

APPENDIX F-211A
PREINVENTORY ITEM LIST

1. PURPOSE

To provide the Directorate of Supply Operations with a listing of items scheduled for Inventory which are recorded in SAMMS for nonaccountable storage activities.

2. FREQUENCY

Daily, as inventory items are posted to SAMMS records.

3. FORMAT

a. Heading Line:

- (1) REPORT NO. - F-211A.
- (2) ORC.
- (3) TITLE.
- (4) DATE.
- (5) PAGE NO.

b. Data Organization:

(1) Sequence:

(a) Separate listings for each Routing Identifier Code by Type of Physical Inventory/Transaction History Code and cutoff date.

(b) For Sample Inventories the sequence will be major by Lot No., NSN minor.

(c) For Complete Inventories, sequence will be NSN.

(d) For Other Type Inventories, sequence will be NSN.

(2) Number of lines per page:

Page overflow limit.

(3) Single-Spaced.

(4) Page Break:

On page overflow.

(5) Required Totals: None.

c. Captions of Data Elements:

- (1) Location where inventory is scheduled.
- (2) Type of Physical Inventory/Transaction History Code.
- (3) Inventory Cutoff Date.
- (4) NSN.
- (5) Lot Number (applicable to Sample Inventory only).
- (6) Condition (applicable to Special Inventory only).

4. DISTRIBUTION AND RETENTION

Two copies of this report will be provided to the Inventory Accounting Branch or applicable supply personnel. Reports may be discarded upon processing of the physical inventory or at management's discretion.

5. PROCEDURES FOR REVIEW AND PROCESSING

a. This listing will serve to notify the Directorate of Supply Operations of items undergoing inventory and will be utilized in monitoring such inventories and preventing duplicate inventory requests. One copy of the listing may be sent to the nonaccountable storage activity.

b. Screen all manually prepared Special Inventory Requests against appendix F-211A to prevent duplicates. See appendix E-405 P.

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~~LOG~~ ~~TYPE~~ ~~INV~~ ~~CUT/OFF~~ ~~DATE~~ ~~NSN~~ ~~ICWF~~ ~~DIC~~ ~~LOT~~ ~~NO~~ ~~SAMPLE~~ ~~CONDITION~~ ~~SPECIAL~~

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