as the result of a single manager procurement action should be accompanied by the necessary instructions for document distribution outside the recipient's activity.

5.45.6.2. Delivery of supplies from charge account vendors should be preceded by a charge account form letter or other suitable notification that materiel is being delivered. Documentation should be prepared by the consignee using DD Form 250/1155 or 1348-1A. Distribution outside the recipient activity is not required except when specifically requested.

5.45.7. When acceptance and/or inspection has been performed at origin, copies of DD Form 250 or 1155 are required to accompany the shipment or be furnished to the consignee, separately. The consignee will immediately report any omission of such copies to the responsible contracting office for corrective action and to preclude recurrence.

5.45.8. If destination, inspection, and/or acceptance materiel is received for which no copy of the contractual document has been furnished to the consignee, immediate follow-up will be made to the appropriate contracting office. Telephone, message, or other suitable means will be used. Necessary copies will be furnished by the contracting office, using the appropriate transmittal priority.

5.45.9. Materiel rejected by the authorized inspector as not conforming to the contract and overages which are in excess of the quantity variations provided for in the contract will be held in central receiving pending receipt of disposition instructions from the administrative contracting office. SF 364 will be used as prescribed in section 5D for notifying the administrative contracting office of the overage or rejected status.

5.45.10. Shipments received at a depot subsequent to change in manager responsibility, will be promptly reported by letter to the manager. Such letters will be the basis for amendment of contracts to provide for shipment to the newly designated depot. Letters will cite the contract number, contractor, contract item number, stock number, quantity, and date shipped.

5.45.11. Receipts from contractors of government furnished material(s) as a result of termination of repair contract(s) should be identified and accompanied by the required documentation. When such shipments are received without appropriate identification/documentation/packaging, these contract terminations will be handled on an exception basis. The material will be processed as manning is available and will not be assigned a tailgate date until documentation is ready for input to the computer.

5.46. Receipts On Contracts Specifying Inspection And Acceptance At Origin.

5.46.1. Shipments against this type of contract will normally be received on DD Form 250 or 1155 accompanying the lowest numbered shipping container or palletized unit. These document copies will be stamped or marked and used for receipt processing.

5.46.2. When advance copies are received by mail the COS/accountable officer may elect to have them filed in central receiving for use as a replacement for any copy which may be missing or as a basis for preparation of additional copies as needed. When the COS accountable officer elects to establish the files, local procedures must also be established to cover the method and frequency that they will be purged.

5.46.3. When a contractor ships items of more than one commodity class, a separate document for each commodity class should be provided. If a single document is used, the contractor or source inspector is required to furnish a separate DD Form 250C, **Material Inspection and Receiving Report (Continuation Sheet)**, and additional DD Form 250 cover sheets, for each commodity class. Proper use of such sheets will preclude preparing extract documents to segregate according to commodity class. Packaging instructions applicable to the contractor require segregation of items according to commodity class, except for small shipments where the entire lot is in a single shipping container. Violations of this principle or failure to provide documentation as described in this paragraph will be reported directly to the administrative contact office (section 5D).

5.46.4. Materiel received in containers with identification/condition markings (tag, label, or stencil markings) affixed to the outside need not be opened solely to verify markings on individual unit's packs. Normally the outer container is opened when it is necessary to count individual units or to inspect items when damage is suspect. Specific guidelines will be developed/published locally to define specific receipt/inspection requirements for each activity.

5.46.5. Individual unit packages received from civilian contractors are not required to be marked upon receipt unless specific marking requirements are stipulated in the procurement/contracting document. Individual unmarked units need not be marked for storage as long as the identification markings are attached/stenciled on the outer container. Locally, activities will develop procedures for marking individual unit packages prior to issue or shipment. Acceptable methods of marking:

5.46.5.1. Identification markings may be stenciled or stamped (ink) directly on the individual package.

5.46.5.2. On a label (preprinted bin or index label) or tag attached to the individual package or on an outer container when a quantity of two or more items are involved.

5.46.5.3. Tags or labels (DD Form 1574/1574-1) may be placed in the container with the materiel, blank or preprinted, to facilitate attachment at the time of issue or shipment.

5.46.6. It is not efficient to require individual unit package marking application during the receipt/inspection process.

5.46.7. Expendable type items in individual unit of issue size packages will not be routed/processed to the packaging function prior to storage, unless the package is in need of repair/replacement. Unit packs as specified by contract or standard manufacturer's packaging are sufficient for on-the-shelf storage of the items. Exterior containers will be applied at the time of shipment. Repacking individual units into multiple unit packages is not recommended unless packaged into a standard quantity unit pack according to a quantity that is to be requisitioned by retail activities.

5.47. Receipts On Contracts Specifying Inspection At Origin And Acceptance At Destination. In receiving shipments against this type of contract, there is a standard local requirement for the document copies. A minimum of three (3) copies of the document is required as specified above. Additional copies will be provided as required. Document distribution will be accomplished according to directions on the contract after the acceptance certificate has been accomplished by the supply representative.

5.48. Receipts On Contracts Specifying Inspection And Acceptance At Destination.

5.48.1. The applicable DD Form 250 or 1155 will accompany shipments against this type of contract. Receiving/inspection activities will complete the acceptance block and make distribution. When DD Form 250 or DD Form 1155 is forwarded to Defense Contract Management Command (DCMC) districts, the form as well as the envelope in which it is forwarded will be stamped "DESTINATION ACCEPTANCE".

5.48.2. Shipments received direct by an organization not maintaining accountable property stock records for the materiel, or by an isolated activity at a remote location, will be processed as follows.

5.48.2.1. Immediately upon receipt of the shipment, the receiving activity will notify the accountable supply officer in writing, acknowledging receipt and acceptance of the property. This notification may be in the form of a properly completed receipt document and must include the purchase order or contract number, shipment identification number, method of shipment, item and stock number, description, quantity of item received, and all other pertinent information available.

5.48.2.2. The accountable supply officer will prepare and distribute a receiving report in the required number of copies. Written notification of acceptance of the property will be attached and filed with the document control copy of the receiving report.

5.48.2.3. If property cannot be immediately accepted due to a necessity for deferred or prolonged inspection, test or other action, the receiving activity will so notify the accountable supply officer immediately, furnishing a firm date upon which the property will be accepted.

5.48.2.4. When the accountable officer and the recipient organizations, located in an area remote from the accountable office, mutually agree, the procedure outlined above will be superseded by the following.

5.48.2.4.1. The recipient organization will prepare and distribute receiving reports in accordance with normal procedures.

5.48.2.4.2. The document control copy will be stamped or marked to indicate the date the receiving documents were forwarded to the paying office.

5.48.3. Materiel obtained under local purchase procedures will be inspected for identity, quantity, apparent quality, and when applicable, tested to ensure items meet all the provisions of the contract prior to acceptance.

5.48.4. Specific outer container and individual unit markings must be as specified in the procurement/ contracting documents. Materiel received without the required markings will be rejected and the discrepancy identified to the appropriate procurement/ contracting office for resolution.

5.48.5. Items procured on a local purchase contract requiring inspection/acceptance at destination requires a complete inspection of individual items to ensure that the provided materiel meets the specifications of the contract. When items are packaged in individual packages and marked with identifying data, each item package need not be opened for a bare item inspection unless there is a reason to suspect concealed damage or that a discrepancy of some kind is involved. Individual packages need only be opened to the point where a physical count can be accomplished and specification data can be verified. When this can be accomplished without opening individual packages, they are not to be opened.

5.49. Receipts On Contractors Certificate Of Conformance.

5.49.1. There is a standard minimum requirement for three copies of the receiving document for use/ distribution by AF receiving activities.

5.49.2. The consignee activity will perform a general type inspection immediately upon receipt of the materiel. Materiel will be checked for positive identity and quantity and for apparent condition and quality. If discrepancies are found which justify rejection of the materiel or any portion thereof, a report of discrepancy will be processed (**Section 5D**). Rejected materiel will be held in suspense status pending adjustment action and receipt of disposition instructions from the appropriate administrative contracting office.

5.49.3. Copies of contractual documents will not normally be received by the consignee activity where certificate acceptance is authorized and accomplished prior to inspection except for local purchase type transactions such as those processed by the AF IM. However, the IM will furnish overseas consignees with a copy of the purchase order so that discrepancy data or notice of nonreceipt of materiel may be reported to the purchasing activity for corrective action. Payment by the designated accounting and finance office will have been authorized upon receipt of the necessary certificate from the shipping source. If the property is not received by the requesting activity by the due date specified or the indicated procurement delivery date, the follow-up will be made in the normal manner. The initiator of the purchase order will take the necessary tracing or follow-up action through the appropriate procurement channels.

5.49.4. It is essential that any rejections or discrepancies be reported to the administrative contracting office at the earliest possible date after receipt of the materiel by the consignee. All pertinent details must be furnished regarding the defective or rejected materiel, including contractual data applicable thereto.

5.50. Issue And Shipment From Central Receiving.

5.50.1. In addition to direct delivery to using organizations procedures may be established locally to provide for reshipment or release of local back orders from central receiving.

5.50.2. When such a procedure is established, the documents governing issue or shipment will be furnished by the materiel control component or provided by the Automated Data Processing Equipment (ADPE) system based on prepositioned data or information. Upon receipt of the materiel, issue or shipment will be accomplished and the documents cross-referenced with the appropriate receiving documents. When the total quantity of an item is issued or shipped, the warehouse copy of the receiving document will be destroyed. When only a partial quantity is issued or shipped, the warehouse copy will be annotated or printed to indicate the issued quantity and will accompany the remaining portion of the item to the storage point.

5.51. Processing Of Misdirected Shipments.

5.51.1. When materiel is received as a result of a misdirected shipment due to an improperly prepared shipping document (DD Form 1348-1A, DD Form 250, etc.) the standard Air Force methods and procedures of AFJMAN 23-215 are applicable (section 5D). In addition, the following procedures will apply:

5.51.1.1. Prepare a new shipping document utilizing the elements of data contained in the original shipping document with the following exceptions:

5.51.1.1.1. Columns 45-50 - Enter the account number of the activity to which the materiel is to be shipped.

5.51.1.1.2. Column 51 - Enter the signal code "J," "K," L," or "M" as applicable (**Vol 1, part 4, chapter 1, attachment 1A-14**).

5.51.1.1.3. Blocks AA-CG - Enter the statement, "Misdirected Shipment, Reshipped To Your Activity."

5.51.1.2. When materiel is received on any form other than DD Form 1348-1A, the shipping activity may reship on the DD Form 1348-1A providing all the essential elements of data can be entered on the DD Form 1348-1A. If this cannot be accomplished, the same type of form the materiel was received on will be used to process the reshipment.

5.51.1.3. Distribution of the original receiving document will be as follows:

5.51.1.3.1. The original copy will be attached to one copy of the new shipping document and forwarded to document control for file. Both copies will be marked, **DO NOT POST**.

5.51.1.3.2. The second copy will be overstamped, **MISDIRECTED SHIPMENT, RESHIPPED TO__** and returned to the original activity.

5.51.1.3.3. The third copy will be attached to the new shipping document (ultimate consignee copies) and forwarded with the materiel to the transportation office for reshipment (AFI 24-201).

5.51.1.4. Distribution of the new shipping document will be made as specified above.

5.52. Special Instructions For Sensitive Items (Including Firearms).

5.52.1. The receiving function will receipt for sensitive item shipments based on correlation of the TCN, number of containers, etc., with the information on the hand receipt or transfer document. If the condition of the containers is questionable, transportation and receiving personnel will jointly open the containers for validation of quantity, etc., and for serial numbers in the case of firearms shipments. The transportation representative retains the responsibility to coordinate subsequent actions with the shipper and security police relative to discrepancies for firearms shipments. If there is no apparent damage or indication of tampering with the containers, receiving personnel will receipt for the shipment.

5.52.2. Immediately upon receipt of sensitive item shipments, the receiving function will check each container for item identification, condition, quantity, and verification of serial numbers when the shipment consists of firearms. The receiving function will (by priority message and/or telephone) notify the shipping transportation officer of quantity and/or serial number discrepancy for firearms shipments. (For shipments from Warner Robins ALC, notify Warner Robins ALC/DSMA). The local transportation and security officers will also be notified of firearms discrepancies. These actions do not preclude the submission of SF Form 364 or SF Form 361, as appropriate for other discrepancies in section 5D.

5.52.3. The DD Form 1348-1A is used as the hand receipt document for processing sensitive items between receiving and storage. An extra set of forms is produced for each sensitive item shipment and the unused copies are placed in the number 1 shipping container for use by the receiving function. These copies will show the 80 columns of item data with the word "SENSITIVE" and the controlled item code in block "X" or block "D". A signature block is provided.

5.52.4. Transfer of sensitive items between individuals requires a signature on the individual copy of the hand receipt document by the individual receiving custody of the materiel. Hand receipt documents will be retained in file, and disposition will be in accordance with AFRIMS (https://afrims.amc.af.mil/).

5.52.5. Reporting requirements for the small arms serial number control system (D184) are contained in **chapter 10, section 10X**

5.53. Special Instructions For Class I (FSG 6900) Trainers.

5.53.1. Class I trainers, as used in these instructions, include those trainers in federal supply classification 6910, 6920, 6930, 6940 and materiel management code table of allowance training equipment and peculiar components.

5.53.2. Upon receipt of Class I trainers, the receiving activity at Ogden ALC will utilize the special packing list, in addition to normal documentation and accomplish actions required for appropriate inchecking and processing. Each shipment will also be inspected for proper item identification, tagging, marking, labeling, and condition. Shortages and/or discrepancies will be processed in accordance with existing directives.

5.53.3. When a trainer has arrived at the receiving activity without a copy of the special packing list, the project officer at the shipping activity will be notified immediately. Repetitive instances of nonreceipt of the special packing list will be brought to the attention of HQ AFMC/A4R.

5.54. Special Instructions For Classified Items. See Chapter 19.

5.55. Special Instructions For The Movement Of Non-MILSTRIP Shipments, to Include Time Measurement Diagnostic Equipment (TMDE) Maintenance-To-Maintenance.

5.55.1. These instructions apply to the movement of Time Measurement Diagnostic Equipment (TMDE) items, commonly referred to as Precision Measurement Equipment (PME) to an off-base support Precision Measurement Equipment Laboratory (PMEL), to include Air Force Metrology Calibration (AFMETCAL) Detachment when calibration, repair and return of the same items are required (T.O. 00-20-14). These procedures also apply to any other non-MILSTRIP shipment being offered to the local transportation office for movement.

5.55.2. These items are not to be processed through supply channels.

5.55.3. In certain circumstances, shippers may have an official need to move Department of Defense materiel outside of normal MILSTRIP procedures. In those situations, the shipper provides authority for movement and is responsible for the integrity of the shipment.

5.55.4. All non-MILSTRIP shipment requests will be tendered to the Transportation Officer (TO) on DD Form 1149, Requisition and Invoice/Shipping Document. The shipper must also provide written authority for movement when requested by the TO.

5.55.5. Instructions for the completion and distribution of DD Form 1149 are provided. The shipper must use the automated DD Form 1149, located at the following web site: **http://www.pats.wpafb.af.mil/** (public access web page). Complete the following blocks as shown:

5.55.5.1. Block 1 - Shipper's unit/office symbol, address, and phone number (DSN and Commercial).

5.55.5.2. Block 2 - Address of consignee. Requires formatted address to include the DODAAC as the first six positions of the address.

5.55.5.3. Block 3 - Name and phone number (DSN and Commercial) of consignee.

5.55.5.4. Block 4 - Fund cite obligated for movement charges. (Usually the shipper or local O&M funds). Shipper must provide a valid line of accounting (LOA) and standard document number (SDN).

5.55.5.4.1. Block 4(a) - Item number.

5.55.5.4.2. Block 4(b) - National stock number (NSN) and nomenclature. If NSN is unavailable, use manufacturer's part number if applicable, and provide complete description of the item. Identify all classified shipments with appropriate security classification. Also, describe in detail all unclassified material that is considered sensitive or requires added protective service. Applicable DEMIL codes must be supplied by the shipper. Likewise, hazardous material shipments must be clearly documented to reflect the proper shipping name. Shippers can prepare one DD Form 1149 for multiple items, turned in at the same time and moving to the same destination/consignee. However, a separate DD Form 1149 will be prepared by the shipper to distinguish between general, classified and hazardous material

NOTE: For all shipments that DO NOT contain classified, sensitive, protective or hazardous material, the following statement will be inserted and initialed by the shipper: "This shipment does not contain any classified, sensitive, protective or hazardous material."

5.55.5.4.3. Block 4(c) - Unit of issue.

5.55.5.4.4. Block 4(d) - Quantity.

5.55.5.4.5. Block 4(e) - Supply action – enter quantity being shipped or transferred.

5.55.5.4.6. Block 4(f) - Type of container – carton, wooden or metal box, skid, etc. (select from drop-down menu).

5.55.5.4.7. Block 4(g) - Container numbers – Number containers if more than one and indicate in this block the container number in which the particular item is located.

5.55.5.4.8. Block 4(h) - Unit price.

5.55.5.4.9. Block 4(i) - Total shipment unit cost.

5.55.5.5. Block 5 - Requisition date (date shipment offered for movement).

5.55.5.6. Block 6 - Requisition number. Enter TCN (web form automatically assigns the TCN).

5.55.5.7. Block 7 - RDD (also see block 9).

5.55.5.8. Block 8 - Transportation priority based on RDD.

5.55.5.9. Block 9 - Authority for shipment. Shippers will provide written authority for expedited movement.

5.55.5.10. Block 10 - Signature of accountable person obligating expenditure of government funds for movement.

5.55.5.11. Block 11(a) - Voucher number. If not used, may be used to provide name and unit of person signing in block 10.

5.55.5.12. Block 11(b) - Date of voucher. If not used, may be used to provide phone number of person signing in block 10.

5.55.5.13. Block 12 - Date shipped (TO complete).

5.55.5.14. Block 13 - Mode of shipment (TO complete).

5.55.5.15. Block 14 - Bill of lading number (TO complete).

5.55.5.16. Block 15 - Air Movement Designator or Port Reference number (TO complete).

5.55.5.17. Block 16 - TAC only for over-the-ocean or intratheater shipments via AMC/MSC/MTMC (TO complete).

5.55.5.18. Block 17 - Special handling code(s) (TO complete).

5.55.5.19. Block 18 - Names of person(s) who (1) received; (2) in-checked; and (3) packed the shipment. TO also completes the final shipment configuration of this block.

5.55.5.20. Block 19 - Receipt (N/A)

5.55.5.21. Block 20 - Receiver's voucher number (N/A)

5.55.6. The transportation activity will receive DD Form 1149 from maintenance/PMEL or other local base shipper and assign transportation priority. Entries on DD Form 1149 will be checked for accuracy and a signature effected in block 19 with a receipt copy to delivery personnel. The transportation activity will verify DD Form 1149 documentation and package(s) to be shipped, and process the shipment as prescribed in applicable directives.

5.56. Special Instructions for the Movement of Non-MILSTRIP Shipments, to Include Time Measurement Diagnostic Equipment (TMDE) Maintenance-To-Maintenance.

5.56.1. These instructions apply to the movement of Time Measurement Diagnostic Equipment (TMDE) items, commonly referred to as Precision Measurement Equipment (PME) to an off-base support Precision Measurement Equipment Laboratory (PMEL), to include Air Force Metrology Calibration (AFMETCAL) Detachment when calibration, repair and return of the same items are required (T.O. 00-20-14). These procedures also apply to any other non-MILSTRIP shipment being offered to the local transportation office for movement..

5.56.1.1. When test results are positive and storage life is extended, a condition change will be processed to transfer the suspended quantity to the serviceable balance.

5.56.1.2. When test results are negative the suspended quantity must be condemned and transferred to DRMO.

5.56.1.3. An SF 364 will be used to notify shipping activities of materiel received in this category that failed during testing.

5.56.2. These items are not to be processed through supply channels.

5.56.3. In certain circumstances, shippers may have an official need to move Department of Defense materiel outside of normal MILSTRIP procedures. In those situations, the shipper provides authority for movement and is responsible for the integrity of the shipment.

5.56.4. All non-MILSTRIP shipment requests will be tendered to the Transportation Officer (TO) on DD Form 1149, Requisition and Invoice/Shipping Document. The shipper must also provide written authority for movement when requested by the TO.

5.56.5. Instructions for the completion and distribution of DD Form 1149 are provided. The shipper must use the automated DD Form 1149, located at the following web site: **https://www.pats.wpafb.af.mil/** (public access web page). Complete the following blocks as shown:

5.56.5.1. Block 1 - Shipper's unit/office symbol, address, and phone number (DSN and Commercial).

5.56.5.2. Block 2 - Address of consignee. Requires formatted address to include the DODAAC as the first six positions of the address.

5.56.5.3. Block 3 - Name and phone number (DSN and Commercial) of consignee.

5.56.5.4. Block 4 - Fund cite obligated for movement charges. (Usually the shipper or local O&M funds). Shipper must provide a valid line of accounting (LOA) and standard document number (SDN).

5.56.5.4.1. Block 4(a) - Item number.

5.56.5.4.2. Block 4(b) - National stock number (NSN) and nomenclature. If NSN is unavailable, use manufacturer's part number if applicable, and provide complete description of the item. Identify all classified shipments with appropriate security classification. Also, describe in detail all unclassified material that is considered sensitive or requires added protective service. Applicable DEMIL codes must be supplied by the shipper. Likewise, hazardous material shipments must be clearly documented to reflect the proper shipping name. Shippers can prepare one DD Form 1149 for multiple items, turned in at the same time and moving to the same destination/consignee. However, a separate DD Form 1149 will be prepared by the ship-

per to distinguish between general, classified and hazardous material. ***NOTE:*** For all shipments that DO NOT contain classified, sensitive, protective or hazardous material, the following statement will be inserted and initialed by the shipper: "This shipment does not contain any classified, sensitive, protective or hazardous material."

5.56.5.4.3. Block 4(c) - Unit of issue.

5.56.5.4.4. Block 4(d) - Quantity.

5.56.5.4.5. Block 4(e) - Supply action – enter quantity being shipped or transferred.

5.56.5.4.6. Block 4(f) - Type of container – carton, wooden or metal box, skid, etc. (select from drop-down menu).

5.56.5.4.7. Block 4(g) – Container numbers – Number containers if more than one and indicate in this block the container number in which the particular item is located.

5.56.5.4.8. Block 4(h) - Unit price.

5.56.5.4.9. Block 4(i) - Total shipment unit cost.

5.56.5.5. Block 5 – Requisition date (date shipment offered for movement).

5.56.5.6. Block 6 – Requisition number. Enter TCN (web form automatically assigns the TCN).

5.56.5.7. Block 7 - RDD (also see block 9).

5.56.5.8. Block 8 – Transportation priority based on RDD.

5.56.5.9. Block 9 - Authority for shipment. Shippers will provide written authority for expedited movement.

5.56.5.10. Block 10 - Signature of accountable person obligating expenditure of government funds for movement.

5.56.5.11. Block 11(a) - Voucher number. If not used, may be used to provide name and unit of person signing in block 10.

5.56.5.12. Block 11(b) - Date of voucher. If not used, may be used to provide phone number of person signing in block 10.

5.56.5.13. Block 12 - Date shipped (TO complete).

5.56.5.14. Block 13 - Mode of shipment (TO complete).

5.56.5.15. Block 14 - Bill of lading number (TO complete).

5.56.5.16. Block 15 - Air Movement Designator or Port Reference number (TO complete).

5.56.5.17. Block 16 - TAC only for over-the-ocean or intratheater shipments via AMC/MSC/MTMC (TO complete).

5.56.5.18. Block 17 - Special handling code(s) (TO complete).

5.56.5.19. Block 18 - Names of person(s) who (1) received; (2) in-checked; and (3) packed the shipment. TO also completes the final shipment configuration of this block.

5.56.5.20. Block 19 - Receipt (N/A)

5.56.5.21. Block 20 - Receiver's voucher number (N/A)

5.56.6. The transportation activity will receive DD Form 1149 from maintenance/PMEL or other local base shipper and assign transportation priority. Entries on DD Form 1149 will be checked for accuracy and a signature effected in block 19 with a receipt copy to delivery personnel. The transportation activity will verify DD Form 1149 documentation and package(s) to be shipped, and process the shipment as prescribed in applicable directives.

5.57. Receipt Of Materiel Covered By Warranty/Guarantee Or Serialized Control . Warranty, guarantee, or serialized control items will be processed as specified in **Vol 2, part 2, chapter 10** and TO 00-35D-54. Central receiving personnel will ensure that all documentation and markings on warranty/guarantee items are perpetuated to the extent necessary to allow enforcement of the R&M standards required by the using activity.

5.57.1. Flight Safety Critical Aircraft Parts (FSCAP). FSCAP materiel, Criticality Codes E or F, will be processed in accordance with **AFMAN 23-110, Vol 6, Chapter 10**, *FSCAP Program*. FSCAP materiel will require AFTO 95, **Historical Data** and/or FAA Form 8130-3, **Airworthiness Approval Tag** to be included with the item when it is received , issued, shipped, or turned-in to DRMO. FSCAP materiel lacking the required documentation will be mutilated prior to being turned-in to DRMO. Every effort must be made to obtain the AFTO 95 prior to mutilation.

5.58. Receipt Of Non-MILSTRIP Shipments/Contracts.

5.58.1. Non-MILSTRIP shipments that are addressed to the TMO and received on the documentation specified above will not be processed onto supply accountable records. The materiel and documentation will be identified to the TMO representative for direct release to the "marked for" organization or individual as indicated on accompanying documentation. Occasionally, non-MILSTRIP shipments may be received on a DD Form 1348-1A versus the DD Form 1149, however, when the documentation/property is clearly marked to indicate non-MILSTRIP shipping status, it will be treated as such. In instances where the shipping status (MILSTRIP/Non-MILSTRIP) is unknown or questionable, the receipt will be processed as a MILSTRIP shipment to establish initial accountability and control until the situation can be resolved. Receiving activities must be aware that the authority to ship materiel in non-MILSTRIP status is determined by the shipping TMO. The shipping TMO is required to verify/validate the non-MILSTRIP shipment authorization prior to accepting the materiel and documentation in that status. There is no valid reason for the receiving activity to question a non-MILSTRIP shipment when it is clearly marked as such upon receipt. Government furnished materiel (GFM) will never be marked as a non-MILSTRIP shipment when materiel is being returned to the government by a contractor. All GFM will be processed as specified above.

5.58.2. Centrally procured contract materiel may arrive in central receiving on documentation that specify in the "marked for" block of the documentation "DEAR JOHN BAY" or "non-MILSTRIP/nonaccountable". Some of the items involved are being provided to satisfy a valid accountable requisition; however, in some cases there is no cost involved. Central receiving personnel will in-check and process all materiel when documentation indicates that the item(s) are accountable (addressed to accountable FB, FD or FE accounts) disregard all invalid direction provided in the document "marked for" block. Accountable receipts that by-pass or are not processed by central receiving to the system accountable records contribute to the Air Force making payment for materiel that cannot be verified as ever being received. Therefore, efforts must be directed to ensure all receipts that are accountable are processed to the accountable system. Whenever it is impossible to clearly determine whether materiel is accountable or not, central receiving will process the receipt to the accountable system. If

it is later determined that the receipt should have been non-MILSTRIP then process a transaction reversal. Annotate the reason for the reversal on the document or attach to the document.

5.59. Use Of Weight Or Counting Scales In Materiel Processing. The use of scales, mechanical/electronic weighing/counting, are recommended. The location and use of the scales will be determined according to the applicability in the local situation. All functional areas are encouraged to survey work areas to determine where scales can be used to increase efficiency and productivity. The following areas or operations should be considered for application:

5.59.1. In receiving, storage, issue/shipment or inventory to measure or count loose or unpackaged hardware, i.e., nuts, belts, screws, etc.

5.59.2. Verifying weight of precious metals materiel and scrap transfers.

5.59.3. Scales that are light in weight and small in size are preferred because they can be easily moved around throughout materiel processing for use wherever required.

5.60. Special Procedures For Receipt Of Industrial Plant Equipment (IPE) And Other Materiel That Must Be Installed By A Commercial Contractor.

5.60.1. This guidance applies to IPE and other installed equipment that requires accountability on a custodian authorization/custody receipt listing (CA/CRL).

5.60.1.1. Items that are to be installed equipment on real property (RPIE) will not be processed by central receiving. This materiel will be delivered to/accepted by the facility custodian or project manager and accountability maintained on RPIE records.

5.60.1.2. Industrial plant equipment acquisition documents should specify the delivery destination of the materiel as well as the intended method of accountability (such as, CA/CRL, RPIE). This will facilitate delivery to the proper location and eliminate questions concerning accountability.

5.60.2. When IPE is acquired with contractor installation stipulated as a part of the acquisition contract and the item(s) are to be maintained on CA/CRL accountability, delivery should be scheduled to coincide with facility availability and immediate installation.

5.60.2.1. The receipt and due-out release (DOR) will be processed upon delivery of the materiel when immediate installation is scheduled.

5.60.2.2. The CA/CRL custodian is responsible for notifying central receiving that materiel has been received when the items by-pass central receiving. A copy of the receipt document must be provided and the receipt/DOR will be processed to establish accountability.

5.60.2.3. When CA/CRL accountable materiel is received requiring contractor installation and an installation delay is expected, accountable processing must be coordinated with the equipment custodian and the equipment management function. Installation delays may include (but are not limited to) facility still under construction, contractor not available, etc.

5.61. Reserved For Future Use.

5.62. Reserved For Future Use.

5.63. Reserved For Future Use.

5.64. Reserved For Future Use.

Section 5D—REPORTING OF ITEM AND PACKAGING DISCREPANCIES

5.65. General.

5.65.1. The standard USAF methods and procedures for handling and processing shipping-type (item) discrepancies, packaging discrepancies, and discrepancies in parcel post shipments are contained in AFJMAN 23-215. It is applicable to all USAF activities. In case of conflicting instructions, the governing directive is AFJMAN 23-215, except for special directives applicable to peculiar functions. These are outlined below.

5.65.2. The following paragraphs relating to reports of discrepancy (RODs) outline procedures, organizational responsibilities, and controls applicable to the ROD program. There is no change in current procedures pertaining to:

5.65.2.1. Processing accounting discrepancies and/or establishing liability (**chapter 10, section 10I** and AFMAN 23-220).

5.65.2.2. Reporting of transportation discrepancies in shipment (DTR, PART II).

5.65.2.3. The item shipping/packaging discrepancy program which is based upon reports being submitted on SF 364, **Report of Discrepancy**.

5.65.3. The purpose of the SF 364 is to provide the means to report shipping/packaging discrepancies to the responsible activity(s) and provide the basis for corrective actions to prevent recurrences. The SF 364 provides:

5.65.3.1. The basic document(s) required to support adjustment to property and financial inventory accounting records. If item(s) are received which require the submission of a ROD based upon AFJMAN 23-215, section 6, attachment A-1 or 2, then a ROD will be submitted regardless of whether the item was funded by the base or the source of supply.

5.65.3.2. Information to form the basis for claims against contractors, notification to shippers, and disposition instructions.

5.65.3.3. Visibility of preservation, packing, marking, and unitized load discrepancies and required corrective actions or recommended improvements.

5.65.3.4. Information for management evaluations.

5.65.4. When both item discrepancies and packaging discrepancies are noted on the same shipment, both types of discrepancies will be reported and the shipping and packaging blocks located just below the title at the top of the SF 364 will be checked and distribution made as indicated in AFJMAN 23-215.

5.65.5. Replies will be made to all RODs involving classified materiel regardless of dollar value.

5.65.6. Command/local operating instructions (OIs), etc., should be developed to provide supplemental information where the combination of AFJMAN 23-215 and this manual do not cover unique packaging discrepancies within the organizational framework.

5.65.7. Additional instructions for submitting packaging RODs are also contained in AFMAN 16-106 and AFI 24-202.

5.65.8. Volume 2, part 2, of this manual provides additional procedural guidance for preparation and submission of RODs by bases that operate according to standard base supply system (SBSS) procedures.

5.65.9. In some cases, responsibilities have not been assigned to a detailed organizational element. This will preclude having to change this manual in the event of minor reorganizations or changes in organizational titles.

5.66. Responsibilities For The ROD Program.

5.66.1. The Defense Logistics Standard Systems Division (DLSSD) is responsible for administering the ROD program for the DOD. Additionally, DLSSD acts as the DOD ROD administrator and chairs DOD ROD program meetings.

5.66.2. HQ USAF/A4RM is the final authority for Air Force policy and procedural changes to AFjMAN 23-215. HQ USAF/A4RM also provides alternate representation to the ROD meetings when considered appropriate by HQ USAF/A4RM.

5.66.3. HQ USAF/ A4RM is the approving authority for ROD instructions contained in this manual.

5.66.4. HQ USAF/ A4RM is the Air Force focal point for AFJMAN 23-215. HQ AFMC/ILGD is responsible for the administrative operation and technical supervision of the ROD program throughout the Air Force. As such, HQ USAF/A4RM will:

5.66.4.1. Provide the primary Air Force representative at the ROD meetings. Air Force positions on ROD agenda items will be coordinated with HQ USAF/A4RM (Air Force Medical Logistics Office (AFMLO/FO-A) for medical items) by HQ USAF/A4RM prior to the ROD meetings.

5.66.4.2. Provide technical assistance to AF activities on matters pertinent to this section, AFJMAN 23-215, and **volume 2, part 2, chapter 10, section G** of this manual. This includes acting as review authority for the Air Force on contested SFs 364.

5.66.4.3. Coordinate inquiries from AF field activities with other military services and agency staff elements.

5.66.4.4. Evaluate all suggested changes and additions to this section, and to Volume 2, part 2, chapter 9, section 9Q of this manual. AFMC recommendations will be forwarded to HQ USAF/A4RM for final approval.

5.66.4.5. Develop and submit proposals to change AFJMAN 23-215 directly to DLSSD-D with information copies to HQ USAF/ILGS. If significant changes are involved, they will be coordinated with HQ USAF/ILGS prior to submission to DLSSD.

5.66.4.6. Evaluate suggestions after command review.

5.66.4.7. Receive copies of approved/interim changes and disseminate to the users of the regulations.

5.66.4.8. Participate in study groups to improve the ROD program.

5.66.5. The major command/LGS is responsible for the implementation and management of the ROD program within their command. However, coordination between A4R/A4 is essential because of the interrelationship of supply and transportation responsibilities pertaining to item packaging and shipping discrepancies. Placement of ROD functions within the Chief of Supply (COS) organization is at the option of the MAJCOMs separate operating agencies and may be delegated to the COS. The

only provisions are that the spirit and intent of the ROD program is complied with, and that SBSS computer programs are not affected.

5.66.6. The receiving function of the Air Force activity which receives the discrepant item, or has knowledge of the discrepancy, will prepare the SF 364.

5.66.6.1. At air logistics centers (ALCs) this is the receiving function for all items with the exception of the deviations listed below. The organization responsible for providing technical packaging guidance is the packaging function.

5.66.6.2. At AF bases this is either the receiving inspection or the stock control section, materiel management branch, COS. (See **volume 2, part 2, chapter 9, section 9Q** of this manual for details.) Authorized deviations from these procedures and directives relating to specific categories of supply or programs are outlined below.

5.66.6.2.1. Munitions. The munitions receiving activity will be the base munitions supply function when a munitions accountable supply officer (MASO) is assigned.

5.66.6.2.2. Bulk Fuels. The receiving activity is the base fuels management office (BFMO). Other categories of fuels, such as packaged products, are received by the materiel management branch, COS.

5.66.6.3. Bulk Petroleum Products:

5.66.6.3.1. This section applies to the general management of the bulk fuels discrepancy program; however, SF 364 is not used in reporting discrepancies in bulk fuels receipts/shipments because DODM 4140.25 prescribes the use of SF 361, **Transportation Discrepancy Report**.

5.66.6.3.2. The BFMO will prepare, control, analyze, distribute, and provide technical instructions regarding SF 361 submitted or received on bulk fuels shipments and/or receipts when the discrepancy exceeds the authorized tolerances outlined in DOD 4140.25M. DTR, PART II is applicable also.

5.66.6.4. Clothing and Textiles. This section applies; however, volume 1, part 3, chapter 2, will be compiled with.

5.66.6.5. Missile Fuels. This section applies; however, **volume 1, part 3, chapter 4**, will be complied with.

5.66.6.6. Medical Materiel Items. This section applies to the management analysis and control of the ROD program; however, **volume 5, chapter 9**, will be complied with by medical stock record accounts.

5.66.6.7. Security Assistance Programs. The directives cited in this section are applicable to processing RODs and shipping discrepancies by foreign countries receiving shipments from the USAF. While section 5D outlines overall ROD procedures and management controls which must be exercised over the ROD program, they are only applicable to USAF activities. Because of the peculiarities of security assistance programs, each portion of the program has its own ROD procedures. These are contained in **volume 9** of this manual and AFMAN 16-106.

5.66.6.7.1. Grant aid/military assistance program recipients utilize **volume 9, chapters 3** and **volume 9, 4** of this manual.

5.66.6.7.2. Countries procuring items under the foreign military sales (FMS) program use the basic policy and procedures contained in AFMAN 16-106 as augmented by those in **volume 9, chapter 8, section 8K** of this manual.

5.66.7. Where a packaging discrepancy is involved which is not a clear-cut violation of established policy, the installation packaging organization will be contacted for technical guidance prior to completion of the ROD.

5.66.8. Transshipment activities noting item and/or packaging discrepancies on shipments intransit will be considered as a receiving activity for ROD purposes, and will prepare SFs 364 when appropriate. A copy of the SF 364 will be forwarded to the ultimate consignee with the shipment.

5.66.9. Informational copies of RODs should not be forwarded to HQ AFMC/ILGD. This office is not responsible for monitoring RODs that initially identify discrepant shipments or receipts; therefore, informational copies do not serve any useful purpose.

5.66.10. Care must be exercised in submitting or challenging the outcome of a ROD for property shipped overseas through a containerization consolidation point (CCP). The CCP is normally the last shipper for surface shipped cargo; however, this shipper is normally shipping a package with the contents or quantity of materiel in that package being verified by the original packaging activity. The response that you receive from a CCP concerning an overage, shortage or packaging discrepancy may appear to be strange, but remember the CCP does not have back-up stock available for shortages, cannot provide disposition instructions for overages or credit for materiel never received. This information is not intended to imply that the discrepancies should not be reported, instead we are saying that the CCP may not be the guilty party and even when guilty they may not be able to resolve the discrepancy; therefore, send a copy of the ROD to the source of supply/original shipping activity whenever the materiel is shipped through the CCP.

5.67. Analysis And Control Over The ROD Program.

5.67.1. ROD actions are generated when discrepant items are received. Each activity will establish controls to ensure that:

5.67.1.1. RODs are reported promptly. See AFJMAN 23-215 for time standards.

5.67.1.2. RODs, which are received against the shipping installations, are expeditiously and thoroughly investigated to determine the cause.

5.67.1.3. Corrective action is taken to preclude recurrence.

5.67.1.4. Control and follow-up processing is maintained until the discrepancy/claim is resolved.

5.67.2. Mechanized (computer) products/listings will be used when applicable to facilitate discrepancy processing.

5.67.3. Each organization receiving RODs will prepare periodic summaries for internal use to indicate the types of errors being made and the local component responsible for repetitive discrepancies. Summaries may be used as local management tools and will not be forwarded to higher headquarters or other activities except as requested by the major command having jurisdiction over the shipper.

5.68. ROD Discrepancy Monitors.

5.68.1. Each activity which has a receiving or shipping function will appoint a ROD discrepancy monitor.

5.68.1.1. At the ALC's the monitor should be from the appropriate Defense Logistics Agency (DLA) function.

5.68.1.2. At Air Force bases the monitor will be from an activity within the COS office.

5.68.2. ROD monitors will:

5.68.2.1. Be responsible for implementation of the ROD program.

5.68.2.2. Receive and distribute RODs.

5.68.2.3. Ensure that appropriate action is taken on all RODs after considering the deviations authorized above.

5.68.2.4. Ensure that a packaging discrepancy monitor is appointed to act on all packaging discrepancies charged against the installation. Normally the packaging discrepancy monitor will be assigned from the installation activity which has the technical responsibility for packaging. If the packaging ROD volume does not justify the appointment of a separate monitor, the ROD monitor may perform both functions.

5.68.2.5. Ensure that the packaging monitor is provided with copies of all packaging discrepancies charged against the installation.

5.68.3. Packaging discrepancy monitors will:

5.68.3.1. Establish procedures to ensure that each packaging ROD received is investigated promptly and that corrective action is taken to prevent recurrences. This will include a review of packaging discrepancy RODs to determine if the packaging design or method of preservation should be changed or if other packaging improvement is needed.

5.68.3.2. Ensure that replies to packaging RODs are prepared by the organizational element of the installation which is responsible for packaging.

5.68.3.3. Provide the ROD monitor with a copy of replies to packaging RODs.

5.68.3.4. Advise the ROD monitor of repeat discrepancies so the appropriate action can be taken within the chain of command to ensure that proper emphasis is placed on the program and that discrepancies are resolved.

5.69. Miscellaneous Instructions.

5.69.1. Distribution of copies of SF 364 is outlined in AFJMAN 23-215, procedures. However the following applies:

5.69.1.1. Within ALCs, the DLA ROD monitor will determine the number of copies of SF 364 that are required for local distribution and management control.

5.69.1.2. Air Force bases will attach one copy of the SF 364 pertaining to the incoming shipment to the receiving document, which will be forwarded to document control to be filed as a supporting document.

5.69.2. Resolving discrepancies between item identification shown on shipping documents or labels and the materiel itself, as follows:

5.69.2.1. Submit RODs expeditiously when the shipping documents and labels attached to unit packages reflect the same identity, yet the materiel itself is found to be different. In such a case it

is reasonable to conclude that the remaining stock on hand at the shipping point may be erroneously identified.

5.69.2.2. Do not submit RODs when further shipments of the same item from the same source are not expected, such as in the case of contract termination inventory shipments or return of government-furnished property items to Air Force activities.

5.69.2.3. Do not submit RODs when discrepancies found in item identification markings are attributable to stock list changes.

5.69.3. Retirement/destruction of ROD files. Copies of SF 364 with other documents, such as receiving documents will be retained for two years before destruction, in accordance with AFRIMS (**https://afrims.amc.af.mil**).

5.69.4. ROD suspense files at bases will:

5.69.4.1. Be maintained in accordance with **volume 2, part 2, chapter 10, section G** of this manual.

5.69.4.2. Be maintained so that the first follow-up will be sent between the 75th and the 109th day. The second follow-up will be sent between the 110th and the 149th day, and the third follow-up will be sent between the 150th and the 189th day. These days are based on the date that the ROD is submitted even though the 4 May 1989 change to AFJMAN 23-215, allows the shipper 75 days from the receipt, not the submission, of the ROD. This deviation is necessary for the SBSS to have "from" dates in its computer programs.

5.69.4.3. Not require follow-ups to the DLA after 75 days. The DLA Customer/Depot Complaints Weekly Status Report (DF 483A) suspense date will be used to update the SBSS suspense. Activities should never have to submit a follow-up to DLA for RODs that have been submitted. This is an exception to the normal follow-up procedures and is applicable only to RODs submitted to DLA. Attachment 5D-1 provides an explanation of the information provided on the F 483A report.

5.69.4.4. Be categorized as unresolved RODs if no replies are received to third follow-ups. Bases will allow shippers 45 days (plus mailing time in overseas commands) to respond to third follow-ups before considering them as unresolved and forwarding them to the major command/LGS for further action. This means that a CONUS ROD will not be considered unresolved until the 234th day, if the third follow-up was sent on the 189th day. If the ROD cannot be resolved by the major command, it will be forwarded to the ROD focal point in accordance with AFJMAN 23-215.

5.69.5. ROD suspense files at the ALCs will be as determined by DLA.

5.69.6. Unresolved RODs should first be submitted to the MAJCOM for resolution. When the MAJCOM is unable to resolve the difficulty, they will forward the ROD to the Air Force focal point for RODs (HQ AFMC/LGSD). The MAJCOMs can normally resolve the issue when both the receiving and shipping activities are subordinate units.

5.69.7. Coordination with accounting and finance offices (AFOs).

5.69.7.1. Base/ALC AFOs maintain claims receivable records on receipts involving RODs; therefore, the following will also be furnished to the AFO by either the base/ALC concerned, major command/LGS, or the Air Force ROD focal point:

5.69.7.1.1. Copies of approved RODs.

5.69.7.1.2. Copies of disapproved RODs.

5.69.7.1.3. Copies of correspondence relating to ROD rebuttals.

5.69.7.1.4. Any other correspondence which indicates that action on a ROD is terminated.

5.69.7.1.5. Copies of RODs will not be provided to AFOs if no credit returns are involved or replies to the RODs are not required.

5.69.8. Guidance to ROD monitors as it pertains to unresolved RODs and action codes listed on SF 364.

5.69.9. The following is provided to assist the ROD monitor in acting on action coded RODs. In case of conflicts, the final decision regarding closing a ROD file is the responsibility of the ROD monitor.

5.69.9.1. Action code "1A" - Disposition instructions requested. These ROD files normally should remain open and unresolved until disposition instructions are provided/received by the preparer.

5.69.9.2. Action code "1B" - Materiel being retained. These ROD files can be closed upon submission of the SF 364. If the materiel is being retained, no meaningful reply can be expected; therefore, RODs in this category should never be unresolved.

5.69.9.3. Action code "1C" - Supporting supply documentation requested. These normally should remain as unresolved in instances when supply documentation is not received with the property and a ROD is used to notify the shipper that the documentation is required. However, when enough information is available to allow receipt processing, a ROD will be prepared to advise the shipper of his error, and the file normally will be closed upon submission of the ROD. If there are unusual circumstances pertaining to the case, the ROD file may be kept in an unresolved status.

5.69.9.4. Action code "1D" - Materiel still required, expedite shipment. In this situation a ROD is prepared for informational purposes and it normally remains unresolved. If another requisition is submitted, the ROD file should be closed.

5.69.9.5. Action code "1E" - Local purchase materiel to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days. A ROD with this action code must be resolved locally through the base contracting officer. These RODs will not be forwarded to major commands or the AF ROD focal point because resolution is a local level responsibility.

5.69.9.6. Action code "1F" - Replacement shipment requested. This action code presents the same situation as identified for action code "1D" and the same rationale applies.

5.69.9.7. Action code "1G" - (Reshipment not required; item will be requisitioned again) and action code "1H"-(No action required - Information only) will not become unresolved RODs.

5.69.9.8. Action code "1Z" - Other action requested. This normally will remain open until resolved.

5.70. Unresolved/Contested RODs.

5.70.1. When a ROD is submitted to ROD focal point for resolution, a complete package of all documentation (sent and received) must accompany the ROD. This is especially true concerning the back of the SF 364 when an activity has indicated that credit will not be provided. An inordinate amount of time is wasted trying to locate the OPR before the irate shipper will forward a copy of the ROD denying credit.

5.70.2. Credit is not always provided for materiel that is billed but not received. Normally, credit is not a consideration unless the dollar value involved is greater than $100.00 for non- DOD activities and greater than $250.00 for DOD activities. Therefore, if these thresholds are not met, do not continue submitting follow-ups, close the ROD. The DLSSD-R advised that this criteria changed in 1983 and that financial adjustments should be processed regardless of amount.

5.70.3. RODs are being forwarded to the Air Force focal point for resolution without any indication that the claims receivable or claims payable details are still valid. Subsequent telephone calls to activities reveal that details have not been verified and in most cases no longer exist. Some activities do provide credit through the Military Standard Billing System process without returning the SF 364. When a billing credit adjustment is processed and the applicable detail is deleted, close the ROD. Any further response from the shipping activity would not serve any useful purpose.

5.70.4. All RODs involving shipment of medical materiel (FM account items) that cannot be resolved locally or by the MAJCOM should be forwarded to AFMLO/FOR, Frederick MD 21702-5006. The AFMLO will forward the RODs to HQ AFMC/LGSD when or if they need help to resolve. Medical units should consult volume 5 of this manual for detailed ROD processing guidance.

ATTACHMENT 5A—1

RESERVED FOR FUTURE USE

5A1.1. Reserved for Future Use.

ATTACHMENT 5B—1

RESERVED FOR FUTURE USE

5B1.1. Reserved for Future Use.

ATTACHMENT 5C—1

RESERVED FOR FUTURE USE

5C1.1. Reserved for Future Use.

ATTACHMENT 5D—1

CUSTOMER/DEPOT COMPLAINTS WEEKLY STATUS REPORT (F-483A)

5D1.1. Purpose. The purpose of this report is to alert the complaint submitter (customer, depot, or screening point) of the status of submitted customer depot complaints. It provides the submitter information regarding acknowledgment of receipt at the Defense Supply Center (DSC) of new complaints, status of complaints still in process at the DSC, and complaints that have been closed since the last report.

5D1.2. Origin. This listing is generated via the Customer/Depot Complaint System (CDCS) weekly process.

5D1.3. Frequency. Weekly**.**

5D1.4. Format.

5D1.4.1. This report is listed in three parts: Part 1 - Complaints Received, Part 2 - Interim Replies, and Part 3 - Complaints Closed.

5D1.4.1.1. Heading Line (Standard Identification).

5D1.4.1.2. Data Organization:

5D1.4.1.2.1. Sequence:

5D1.4.1.2.1.1. Major: DOD Activity Address Code (DODAAC)/routing identifier code (RIC) of the customer (Service)/Screening Point.

5D1.4.1.2.1.2. First Intermediate: Complaints Received.

5D1.4.1.2.1.3. Second Intermediate: Interim Replies.

5D1.4.1.2.1.4. Third Intermediate: Complaints Closed.

5D1.4.1.2.1.5. Minor: National Stock Number (NSN).

5D1.4.1.2.2. Number of lines per page: Maximum of fourteen with the remainder being printed on next page.

5D1.4.1.2.3. Spacing: Single-spaced.

5D1.4.1.2.4. Page break is on: Overflow of NSN within each category (i.e., Received, Interim Replies, Closed Status or change in part).

5D1.4.1.2.5. Required totals: Total number of complaints received during the reporting period for the Customer/Screening Point. Also, the total number of complaints closed during the reporting period for the Customer/Screening Point.

5D1.4.1.3. Captions of Data Elements:

NOTE: First Page Of Report: Screening Point/Originator - The six-digit DODAAC or three-digit RIC and applicable mailing address.

PART 1 - COMPLAINTS RECEIVED

FIRST LINE OF HEADER (F-483A)

1. **NSN.** National Stock Number/Part Number.

2. **Control #.** A nine-character, alpha/numeric number assigned for each customer/depot complaint entered into the CDCS. This number will either be mechanically assigned via on-line SAMMSTEL system or manually assigned when input via Four-Phase batch processing.

3. **ACTN OFC (Action Office).** This indicates the current Action Office or location where the complaint is charged.

4. **ORIGR (Originator Code).** The six-digit customer DODAAC or three-digit depot RIC that identifies the customer/depot responsible for submitting the quality complaint.

5. **DOC (Document Type Code).** An alpha/numeric, one-character code that identifies the particular type of complaint (i.e., SF 361, SF 364, phone, etc.) received upon initial entry into the CDCS.

6. **DOC NR RPTD (Originator Document Number Reported).** The requisition document number, transportation control number (TCN), government bill of lading (GBL), or other number identifying the quality complaint.

7. **CC (Condition Code).** This code identifies the status of materiel in terms of readiness for issue or to identify the action underway to change the status of the materiel.

8. **CONTRACT NR.** Indicates the contract number on which the quality complaint has been generated.

9. **DEL #**. Delivery order which corresponds with listed contract number.

10. **F.O.B. (Free On Board Code).** This code (Inspection and Acceptance Points) represents a combination of place of performance of government acquisition quality assurance (AQA), place of performance of government acceptance, and F.O.B. point.

11. **PRIME.** Commercial and Government Entity (CAGE) Code of prime contractor.

12. **SUB** - Subcontractor CAGE Code.

13. **PACK.** Packaging Contractor CAGE Code.

14. **RCVD.** The Julian date when the complaint was received at DSC.

15. **Age.** The number of days the complaint has been recorded at DSC.

16. **SUSP.** The Julian date that the DSC is scheduled to respond to customer/depot complaint.

SECOND LINE OF HEADER (F-483A)

17. **SH AC.** Shipping Activity Routing Identifier Code (RIC).

18. **UNIT PRICE.** Actual unit price of the discrepant item.

19. **TOT $VALUE.** Total dollar value of discrepant materiel (Unit Price x Discrepant Quantity).

20. **CR.** Credit authorization field (Y=Yes, N=No, or blank).

21. **SCP.** Applicable screening point DODAAC for quality complaint.

22. **QA.** Office/organization responsible for reviewing the quality of the manufactured item either at origin or destination.

23. **FLP.** Follow-up code indicates the number of follow-ups submitted by customer/depot.

24. **LOCL1.** Reserved for DSC usage.

25. **LOCL2.** Reserved for DSC usage.

26. **INT.** Interim Reply Code.

27. **DISC .** Discrepancy Code.

28. **CAUSE CODE.** This code explains the cause or reason for the customer complaint (i.e., contracting error, maintenance error, etc.).

29. **DIS.** Disposition Code.

30. **CORR.** Correction as to cause code.

31. **RPT CTL # .** Report Control Number assigned by the submitting activity (customer/depot) to identify and track the complaint within their organization.

32. **CURRENT SUSPENSE.** An in-the-clear message indicating the Julian date that the DSC has scheduled a response to the customer/depot is listed beneath each complaint record.

PART 2 - INTERIM REPLIES.

The captions and data elements for this part are essentially the same for those reflected in part 1 Complaints Received. However, beneath each record is printed an in-the-clear message for the follow-up code indicating the current status/action being taken to resolve the complaint (i.e., complaint undergoing testing and evaluation).

PART 3 - COMPLAINTS CLOSED

The captions and data elements for this part are essentially the same for those reflected in part 1 Complaints Received. However, the one data element in part 1 (SUSP) is replaced with the element below. In addition, "age" represents the age in days at time of complaint closure.

CLOSE. The Julian date that the DSC has closed the listed complaint record.

5D1.5. Distribution And Retention. Two copies of this report (parts 1 through 3) will be forwarded to the Programs and Systems Management Division, Quality Assurance Directorate.

5D1.6. Procedures For Review And Processing. Operating personnel within the Programs and Systems Management Division will mail one copy of this listing to the complaint addressee. In those instances where the address has not been identified via printed DODAAC or RIC, operating personnel will ascertain the correct mailing address and forward the copy accordingly.