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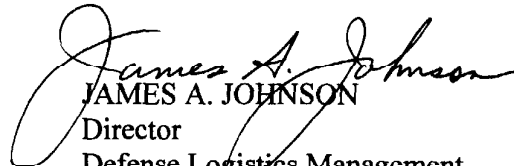
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MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Approved DLMS Change (ADC) 40, Cancellation of Inventory Control Effectiveness (ICE) Report (Supply/MILSTRAP)

The attached is published as an approved administrative change to DoD 4000.25-M, Defense Logistics Management System (DLMS) and DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), as being revised by Formal Change 5. This change supports the ADUSD SCI memorandum, October 4, 2000, subject: Inventory Control Effectiveness (ICE) Report, which cancelled the requirement for the ICE report. The attachment reflects changes necessary to MILSTRAP, to remove references to the ICE report, as discussed at the September 27, 2000, Joint Physical Inventory Working Group (JPIWG). DLMS, volume 2, will also be updated as needed to reflect the revisions contained in the attachment. This change is effective immediately.

Addressees may direct questions to the DLMSO point of contact, Ms. Mary Jane Johnson, DSN 427-0677, (703) 767-0677, or e-mail: maryjane_johnson@hq.dla.mil. Others may direct questions to their Service or Agency designated representative.


JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

DISTRIBUTION:

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**Approved DLMS Change (ADC) 40
Cancellation of the Inventory Control Effectiveness (ICE) Report**

1. Originator:

a. Service/Agency: ADUSD SCI, October 4, 2000 memorandum, subject: Inventory Control Effectiveness (ICE) report (Enclosure 1)

b. Originator: Mary Jane Johnson, Joint Physical Inventory Working Group (JPIWG) Chair, DLMSO, DSN 427-0677, 703-767-0677, e-mail: maryjane_johnson@hq.dla.mil

2. Functional Area: Supply

3. Requested Change:

a. Title: Cancellation of the Inventory Control Effectiveness (ICE) Report

b. Description of Change: This change implements a DoD policy change which cancels the requirement for an ICE report. This change deletes references to the ICE report from DoD 4000.25-M, Defense Logistics Management System (DLMS), and DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP).

c. Procedures: Revise MILSTRAP, as amended by Formal Change 5, as follows (changes are identified by *bold italicized* text). DLMS, volume 2, will also be updated as needed to reflect the revisions.

(1) **Acronyms and Abbreviations.** Delete: "ICE. Inventory Control Effectiveness."

(2) **Table of Contents.** Revise as follows:

Chapter 7		
I	<i>Physical Inventory Control Program Performance Assessment....</i>	7-23
Appendix A	FORMS	
A5	<i>DELETED</i>	
A6	<i>DELETED</i>	

(3) **Chapter 4.** Revise chapter 4, section F, subparagraph 4, as follows:

"4. ~~Report Address~~ wholesale activity receipt processing effectiveness ~~in the ICE Report, RCS DD-P&L(Q&SA) 935,~~ as prescribed by chapter 7, subparagraph I.2.a(2). The acceptable DoD performance goals for receipt processing are: percent posted within the time standard, 90 percent; percent stored within the time standard, 90 percent. When computing the overall performance against the above time standards, include receipt transactions frustrated for a long period of time prior to posting/storing.

(4) **Chapter 7.** Enclosure 2 reflects revisions to MILSTRAP chapter 7, as amended by Formal Change 5 (changes are identified by *bold italicized* text). DLMS, volume 2 will also be updated as needed to reflect the revisions.

(5) **Appendix A, Forms INDEX.** Revise as follows:

INDEX		
APPENDIX A5	<i>DELETED</i>	
APPENDIX A6	<i>DELETED</i>	

4. Reason for Change:

a. ADUSD SCI cancelled the requirement for the ICE report by their October 4, 2000 memorandum, subject: Inventory Control Effectiveness (ICE) Report. ADUSD SCI further directed that references to the ICE report be deleted from DoD 4000.25-M (DLMS) and DoD 4000.25-2-M, (MILSTRAP). This change implements this policy.

b. Cancellation of the ICE report does not relieve the Components of the requirement to collect and maintain performance standards and management data in support of the DoD Physical Inventory Control Program. Further, ADUSD SCI stipulated that future requirements for information regarding the effectiveness of wholesale system assets will be addressed by their office as needed. Hence reference to such information is not being deleted from MILSTRAP or DLMS. Report Control Symbol DD-P&L(Q)935 continues to apply for anticipated future requirements to report effectiveness information to ADUSD SCI.

5. Advantages and Disadvantages:

a. **Advantages:** Relieves the Components of the administrative burden associated with gathering the information into a report quarterly, for ultimate submission to ADUSD SCI.

b. **Disadvantages:** None known.

6. Impact:

a. **Publications:** DoD 4000.25-2-M (MILSTRAP), DoD 4000.25-M (DLMS), and Service/Agency publications as applicable.

b. **Systems:** May impact systems that automatically generate the ICE report. This change does not relieve Components of the requirement to collect and maintain performance standards and management data in support of the DoD Physical Inventory Control Program. Accordingly, system impact is expected to be minimal, and related to production of the report itself.



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

04 OCT 2000


(L&MR/SCI)

MEMORANDUM FOR DEPUTY CHIEF OF STAFF, ARMY (LOGISTICS)
DEPUTY CHIEF OF NAVAL OPERATIONS (LOGISTICS)
DEPUTY CHIEF OF STAFF, AIR FORCE
(INSTALLATIONS AND LOGISTICS)
DEPUTY CHIEF OF STAFF, MARINE CORPS,
(INSTALLATIONS AND LOGISTICS)
DIRECTOR, DEFENSE LOGISTICS AGENCY

SUBJECT: Inventory Control Effectiveness (ICE) Report

The requirement for the Inventory Control Effectiveness (ICE) Reports DD-P&L 935, is hereby cancelled. The cancellation of the ICE Report does not relieve the Components of the requirement to collect and maintain performance standards and management data in support of the DoD Physical Inventory Control Program. Any future requirement for data regarding the effectiveness of DoD wholesale system assets of principal and secondary items, including package fuels will be addressed by this office as needed. This office will use the Supply System Inventory Report, DD-A&T (A) 1000, to monitor the value of wholesale and retail inventories.

References to the ICE Report in Chapter 5 of the Materiel Management Regulation, DoD 4140.1-R, will be eliminated in the upcoming rewrite of the regulation. The Defense Logistics Management Standards Office (DLMSO) will take the necessary action to delete references to the ICE Report in Chapter 7 of the Defense Logistics Management System, DoD 4000.25-M and Chapter 7 of the Military Standard Transaction Reporting and Accounting Procedures, DoD 4000.25-2-M.


James T. Eccleston
Assistant Deputy Under Secretary
(Supply Chain Integration)



Enclosure 1

CHAPTER 7

PHYSICAL INVENTORY CONTROL

A. GENERAL. This chapter provides procedures, performance objectives, and reporting requirements for maintaining accurate records of the physical inventory, conducting physical inventory counts, and reconciling record variance for materiel within the supply system of the Department of Defense.

1. Applicability. Basic elements of the physical inventory control program prescribed by this chapter apply to the Military Departments and the Defense Agencies, hereafter referred to as DoD Components, and establish:

a. Uniform procedures, based on existing DoD policy, for maintaining accurate records, conducting physical inventories and location surveys/reconciliations, researching inventory discrepancies and causes for adjustments, performance assessment reporting, and for quality control of work processes prescribed by the DoD Physical Inventory Control Program.

b. Management control of all DoD wholesale supply system materiel to include:

- (1) principal items,
- (2) packaged petroleum, oil, and lubricants,
- (3) secondary items regardless of whether assets are purchased with stock fund or procurement appropriations,
- (4) ammunition,
- (5) forms and publications, and
- (6) subsistence.

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c. ~~Reporting procedures~~ Management data and performance standards necessary to measure the effectiveness of physical inventory control in the DoD supply system.

2. Exclusions

a. These procedures are not applicable to bulk petroleum; complete ships, aircraft, ballistic missiles, nuclear weapons, space vehicles; assets located at contractor-owned and/or contractor-operated facilities which are not maintained on the DoD wholesale property accountability records; Industrial Plant Equipment reportable to the Defense Industrial Plant Equipment Center; National Security Agency/Central Security Service assets; and National Defense Stock Pile assets. Loaned materiel and materiel in transit will be accounted for in accordance with chapter 4 of this manual and Service/Agency procedures.

b. Physical inventory control procedures for bulk petroleum are contained in DoD 4140.25-M (reference (r)).

c. Nuclear weapons for which DoD has custodial responsibility. Inventories are in accordance with Joint Publication 6 (reference (s)), Volume II, Joint Reports; Part 4, Nuclear Weapons Reports; Section 5, Stockpile Inventories and Inventory Reports.

B. POLICY. DoD policy is contained in DoD 4140.1-R (reference (v)).

1. Purpose. The purpose of the DoD physical inventory control process is to:

a. Ensure materiel accountability is properly executed within the DoD;

b. Ensure accurate property accountability records for the physical inventory are maintained in support of customer requirements and readiness by performing physical inventories and location surveys/reconciliations;

c. Identify and help resolve problems in supply system work processes affecting property accountability records by performing quality control of the work processes; and

d. Identify repetitive processing errors and maintain accurate records for supply system transactions generated within the supply system by researching and reconciling property accountability record imbalances and potential discrepancies.

2. Philosophy

a. The dynamic nature of the physical inventory control function and the cost of counting and reconciling records requires that the approach be more selective than the "100 percent wall-to-wall total item count" concept. Available inventory resources must be directed toward those potential and actual discrepancies, controlled inventory items, and weapon system critical items for which the maximum returns will be derived from the resources which are applied.

b. A fundamental requirement of inventory integrity is to implement the technical capability that provides for the total item property record which includes a single shared asset balance maintained by the storage activity.

3. **Security of Materiel.** Security is the first line of defense for physical inventory control; therefore, DoD Components shall pay special attention to the safeguarding of inventory items. This shall include analysis of loss rates through inventories, financial liability investigation of property loss reports (DD Form 200), and criminal incident reports, to establish whether repetitive losses indicate criminal or negligent activity. Physical security procedures for supply system materiel are contained in DoD 5200.8-R (reference (t)).

4. **Asset Management.** A single total item property record shall be shared to provide materiel asset information. The total item property record shall, as a minimum, include materiel that is due in, in transit, in organic maintenance facilities, in a contractor's custody, on loan, on hand in distribution centers, reported on hand at retail activities, and for reported assets in the custody of users. The record or record set shall identify the quantity, condition, and value of the item assets for each organizational entity having physical custody of these assets.

5. **Maintaining Property Accountability/Responsibility.** The property accountability responsibility for segments of the total item property record may be delegated to, but not shared by, one or more organizational entities. However, asset balance information for a particular segment (such as the storage activity balance for an item) will be shared, duplicative records will not be maintained.

a. The storage activity maintains the property accountability record for all materiel in storage and is responsible, as a minimum, for materiel custody, care, receipt, storage, and issue; safeguarding and rewarehousing materiel; physical inventory and research; location survey/reconciliation; quality control checks; supply discrepancy report initiation, research and resolution; investigating and assessing financial liability for loss, damage, and destruction of

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Government property; and appropriate actions necessary to ensure that the physical on-hand quantity and the total item property record quantity are in agreement.

b. The owning Service or Agency shall assume or assign the accountability for materiel not in the physical custody of a storage activity, including materiel inducted for organic repair, test assembly/disassembly, conversion, modification, or reclamation; materiel in a contractors hands (in accordance with provisions of the FAR (reference (ss))); materiel in transit; materiel on loan, etc.

c. The Integrated Materiel Manager is responsible for initiating and directing the conduct of physical inventories; discrepancy research and reports; resolving discrepancies, investigating, and assessing liability for loss, damaged, and destruction of Government property; and take appropriate actions necessary to ensure that the on-hand quantity and the total item property record quantity are in agreement for all DoD materiel that is not in the physical custody of DoD Activities.

6. End of the Day Processing. Use the following end of the day processing procedures pending the established of single shared asset balances (See paragraphs B.2. and B.4. above.).

End of the day processing shall be accomplished as follows:

(1) Owners/managers and storage activities shall match all active record (i.e., stock numbers which had any transactions affecting record balances) on-hand balances daily. The storage activity shall submit the daily closing on-hand balance to each affected owner/manager using DI Code DZH, Location Reconciliation Request, prepared in the appendix C59 format, citing Type of Location Reconciliation Request Code 1 in record position 7.

(2) Storage activities shall prepare asset status transactions by line item (stock number + supply condition code = line item), type of pack and date packed/expiration date for subsistence, for each record experiencing transactions affecting the balance (including zero balance) and for no physical inventory adjustment required (DI Code D8A with zero quantity) transactions. The storage activity shall also submit DI Code DZM, End of Day Accountable Transaction Count, prepared in the appendix C65 format, to advise the owner/manager of the number of balance affecting transactions that were forwarded during the daily course of business. This transaction is compared to the actual number of transactions received by the owner/manager to identify missing transactions and aid in unreconciled balance (URB) research.

(3) Owners shall match the storage activity asset status to the affected records. Imbalances will be programmatically researched to assure consideration of in-float documents, delayed transactions, and duplicate transactions. For unresolved mismatched quantities, the owner/manager will update the affected record on-hand balance with the storage activity's closing on-hand balance. The mismatched quantity (gains and losses) shall be adjusted with a DI Code D8B/D9B, Inventory Adjustment Increase/Decrease (Accounting Error) transaction.

(4) Owners/managers will request assistance from the storage activity to isolate causes of record imbalances to maintain transaction level integrity. The storage activity assistance should focus on data transmission, e.g., lost transactions, etc.

7. Reconciling Total Item Property Records with Financial Records. Owing Services/Agencies shall reconcile total item property records and financial records as prescribed by DoD 7000.14-R (reference (ee)) to ensure compatibility of the total inventory value reflected by these records and associated reports.

8. Item Management/Control. DoD materiel is managed and controlled by stock number and supply condition code and by type of pack and date packed/expiration date for subsistence; therefore, physical inventories shall be conducted and the results reported to owners/managers by stock number and supply condition code and by type of pack and date packed/expiration date for subsistence.

9. Storage Activity Record Keeping. Storage activities shall maintain quantitative balance records for all materiel on hand regardless of ownership. Storage activities shall maintain transaction histories to support the balance records. Maintenance of these records shall provide the capability to detect theft or diversion of materiel and improve the ability to determine the cause of inventory variances for corrective action.

10. Inventory Prioritization. DoD Components shall select and prioritize items for inventory for which they are accountable as follows:

a. Inventory Sampling. A stratified, hierarchal inventory sample will be accomplished at least once annually for the purpose of validating the accuracy of the accountable record. The results of the sample will be reported in accordance with the stratification and tolerances cited in paragraph B12e.

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b. Complete inventories shall be accomplished as follows:

(1) Controlled Inventory Items. The following controlled inventory items (identified in DoD 4100.39-M (reference (II))) require complete physical inventory and do not qualify for use of a random statistical sampling approach:

(a) Top secret.

(b) Narcotics, drug abuse items, and alcohol.

(c) Category I nonnuclear missiles and rockets (semiannually in accordance with DoD 5100.76-M (reference (dd))).

(d) Precious metals.

(e) Small arms.

(f) Radioactive items.

(g) Inert nuclear ordnance materiel.

(h) Other items that may be designated by OSD or the DoD Component.

(2) If ammunition or subsistence is subjected to complete inventory, physical inventory and location survey may be conducted concurrently.

(3) Controlled inventory items not subject to annual complete physical inventory must be subjected to annual random statistical sampling. Acceptable statistical sampling techniques are widely prescribed and may be used so long as every item included in the population has an equal probability of being selected in the sample. The statistical sampling technique must provide reasonable assurance (as a minimum) that the property accountability records are accurate with a 95 percent level of confidence, accuracy level of 85 percent, and a maximum margin of error of 2 percent. If the sample inventory results do not satisfy the above criteria, complete physical inventory of the population from which the sample was selected, will be performed.

c. Inventories for items not designated for complete inventory under subparagraph B.10.b. shall be accomplished as a result of:

(1) Total or partial materiel release denials (spot inventory--see subparagraph C.4.b. and appendix B3, Type of Physical Inventory/Transaction History Code E).

(2) Location reconciliation variances.

(3) Location survey errors.

(4) Owner/manager request (special inventory); or

(5) Selection based on a physical inventory prioritization system¹ that considers characteristics such as weapon system significance; recorded inventory quantity and dollar value; demand quantity, value, and frequency; proximity of anticipated replenishment action; forecasted replenishment quantity and value; and period of time since last inventory. The prioritization system shall be run (as a minimum) quarterly and the results shall be used for scheduling items for physical inventory. Owners/managers shall provide quarterly updates to the variables on the second Thursday of the second month of each quarter. Updated variables will be provided in DI Code DZL, Inventory Prioritization Information, prepared in appendix C62 format. If no updates are received from the owners/managers, the storage activity will use the prior quarter's values. Items selected for inventory through the use of selection systems/models shall not be given priority over items in subparagraphs B.10.a., B.10.b., B.10.c(1), B.10.c(2), and B.10.c(3).

11. Potential Discrepancies. Potential discrepancies between the actual physical count of materiel and the property accountability record on-hand balance shall be researched and resolved in accordance with figure 7-1 (see page 7-32) either by:

a. Correctly posting supply transactions (e.g., receipts, issues, adjustments, etc.) discovered during the research process that were previously incorrect or unposted resulting in the record imbalance; and/or

b. Posting an inventory adjustment to correct the record imbalance.

12. Accuracy and Performance Goals. The acceptable DoD accuracy and performance

1/NOTE: This function is being evaluated by the Joint Physical Inventory Working Group for proposed revision, and has not been implemented in the Distribution Standard System

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goals are as follows:

- a.** Materiel Denial Goal: Not greater than 1 percent.
- b.** Receipt Processing Performance Goal: 90 percent stored and posted within MILSTRAP, chapter 4, time standards.
- c.** Location Audit Program Goal:
 - (1)** Location Survey Accuracy:
 - (a)** 97 percent - General Supplies.
 - (b)** 98 percent - Ammunition.
 - (2)** Location Reconciliation Accuracy:
 - (a)** 97 percent - General Supplies.
 - (b)** 98 percent - Ammunition.
- d.** Ammunition Property Accountability Record Accuracy Goal: 95 percent.

e. General Supplies Record Accuracy Goals².

GENERAL SUPPLIES RECORD ACCURACY GOALS STRATIFICATION SUB-POPULATIONS AND ASSOCIATED GOALS AND TOLERANCE LEVELS			
CATEGORY	SUB-POPULATION	RECORDS ACCURACY GOAL	TOLERANCE
A	UNIT PRICE ≥ \$1,000	99%	0%
B	UNITS OF ISSUE WHICH MAY BE NONDEFINITIVE OR DIFFICULT TO MEASURE ³ OR (ON-HAND BAL > 50 AND EXTENDED VALUE < \$50,000) OR NSN ACTIVITY (# transactions affecting balance in one year) > 50	95%	10%
C	DATE OF LAST INVENTORY > 24 MONTHS AND ON-HAND BALANCE < 50	95%	5%
D	ALL OTHER MATERIEL NOT MEETING ABOVE CRITERIA	95%	0%
<i>For submission at time of submission of the 4th quarter fiscal year Inventory Control Effectiveness (ICE) Report (data may be obtained throughout the fiscal year).</i>			
95% Confidence Level ±4% Bound applicable to each category.			

² ***Within 30 days after the end of the 4th quarter each fiscal year, Components must submit record accuracy goals information to ADUSD SCI, via electronic mail. Submit to: mcneilsa@acq.osd.mil. Data may be obtained throughout the year.***

³ ***Applicable Units of Issue: AT, AY, BF, BK, CD, CF, CZ, DZ, FY, FT, FV, GP, GR, HD, KT, LB, MR, OZ, OT, PG, PR, SE, SF, SO, SP, SY, TD, TE, TF, TN, TO, TS, MC, MX, YD***

C. PHYSICAL INVENTORY PROCEDURES

1. Inventory Program Accomplishment. Storage activities will monitor program accomplishment throughout the fiscal year to ensure that the requirements of paragraph B.10. are met.

2. Preinventory Planning. The potential for count inaccuracies will be reduced by conducting preinventory planning to include:

a. Actions to ensure location integrity by correcting such situations as unbinned/loose materiel; questionable identity of materiel in location; and single locations containing multiple supply condition codes or stock numbers, inadequately labeled shelf-life items (date of manufacture/assembly/pack or date of expiration/inspection/test, as appropriate); and/or materiel lots stored in a single location.

b. Document cleanup to ensure to the extent possible that receipts, adjustments, transaction reversals, and other transactions are posted to the property accountability record and that in-process receipts are stored in location prior to the established physical inventory cutoff date.

3. Scheduled Inventories

a. Storage activities will initiate all scheduled inventories based on item characteristics, specifically the controlled inventory item code and any other category codes designated by DoD Components that require physical inventory not less than once each fiscal year, with DI Code DJA, Physical Inventory Requests, prepared in the appendix C16 format, using Type of Physical Inventory/Transaction History Code G.

b. Storage activities will initiate all scheduled inventories based on selection and prioritization model criteria with DI Code DJA requests, using Type of Physical Inventory/Transaction History Code I.

c. Storage activities will initiate the scheduled random statistical sample inventory to meet the Departments requirement to validate the accuracy of the supply records with DI Code DJA requests using Type of Physical Inventory/Transaction History Code N.

d. Owners may initiate a scheduled random statistical sample inventory of line items owned to determine the overall accuracy of their records with DI Code DJA, using Type of Physical Inventory/Transaction History Code L. Storage activities may also initiate a scheduled random

statistical sample inventory of line items in storage to determine the overall accuracy of their records with DI Code DJA, using Type of Physical Inventory/Transaction History Code P.

4. Unscheduled Inventories

a. Owners, AOs, and storage activities will initiate special inventories using DI Code DJA transactions, prepared in the appendix C16 format. If an inventory has not been taken within the past 90 calendar days, cite Type of Physical Inventory/Transaction History Code C, D, J, or K in the transaction. If an inventory has been taken within the past 90 calendar days, an effort will be made to construct a transaction history and from it determine what the item balance should be or what discrepancy may have caused an imbalance. Only when these efforts fail to produce satisfactory results will special inventories be generated. In this case, cite Type of Physical Inventory/Transaction History Code H in the DI Code DJA transaction. The procedure for restricting special inventories may be waived when the inventory manager has recorded backorders for the item involved.

b. Storage activities will initiate spot inventories as a result of a total or partial materiel denial on classified and sensitive items regardless of value, pilferable items when the value of the variance is greater than \$100, and for noncontrolled items variances greater than \$5000. These requests will cite Type of Physical Inventory/Transaction History Code E.

c. Storage activities shall accomplish all requests for spot inventories.

d. Storage activities may initiate unscheduled inventories as a result of on-hand balance mismatches between the locator and property accountability records with DI Code DJA, using Type of Physical Inventory/Transaction History Code M.

5. Canceling Inventories

a. When conditions exist which preclude accurate completion of an inventory which has been established, the inventory will be canceled by the storage activity or the owner/manager. Conditions which may require cancellation include, but are not limited to, catalog changes, rewarehousing of materiel under inventory, insufficient resources, insufficient time to meet established inventory timeframes to notify other affected owners/managers, and acts of God.

b. When an owner/manager cancels an inventory, the owner/manager will notify all affected storage activities using a DI Code DJA Physical Inventory Request citing Management Code N.

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c. When a storage activity cancels an inventory, or when an owner/manager requests cancellation of an inventory, the storage activity will notify the requesting owners using the DI Code DJA Physical Inventory Request citing Management Code N. When a canceled inventory is required to meet annual inventory schedule requirements, it must be rescheduled by the storage activity within the current fiscal year. When a spot inventory (Type of Physical Inventory/Transaction History Code E) is canceled, it must be rescheduled within 15 calendar days.

6. Conducting, Recording, and Reporting the Inventory

a. Physical inventory procedures at storage activities will provide the required asset-to-record accuracy with positive control of materiel and documentation which are in float, including materiel release orders, receipts, condition transfers, catalog and other data changes, etc.

b. The storage activity may reduce the volume of in float accountable documents, during the period required for an item count, by suspending the issue of low priority materiel release transactions from items undergoing inventory. However, materiel will be released for items undergoing inventory when such release is necessary to meet the order/ship timeframes prescribed by DoD 4140.1-R (reference (v)), to include the recognition of the RDD. The storage activity may also reduce the volume of in float accountable documents by deferring routine supply condition code changes, providing the chapter 5 control requirements are complied with.

c. Storage activities will complete physical inventories and transmit the appropriate DI Code D8A/D9A Inventory Adjustments to the owner/manager within 30 calendar days subsequent to the Physical Inventory Cutoff Date (PICD) for scheduled inventories and within 15 calendar days subsequent to the PICD for unscheduled inventories.

d. The storage activity will compare the adjusted count with the balance maintained by the storage activity to determine the potential variance and initiate postcount validation and preadjustment research as required under section D.

e. Immediately upon completion of postcount validation and preadjustment research, the storage activity will record the count and date of last inventory on the storage activity quantitative balance record.

f. When no adjustment is required, the storage activity will update the storage activity record with the date of last inventory and transmit a DI Code D8A with zero quantity for each line item

to the owner/manager to indicate completion of the inventory. The owner/manager will update the date of last inventory using the adjustment transaction date.

g. When the storage activity record reflects more than one owner for commingled materiel, the storage activity will apply all gains and losses to the wholesale manager. The storage activity will prorate any losses that cannot be applied to the wholesale manager among all owners having balances. Storage activities will not consider foreign owner balances in the prorating process. Foreign owner and SDAF balances will not be altered unless they are the only remaining balances for reporting a loss. Resolution of these losses will be in accordance with DoD Security Assistance Program policy.

h. The storage activity will process DI Code D8A/D9A adjustments by line item, and by each date packed/expiration date and type of pack for subsistence, to update the storage activity quantitative balance record and each owner/manager record.

7. Reconciling Manual Records for Controlled Items. When manual records are maintained for control of assets in secured storage, the storage activity, as a minimum, will reconcile these records at the time of inventory with the corresponding storage activity records and physical counts of materiel.

8. Following Up for *Unscheduled Physical Inventory Followup Report*

a. When the owner/manager has requested an unscheduled inventory and no adjustment or completion transaction has been received within 40 calendar days of the date of the request, the owner/manager will initiate a followup using a DI Code DJA request which cites Management Code X in record position 72 and duplicates the remaining data from the DI Code DJA transaction which established the inventory.

b. The storage activity will respond to the owner/manager followup within 5 calendar days by providing the appropriate adjustment, completion, or cancellation transaction. If an adjustment or completion transaction was previously submitted and a followup is received, the storage activity will reply by submitting a DI Code DJA with Management Code Y to the owner/manager and Transaction History Transmittal (DI Code DZK) reflecting the actual physical inventory adjustment.

c. If the storage activity does not have a record of the owner/manager original DI Code DJA request, the storage activity shall process the DI Code DJA with Management Code X as an original DI Code DJA.

D. RESEARCH OF POTENTIAL OR ACTUAL PHYSICAL INVENTORY ADJUSTMENTS

1. Policy. DoD Components will ensure that potential or actual adjustments are researched in accordance with the value of the adjustment and type of item involved. The DoD criteria for this research are set forth in figure 7-1 (see page 7-32) and will be used as the basis for selective research for supply system materiel. A reduction of the volume of erroneous adjustments can only be achieved by conducting specified degrees of research before posting the adjustment transaction. More stringent research requirements may be imposed by DoD Components based upon the limits of resources available and upon specific asset control problems. However, in no case will adjustments be processed against items without required preadjustment research having been performed (see figure 7-1, page 7-32).

2. Objectives. Analysis of inventory adjustments is vital in order to:

- a. Identify failures in the control systems so improvements can be made.
- b. Reduce similar discrepancies in the future.
- c. Ensure that the proper adjustment was made.
- d. Evaluate indicators of trends or system problems for corrective action.
- e. Detect negligence, abuse, or theft of materiel. Known or suspected negligence, abuse, or theft will be researched in accordance with DoD 7200.10-M (reference (cc)) and figure 7-1 (see page 7-32).

3. Timeliness of Research. Timely completion of the research of potential adjustments is essential. Delay only increases the complexities of adequate research and reduces the probability of conclusive findings.

a. Storage activity preadjustment research must be completed and the physical inventory adjustment/completion action posted to the owner/manager record within 30 calendar days from the PICD for scheduled inventories and 15 calendar days from the PICD for unscheduled inventories.

b. The storage activity must complete mandatory causative research within 45 calendar days from the date the adjustment transaction was posted. Sample causative research must be completed within 45 calendar days from the date the sample causative research listing is created.

4. Transaction History Requests. For intra-Service/Agency (or inter-Service/Agency, based on agreement of the DoD Components involved) reconciliation, the owner/manager may request transaction history for analyzing inventory discrepancies.

a. The owner/manager will request the history using a DI Code DZJ Transaction History/Custodial Balance Request, prepared in the appendix C60 format, citing in record position 7 the appropriate type of physical inventory/transaction history code from appendix B3. Transaction history will consist of all transactions affecting the balance for the requested timeframe.

b. The storage activity will provide the transaction history data using the DI Code DZK, Transaction History Transmittal, prepared in the appendix C61 format. Transmit the history using the media specified by the type of media code (see appendix B17) entered in record position 60 of the DI Code DZJ request.

5. Error Classification Coding. Causes of potential/actual inventory adjustments are determined by research. Causes will be classified, analyzed, and evaluated so action may be taken to correct situations that are causing the errors. Error classification codes will be entered in positions 63-65 of DI Code D8A/D9A Inventory Adjustment Transactions.⁴ For analysis and evaluation, error conditions will be identified to the operation in which they occurred (e.g., receiving, issue, etc.) and classified by type within each operation. For reporting purposes, each operation and each error type have been identified by an alphabetic or numeric code as shown in appendix B18. The error classification system is structured to provide the Services/Agencies the latitude to amplify the DoD defined error classifications; however, DoD Components will summarize internally defined error classifications to the appropriate DoD classification for all reports provided to higher authorities, auditors, etc.

6. Error Cause Feedback and Correction

a. The storage activity will **provide prepare** a quarterly summary of the causative research results -- **as reported** by the error cause code -- and provide feedback to the commander of the storage activity concerned. As a minimum, the activity will **provide include** a summary of the number and value of adjustments by error cause codes.

⁴The Integrated Materiel Manager may use the error classification codes in record positions 63-65 in DI Codes D8B/D9B Inventory Adjustment Transactions (Accounting Errors) pending the establishment of single shared asset balances (see paragraphs B.2. and B.4.).

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b. Storage activities will use this information in conjunction with other local indicators to identify and correct recurring errors in their operations (e.g., through initiation of training, increased frequency of quality control checks, and other actions as required).

7. Controlled Inventory Item Adjustments. Unresolved physical inventory adjustments for all classified and sensitive items regardless of value, and for pilferable items when the adjustment is in excess of \$2,500, as prescribed by DoD 7200.10-M (reference (cc)), will be referred to security officials of the storage activity at which the adjustment occurred to determine whether there is culpability or when fraud, waste, or abuse is suspected (see figure 7-1, page 7-32).

8. Materiel Release Denials. MILSTRIP (reference (h)) prescribes DoD standard document formats, data codes, and criteria for the preparation and processing of materiel release denials at storage activities and inventory control points.

a. Upon initiation of a materiel release denial citing Management Code 1, 2, 3 (applies to subsistence only), or 4 (applies to subsistence and ammunition only), storage activities will:

(1) Reverse the issue, adjust the storage activity record on-hand quantitative balance to zero, and transmit a DI Code D9A for the adjusted quantity to the owner/manager attempting to issue the materiel, citing denial Management Code 1, 2, 3, or 4, and a DI Code D9A to any other owners affected by the denial loss, citing denial Management Code Q.

(2) Initiate a spot inventory as required under paragraph C.4(b) of this chapter.

(3) If the inventory results in positive reporting of assets, reverse all or part of the loss that was taken prior to processing any inventory gain transaction and transmit a DI Code D9A reversal to the owner/manager.

b. If an inventory can be accomplished without delaying the processing of the Materiel Release Order beyond the prescribed UMMIPS timeframes (see DoD 4140.1-R (reference (v))), it may be conducted prior to processing a denial transaction.

E. REVERSAL OF INVENTORY ADJUSTMENTS. Reversal of DI Code D8A/D9A Inventory Adjustments is a required capability which must be implemented with proper controls and supported by proper documentation. (See appendix C, introduction, paragraph 3.b., for processing adjustment reversals.) Procedures for reversing adjustments will contain, as a minimum, the following control features:

1. Posted/Unposted Source Documents. Reversals required to correct inventory records when posting previously unposted or incorrectly posted supply transactions (e.g., receipts, issues, etc.), regardless of age, are limited to those transactions that can be properly documented to reference the specific transaction document number(s) that will be processed to offset the reversal.

2. Inventory Adjustment Corrections. Reversals required to correct physical inventory adjustments which were made based on incorrect/incomplete information are limited to two years from the date of the original adjustment unless the requirements of paragraph E.1. are met. All reversals must be properly documented.

3. Limitations. Reversals will not be processed solely on the basis of a previous offsetting physical inventory adjustment.

4. ~~Reporting Requirements. Performance Assessment.~~ Reversals against transactions processed within the adjustment ~~reporting~~ period will be separated and identified **as follows: to report.**

- a. Gross adjustment during the current period,
- b. Reversal of prior quarters' adjustment transactions,
- c. Reversal of current quarters' adjustment transactions, and

d. Total value of net adjustments during the current period (i.e., value of net gains added to value of net losses).

F. LOCATION AUDIT PROGRAM. Each DoD Component will implement a location audit program which will consist of both a location survey and a location reconciliation.⁵ The DoD acceptable accuracy goals are provided in paragraph B.12.c. The DoD Components may impose more stringent standards internally. The location audit program is subject to the quality control checks delineated in Section H., Quality Control Program. Errors will be subject to validation and research before they are counted as an error. ~~Location audit program results will be reported in the ICE Report as prescribed in paragraph F.1.h. and F.2.b. Only one error per surveyed location and one error per location reconciliation line item with discrepancies is to be reported; however,~~ DoD

⁵The location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs B.2. and B.3.).

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Components will collect and analyze all type III errors (see paragraphs F.1.h(3) and F.2.b(3)) by element.

1. Location Survey

a. Location survey requires a physical verification, other than actual count, between physical assets and recorded location data to ensure that all assets are properly recorded. When a discrepancy is identified during the location survey program (type I or type II error (see paragraphs F.1.h(1) and F.1.h(2)), the storage activity will conduct prompt research and determine the need for a special inventory (DI Code DJA request with Type of Physical Inventory/Transaction History Code K). In some instances, location survey and physical inventory will be conducted concurrently for ammunition. ~~**When location survey and physical inventory are conducted concurrently, both the physical inventory and the location survey performance statistics will be reported separately in the ICE Report.**~~

b. Location survey will be accomplished at each storage activity not less than once each fiscal year, by (1) performing complete location survey of all locations; (2) using a statistical sampling methodology that ensures all locations are included in the **population sample** and has a probability of selection; or (3) a combination of complete and statistical sampling.

c. A location survey will be conducted in both the gaining and losing storage areas following the accomplishment of rewarehousing projects. A location survey conducted as a result of rewarehousing projects may be considered to have satisfied the annual survey requirement for the area surveyed.

d. The proper sequence of operating a location survey requires the comparing of assets in storage locations with locator records. This sequence of operation is important to detect assets in unrecorded locations.

e. As an objective, it is desirable to identify items to **inventory location survey** lots or segments. Lots/segments will be of a manageable size (number of items) to permit location survey in a minimum time period, to ensure maximum uninterrupted service to customers, and to obtain the greatest degree of accuracy from the location survey.

f. Items within a lot/segment which have been subject to a complete item inventory will be considered to have satisfied the annual survey requirement when the entire lot/segment is located in a clearly designated, coterminous warehouse space. These inventoried lots/segments may be

excluded from the complete survey for the fiscal year in which they were counted. ~~; however, the location survey performance statistics will be reported in the ICE Report.~~

g. When permanent locations are reserved for items, recorded locations which are unoccupied will be identified and/or verified during the location survey.

h. To measure the accuracy of the results of the location survey, discrepancies will be classified in one of the three categories listed below. Only one error per stock number per location is charged when locator delete, or locator establish, or locator record correction is required for the same location. When the stock number and actual assets differ, the discrepancy will be classified as a locator establish action only.

(1) Locator record deleted. The removal or change of a locator record when there is a recorded location but there are no physical assets -- unless the location is being held open for new receipts. (Type I location survey error.)

(2) Locator record established. The recording of locations when assets are physically found in storage and no locator records exist, or when the recorded stock number disagrees with the materiel in the location. (Type II location survey error.)

(3) Locator record corrected. Changes to the locator record when physical materiel characteristics differ from any of the following data elements (Type III location survey error):

(a) Unit of issue.

(b) Supply condition code.

(c) Controlled inventory item code (see DoD 4100.39-M (reference (II)), Volume 10, Table 61). Verification of the code will consist of ensuring that assets are stored in areas providing the degree of security commensurate with the assigned code.

(d) Type of pack code (for subsistence only). (See MILSTRIP (reference (h)), appendix B23.)

(e) Lot number or serial number (for ammunition only).

(f) Completeness and accuracy of magazine data card (for ammunition only).

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(g) To ensure accuracy of property accountability records, special inventories should be performed when assets are found in an erroneous or unrecorded location or when there are mismatches in the unit of issue that may result in a quantity variance.

2. Location Reconciliation⁶

a. Location reconciliation requires a match between storage activity records and owner/manager records in order to identify and to correct situations when there is: (1) an owner/manager record with no corresponding storage activity record, (2) a storage activity record with no corresponding owner/manager record, (3) common elements of data that do not match, and (4) quantity discrepancies. Mismatches will be researched and special inventories conducted when required to effect corrective action.

b. To measure the accuracy of the results of the location reconciliation program, discrepancies will be classified in one of the four categories listed below (report only one error per location reconciliation request or unmatched accountable error):

(1) Owner/manager record reflects balance for storage activity; no location reconciliation transaction received. (Type I location reconciliation error.)

(2) Location reconciliation transaction received from storage activity; no corresponding owner/manager record. (Type II location reconciliation error.)

(3) Mismatch on any of the following data elements (Type III location reconciliation error):

(a) Unit of issue.

(b) Ownership/Manager Identifier.

(c) Controlled inventory item code (see DoD 4100.39-M reference (II)), Volume 10, Table 61).

(d) Type of pack code (subsistence only).

(e) Shelf-life code.

(f) Date packed/expiration date (subsistence only).

⁶The location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs B.2. and B.4.).

(4) Quantity discrepancy. (Type IV location reconciliation error.)

c. Location reconciliation will be accomplished by DoD Components in accordance with the following guidance:

(1) Owners/managers and storage activities will reconcile all records annually. The annual reconciliation will be accomplished at the close of business on the second Tuesday of the month in accordance with paragraph F.2.c(3).

(2) Storage activities will prepare location reconciliation request transactions by line item, and by type of pack and date packed/expiration date for subsistence, for each stock number regardless of the balance (including zero balances). Location reconciliation requests will be identified by DI Code DZH, prepared in the appendix C59 format, using Type of Location Reconciliation Request Code 2 in record position 7, and transmitted to the owner/manager. Storage activities preparing DI Code DZH requests will assure that consecutive transaction numbers by RI code are assigned to location reconciliation requests for control purposes.

(3) All owner/manager and storage activity records (active and inactive records, including zero balances) will be reconciled not less than once each fiscal year. Location reconciliation requests will be prepared on the second Tuesday of the month indicated in the following schedule and transmitted prior to the 15th day of the scheduled month.

<u>Service or Agency</u>	<u>Preparation Date</u>	<u>Transmission Date</u>
Army	2nd Tuesday - Jan	Jan 15 th
Navy	2nd Tuesday - Mar	Mar 15 th
Marine Corps	2nd Tuesday - May	May 15 th
Air Force	2nd Tuesday - Jul	Jul 15 th
Defense Logistics Agency	2nd Tuesday - Sep	Sep 15 th

(4) Storage activities and owners/managers will establish the following provisions for controlling location reconciliation:

(a) Storage activities will advise intended recipients (owners/managers) of the number of transactions being forwarded, transmission date, and the medium (DDN, mail, etc.) using DI Code DZN Location Reconciliation Notification transaction (appendix C64).

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(b) When transaction history (DI Code DZK Transaction History Transmittal) is required to accompany DI Code DZH, the storage activity will advise intended recipients (owners/managers) of the number of DI Code DZK transactions being forwarded, the cutoff date, and the medium (DDN, mail, etc.) using DI Code DZP Location Reconciliation History Notification transaction (appendix C65).

(c) Owners/managers will use the DI Code DZN and DI Code DZP transactions to determine receipt of all DI Code DZH and DI Code DZK transactions. Where the number of DI Code DZH or DI Code DZK transactions to be transmitted does not match what was actually received, the owner/manager may reject the DI Code DZN or DI Code DZP transaction using DI Code DZG Transaction Reject with Reject Advice Code AY.

(5) In processing location reconciliation requests, owners/managers will match the requests to the owner/manager records. When a mismatch is programmatically unresolved, DI Code D8B/D9B will be processed to adjust the owner/manager records. All Type I, II, and IV mismatches meeting the criteria for causative research (see figure 7-1, page 7-32) will be resolved as follows:

(a) Research of owner/manager active and historical records.

(b) Research of storage activity active/historical record (DI Code DZJ, Transaction History Request, citing Type of Physical Inventory/Transaction History Code X).

(c) Request physical inventory (DI Code DJA, using Type of Physical Inventory/Transaction History Code J).

(d) If the above actions fail to resolve the mismatch, the DI Code D8B/D9B transaction will remain on the owner/manager records.

(6) A physical inventory is not required under the following conditions, except when the mismatch involves classified or sensitive items, or pilferable items when the extended dollar value of the variance is greater than \$100.

(a) The owner/manager record may be adjusted without special inventory when the extended value of the variance is \$5,000 or less and 10 percent or less of the beginning value of the variant owner/manager record for Type IV, errors (see paragraph F.2.b(4)).

(b) The owner/manager record may be adjusted without special inventory when the extended value of the variance is \$5,000 or less for Type I and Type II errors (see paragraph F.2.b(1) and F.2.b(2)).

(7) When a discrepancy is identified during the location reconciliation program, transmit the following transactions, as appropriate, to the submitting activity:

(a) DI Code DZG Transaction Reject, as prescribed in chapter 9, prepared in the appendix C58 format.

(b) DI Code DZB Storage Item Data Correction, as prescribed in chapter 10, prepared in the appendix C53 format.

G. RETENTION OF ACCOUNTABLE DOCUMENTATION. Audit capability is required for a period of time following the processing of documents and data and completion of the research effort. The following retention criteria will apply:

1. Source Documents. Retain original source documents or facsimiles, i.e., microform (microfilm, microfiche), Compact Disk-Read Only Memory (CD-ROM), etc., for at least 2 years. Where source documents are produced, these include only accountability change documents such as receipts, issues, shipments, transfers, supply condition code changes, and inventory and financial adjustments. Retain source documents providing evidence of shipment to Foreign Military Sales recipients for 2 years from date of materiel shipment.

2. Transaction Histories. Retain registers, records, files, tapes, and data for at least 2 years in a format useful for audit trail purposes. Automated inventory control systems will be designed to facilitate the printout of transaction histories which indicate the date the last physical inventory was conducted for each item.

3. Adjustment Research. Retain backup documentation that directly pertains to individual cases of physical inventory adjustment research efforts for at least 2 years.

4. Annual Statistical Sample. Retain the annual statistical sample inventory line item detail data for at least 2 years.

H. QUALITY CONTROL

1. Goals and Objectives. DoD Components will establish a quality control program at each owner/manager and storage activity which encompasses the objectives of DoD Directive 5010.38 (reference (x)), and the physical inventory objectives contained in DoD 4140.1-R (reference (v)). Portions of the program can be accomplished during ongoing practices within inventory processes. Quality control results will assist management in identifying those human, procedural, or system errors

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which adversely affect record accuracy and in achieving better control over physical materiel and warehousing practices. Within the scope of this quality control program, those work processes directly related to the control of physical materiel will be monitored for attained quality levels and performance evaluated on improvements, not numerical goals. Accordingly, all quality control programs will include reviews to assess the accuracy/quality of the following work processes:

a. Warehousing practices -- to include checks of storage practices, stock rotation, shelf-life management, identification of materiel in store, mixed stock, location accuracy and rewarehousing projects.

b. Receiving practices -- to include checks of documentation, materiel identity, quantity, and supply condition code; checks for processing timeliness; and verification of daily input data to the location system.

c. Issuing practices -- to include checks of legibility of issue documents; accuracy of stock selection as to identity, quantity, unit of issue, shelf life, supply condition code, and type of pack (subsistence only); marking of outgoing shipments; and release to carriers.

d. Validity of automated data -- to include checks of receipt, issue, and adjustment transaction data entries against input documentation.

e. Inventory practices -- to include checks of inventory counts, location surveys, location reconciliation corrective actions, causative research, and adjustments at both the owner/manager and storage activities.

f. Catalog practices -- to include checks of catalog change processing, accuracy, and timeliness, using the affected recorded locations as the universe.

g. Locator file updates -- to include checking the accuracy of changes posted to the locator file (e.g., all additions, deletions, and changes of unit of issue, supply condition code, shelf life, etc.).

h. Report of discrepancy processing -- to include checks for processing timeliness and checking the accuracy of SDR initiation, followup and reply, investigative research including identification and correction of supply errors, adjustment of accountable and financial records, and preparation of financial liability investigation of property loss reports (DD Form 200).

i. Logistics reassignment processing -- checks to determine if the logistic reassignment actions were completed; e.g., LIM/GIM records were changed to reflect decapitalization/ transfer, LIM

directed the storage activity to change the decapitalized/ transferred assets to GIM ownership, the storage activity effected and advised the LIM of the change, and the LIM initiated action to resolve any quantity variances.

j. Suspended asset processing -- to include checks of the timeliness in reclassifying suspended (Supply Condition Codes J, K, L, Q, and R) materiel.

2. Assignment of Responsibility. Whenever possible, quality control checks of these work processes will include identification of the individual performing the tasks. This will facilitate the placement of responsibility for appraising and improving quality with each manager within the chain of command.

3. Command Emphasis. Continued command management emphasis and review of performance are essential for the success of the quality control program. Command managers must ensure effective organizational interrelationships among the functional elements concerned with the physical inventory control program such as: comptroller, data systems, transportation, warehousing, maintenance, quality control, and supply management. The quality control program will include provisions for initiation of corrective action when acceptable quality levels are not met.

I. PHYSICAL INVENTORY CONTROL PROGRAM PERFORMANCE ASSESSMENT INVENTORY CONTROL EFFECTIVENESS REPORTING

1. General. Each DoD Component *will collect and maintain performance standards and management data prescribed in sections I.2 and I.3 paragraphs I.1.b. and I.1.c, prepare an Inventory Control Effectiveness Report, as formatted in appendix A5, for general supplies for each quarterly period ending December 31, March 31, June 30, and September 30* for all materiel for which the Component maintains the property accountability record. This includes all DoD wholesale supply system assets of principal and secondary items, including package fuels, less all materiel exclusions listed in DoD 4140.1-R (reference (v)). *When required to report this information to higher authorities, Report Control Symbol DD-P&L(Q)935 applies. Army, Navy, and Air Force will also prepare an ICE Report, as formatted in appendix A6, for their service peculiar ammunition. (RCS DD-AT&L(Q)935 applies.) Army will prepare a separate report for the SMCA. DoD Components will:*

a. Include a narrative analysis identifying trends, accomplishments, significant comments on internal system performance, description of problems, actions in process or taken to correct the problem and "get-well" dates if the problem is not corrected at the time the

~~ICE Report is submitted. Problems in reporting ICE data should also be highlighted in the ICE Report until the problem(s) is corrected.~~

b. ~~Reflect inventory control performance~~ [for all DoD wholesale supply system assets of principal and secondary items, including package fuels, less all materiel exclusions listed in DoD 4140.1-R (reference (v)).] [~~<=& Moved to paragraph I.1. above~~]

c. ~~Submit an original and one copy to: DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE, ATTN: DLMSO Ste 1834, 8725 JOHN J KINGMAN ROAD, FT. BELVOIR, VA 22060-6217 not later than 75 calendar days following the end of the reported quarter. The above reporting requirement has been assigned Report Control Symbol DD-P&L(Q)935.~~

2. GENERAL SUPPLIES PERFORMANCE STANDARDS AND DATA

~~ICE Report Preparation Instructions for General Supplies. The following instructions are provided for preparing the Inventory Control Effectiveness Report.~~

a Report Heading/Columns

~~(1) Reporting Organization. Enter the name of the reporting DoD Component.~~

~~(2) Quarter Ending. Enter the applicable fiscal quarter; 1st, 2nd, 3rd, or 4th. Data entered for the report lines and subcolumns under this column heading reflect only activity occurring during the applicable quarter.~~

~~(3) Fiscal Year to Date. Enter the applicable fiscal year.~~

~~(4) Columnar Entries. Data entered for the report lines and subcolumns under this column heading reflect cumulative fiscal-year-to-date activity.~~

a. PART I. Performance

(1) Materiel Denials⁷

⁷ ~~Reported Performance data maintained~~ by DLA for materiel stored at DSS locations regardless of ownership. ~~Maintained Reported~~ by Service for materiel stored at Service depots.

(a) Lines Directed for Shipment. **Enter** The total number of line items directed for shipment (A5_ MRO, A5J DRO, A4_ referral order, A2_ redistribution order).

(b) Total Materiel Release Denials. **Enter** The total materiel denials (sum of total and partial denials, and warehouse refusals). Include denial transactions classified by denial Management Codes 1, 2, 3 (subsistence only), 4, 5, 6, and 7 (see appendix B7) in the total.

(c) Materiel Denial Rate. Compute this figure by dividing the total denials by the line items directed for shipment and multiplying by 100. $\{(1)(b) / (1)(a) \times 100\}$ The DoD performance goal for the materiel release denial rate is not greater than one percent.

(2) Receipt Processing Performance⁸

(a) Receipts Posted and Stored. **Enter** The total number of line item receipts posted and stored to the total item property record.

(b) Receipts Posted and Stored on Time. **Enter** The total number of line item receipts which were effectively posted and stored within the MILSTRAP timeframes. Both storing and posting actions are considered complete when the item is in the storage location, or available for issue, and the quantity is posted to the total item property record.

(c) On Time Receipt Rate. Compute this figure by dividing the total number of receipts posted and stored on time by the total number of receipts and multiplying by 100. $\{(2)(b) / (2)(a) \times 100\}$ The DoD performance goal for posting and storing receipts on time is 90 percent.

(3) **Location Audit Program.** Reflects the results of the location survey (ratio of accurate storage activity locator records to storage activity locations surveyed) and the location reconciliation⁹ (ratio of valid storage activity location records to inventory manager's records).

⁸**Reported Performance data maintained** by DLA for materiel received at DSS locations regardless of ownership. **Reported Maintained** by Service for materiel received at Service depots.

⁹The location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs B.2. and B.4.).

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(a) Locations Surveyed¹⁰. *Enter* The number of storage activity locations surveyed.

(b) Survey Errors. *Enter* The total number of location discrepancies as defined in paragraph F.1.h. of this chapter (report only one error per stock number per location).

(c) Survey Accuracy. Compute this figure by dividing the locations with discrepancies by the total locations surveyed multiplying by 100, and subtracting the result from 100 percent. $\{100 - ((3)(b) / (3)(a) \times 100)\}$ The DoD goal for location survey accuracy is 97 percent.

(d) Locations Reconciled¹¹. *Enter* The total number of location records reconciled (i.e., the sum of line items on the Inventory Manager's record and line items which were not on the Inventory Manager's record but were on the storage activities' records).

(e) Reconciliation Errors. *Enter* The total number of discrepant location records as defined in paragraph F.2.b. (count one error per location reconciliation request (line item) or unmatched Inventory Manager's record).

(f) Reconciliation Accuracy. Compute this figure by dividing the number of discrepancies by the number of records reconciled, multiplying by 100, and subtracting the result from 100 percent. $\{100 - ((3)(e) / (3)(d) \times 100)\}$ The DoD goal for location reconciliation accuracy is 97 percent.

b. PART II: Physical Inventory and Adjustments

(1) Physical Inventories

(a) Number of Scheduled and Unscheduled Inventories Completed. *Enter* The total number of line items inventoried (scheduled and unscheduled). Each supply condition code for a stock number at each storage activity is a line item.

(b) Number of Inventories with Variances. *Enter* The total number of line items inventoried (scheduled and unscheduled) which had an inventory variance.

¹⁰**Reported Performance data maintained** by DLA for locations surveyed at DSS locations regardless of ownership. **Reported Maintained** by Service for locations surveyed at Service depots.

¹¹**Reported Performance data maintained** by Owner/Manager regardless where materiel is stored.

(c) Inventory Variance Rate. Reflects the percent of line items inventoried which had an inventory variance. Compute this figure by dividing the lines with an inventory variance by the total line items inventoried and multiplying by 100. $\{((1)(b) / (1)(a)) \times 100\}$.

(d) Number of Inventories with Major Variances. **Enter** The total number of line items inventoried (scheduled and unscheduled) which had a major inventory variance (overage or shortage exceeding \$5,000) and all variances on controlled items.

(e) Major Variance Rate. Reflects the percent of line items inventoried which had major inventory variances. Compute this figure by dividing the lines with a major inventory variance by the total line items inventoried and multiplying by 100. $\{((1)(d) / (1)(a)) \times 100\}$

(2) Number of Adjustments from Other Than Physical Inventories¹²

(a) Number of Location Reconciliation Adjustments. **Enter** The number of location reconciliation adjustments (DI Code D8/9B).

(b) Number of End of the Day Processing Adjustments. **Enter** The number of end of the day processing adjustments (DI Code D8/9B).

(c) Total. Absolute total of adjustments from other than physical inventories. $\{(2)(a) + (2)(b)\}$

(3) Total Adjustments. **Enter** The sum of number of inventories with variances and the number of adjustments from other than physical inventories. $\{(1)(b) + (2)(c)\}$

(4) Number of Reversals of Inventory Adjustments

(a) Number of Gain Reversals. **Enter** The number of gain reversals of inventory adjustments.

(b) Number of Loss Reversals. **Enter** The number of loss reversals of inventory adjustments.

¹²The end of day process and location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs B.2. and B.4.).

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(c) Total. Absolute total of inventory reversals (gains and losses).

(5) Monetary Value

(a) Average Value of Inventory. **Enter** The average value of on-hand assets as reflected on financial records for the 12 months prior to the report cutoff date (i.e., current quarter plus last three quarters).

(b) Record Value of Items Inventoried. **Enter** The extended value prior to actual inventory of line items inventoried (scheduled and unscheduled) during the reporting period.

(c) Value of Inventory Adjustments

1 Physical Inventory Adjustments

a Gains. **Enter** Monetary value of gains resulting from inventory less the monetary value of gain reversals (from current and prior quarters) processed during the report period.

b Losses. **Enter** Monetary value of losses resulting from inventory less the monetary value of loss reversals (from current and prior quarters) processed during the report period.

c Gross Adjustments $\{(5)(c)1 \underline{a} + (5)(c)1 \underline{b}\}$

2 Reversals -- Current Quarter

a Gains. **Enter** The total monetary value of decreases to the record balances as a result of reversing gain adjustments processed during the reporting period. Compute the FY to Date value for reversal of current quarter gains by adding the Quarter Ending value for reversal of current quarter gains to the prior quarter FY to Date value of reversal of current quarter gains.

b Losses. **Enter** The total monetary value of increases to the record balances as a result of reversing loss adjustments processed during the reporting period. Compute the FY to Date value for reversal of current quarter losses by adding the Quarter Ending value for reversal of current quarter losses to the prior quarter FY to Date value for reversal of current quarter losses.

c Total. Absolute total of reversals of current quarter gains and losses. $\{(5)(c)2 \underline{a} + (5)(c)2 \underline{b}\}$

3 Reversals -- Prior Quarters

a Gains. *Enter* The total monetary value of decreases to record balances as a result of reversing gain adjustments reported in prior quarters. Compute the FY to Date value for reversal of prior quarters gains by adding the quarter ending value for reversal of current quarter gains to the prior quarter gains.

b Losses. *Enter* The total monetary value of increases to record balances as a result of reversing loss adjustments reported in prior quarters. Compute the FY to Date value for reversal of prior quarters' losses to the prior quarter FY to Date value for reversal of prior quarters' losses.

c Total. Absolute total of reversals of prior quarter gains and losses. $\{(5)(c)3 \underline{a} + (5)(c)3 \underline{b}\}$

4 Total Reversals. The total of reversals of current quarter and prior quarter gains and losses. $\{(5)(c)2 \underline{c} + (5)(c)3 \underline{c}\}$

5 Total Record Imbalances. The total of gross adjustments and total reversals. $\{(5)(c)1 \underline{c} + (5)(c)4\}$

(6) Gross Adjustments as a Percent of:

(a) Average Value of Inventory. Divide the total value of gross adjustments by the average value of inventory and multiply by 100. $\{(5)(c)1 \underline{c} / (5)(a)) \times 100\}$

(b) Value of Items Inventoried. Divide the total value of gross adjustments by the record value of items inventoried and multiply by 100. $\{(5)(c)1 \underline{c} / (5)(b)) \times 100\}$

(7) Total Record Imbalances as a Percent of:

(a) Average Value of Inventory. Divide the value of the total record imbalances by the average value of inventory. $\{(5)(c)5 / (5)(a)) \times 100\}$

(b) Value of Items Inventoried. Divide the value of the total record imbalances by the record value of items inventoried. $\{(5)(c)5 / (5)(b)) \times 100\}$

(8) Monetary Value of Location Reconciliation¹³

(a) Value of Line Items Reconciled. Enter the extended value of line items reconciled during the reporting period.

(b) Gains. **Enter** The monetary value of gains resulting from reconciliation during the period.

(c) Losses. **Enter** The monetary value of losses resulting from reconciliation during the period.

(d) Total. Absolute total of location reconciliation gains and losses. **{{(8)(b) + (8)(c)}**

(9) Monetary Value of End of the Day Processing

(a) Gains. **Enter** The value of gains resulting from end of the day processing.

(b) Losses. **Enter** The value of losses resulting from end of the day processing.

(c) Total. Absolute total of end of the day processing gains and losses. **{(9)(a) + (9)(b)}**

3. Ammunition Performance Standards and Data ~~ICE Report Preparation Instructions for Ammunition~~

~~a. Report Heading/Columns~~

~~———— (1) Reporting Organization. Enter the name of the reporting DoD Component.~~

~~———— (2) Quarter Ending. Enter the applicable fiscal quarter, 1st, 2nd, 3rd, or 4th. Data entered for the report lines and subcolumns under this column heading reflect only activity occurring during the applicable quarter.~~

~~———— (3) Fiscal Year To Date. Enter the applicable fiscal year. Data entered for the report lines and subcolumns under this column heading reflect cumulative fiscal year to date activity.~~

¹³The end of day process and location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs B.2. and B.4.).

~~(4) Columnar Entries. Report data separately for high-risk items (Controlled Inventory Item Codes 1, 2, 5, 6, and 8) and low-risk items (Controlled Inventory Item Codes 3, 4, U, and P).~~

a. ~~PART I~~. Performance

(1) **Material Denials.** Complete as described in paragraphs I.2.b(1)(a), I.2.b(1)(b), and I.2.b(1)(c). For ammunition, include denial transactions classified by denial Management Codes 1, 2, 5, 6, and 7 (see appendix B7) in the total. Components will **report identify** denials separately for low-risk and high-risk items.

(2) **Receipt Processing Performance.** Complete as described in paragraphs I.2.a(2)(a), I.2.a(2)(b), and I.2.a(2)(c). The DoD goal for posting and storing ammunition receipts on time is 90 percent.

(3) **Location Audit Program.** Complete as described in paragraphs I.2.a(3)(a), I.2.a(3)(b), I.2.a(3)(c), I.2.a(3)(d), and I.2.a(3)(f). The DoD goals for location survey accuracy and location reconciliation accuracy for ammunition are 98 percent.¹⁴

b. ~~PART II~~. Physical Inventory and Adjustments

(1) Physical Inventories.

(a) Number of Scheduled and Unscheduled Inventories Completed. **Enter** The total number of line items inventoried (scheduled and unscheduled). Each supply condition code for a stock number at each storage activity is a line item.

(b) Number of Inventories with Variances. **Enter** The total number of line items inventoried (scheduled and unscheduled) which had an inventory variance.

(c) Inventory Record Accuracy. Reflects the percent of lines inventoried without an inventory variance. Compute this figure by dividing the lines with an inventory variance by the total lines inventoried and multiplying by 100, and subtracting the result from 100 percent. $\{100 - ((1)(b) / (1)(a)) \times 100\}$ The DoD inventory record accuracy goal for ammunition is 95 percent.

(2) **Number of Inventory Adjustments from Other Than Physical Inventories.** Complete same as paragraph I.2.b(2).

¹⁴The location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs B.2. and B.4.).

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(3) Total Inventory Adjustments. Complete same as paragraph I.2.*b*(3).

(4) Number of Reversals of Inventory Adjustments. Complete same as paragraph I.2.*b*(4).

(5) Monetary Value. Complete same as paragraphs I.2.*b*(5)(a) through I.2.*b*(5)(c)5.

(6) Gross Adjustments As a Percent of: Complete same as paragraphs I.2.*b*(6)(a) and I.2.*b*(6)(b).

(7) Total Record Imbalances As a Percent of: Complete same as paragraphs I.2.*b*(7)(a) and I.2.*b*(7)(b).

(8) Monetary Value of Location Reconciliation.¹⁵ Complete same as paragraphs I.2.*b*(8)(a) through I.2.*b*(8)(d).

(9) Monetary Value of End of the Day Processing.⁸ Complete same as paragraphs I.2.*b*(9)(a) through I.2.*b*(9)(c).

¹⁵The end of day process and location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs B.2. and B.4.).

MINIMUM RESEARCH REQUIREMENTS FOR POTENTIAL OR ACTUAL PHYSICAL INVENTORY ADJUSTMENTS				
CONDITION OF DISCREPANCY		REQUIRED RESEARCH		
		Post Count Validation	Preadjustment Research	Causative Research
1.	≤ \$1,000	NO	NO	NO
2.	> \$1,000 but ≤ \$5,000 and ≤ 10 percent unit variance	YES	NO	NO
3.	> \$1,000 but ≤ \$5,000 and > 10 percent unit variance	YES	YES	NO
4.	> \$5,000 but ≤ \$16,000 and ≤ 25 percent unit variance	YES	YES	SAMPLE
5.	> \$5,000 but ≤ \$16,000 and > 25 percent unit variance	YES	YES	YES
6.	> \$16,000	YES	YES	YES
7.	Controlled Inventory Item	YES	YES	YES ¹⁶
8.	Suspected Fraud, Waste, or Abuse	YES	YES	YES

Figure 7-1

¹⁶Sample causative research in lieu of complete causative research for pilferable, and CIIC 7, item discrepancies with a value from \$.01 to \$2,500 may be accomplished to serve as a deterrent to fraud waste or abuse and to identify systemic inventory and security problems. Causative research will be conducted on all adjustments (gains and losses) of classified and sensitive items regardless of dollar value of item or extended dollar value of adjustment. Causative research will be conducted on all adjustments (gains and losses) of pilferable items, and CIIC 7 items, with an extended value greater than \$2,500, and all adjustments with an extended value of greater than \$16,000 or greater than 25 percent unit variance and greater than \$5,000.