Control of Small Arms by Serial Number

References: Refer to Enclosure 1.

1. PURPOSE. This Instruction prescribes policy and assigns responsibilities for implementation of a standard system for the control by serial number of DLA-owned small arms. It implements DoD 4140.1-R, Supply Chain Materiel Management Regulation, Chapter 5, and is applicable to Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP). http://www.dla.mil/j-6/dlmso/elibrary/manuals/milstrap/017_Chop12.doc. The focus of the activities conducted during the execution of the Control of Small Arms by Serial Number Process is to maintain an accurate account of small arms and ensure that all small arms are in the RIGHT PLACE at the RIGHT TIME.

2. APPLICABILITY. This Instruction applies to all Headquarters (HQ) DLA and Defense Reutilization and Marketing Service (DRMS) personnel responsible for oversight and/or execution of the DLA Small Arms Serialization Program (SASP) and all HQ, DLA and Field Activity (FA) personnel in possession of a DLA-owned small Arm (e.g., guard forces at installations for which DLA has operational control and DLA Contingency Support Team (DCST) assets).

   The term “small arms” includes all complete weapons and receiver housing assemblies in the following categories: hand guns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106 mm; mortars up to and including 81mm; rocket launchers, man portable; grenade launchers, rifle and shoulder-fired; and individual operated weapons that are portable and/or can be fired without special mounts or firing devices and that have potential use in civil disturbances and are vulnerable to theft. Registration is not required for parts such as barrels, bolts, etc.

3. POLICY. It is DLA policy that:

   a. Small arms that are under the control or come under the control of a DLA activity are registered by individual serial number in the DLA Component Registries and DoD Central Registries.
b. Small arms with missing, obliterated, mutilated, or illegible serial numbers will be assigned a serial number for registry purposes. Registration will not be accomplished for any small arms that have been properly demilitarized prior to receipt, or for those weapons in Military Assistance Program (MAP) accounts.


d. Serial number visibility for small arms will be maintained for the entire time the weapons are on the accountable records of a DLA activity, in transit from a DLA activity, or in the custody of an individual DLA military member or civilian employee.

e. Internal actions which do not affect item identification, such as changes in condition code or storage location within an activity, will not be reported to the DLA Component Registry. Re-identification actions which affect a stock number and/or serial number will be reported.

f. Accuracy in the recording of serial numbers for small arms is essential. Quality control checks will be installed in each phase of the recording process where errors could be committed.

g. Intra-agency shipments of small arms will be reported to the DLA Component Registry.

h. Responses to queries for identification of the last accountable activity(s) in DLA for small arms will be processed within time limits prescribed by the DoD Central Registry.

i. The HQ DLA, J-37 must provide a primary and alternate member to the DOD Supply Chain MMR-chartered DoD Joint Small Arms Coordinating Group (JSACG). The designated DLA primary representative to the JSACG is from the Disposition Management Division, J-372, and the alternate will be provided by the Distribution Management Division, J-373. Primary and alternate representatives must submit issues for agenda items.

j. The Lead Center for Distribution, hereafter referred to as the DRMS is responsible for reporting those inter-Component small arms UIT problems that cannot be resolved to both Components’ satisfaction, and must include back-up information and recommended solutions to support the development of a DLA solution.

4. RESPONSIBILITIES. Refer to Enclosure 2.

5. PROCEDURES. Refer to Enclosure 3. Refer to Enclosure 4 for process inputs and outputs.

Enclosure 1

References

1. This Instruction constitutes a reformatting of DLA One Book Process Chapter, Control of Small Arms by Serial Number, which superseded Defense Logistics Agency Regulation, DLAR 7510.3, April 8, 1988. It was renumbered in June, 2010, from DLAI 7510.3 to DLAI 1104.


5. DRMS Instructions http://www.drms.dla.mil/turn-in/Instructions/instructions.html


Enclosure 2
Responsibilities

1. DoD Demil Program Office, J-372 will:

   1.1. Provide guidance on matters pertinent to this chapter.

   1.2. Provide DLA representation on the JSACG to participate in the development of systems enhancement and reconciliation of systems problems as required.

2. The Commander, DRMS will:

   2.1. Operate the DLA Component Registry in accordance with this chapter, and serve as the DLA Program Manager.

   2.2. Process actions to update the DoD Central Registry, perform Registry reconciliations, and respond to inquiries from the DoD Central Registry.

   2.3. Ensure that CDCs comply with the provisions of this chapter through the appropriate Defense Reutilization and Marketing Service Headquarters Directorate.

3. The Defense Reutilization Marketing Service (DRMS-C) will provide required automatic data processing systems support to maintain the DLA Component Registry.


5. DLA Component Registry. An automated repository of small arms serial number data down to the lowest accountable DLA field activity, maintained by the Defense Reutilization and Marketing Service (DRMS) at Battle Creek, Michigan.

6. DoD Central Registries. An automated repository of small arms serial number data down to the DoD Component activity level, maintained by the U.S. Army Armament, Munitions and Chemical Command (AMCCOM) at Rock Island, Illinois. Serial number records are compiled and updated from data furnished by the DLA Component Registry and other DoD Component Registries.
Enclosure 3
Procedures to Turn-in a Small Arms Weapon to DRMS for Reutilization or Disposal

1. Small arms will only be accepted for turn in at the Centralized Demil Center, Crane, Indiana or Anniston, Alabama DRMO.

2. The generating military personnel or contractor of the DLA activity will contact the DRMS Centralized Demil Center (CDC) in Crane, Indiana at (COMM) 812-854-3167 or (DSN) 482-3167, or Anniston, Alabama at (COMM) 256-235-5185 or (DSN) 571-5185 for turn-in and shipping instructions. Generating military personnel or contractor’s of the DLA activity will also be informed of small arms that are unacceptable for turn-in to DRMS. This will alleviate unnecessary shipments of small arms and weapons. When possible, prior to shipment the CDC will assist the generator with identifying and resolving any problems that may prohibit or delay the acceptance of a small arm.

3. The generating military personnel or contractor of the DLA activity will send the small arms weapon in partial or complete form to the DRMS Centralized Demil Center in Crane, Indiana or Anniston, Alabama.

4. The generator will complete and include an Issue Release/Receipt document (IRRD), DD Form 1348-1a, with the weapon shipment. Partial and/or complete weapons will not be mixed on an IRRD. (If missing parts are not listed on the IRRD, the weapon(s) will be rejected and returned to the generator with a DRMS Form 917, stating that the National Stock Number (NSN) is for a whole item only and does not apply to the item turned in).

5. The generator will update their component small arms registry, and electronically transmit the shipment transaction to the DLA SASP as instructed in DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures.

6. The CDC will physically inspect the weapon shipment and verify that the serial number found on the weapon matches the serial number on the IRRD.

7. The CDC will ensure that all weapons received under one IRRD have the same supply condition code and that a serial number and/or a list of all serial numbers are provided with the IRRD.

8. For small arms weapons, receivers and barrels, the CDC will verify that small arms certification has been provided on the IRRD.

9. If the weapon serial number is not found or does not match the description information in the SASP, the CDC will contact the generating Military personnel or contractor for resolution.

10. The CDC will input the weapon serial numbers into the SASP and the DAISY.

11. An electronic listing of the received property may be provided to the generator, if accepted.
Enclosure 4
Process Inputs and Outputs

Inputs

Reporting by DRMS and individuals in possession of a DLA – owned weapon must comply with regulatory guidance set forth in the Small Arms Serialization Program (SASP), as prescribed by the DoD Supply Chain Materiel Management Regulation, and use standard DoD business rules, procedures and transactional interfaces described in the DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures, and this Instruction. DLA small arms UIT reporting policy must meet or exceed minimum DoD wide standards, controls and records.

Outputs

1. Automatic Information Technology (AIT) enablers for small arms unique item tracking (UIT) reporting (e.g., linear bar code unique item identification (UII) labels, unique container identifiers, UII listings, etc.) if used by Defense Reutilization and Marketing Offices (DRMOs) or registries in their processing.

2. The DLA Central Registry (SASP) and the Defense Reutilization and Marketing Service Automated Information System (DAISY) are not fully integrated. Small arms received by Central Demil Centers (CDCs) must be input separately and accounted for in both DAISY and SASP.

3. Defense Logistics Standard System (DLSS) format fixed-length MILSTRAP small arms interface transactions (i.e., receipts, shipments, data correction, reconciliation, and reject response).

4. Improved individual item (i.e., UII level) research.

5. Continuous process control and improvement based on data collection and sampling as prescribed by DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures.

6. Interfacing the small arms serial number reporting between the DoD Components using standard procedures.

7. Follow-up actions for outbound shipments are logged and tracked in the DLA Component Registry using Document Identifiers (DIs), “DSD” for Small Arms Receipt/Shipment follow-up, and “DSF” for Small Arms Reconciliation/Reject follow-up.

8. Visibility of the actual location of all DLA-owned weapons by the timely update of the DLA Component Registry during the shipment or receipt processes.

9. For law enforcement agencies, within 72 hours, the identification of the last-known accountable activity having a specific serial arm, and, in the case of in-transit weapons, the names of the gaining and losing activities.