



# Defense Logistics Agency **INSTRUCTION**

DLAI 4140.07  
Effective February 18, 2015

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DLA Logistics Operations, Order Management (J341)

SUBJECT: Short-term Temporary Storage

- References:
- (a) DoD Supply Chain Materiel Management Procedures, DoDM 4140.1, February 10, 2014
  - (b) DLA Distribution Standard Operating Procedures (SOP) for Short-term Temporary Storage,” August 18, 2009
  - (c) Financial Improvement Audit Readiness (FIAR) Guidance
  - (d) DoD Financial Management Regulation, DoD 7000.14-R, 4, July 2013

1. PURPOSE. This issuance establishes policy, assigns responsibilities, and provides instructions for the use of short-term temporary storage in Defense Logistics Agency (DLA) facilities in accordance with the authority in Reference (a). Its intent is to ensure all materiel in DLA facilities exist in an Accountable Property System of Record (APSR). It is not intended to change or inhibit the DLA mission or Department of Defense (DoD) mission support.

2. APPLICABILITY. This Instruction applies to:

a. DLA Troop Support, DLA Aviation, DLA Land & Maritime (hereafter collectively referred to as DLA Supply Centers), and DLA Distribution (all the above hereafter collectively referred to as Storage Activities).

b. Primary Level Field Activities’ (PLFA) vendors, suppliers, and partners.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DLA Policy to:

a. Maintain accurate property accountability records for all physical inventory maintained in support of the customer and in accordance with DoD and DLA regulations.

b. Document and approve all storage space requests from local or transient DoD customers by the DLA Distribution Center Commander or Director, or the cognizant DLA Supply Center Commander or Director, before materiel is put into a DLA storage facility.

c. Courtesy storage is not authorized.

5. RESPONSIBILITIES. Refer to Enclosure 1.

6. PROCEDURES. Refer to Enclosure 2.

7. INFORMATION REQUIREMENTS. None.

8. INTERNAL CONTROLS.

a. DLA HQ J3 will ensure procedures are followed by periodically requesting status of all short-term temporary storage occurrences.

b. PLFAs will periodically review status of all relevant short-term temporary storage occurrences.

c. The Commander/Director of each storage activity will maintain visibility of Short-Term Temporary Storage usage.

9. RELEASEABILITY. UNLIMITED. This instruction is approved for public release and is available on the Internet from the DLA Issuances Internet Website.

10. EFFECTIVE DATE. This Instruction:

a. Is effective on February 18, 2015.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective February 18, 2025 and be removed from the DLA Issuances Website.

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Enclosures

Enclosure 1 – Responsibilities

Enclosure 2 – Procedures

Glossary

ENCLOSURE 1  
RESPONSIBILITIES

1. THE DIRECTOR, MATERIEL POLICY, PROCESS AND ASSESSMENT (J34), under the authority, direction, and control of the Director, DLA Logistics Operations (J3) must:

- a. Establish and maintain DLA Short-Term Temporary Storage policy and procedures to provide for the economical and efficient stewardship of DoD and General Services Administration (GSA) materiel.
- b. Ensure DLA storage activities responsible for executing Short-term Temporary Storage policy follow the procedures outlined in Reference (b).
- c. Ensure storage of customer materiel is accounted for in accordance with References (c) and (d).
- d. Ensure DLA storage activities eliminate courtesy storage practices.
- e. Ensure DLA PLFAs comply with DoD and DLA standards, controls, and records to ensure proper accountability and accuracy of DoD supply system inventories.
- f. Ensure DLA Supply Centers and DLA Distribution Commanders follow the DLA Distribution Standard Operating Procedure.
- g. Adjudicate instances of non-conforming storage when elevated through DLA Distribution/DLA Supply Center Commanders.

2. THE COMMANDERS OF DLA SUPPLY CENTERS and DLA DISTRIBUTION must:

- a. Account for materiel in short-term temporary storage.
- b. Maintain accurate property accountability records for the physical inventory in support of the customer and in accordance with DoD and DLA issuances.
- c. Utilize storage space in the most efficient manner.
- d. Comply with financial regulations associated with the storage of customer materiel.
- e. Provide oversight and guidance of short-term temporary storage requirements at the storage facilities, including limiting these activities to DoD and GSA materiel.

f. Train personnel who perform functions related to short-term temporary storage, and ensure training course materials are continuously updated with current DLA/DoD policies, procedures and performance goals.

g. Ensure adequate supervision over employees assigned to perform duties for short-term temporary storage.

h. Appoint a storage activity supervisor who will oversee materiel movement into and out of the short-term temporary storage area.

i. Allow only authorized warehouse personnel to physically move materiel into and out of the short-term temporary storage area. Do not allow customers to freely access the materiel or move materiel in or out of the designated area.

j. Protect supplies and inventory from waste, loss, negligence, unauthorized use, misappropriation, and compromise.

k. Ensure materiel remains in short-term temporary storage for 60 days or less.

l. Contact DLA HQ J34 for non-conforming storage the storage activities is unable to resolve.

m. In addition to subparagraphs a. through k. above, DLA Supply Center Commanders will follow the Supply Center Chain of Command, in lieu of the Distribution Center Chain of Command, when referring to Reference (b).

## ENCLOSURE 2

### PROCEDURES

#### 1. MATERIEL ACCOUNTABILITY

a. Safeguard and exercise proper quantitative and physical controls over DoD materiel, supplies, and equipment in the care and custody of DLA as required by Reference (a). Storage activities must maintain quantitative balance records by individual storage location.

b. All materiel within the DoD supply chain, whether in storage, transit, repair, or on loan must have an accountable record to account for materiel by national stock number. Maintenance of these records must provide the capability to detect theft or diversion of materiel and find the cause of variances to enable corrective management action.

c. When DLA has physical custody of materiel in storage, maintain accountability in the DLA system of record regardless of which DoD Component owns the materiel. Do not maintain materiel in more than one accountable system of record.

(1) Exceptions may occur for materiel stored in the DLA ASPR, where specifically noted in a Performance Based Agreement, Service Level Agreement or Memorandums of Understanding/Agreement.

(2) Standard business rules apply for daily storage of materiel with standard mission requirements.

(3) There is no exception to materiel being accounted for by the custodian in more than one ASPR.

d. For audit purposes the materiel owner is the reporting authority and DLA is the service provider in accordance with References (c) and (d).

(1) Associate a valid owner Routing Identifier Code (RIC) to all materiel stored in DLA storage facilities including short-term temporary storage.

(2) Report the owner RIC to the appropriate DLA Finance POCs to facilitate customer billing procedures in accordance with Reference (b).

(3) Load the owner RIC into the Distribution Standard System (DSS) tables by the appropriate DLA Information Operations personnel in accordance with Reference (b).

#### 2. SHORT-TERM TEMPORARY STORAGE

a. When a DoD customer requests to store materiel for an unspecified period and with no anticipation of customer requirements, DLA components may offer short-term temporary storage as a solution. Retain all approved requests to store materiel for two years after the agreement has expired.

b. If feasible, Commanders of DLA Distribution and DLA Supply Center storage and distribution activities should establish a dedicated storage area for short-term temporary storage. If space is available, it should be a defined and limited space. Mark the area as “Short-term Temporary Storage” and physically separate it from mission stock by a cage, barrier, or (at minimum) tape striping on the floor around the perimeter of the temporary storage area. If space is not available, then no short-term temporary storage is allowed.

c. Storage is limited to DoD and GSA materiel.

d. No storage of hazardous, controlled, controlled room temperature, chill, freeze, or controlled humidity materiel is allowed in the short-term temporary storage area.

e. The Commander must appoint a storage activity supervisor who will oversee materiel movement into and out of the short-term temporary storage area.

f. Only allow authorized DLA storage activity personnel to move materiel into and out of the short-term temporary storage area. These authorized personnel must:

- (1) be on a published list authorized by the Commander.
- (2) trained on the proper handling of materiel.
- (3) trained on the proper DSS functional requirements for this area.

g. Customers are not allowed to freely access materiel or move materiel into or out of the designated area.

(1) a representative of the customer should be available to positively identify materiel as it is physically and systemically stored and issued.

(2) Ensure customers follow all security and access DLA facilities requirements.

(3) Escort customers in and out of storage facility as applicable.

(4) DLA, personnel, or storage activities are not responsible for materiel lost or damaged during routine warehousing activities.

h. Process materiel approved for short-term temporary storage as a receipt in DSS and stow in an identifiable location within the Short-term Temporary Storage area.

(1) Materiel with more than one owner RIC stored in short-term temporary storage must be physically segregated.

(2) Limit rewarehousing of the short-term temporary storage area and monitor to prevent gains or losses.

(3) Once posted in DSS, place a “freeze flag” on all items so no Materiel Release Orders will be released from short-term temporary storage locations.

(4) Storage activities must monitor materiel in short-term temporary storage to ensure the locations remain frozen.

(5) When the customer requires the materiel, an Issue Release Receipt Document (DD-1348-1) from DSS is required.

(a) Do not issue materiel without a valid DD-1348-1.

(b) All applicable materiel processing and storage charges will apply. (The charges are for receipt, storage, and issue of materiel)

i. Materiel will be stored for 60 days or less.

(1) If materiel remains after 60 days, notify the customer (materiel owner) to make arrangements for delivery or pick-up.

(2) The customer must pick up the materiel within the next three (3) business days.

(3) If after three attempts are made to contact the customer and/or the customer does not pick up the materiel as required, contact the cognizant PLFA (DLA Distribution or Supply Center) who will then elevate to DLA HQ for resolution.

### 3. COURTESY STORAGE

a. Courtesy Storage is not an authorized.

b. Eliminate all instances of courtesy storage, as defined in this instruction.

(1) As of the publication date of this Instruction, notify the materiel owner that DLA no longer allows courtesy storage and make arrangements for them to pick up the materiel.

(2) If there is sufficient space in your defined short-term temporary storage, move it to this area and ensure it is accurately accounted for in DSS.

(3) Follow the Short-term Temporary Storage procedures outlined in this instruction.

### 4. DLA AND DOD COMPONENT APSR AND MISSION SUPPORT

a. This instruction is not intended to change established mission procedures at DLA or DoD Component support sites:

(1) DLA Aviation sites using Air Force’s D035K and Naval Industrial Material Management System (NIMMS).



(2) DLA Distribution sites using Army's Logistics Modernization Program (LMP), and Air Force's Standard Base Supply System ( SBSS) and Navy's Material Processing Center (MPC).

(3) This list is not intended as a comprehensive list of ongoing operational instances where DLA uses Service systems to perform mission requirements, but is an example of some of those instances.

b. The above systems referenced by acronyms are commonly known service systems

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

APSR	Accountable Property System of Record
DSS	Distribution Standard System
GSA	General Services Administration
PLFA	Primary Level Field Activity
RIC	Routing Identifier Code
SLA	Service Level Agreement
SOP	Standard Operating Procedure

### PART II. DEFINITIONS

Courtesy Storage. **Unauthorized.** Materiel held by a DLA Storage Activity at the request of a customer for an indefinite period of time, not resident in an APSR, without interface to a financial system and without agreement of reimbursement for receipt, storage, and issue functions performed.

Short-term Temporary Storage. Short-term temporary storage is for materiel that is not part of mission stock. This materiel is not planned wholesale or retail materiel directed to be receipted, stored, and issued by DLA Supply Centers or Military Service Inventory Control Points into DLA Distribution Centers.