

DSDC-?

CHANGE NO.
DLAM 4140.2

?? Mar 9?

STANDARD OPERATIONS MANUAL, VOLUME III
DEFENSE DEPOT TRANSPORTATION AND SUPPLY PROCEDURES

I. DLAM 4140.2, Volume III, 5 Mar 84, is changed as follows:
Remove pages listed below and insert revised pages. Changes are
indicated by marginal lines.

II. SIGNIFICANT CHANGES

- A. With the publication of DLAM 4745.12, Volume VI to support Increment 3A, there are a multitude of the DLAM 4140.2 Appendices that no longer apply and have been deleted. Those remaining appendices impacted by Increment 3A have been modified.
- B. Also, entry of an effective date to the Recycle File that will automatically update the Address File on the effective date.
- C. Revises the computation process for the Popularity Group Code to accommodate activity over a five quarter period.
- D. Publishes the schedule for Location Reconciliation with the centers.
- E. Reflects the change to count Redistribution receipts with Returns for MIS statistics.
- F. Deletes those appendices dealing with WOPACs.
- G. Describes procedures for revising carrier freight rates to cover percentage increases.
- H. Documents the requirement to institutionalize and implement the Internal Management Controls (IMC) checklist for shelf-life items.

III. This change sheet will be filed in front of the publication for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR

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ALPHABETIC INDEX OF G APPENDICES

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APPENDIX G-1

DEFINITIONS

<u>TERM</u>	<u>MEANING</u>
Accountability	The obligation imposed by law or lawful order or regulation of an officer or other person for keeping accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping.
Accountable Officer	An individual, either civilian or military, required to assure that accurate recording of property transactions is accomplished and current records pertaining thereto are maintained. Accountable Officers will be appointed in writing by Heads of DLA primary level field activities.
Action Code	A two position alpha code designed to identify the specific action to be taken against a table, file, or record when used with a specific DIC (see appendix A-42).
Activity Address Code	A six position alpha/numeric code depicting an in-the-clear address of individuals or activities authorized to direct, ship or receive materiel, documentation, and/or billing.
Advice/Status Code	A one/two/three position alpha/numeric code to provide instructions/information to supply sources and customers (see appendix A-12).
Air Cargo Dimension Code	A one position alpha/numeric code used to identify the minimum size aircraft cargo door required to permit loading of a piece of cargo.
Air Commodity Codes	A two position alpha/numeric code which is utilized in the Item Locator Record for the following purposes: a. Enable mechanical preparation of transportation control movement document.

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	<p>b. Identify type of cargo on DD Form 1348-1 for special marking and labeling requirements.</p>
Aisle	Any passageway in storage areas.
Alteration, Conversion and Modification	An order issued by a DSC to perform ACM action on a given assembly.
Bailment	The method of issuing Government Furnished Materiel (GFM) to contractors whereby the contractors pay transportation costs and dictate the mode of shipment.
Batching	A system option available for use in Mechanized Areas of Warehousing. Provides for assembling shipping documentation in manageable and workable groups (batches). Batch numbers and control numbers are utilized and appear on Materiel Release Orders and Shipment Planning Worksheets.
Batch Number	Two digit number assigned sequentially to each computer cyclic output for stock selection in Area X (Mechanized). The number is printed in the right margin of the DD Form 1348-1 table, whether single or multiline shipment units. Batch Numbers are assigned starting with 01 and continuing through 99, except when the first cycle in a day will be 95 or higher. The computer then reverts to 01 to ensure that an out-of-sequence condition will not occur in passing from 99 to 01 in the same cycle.
Batching Schedule	Form published daily which establishes the starting and ending times for stock selection and packing of batched line items in the mechanized area. A schedule contains the number of lines, personnel allocation, and other information in local format pertinent to completion of the workload.
Bill of Lading Number	<p>a. Government Bills of Lading are serially numbered when printed and the numbers are immediately preceded by symbol letters which are approved by the Comptroller General of the United States (see DLAR 4500.3, paragraph 214006a).</p> <p>b. Commercial Bills of Lading are serially numbered by issuing Transportation Officer.</p>

<u>TERM</u>	<u>MEANING</u>
Bin Size	A one position alpha code used to identify the dimensions of the bin.
Brand Name Item	An item that is requisitioned and procured by a specific producer's registered name.
Brand Name Master Item File (BNMIF)	A mechanical file containing identification record of all brand name items being requisitioned under DICOMSS.
Brand Name Master Item	A published listing of all items recorded on Brand Identification List (BNMILL) Name Master Item File.
Bureau Number	That number which is assigned either by the delivering transportation company's agent, or the local transportation officer, when shipments are recorded for transit as approved by the appropriate weighing and inspection bureau.
Certifying Officer	An individual, either civilian or military, authorized to attest to the accuracy or legality of a written statement or to the facts of a property transaction. Certifying Officers will be appointed in writing by Heads of DLA primary level field activities.
Chill Space	Refrigerated warehouse area in which the temperature can be controlled between 32 F and 50 F.
City of Origin	A 15-position clear text name of the city from which a shipment originates.
Commander	The Head of a primary level field activity except Defense Documentation Center (DDC).
Commodity Manager Code	A one position alpha code used to identify the Inventory Control Point which has the stock accounting function for the item.
Condition Code	A one position alpha code indicating the physical state or condition of materiel.
Consignee Activity Address Code	A six position alphanumeric code that designates where materiel is being shipped.
Contract Line Item Number	A six digit number from the contract which is entered into the Materiel Receipt Card.
Controlled Humidity Space	Area equipped with humidity control equipment.

TERM

MEANING

Conversion Factor	A five position numeric factor by which the old weight and cube is converted to the new weight and cube when Unit of Issue is changed.
Covered Space	Area within any roofed structure.
Covered Storage Space Occupied by DLA Commodities at DLA Operated Storage or Distribution Depots	Total covered space of all types occupied by DLA-owned inventories at DLA-operated storage or distribution depots.
Date of Pack	<p>A four position numeric to identify the date of cure/manufacture/assembly or pack, i.e., two digits for Month and two digits for Year. The date is assigned and utilized in the Item Locator Subrecord to ensure proper management control of shelf-life items and permit stock rotation as follows:</p> <ul style="list-style-type: none">a. Date of Manufacture, cure or assembly.b. Date products were canned (fill date).c. Date of Packaging.d. Unmarked nonshelf-life material received from Contractors (new) will be assigned the contract date.e. Unmarked nonshelf-life items received as station returns will be assigned the same date as the oldest stock (same FSN) in storage.
Deadline Mandatory Transfer Date	This is the final date for DoD excess materiel to be transferred from the Defense Supply Center to the Property Disposal Officer.
Decimal Locator Code	A one position numeric code which locates decimal in conversion factor and in unit price identification.
Defects Classification and Classes	<ul style="list-style-type: none">a. Classification of Defects: A classification of defects is an enumeration of possible deficiencies in an item classified according to their importance.

TERM

MEANING

b. Defects Classes: For the purpose of storage inspection and quality control, a defect is any deviation of an item from serviceability requirements, i.e., impairment of function or intended use. Defects may be classified as critical, major, or minor.

(1) Critical Defect: A critical defect is one that could result in hazard to life or health, or could create unsafe conditions for individuals using or maintaining the product, or is a defect which will make the product completely inoperative.

(2) Major Defect: A major defect is one, other than critical, that could prevent efficiency.

(3) Minor Defect: A minor defect is one that does not materially reduce the usability of the item for its intended purpose or is a departure from established standards, but has no significant bearing on the effectiveness of the item.

DICOMSS Cycle Code

Appendix A-30. An alpha code, used for internal processing at the DSC and the distribution depot, denoting the specific processing cycle, e.g., B-2nd cycle January, C-1st cycle February, D-2nd cycle February.

Direct Commissary Support System (DICOMSS)

A system for obtaining supplies for overseas commissaries by shipment directly from vendors to a selected break-bulk distribution depot where supplies are reassembled into van loads destined for individual commissary addressees.

Distribution Code

A two part, three position alpha/numeric code. This two part code indicates if alpha in the first position, the recipient of additional status and reflects in the second and third position nonsignificant internal control data of the originator.

Document Availability Code

Appendix A-65. An alpha code used by the distribution depot to indicate to the DSC receipt/nonreceipt of PMRCs/shipping documents with or without voluntary price reductions.

TERM

MEANING

Document Identifier Code	This three position alpha/numeric code may be arranged in any combination of characters. It provides a means of identifying any document (i.e., requisition, shipment, receipt, file maintenance and so forth) to the system to which it belongs and identifies such data as to its intended purpose and action required.
Document Number	A 14-position alpha/numeric/number used to identify the document during the entire processing cycle. It consists of the following basic elements. a. Service Designator Code b. Activity Address Code c. Julian Date d. Serial Number
Document Release Date	The actual date that Materiel Release Receipt Documents are released to the storage element for picking, packing, and marking of materiel.
Facility Characteristics	A one position numeric code indicating the characteristics of the building or sections thereof.
Federal Supply Code (FSC)	The first four digits of the National Stock Number.
Flammable Space	Warehouse area which has been designed for the storage of highly flammable materiel.
Freeze Space	Refrigerated warehouse area in which the temperature can be controlled below a level of 32 F (see chapter 63).
Freight Bill Date	The date that the delivering carrier prepared their freight bill (collect or prepaid).
Freight Classification Number	A six position alpha/numeric number identifying the NMFC or UFC.
Freight Rating LCL	A one position alpha code that identifies the classification rating of less than carload shipments.
Freight Rating LTL	A one position alpha code that identifies the classification rating of less than truckload shipments.

<u>TERM</u>	<u>MEANING</u>
Frequency Count Codes	The Frequency Count in the Item Locator Record records the number of Materiel Release Orders received by a depot for each Federal Stock Number during previous, current, and the past 6 months.
Fund Code	A two digit alpha/numeric code used to indicate that funds are available and, for customers, to identify the appropriation and year of funds.
General Purpose Space	Warehouse area other than controlled humidity, flammable, and refrigerated warehouse area.
Gross Covered Storage Space Available	Total gross covered space of all types, including space used in support of storage functions, aisles, and structural loss, available for storage operations.
Gross Space	Inside area between exterior walls, without deductions for fire walls and other structural losses. Overall measurements of open storage areas with no deductions for trackage and permanent roads within the areas.
Gross Space Used in Support of Storage	That area used for preservation and packaging, assembly, packing and crating, container manufacturing, receiving, shipping, inspection and identification, administrative storage offices, employee rest areas, tool rooms, time clock areas, battery charging stations and other similar support functions.
Gross Storage Space	Gross area (regardless of its location or the purpose for which the space being used was designed or is designated) which is assigned or used for any operation concerning storage or the support of storage functions.
Inbound Rate	The rate which constitutes the base for computation of cost of movement from origin to destination (inbound). Usually expressed in cents per hundred pounds.
Inbound Route	The route over which an inbound shipment moved, as shown on carrier's freight bills. Usually expressed in authorized abbreviations for carrier(s) name and sometimes showing junction points where freight is interchanged.

TERM

MEANING

Inspection Date	<p>a. The Inspection Date is the Month and Year Date assigned where applicable in the Item Locator Record to indicate the next regular inspection date of supplies in storage. The Inspection Date is four digits.</p> <p>b. The Inspection Date is used in conjunction with the Short Shelf-Life Code.</p>
Issue Priority Code	A two position numeric code used to indicate the MISTRIP issue priority requirement.
Location	A nine position alphanumeric code that identifies the address (building, floor, short row, long row, and level) of an item in storage.
Lot/Contract Number Code	The Lot/Contract Number is composed of six digits assigned and utilized only where applicable in the Item Locator Record to identify specific materiel in storage. The Lot/Contract Number has limited use and will remain blank if not used. The sixth digit, when used, is L (Lot) or C (Contract).
Management Code	A one position alpha code used to identify special procedures or restrictions applicable to specific items or types of items.
Mandatory Date to Transportation	The computer MDT represents the latest date that materiel may be offered to the Transportation Officer for shipment.
Mandatory Transfer Date	This is the date when the transfer of accountability for Purpose Code M materiel is consummated between a Defense Supply Center and a Property Disposal Officer.
Media and Status Code	A one alpha or numeric character that designates the activity to which status and communications should be directed.
Mode of Shipment Code	A particular form of carriage, e.g., air, express, freight forwarder, rail, water, etc.
National Motor Freight Classification (NMFC) Number	<p>a. A six digit number utilized in the Item Locator Record to identify applicable freight classification of items for shipment via Public Motor Freight carrier. An NMFC may or may not be further identified by a one digit suffix code as provided by MILSTAMP.</p>

TERM

MEANING

	<p>b. NMFC numbers are published in NMFC Guides, MILSTAMP, and freight data lists of supply catalogs; therefore, are not furnished in this volume.</p>
National Motor Freight Classification Reference	<p>The first six digits of the NMFC used as a cross-reference to the Uniform Freight Classification.</p>
National Motor Freight Classification Suffix Codes	<p>a. The NMFC Suffix Code is a one digit alpha code utilized in the basic Item Locator Record in conjunction with the NMFC.</p> <p>b. Code depicts the type of assemblage of the materiel in storage, i.e., assembled or disassembled, nested or loose, etc. and a specific rating.</p> <p>c. Each NMFC Suffix Code designates a specific percentage of the base rate.</p> <p>d. NMFC Suffix Codes are published in MILSTAMP.</p>
National Stock Number (NSN)	<p>A 13-digit number assigned to identify a specific item. This number consists of a four digit Federal Supply Class (FSC) and a nine digit National Item Identification Number (NIIN). The NSN will supplement the FSN in Sept 1974.</p>
Net Covered Storage Space Available at DLA-Operated Storage or Distribution Depots	<p>Total net covered space of all types available and allocated for storage of inventories at DLA-operated storage or distribution depots.</p>
Net Storage Space	<p>Floor area upon which bins are erected plus the floor area upon which material can be stored.</p>
Nonbailment	<p>The method of issuing Government Furnished Materiel (GFM) to contractors whereby the Government pays transportation costs and determines the mode of shipment.</p>
Nonperishable Item	<p>Items consisting of food products which are canned, dried, dehydrated, or otherwise processed so that storage life is possible, for extended periods without refrigeration.</p>
Nonwarehouse Space	<p>Any covered area except warehouse space assigned for storage purposes.</p>
Occupied Net Storage Space	<p>Amount of net storage space which is actually occupied by materiel plus the entire bin area.</p>

<u>TERM</u>	<u>MEANING</u>
Open Improved Storage Space	Open area which has been graded and hard surfaced or prepared with topping of some suitable material so as to permit effective materials handling operations.
Open Space	Improved or unimproved are designated for use in storing materiel. Open space used for employee parking purposes (as opposed to space used for vehicle storage) will not be included.
Open Unimproved Storage Space	Area which has not been surfaced but is actually in use for storage purposes.
Other Storage	Any area assigned for storage operations, within a structure designed for other than storage purposes.
Outleased Storage Space	Storage space leased to a private or commercial industrial enterprise for which rent is paid by the lessee.
Physical Security Code	A one position alpha code reflecting security classification of a Stock Number.
Pilferable Items	Items other than sensitive items which are valuable, attractive, and useful, and which require a measure of protection from pilferage or theft during storage and shipment above that afforded under normal warehousing and shipping procedures.
Planned Date to Transportation	This date is the planned date materiel is to be released from the storage element to the transportation element.
Popularity Group Code	A one position alpha code that reflects the popularity of a stock number based on the number of MROs received for that item.
Potential Vacant Space	That portion of covered net usable space which is temporarily not available for storage because of repair or alteration to the storage area or that space that can be made available by rewarehousing, elimination of honey-combing or utilization of maximum heights in stacking.
Preservation, Packaging, and Packing	Definitions for preservation, packaging, and packing terms, including materials, processes, methods, and equipment, refer to Federal Standard No. 75, entitled, Glossary or Packaging Terms, and DLAM 4145.2, Preservation Packaging and Packing of Military Supplies and Equipment.

TERMMEANING

Print Control Number	Four digit number assigned sequentially to each DD Form 1348-1 having initial pick location in the mechanized area. Control numbers are assigned, based on the descending number of lines in the shipment units, with control number 0001 being the shipment unit with the greatest number of lines. S/L prints in control number position on single line shipment units.
Priority Group	A one numeric position identifying the order and shipping time for a range of issue priority designators.
Procurement Instrument Identification Number	A fourteen position alphanumeric field used to record the manufacturers lot or contract number as shown on the procurement instrument.
Project Code	A three position alphanumeric code assigned to projects/items which require special recognition and handling by the supplier.
Quantity per Standard Pack	A five position numeric that identifies the quantity in a standard pack.
Rail Express Agency (REA) Code	The REA Item Code is a single digit code utilized in the Item Locator Record to identify items which may be moved by REA, surface or air, and the scale rate of commodities. Applicable codes will be obtained from REA by each depot.
Rate	Transportation rate usually expressed in cents per hundred weight or cents per short ton.
Required Delivery Date	A three position numeric date entered on the requisition stating date the materiel will be needed.
Responsibility	The obligation of an individual for the proper custody, care, and safekeeping of property or funds entrusted to his possession or under his supervision.
Responsible Officer	An individual, either civilian or military, responsible for the proper custody, care, and safekeeping of property entrusted to his possession or under his supervision to include pecuniary liability for any loss which might occur because of failure to exercise this obligation. Responsible Officers will be appointed in writing by Heads of DLA primary level field activities.

TERM

MEANING

Reviewing Authority

A person or group of persons who are required to review the findings made by a person, committee, board, or the like, to ascertain the legality or practicality of the findings and to affirm, repudiate, or modify the judgment of the originator or originating activity of a report of survey.

SEAVAN Consist

A van load list reflecting required identification data for each item loaded in a sea van.

Sensitive Items

Items (not classified in relation to interest of national defense) such as narcotics and precious metals, which require a high degree of protection and control during storage and shipment due to statutory and regulatory requirements to prevent loss from pilferage or theft.

Sequence Code

A one position alpha or numeric code used to identify bin locations, reserved bin locations, and bulk locations.

Shed Space

Area in a building without complete side and end walls.

Shelf-Life Item

A one position alpha or numeric code that reflects the period of time that an item may remain in storage without being condemned or reconditioned.

Shelf-Life Item

Any item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure the issuance of materiel that will perform satisfactorily in service. There are two types of shelf-life items:

a. Type I - Nonextendable Dated Item: An item of supply having a definite storage time period that cannot be extended. This item is disposed of when the established date has expired.

b. Type II - Extendable Dated Item: An item of supply which has an assigned storage time period but may have the time period extended after prescribed inspection or restorative action.

Shipment Unit

A shipment unit consists of one or more items for shipment to one ultimate consignee under a single key transportation control number.

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Shipment Status	Positive advice of shipment including date of shipment, mode, bill of lading, airway bill number etc. as applicable.
Signal Code	A one position alpha character that designates the document field containing the intended consignee and the activity to receive and effect payment, when applicable.
Special Requirement Code	A one position alpha code used to indicate an item has peculiar or particular requirements for packing or shipping, e.g., controlled humidity, precious metals, flammable, etc.
Standby Storage Space	Storage space contained in completely empty covered structures or open improved area which are not required to support the installation's mission and which have been secured (see chapter 63).
State of Origin	A two digit numeric code assigned to each state, e.g., (01 - Alabama; 02 - Arizona, etc.).
Storage Serviceability Standards	<p>Serviceability standards issued by groups of supplies wherever feasible. For items with unusual or distinctive features separate standards are prepared. Storage serviceability standards will contain but are not limited to the following elements:</p> <ul style="list-style-type: none">a. Lists of quality characteristics that are subject to deterioration in storage.b. Lists of defects for defect classification which apply.c. Instructions for visual and dimensional examinations and for laboratory testing.d. Serviceability quality levels utilized.e. Normal sampling procedures.f. Fixed or variable intervals of scheduled inspections and tests.g. Special inspection and test information.h. Normal storage environment.

TERM

MEANING

i. Normal preservation and packing for extended storage.

j. Minor preservation and repair procedures.

Storage and Materials Handling

See Chapter 1, General, Section II, Glossary of Terms, Joint Storage and Materials Handling Manual, DLAM 4145.1.

Structural Loss Space

Amount of space not usable for storage because of construction features or physical characteristics. Within covered storage areas, such items as toilets, posts, firewalls, elevator shafts, stair wells, ramps, steam pits, switch panels, loading wells, and door clearances will be considered structural loss. Within improved open storage areas, such additional items as fire breaks, streams, stream beds, railroad tracks, and clearances maintained for utility lines should be considered as structural loss.

Suffix Code

A one position alpha code which relates and identifies supply transactions for "partial quantities" to the original requester transactions without duplicating or causing loss of identity of the original document number.

Supplementary Address Code

A two part, six character alphanumeric code which indicates, in the first position, the service or other governmental element or sponsorship and indicates, in the last five positions, the specific account number or activity number(address) for the purpose of receiving material or receiving documentation.

Surveillance Inspection

Examination and testing of supplies and services(including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether the supplies and services conform to applicable requirements.

Testing

Testing is an element of inspection and generally denotes the determination by technical means of the physical and chemical properties or elements of materials, supplies, or components thereof, involving not so much the element of personal judgment as the application of established scientific principles and procedures.

<u>TERM</u>	<u>MEANING</u>
Transit Reference	Billing reference as outlined in DLAR 4500.3, paragraph 210013a.
Transportation Compatibility Codes	Appendix A-68. An alpha code used to identify materiel that can be shipped in one container for brand name commissary items.
Transportation Control Number	A fifteen position to be generated and used for the control of MILSTRIP, NON-MILSTRIP and unit move shipments.
Type Bill of Lading	<ul style="list-style-type: none"> a. U.S. Government Bill of Lading (Standard Form 1131). b. U.S. Government Transit Bill of Lading (Standard Form 1131). c. Commercial bills of lading as supplied by local carrier.
Type Container Code	A two position alpha code to identify the type of container in which the item is being shipped in.
Type of Facility	A one position alpha code indicating the basic type of building or open storage area.
Type of Inventory Code	A one position numeric code used to identify types of inventories being taken (i.e., special, sample etc.).
Type Pack	A one position numeric code used to identify the state of outer packing.
Type Storage Code	A three position alphanumeric code indicating the physical conditions of storage under which an item is placed.
Type of Location	A one position code indicating bulk location, bin location, or reserved location.
UFC Reference	The five position UFC number, preceded by alpha U, that is used in cross-referencing the UFC to the NMFC.
Uniform Freight Classification (UFC) Numbers	The Uniform Freight Classification is a five digit code, preceded by alpha U, that is utilized in the Item Locator Record to identify applicable freight classification of items for shipment via rail.

TERM

MEANING

Uniform Freight Classification Suffix Code

a. The Uniform Freight Classification (UFC) Suffix Code is a two digit numeric code utilized in the Item Locator Subrecord in conjunction with the UFC.

b. Code depicts the type of assemblage of the materiel in storage, i.e., assembled or disassembled, nested or loose, etc. and a specific rating.

c. Each UFC Suffix Code designates a specific percentage of the base rate.

d. UFC Suffix Codes are published in MILSTAMP.

Unit Cube

a. The Unit Cube consists of six digits or positions and is utilized in the Item Locator Record to compute the cube of items required for shipment on a Materiel Release Order.

b. The Unit Cube is applicable to one of an item by Unit of Issue, e.g., one pair, one each etc. The Unit Cube includes Unit packaging.

c. The six digits allotted for Unit Cube may be utilized to indicate three whole numbers and three decimals, e.g.:

001000 1 Cu. Ft.
000100 1/10 Cu. Ft.
000010 1/100 Cu. Ft.
000001 1/1000 Cu. Ft.

Unit of Issue

A two position alpha code catalog abbreviation of the Unit of Issue of an item.

Unit Pack

The Unit Pack consists of five digits and is utilized in the Item Locator Subrecord to indicate the number of items per Unit of Issue in a container. Unit Pack for items in bin storage is usually expressed as one, e.g., 00001.

Unit Weight

a. The Unit Weight consists of six digits or positions and is utilized in the Item Locator Record to compute the weight of items required for shipment on a Materiel Release Order.

b. The Unit Weight is applicable to one of an item by Unit of Issue, e.g., one each, etc. The Unit Weight includes unit packaging.

TERM

MEANING

c. The six digits allotted for Unit Weight may be utilized to indicate four whole numbers and two decimals, e.g.:

000100 1 pound
000010 1/10 pound
000001 1/100 pound

Vacant Net Storage Space	Amount of net storage space less occupied net storage space.
Violation Reason Code	A 2-position alpha code to notify operating elements that the input documents cannot be processed through the system until invalid data elements/formats have been corrected.
Voluntary Price Reduction (VPR)	A decreased unit price offered by vendors at time of shipment. This price, when offered, is reflected on shipping documents and perpetuated through the system including reflection on the SEAVAN Consist.
Warehouse Space	Area in a building designed for storage purposes and constructed with roof and complete side and end walls.
Water Commodity Code	A 5-position alphanumeric identifying specific commodities for cargo and exception purposes. These codes are published in MILSTAMP.

APPENDIX G-2

ABBREVIATIONS

<u>ABBREVIATION</u>	<u>MEANING</u>
AAC	Activity Address Code
ACC	Air Commodity Codes
ACDC	Air Cargo Dimension Code
ACM	Alteration, Conversion and Modification
ACT C	Action Code
ACTY	Activity
APPO	Appropriation
A/S	Advice/Status Code
CBL	Commercial Bill of Lading
CC	Card Columns
CD	Card
CL	Card Load
COND	Condition
COND C	Condition Code
CU	Cube
CWT	Hundredweight
CX	Conex
DI	Document Identifier
DIC	Document Identifier Code
DID	Date Inspection Due
DOC	Document
DP	Date of Pack
DRO	Disposal Release Order
DS	Date Shipped
DSC	Defense Supply Center
DTD	Deadline Transfer Date
DT INSPD	Date Inspected
FC	Frequency Count
FSC	Federal Supply Class
GBL	Government Bill of Lading
GFM	Government Furnished Materiel
IFC	Inspection Frequency Code
IPG	Issue Priority Group
ITC	Inspection Test Card
ITM D	Item Description
LBS	Pounds
L/C#	Lot/Contract Number
LCL	Less Than Car Load
LI	Line Item

ABBREVIATIONMEANING

LL	Less Load
LOC	Location
LOP	Level of Pack
LTL	Less Than Truck Load
MAT REC CD	Materiel Receipt Card
MDT	Mandatory Date to Transportation
M/F	Mark For
MC	Management Code
MGMT	Management
MGR	Manager
M/H	Manhours
MIN	Minimum
MOWASP	Mechanization of Warehousing and Shipment Processing
MRC	Materiel Release Confirmation
MRD/A	Materiel Release Denial/Adjustment
MRO	Materiel Release Order
M&S	Media and Status
MSG	Message
MTD	Mandatory Transfer Date
NIIN	National Item Identification Number
NMFC	National Motor Freight Classification Number
NO	Number
NSN	National Stock Number
O/SIZE	Outside Size
PC	Purchase Code
PCS	Pieces
PDD	Priority Delivery Date
PDO	Property Disposal Officer
PDT	Planned Date to Transportation
PGP	Popularity Group
PMRC	Pre-positioned Materiel Receipt Card
PO	Post Office/Post Office Department
POD	Port of Debarkation
POE	Port of Embarkation
PP	Parcel Post
PR	Price
PRI	Priority
PROJ	Project Code
PS#	Partial Shipment Number
QTY	Quantity
RDD	Required Delivery Date
REA	Railway Express Agency
RI	Routing Identifier
RIC	Routing Identifier Code

ABBREVIATIONMEANING

SA	Supplementary Address
SLC	Shelf-Life Code
SPRQMT	Special Requirements Code
SSMRC	Shipment Status Materiel Release Confirmation
SU	Shipping Units
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TCON	Type of Container
TINV	Type of Inventory Code
TL	Truck Load
TP	Type Pack
TR	Transportation Release
TS	Type Storage
UCU	Unit Cube
UFC	Uniform Freight Classification
UI	Unit of Issue
UMMIPS	Uniform Materiel Movement and Issue Priority System
UW	Unit Weight
WT	Weight

APPENDIX G-3
CHARTING SYMBOLS

An EAM punched card.

Decision point in procedure where alternate paths are possible.

Steps in the processing procedure.

Terminal of a phase of the procedure.

Reel of magnetic tape containing data.

Report of Listing.

Connector between portions of flow charts.

Yes or No designator.

Predefined internal process performed by computer.

Printout of data at remote station.

File or record on line during process.

Data entry by remote station keyboard.

Display of data on Cathode Ray Tube.

APPENDIX G-4

STANDARD HANDWRITING OF CHARACTERS

This appendix prescribes a standard method of handwriting certain characters to expedite keypunching and preclude misinterpretation. The use of these standardized characters by DLA personnel is encouraged.

<u>ALPHA/NUMERIC CHARACTER</u>	<u>STANDARD CHARACTER</u>
O (alpha)	O
0	0
I	I
1	1
D	D
G	G
S	S
Z	Z
V	V
Y	Y
Blank	or b