



# Defense Logistics Agency **INSTRUCTION**

DLAI 4155.02  
Effective July 28, 2014

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J344

**SUBJECT:** Shelf Life Local Stock Number Requirements and Management for Navy Industrial Support Activities

- References:
- (a) DTM 13-014, “Shelf Life Local Stock Number Requirements and Management for Navy Base Realignment and Closure, Inventory Management and Stock Positioning,” May 30, 2013 (hereby cancelled)
  - (b) DOD 4140.27-M, “Shelf Life Management Manual,” May 5, 2003
  - (c) Navy-DLA BRAC 2005 SS&D Concept of Operations (CONOPS), April 17, 2009
  - (d) MIL-STD-129, “Military Marking for Shipment and Storage,” September 19, 2007
  - (e) DLAI 4145.4/ AR 740-3/AFMAN 23-231/NAVSUPINST 4400.100A/MCO 4450.15A, “Stock Readiness,” November 9, 2012
  - (f) DLAD 4155.37/AR 702-18/NAVSUPINST 4410.56A/AFJMAN 23-232/MCO 4450.13A, “Materiel Quality Control Storage Standards Policy for Shelf-Life Materiel,” April 21, 2006.

1. **PURPOSE.** This Instruction incorporates and cancels Reference (a) to establish policy, assign responsibilities, and provide instructions for the management of Shelf Life Local Stock Numbers (LSNs) at Navy Industrial Support Activities (ISAs) in accordance with the authority in Reference (b).

2. **APPLICABILITY.** This Issuance applies to:

- a. DLA Aviation, DLA Land and Maritime, DLA Troop Support, and DLA Distribution.
- b. Specifically to Navy ISAs in which the DLA Inventory Management and Stock Positioning (IMSP) Spiral II Design Solution is currently implemented. Navy ISA locations include:

- (1) Fleet Readiness Center Southwest at Naval Air Station, North Island, CA.
- (2) Fleet Readiness Center Southeast at Naval Air Station, Jacksonville, FL.
- (3) Fleet Readiness Center East at Marine Corps Air Station, Cherry Point, NC.

3. DEFINITIONS. See Glossary

4. POLICY. It is DLA policy to manage both extendible and non-extendible shelf life LSNs for the ISA locations as directed by the Navy-DLA Base Realignment and Closure (BRAC) 2005 SS&D Concept of Operations (CONOPS) (Reference (c)).

5. RESPONSIBILITIES.

a. THE TECHNICAL & QUALITY ASSURANCE (J344), UNDER THE AUTHORITY, DIRECTION, AND CONTROL OF THE DIRECTOR, DLA LOGISTICS OPERATIONS (J3). The J344 must manage and maintain policy for shelf life LSNs at Navy ISAs.

b. COMMANDERS, DLA AVIATION, DLA LAND & MARITIME, DLA TROOP SUPPORT. The Commanders must develop, update, and maintain shelf life coding for all shelf life LSNs and develop, update, and maintain shelf life extension criteria for Type II extendible shelf life LSNs at Navy ISAs when the LSN is established in the Material Master of Enterprise Business System (EBS).

c. COMMANDER, DLA DISTRIBUTION. The Commander will store and manage shelf life LSNs for BRAC IMSP locations.

6. PROCEDURES. See Enclosure.

7. INFORMATION REQUIREMENTS.

a. Standard Form (SF) 364, "Report of Discrepancy" referred to in paragraph 1.a. of this Instruction.

b. Department of Defense (DD) Form 1225, "Storage Quality Control Report (SQCR)" referred to in paragraph 1.d. of this Instruction.

c. DD Form 1222, "Request for and Results of Tests" referred to in paragraph 2.c.(4) of this Instruction.

d. DD Form 2477 series, “Shelf Life Extension Notice” referred to in paragraph 2.d.(2) of this Instruction.

Note: An electronic version of each form noted above are available on the DoD Forms Management Program Web Site at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>.

8. INTERNAL CONTROLS. DLA J344, with the support of DLA Distribution and the Supply Chain policy offices, will assess the shelf life LSN policy and procedures on an annual basis to determine the validity of the policy and attainment to plan of the Navy ISAs. The policy will also be reviewed at the implementation of an Fleet Readiness Center (FRC) and Naval Shipyard (NSY) to validate the processes and procedures.

9. RELEASEABILITY. UNLIMITED. This Instruction is approved for public release and is available on the DLA Issuances Internet website.

10. EFFECTIVE DATE. This Instruction:

a. Is effective on July 28, 2014.

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 July 28, 2024 and be removed from the DLA Issuances Website.

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Director, DLA Strategic Plans and Policy

Enclosure – Procedures  
Glossary

ENCLOSURE

PROCEDURES

1. DLA Equipment Specialist (ES).

a. Shelf Life Markings. Shelf life markings are required to properly manage shelf life materiel. In addition to identification marking information, shelf life material must be marked with date manufactured (or date cured, date assembled, date packed) and expiration date or inspect/test date in accordance with MIL-STD-129 (Reference (d)). If materiel is received at DLA Distribution without the proper markings and the cost to correct is greater than \$300, the ES will receive a SF 364 and must provide disposition instructions DLAI 4145.4/ AR 740-3/AFMAN 23-231/NAVSUPINST 4400.100A/MCO 4450.15A (Reference (e)).

b. Type I non-extendible shelf life LSNs. Type I shelf life LSNs have an assigned finite shelf life and shelf life extension is not authorized.

c. Type II extendible shelf life LSNs. Type II extendible shelf life LSNs have an assigned shelf life period that may be extended after completion of visual inspection, laboratory testing, and/or restorative action. The following data elements for Type II extendible shelf life LSNs will be established and maintained in the Materiel Storage System (MSS) by the Equipment Specialist (ES) located at the Navy ISAs:

- (1) LSN
- (2) Item Name
- (3) Shelf Life Code
- (4) Shelf Life Months
- (5) Shelf Life Type
- (6) Inspection Type Code
- (7) Visual Defect Characteristic Code(s)
- (8) Number of Extensions
- (9) Extension Months

(a) When necessary, additional shelf life extension instructions may be clearly detailed in the Remarks section of MSS. A listing of visual defect characteristic codes can be found in Enclosure 3 of DLAD 4155.37/AR 702-18/NAVSUPINST 4410.56A/AFJMAN 23-232/MCO 4450.13A (Reference (f)). These data elements can be obtained from a range of sources including manufacturer's product sheets, Government product specifications and standards, industry standards, Technical Bulletins, Technical Publications, and quality assurance records. Shelf life extension criteria must be complete, accurate, and consistent.

(b) When MSS data elements are not populated or contain inaccurate or unclear information, the Equipment Specialist on record in the Material Master of EBS is responsible for corrective action.

d. DD Form 1225. The Equipment Specialist will respond to requests for disposition from DLA Distribution using a DD Form 1225 in accordance with Reference (e). When laboratory testing is required, the ES will provide DLA Distribution with sampling and testing instructions to include the following:

- (1) Laboratory name, address, point of contact (POC) to send the sample.
- (2) Number of samples to send to the laboratory.
- (3) Performance characteristics or detailed technical requirements necessary for testing.

Perform an analysis to determine if it is cost effective to submit samples for laboratory testing. Considerations in the analysis should include the quantity and cost of inventory on-hand, testing costs, disposal costs, and availability of resupply.

## 2. DLA Distribution.

a. Shelf Life Materiel without Shelf Life Markings. If shelf life materiel is received without the proper markings and the cost to correct is less than \$300, DLA Distribution will perform corrective action and receipt the materiel in the appropriate serviceable condition code (Reference (e)). If shelf life materiel is received without the proper markings and the cost to correct is greater than \$300, DLA Distribution will submit a SF 364 and place the materiel in condition code "L" pending disposition instructions from the ES (Reference (e)).

b. Type I non-extendible shelf life LSNs. When Type I shelf life LSNs reach their expiration date they will be processed for disposal.

c. Type II extendible shelf life LSNs.

(1) Materiel Storage System (MSS). MSS is located on the DoD Shelf Life Website at <https://headquarters.dla.mil/j-3/shelflife/>. DLA Distribution will use the shelf life extension criteria in MSS to determine how to extend the shelf life of Type II shelf life LSNs. When data elements in MSS are not populated or contain inaccurate or unclear information, DLA Distribution will contact the Equipment Specialist using the MSS "Feedback" feature or by emailing the FRC shelf life focal point at [MSS.FRC@dla.mil](mailto:MSS.FRC@dla.mil) or the NSY shelf life focal point at [MSS.NSY@dla.mil](mailto:MSS.NSY@dla.mil). Materiel will continue condition code migration and once the inspect/test date is reached, if data elements have not been populated or corrected, materiel will be suspended in Condition Code "J" and a DD Form 1225 will be generated for disposition.

(2) Shelf Life Extension Process Time Frame. For Type II shelf life LSNs that have not been opened or used, the shelf life extension process should begin NINE MONTHS before the inspect/test date for items requiring laboratory testing and SIX MONTHS before the inspect/test date for items requiring visual inspection only.

(3) Visual inspections. Visual inspection for Type II shelf life LSNs will be accomplished using the visual defect characteristic codes in MSS. Additional instructions for visual inspection may be contained in the Remarks section of MSS. Visual inspections may be accomplished on a 100 percent basis unless a large amount of items are on-hand or the destructive nature of the inspection makes this prohibitive. Failure of one or more criteria will result in a failed inspection.

(4) Laboratory testing. When Type II shelf life LSNs require laboratory shelf life extension testing, DLA Distribution will submit a DD Form 1225 to the owner for disposition instructions. Refer to the Stock Readiness DLA Distribution Process Manual for instructions on completing the DD Form 1225 via DSS. When laboratory testing is required, the ES will provide testing instructions to be included on the DD Form 1222. DLA Distribution will include the ES's contact information on the DD Form 1222 to ensure the ES receives a copy of the test results. A completed DD Form 1222 will accompany all samples sent to the laboratory. Test laboratories will provide test results to requestors using the DD Form 1222.

d. Type II Shelf Life Extensions.

(1) Type II shelf life extensions are applied to materiel that has successfully passed visual inspection and/or laboratory testing, has the same identification (LSN, lot/batch number, date manufactured), and has not reached its Inspection Limit.

(2) Shelf Life Extension Notice. Type II shelf life LSNs that have successfully passed visual inspection and/or laboratory testing will have a DD Form 2477 or equivalent label/marketing affixed to all exterior, intermediate, and unit pack containers. When resources are not available to apply extension notices to unit and intermediate packages, a sufficient number of preprinted notices will be placed inside a packing envelope and attached to the number one shipping container. The envelope must be clearly marked to indicate shelf life extension notices are enclosed. Upon receipt of the shipment it becomes the receiver's responsibility to label packages not already labeled.

(3) A DD Form 2477 or equivalent will also be displayed in a conspicuous place at each storage location. The DD Form 2477 may be modified in size to adapt to the size of the container and may be locally produced but must contain all the same information.

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

BRAC	base realignment and closure
CONOPS	concept of operations
EBS	enterprise business system
ES	equipment specialist
FRC	fleet readiness center
IMSP	inventory management and stock positioning
ISA	industrial support activity
LSN	local stock number
NSY	naval shipyard
MSS	materiel storage system
SQCR	storage quality control report
SS&D	supply, storage, and distribution

### PART II. DEFINITIONS

date assembled. The date (MM/YY) items or parts are assembled into components, assemblies, sets, kits, or outfits (CASKO), or the date various CASKO's are assembled into a larger unit.

date cured. The date (QTR/YY or MM/YY) the item or materiel was altered industrially. The process is sometimes referred to as vulcanizing or crosslinking, as to vulcanize (rubber) or to treat (synthetic elastomers) with heat or chemicals to make them infusible. The cure date may be indicated by the calendar quarter followed by the calendar year (e.g., 4Q05 = fourth quarter, 2005), or calendar month and year.

date manufactured. The date (MM/YY) an item, materiel, or commodity was fabricated, processed, produced, or formed for use. For drugs, chemicals, and biological materials, the date of manufacture for products submitted to the FDA for certification prior to release is the date of the official certification notice. For products manufactured under license of the Agricultural

Research Service (ARS), the date of manufacture conforms to the definitions established by ARS. The date of manufacture will not be shown for medical items having expiration dates.

date packed. (used for subsistence only) The date (MM/YY) on which the product was packed in the primary unit container regardless of dates of secondary packing, shipping, or additional processing.

expiration date. The date by which shelf life items should be discarded as no longer suitable for issue. For Type I (non-extendible), the date will be computed by adding the shelf life months to the date manufactured, date cured, date packed, or date assembled. For Type II (extendible), the expiration date is reached when the Inspection Limit has been reached and the item can no longer be extended.

extension months. A multi-position numeric field used within MSS to identify the shelf life extension time period(s), in months, of a Type II shelf life item.

inspect/test date. The date by which Type II (extendible) shelf life items should be subjected to its first inspection, testing, or restoration. This date will usually be computed by adding the Shelf Life Months to the Date Manufactured, Date Cured, Date Packed, or Date Assembled (also see Next Inspect/Test Date).

inspection type code. A one-position standardized code used within MSS to specify one or more of the following inspection types that are necessary for extending the shelf life of an item:

- code "V" - visual inspection
- code "L" - laboratory testing
- code "M" - machine testing
- code "R" - restorative action

lot or batch. The term lot or batch means "inspection lot" and/or "inspection batch," i.e., a collection of units of product from which a sample is to be drawn and inspected to determine conformance with the acceptability criteria. Each lot or batch will, as far as is practicable, consist of units of product of a single type, grade, class, size, and composition, manufactured under essentially the same conditions, and at essentially the same time.

next inspect/test date. The date a Type II (extendible) shelf life item may be subjected to an authorized second or subsequent inspection, testing, or restoration. For items requiring inspection or restoration, the next Inspect/Test date will be computed by adding the applicable extension interval to the date of the most recent inspection or restoration of which the item passed. For items that have undergone and passed laboratory or machine testing, the next Inspect/Test date will be provided by the testing activity.

number of extensions. A numeric field within the MSS to depict the total number of possible shelf life extensions (with their corresponding extension months) permitted, in addition to the original shelf life period. It is determined by factors including rate and degree of item degradation and associated criteria, item criticality, packaging, and storage environment.

shelf life and shelf life months. The total period of time (months or quarters) that an item may remain in storage and be able to fulfill its intended purpose, beginning with the date manufactured, date cured, date assembled, or date packed (subsistence only), and ending with the expiration date for Type I (non-extendible) items or the current inspect/test date for Type II (extendible) items. The assigned shelf life of an item can be significantly diminished and be indeterminable when primary packaging or proper storage conditions are compromised.

Shelf Life Code. A one-position code assigned to identify the period of time beginning with the date of manufacture, cure, assembly, or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action. Reference (b) provides a complete listing of shelf life codes cross-referencing to the period of allowed storage time expressed in months/quarters and years. .

CODE "0" (ZERO) -- NSN is not a shelf life item.

CODE "ALPHA" Character (except Code "X") -- TYPE I (non-extendible) item.

CODE "NUMERIC" Character (plus Code "X") -- TYPE II (extendible) item.

shelf life item. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to ensure that it will perform satisfactorily in service. All shelf life items are classified as one of the following two types:

Type I -An item with a definite non-extendible period of shelf life.

Type II - An item having an assigned shelf life time period that may be extended after completion of visual inspection, laboratory test, machine test, and/or restorative action.