



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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July 24, 2017

**MEMORANDUM FOR JOINT SMALL ARMS/LIGHT WEAPONS (SA/LW)
COORDINATING GROUP (JSA/LWCG) AND SUPPLY DISCREPANCY REPORT
(SDR) PROCESS REVIEW COMMITTEE (PRC) MEMBERS**

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1175,
Procedures for Turn-In of Partial Small Arms/Light Weapons (SA/LW) to DLA
Disposition Services and Supply Discrepancy Report (SDR) Procedures for
Associated Discrepancies (SA/LW/SDR/Supply/MILSTRIP)**

The attached change to DLM 4000.25, DLMS, is approved for implementation. Joint implementation of the new SDR discrepancy code is September 15. Full implementation is required no later than November 2017.

Addressees may direct questions to Ms. Ellen Hilert, MILSTRIP and SDR Administrator, Mr. Ben Breen, SDR Alternate, or Mr. Rafael Gonzalez, email: DLMS_MILSTRIP@DLA.mil or DLMSSDR@dla.mil. Others may direct questions to their Component designated SA/LW or SDR PRC representative listed at: www.dlms.dla.mil/eLibrary/ServicePoints/allpoc.asp.

HEIDI M. DAVEREDE
Program Manager
Enterprise Business Standards Office

Attachment
As stated

cc:
ODASD (SCI)
Supply PRC (Primary and Alternate)

Attachment to ADC 1175
Procedures for Turn-In of Partial Small Arms/Light Weapons (SA/LW) to DLA
Disposition Services and Supply Discrepancy Report (SDR) Procedures for
Associated Discrepancies

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. Technical POC:

(1) Mr. Rafael Gonzalez, Joint Small Arms/Light Weapons Coordinating Group (JSA/LWCG) Former Chair, Enterprise Business Standards Office, email: rafael.gonzalez@dla.mil

(2) Ms. Ellen Hilert, DOD MILSTRIP and SDR System Administrator, Enterprise Business Standards Office, email: ellen.hilert@dla.mil

b. Functional POC: DLA Disposition Services, J411

2. FUNCTIONAL AREA:

a. Primary/Secondary Functional Area: SA/LW and Supply (MILSTRIP/SDR)

b. Primary/Secondary Functional Process: DLA Disposition Services Receiving

3. REFERENCES:

a. DODM 4160.21, Defense Materiel Disposition Manual, October 22, 2015.

b. Joint Small Arms/Light Weapons Coordinating Group (JSA/L WCG) Meeting Minutes, August 14, 2014

c. Small Arms Serialization Program (SASP) web-based guidance at: <http://www.dla.mil/DispositionServices/Offers/Disposal/DEMIL/SASP.aspx>

d. DLAI 1104, Control of Small Arms by Serial Number, Effective October 22, 2004, Modified June 9, 2010, Logistics Operations and Readiness, Technical Quality, J-3314, Enclosure 3, Page 6, Procedures to Turn-in a Small Arms Weapon to DRMS for Reutilization or Disposal, item 3 and 4.

e. Defense Logistics Manual (DLM) 4000.25-2 (MILSTRAP), Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting

f. DLAI 4140.05, Small Arms Light Weapons Serial Number Reporting and Tracking by DLA Distribution, January 7, 2015

g. Approved DLMS Change (ADC) 1111, Revise Procedures for Intransit Control of Materiel Turned In To DLA Disposition Services and Establish use of the DLMS 527R for a New Disposition Services Turn-In Receipt Acknowledgement (TRA) Transaction, August 27, 2014

h. [DLM 4000.25, Defense Logistics Management Standards \(DLMS\), Volume 2](#), Chapter 16, Disposition Services; Chapter 17, Supply Discrepancy Reporting; and Chapter 18, Small Arms and Light Weapons Serial Number Registration and Reporting

i. [DLM 4000.25-1, MILSTRIP](#), Appendix 1.36, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page, and Appendix 3.49, Transfers to DLA Disposition Services Field Office on DD Form 1348-1A or DD Form 1348-2 (Single Line Item Turn-Ins), June 25, 2013

j. [DODM 4140.01](#), Volume 6, DoD Supply Chain Materiel Management Procedures: Materiel Returns, Retention, and Disposition, August 14, 2015

k. [ADC 459](#), DLMS Transactions, Discrepancy Codes, SDR Type/Disposition Services Type Codes, and Associated Procedures to Support Supply Discrepancy Reports (SDRs) under Reutilization Business Integration (RBI), November 28, 2011

l. [Withdrawal of Proposed DLMS Change \(PDC\) 1167](#), Small Arms/Light Weapons (SA/LW) Unique Item Identifier (UII) and Ship Rule with Administrative Updates, July 19, 2017
Staffing Note: PDC withdrawn subsequent to staffing. A new PDC is under development to align with the DODM 4140.01.

4. APPROVED CHANGE(S): Green highlighting identifies revisions subsequent to staffing of PDC 1175A.

a. Overview of Change:

(1) This change clarifies guidance for the turn-in of partial/incomplete weapons by the weapon national stock number (NSN) to DLA Disposition Services for reutilization or demilitarization. This change stipulates the need for a missing parts list or equivalent missing parts certification to accompany the turn-in of the serialized receiver with missing or removed parts. The turn-in activity must provide a missing parts list or annotate equivalent certification on the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A, or DD Form 1348-2), otherwise known as the Defense Turn-in Document (DTID), or a continuation page attached to the DTID. Including the list of missing parts or equivalent certification ensures that DLA Disposition Services recognizes the intent to turn-in a partial/incomplete weapon by the whole weapon NSN (rather than by the serialized receiver NSN).

(2) This change provides procedures for DLA Disposition Services to prepare an SDR transmitted to the turn-in activity when a missing parts list/missing parts certification does not accompany turn-in of a partial/incomplete weapon identified by the whole weapon NSN. Shipments of a partial weapon identified under the whole weapon NSN but lacking the required list of missing parts or equivalent certification are discrepant. DLA Disposition Services will reject these shipments pending resolution of the SDR.

(3) This change also clarifies that partial weapons turned in under the whole weapon NSN without the serialized receiver are discrepant. The materiel will be received under a more appropriate stock number (not that of the whole weapon) and an informational SDR will be prepared to notify the turn-in activity. This change also provides DLA Disposition Services receiving and SDR procedures applicable to this scenario.

(4) This change aligns the DLMS business rules in support of current requirements published in the DODM 4160.21. (Reference 3.a.).

b. Background: DLA Disposition Services is a worldwide presence within the Department of Defense, with disposal specialists in 14 foreign countries, 2 U.S territories, and 39 states. DLA Disposition Services' mission is to execute disposition solutions for excess military property. DLA Disposition Services DEMIL Center Anniston, AL receives small arms for demilitarization.

(1) DLA Disposition Services Partial Weapon Receipt

(a) At one time, the Services reported that DLA Disposition Services processed the turn-in of partial weapons by receipting a partial weapon including the serialized receiver using the receiver NSN (rather than the whole weapon NSN under which it was shipped). This occurred when the turn-in activity failed to provide the required documentation indicating that the weapon was turned in with missing parts. DLA Disposition Services discontinued this practice, and it is included here for background only. During preliminary coordination of this proposal, DLA noted that a partial weapon inclusive of the serialized receiver should always be receipted under the whole weapon NSN. However, the Navy subsequently clarified that it is acceptable to the Services and DLA Disposition Services to turn-in receivers under the receiver NSN. However, in order to track a weapon as it is transferred to DLA Disposition Services, it must be shipped and receipted using the serial number/UII and NSN under which it is registered. Changing the whole weapon NSN to the receiver NSN prevents proper tracking of the weapons under the Unique Item Tracking (UIT) program for the DOD Small Arms and Light Weapons Serialization Program (DODSALWSP). This results in the turn-in activity being unable to decrement their property book properly without taking additional actions to record the loss of the weapon as an end item. If appropriate actions are not taken, it results in downstream financial and inventory reconciliation discrepancies.

(b) The JSA/LWCG discussed this topic during the August 14, 2014 JSA/LWCG meeting (Reference 3.b.) when DLA Disposition Services described a scenario whereby a receiver is turned in for demilitarization after being replaced in the SA/LW during maintenance. However, after further discussion, the JSA/LWCG Chair and DLA Disposition Services representatives agreed to move forward with this change

(c) The DLA Disposition Services authorizes electronic turn-in (ETID) process/application for turn-in of non-serialized SA/LW parts and accessories. As a result, this change does not impact ETID processing or procedures.

(2) Guidance for Partial Weapon Turn-In and Preparation of associated SDR

(a) DLA Disposition Services updated SASP guidance (Reference 3.c.) subsequent to PDC 1175.

(b) DOD procedures for the turn-in of partial weapons documented in DODM 4160.21, Defense Materiel Disposition Manual, authorize the turn-in of partial weapons using Supply Condition Code F (unserviceable – repairable) or G (unserviceable – incomplete) for reutilization or under SCC H (unserviceable – condemned) for demilitarization under the whole weapon NSN, provided that a missing parts list is included.

(c) DODM 4160.21 further clarifies that condemned partial weapons may be transferred to a DLA Disposition Services with the reason for condemnation annotated on the [DD Form](#)

[1577](#), Unserviceable (Condemned) Tag - Materiel, or [DD Form 1577-1](#), Unserviceable (Condemned) Label - Materiel. This guidance further states DLA Disposition Services will reject any transfer of condemned weapons when the annotations are missing from the tag or label. When missing or removed parts contribute to the condemnation action of multiple quantity transfers, a listing must be provided.

(d) DLAI 1104 (Reference 3.d.) states that small arms may be turned-in in partial form for demilitarization if not mixed with whole weapons and if a missing parts list is provided with the DTID. This guidance states that the lack of a missing parts list will cause the weapon shipment to be rejected and returned to the turn-in activity (generator) with a discrepancy report (identified as DRMS Form 917, which is now replaced by the SDR). DLA Disposition Services is currently updating DLAI 1104 and will ensure consistency with this change.

(e) DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 2, Chapter 17 (Reference 3.h.), states: “During the receiving process, if the DLA Disposition Services Field Office identifies a supply discrepancy, an outgoing SDR will be generated.”

(3) Individual DTID and Packaging per Weapon. DOD 4160.21 requires that each partial weapon be packaged individually. Each package must be marked with the serial number identifying the weapon, and include a list of all missing or removed parts, which correlates back to the DTID list. However, this guidance for individually packaged weapons conflicts with the guidance for “multiple quantity transfers” discussed in this manual. Additionally, the requirement for a separate DTID for each weapon is not consistent with MILSTRIP guidance for preparing the DTID.

Staffing Note: DLA Disposition Services will address this issue independent from this change proposal.

(4) Conditional Receipt and Turn-in Receipt Acknowledgment (TRA). DODM 4160.21 requires that DLA Disposition Services provide the generator with a conditional receipt at the time of delivery. This is accomplished via the stamped/signed DTID. The conditional receipt becomes the official record of receipt within 15 days of receipt based upon acceptance of the shipment and posting of the accountable receipt to DLA Disposition Services. A TRA transaction (DLMS 527R with Transaction Type Code CJ) (Reference 3.e.) is triggered systemically when the DLA Disposition Services Field Office reports the accountable receipt to DLA Disposition Services. Under TRA procedures, the intended primary NSN identifies the original DTID NSN, even if subsequently changed during receipt processing. The TRA does not include serial numbers or UIIs. When the sight verification of serialization is completed, SA/LW transactions are generated for each serial number/NSN (e.g., DLMS 140A/Legacy DIC DSM with SA/LW Transaction Code (TRAC) R for receipts).

Staffing Note: The SA/LWCG Chair requested DLA Disposition Services review internal procedures and documented guidance for compliance with current DODM 4140.01 policy on receipt processing time standards. DLA Disposition Services will address this issue independently from this change and coordinate with ODASD (SCI) for revised time standards, as appropriate.

c. Approved Change in Detail:

(1) Revise DLM guidance to clarify that the generating activity is responsible for properly documenting on the DTID, all missing parts for partial weapon (with serialized receiver) turn-ins under the whole weapon NSN, except when the generating Service has authorized use of an equivalent certification. The DTID must identify the whole weapon NSN and list the missing parts using DTID Block 27, an attached parts list, a DTID continuation page with missing parts identified

or attached, or a statement certifying by signature that the weapons have missing parts. The certifying statement must be included in DTID Block 27 or the DTID continuation page.

(2) Clarify DLM procedures for DLA Disposition Services and SA/LW reporting to clearly state that DLA Disposition Services will reject a turn-in of a *partial weapon identified under the whole weapon NSN* (with the serialized receiver) if it lacks a missing parts list or equivalent certification. DLA Disposition Services will hold rejected serialized weapons/weapon parts in a segregated location pending resolution of the SDR.

(3) **SDR for Missing Parts List/Certification.** Revise SDR guidance to require DLA Disposition Services to prepare an SDR for partial weapon turn-in under the whole weapon NSN but lacking the required list of missing parts.

(a) SDRs will identify the DOD Discrepancy Code D3 (Supply documentation incomplete, improper, or without authority (use only when receipt cannot be properly processed)).

(b) A new Discrepancy Code D301 (Defense Turn-In Document (DTID) for partial weapon lacks missing parts list or certification statement) will be established to provide visibility of this discrepancy to the Components for monitoring and trend analysis. This Discrepancy Code D301 will be associated with internal DLA Distribution Standard System (DSS) Discrepancy Code DC37 (or next available value) must be established to trigger printing of pre-programmed remarks text indicating: "DTID for partial weapon turn-in under whole item NSN lacks missing parts list or required certification statement."

(c) The SDR will cite Action Code 1C (Supporting supply documentation requested).

(d) In conjunction with generating an SDR, the DLA Disposition Services will attempt to contact the generator to obtain the missing information and resolve the discrepancy.

(e) If the DLA Disposition Services does not receive a reply to the SDR or is unable to obtain the missing parts list or equivalent certification within 25 days, it will return the serialized weapon/weapons parts to the turn-in activity. If DLA Disposition Services cannot locate the turn-in activity, DLA Disposition Services will contact the DOD Central Registry for resolution/disposition instructions or referral to the owning Service.

(f) Whenever possible, the turn-in activity will provide disposition via SDR reply, however, if disposition is provided outside of the SDR process, DLA Disposition Services must update the SDR action code to 3B (SDR provided for corrective action and trend analysis) and include SDR remarks indicating the disposition provided. The corrected SDR will be transmitted to all parties identified on the original SDR. This process will allow the originating system to close the SDR and other SDR systems to consider it complete.

(4) **Receipt and SDR for Partial Weapon Turn-in without Receiver.** Disposition Services will not receipt a weapon subcomponent, such as the upper receiver, butt stock assembly, or barrel assembly, turned in under the whole weapon NSN without its matching serialized receiver, under the whole weapon NSN. DLA Disposition Services will receipt the subcomponent under the applicable materiel identification for the subcomponent(s) and condition, and submit an informational SDR to the generator.

(a) SDRs will identify existing DOD Discrepancy Codes W4 (Misidentified item received) and U08 (Mismatch between unique identification (UII/serial number) on item or packaging marks/labels and the associated shipping documentation). The turn-in NSN will be recorded in the wrong item received NSN field.

(b) DLA DSS must establish a new internal DLA DSS Discrepancy Code WA01 (or next available value) to trigger printing of pre-programmed remarks text indicating: “Turn-in of partial weapon under whole item NSN without serialized receiver is not authorized. SA/LW Control Reporting Transaction for receipt under whole weapon serial number/UII will not be transmitted to the Component and/or DOD Central Registries. Take action, as needed, to correct SA/LW Registry and IUID Registry.”

(c) The SDR will cite Action Code 3B (Discrepancy reported for corrective action and trend analysis; no reply required.). Use of this action code will cause DLA DSS to automatically close the SDR and no reply from the turn-in activity is required.

(e) DLA Disposition Services will mutilate and/or destroy non-serialized weapon parts consistent with the demilitarization code requirements, local policies, laws, and regulations.

(f) The generator must adopt internal procedures to correct property book records and registries, as applicable.

d. Revisions to DLM 4000.25 Manuals:

(1) Revise DLM 4000.25-2 (MILSTRAP), Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting, as shown in Enclosure 1.

(2) Revise DLM 4000.25, Volume 2, Chapter 16, Disposition Services, Chapter 17, Supply Discrepancy Reporting, and Chapter 18, Small Arms and Light Weapons Serial Number Registration and Reporting, as shown in Enclosure 2.

(3) Revise DLM 4000.25-1, MILSTRIP, Appendix 1.36, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page, and Appendix 3.49, Transfers to DLA Disposition Services on 1348-1A or DD Form 1348-2 (Single Line-Item Turn-Ins), as shown in Enclosure 3.

(4) Revise DLM 4000.25, Volume 2, Appendix 7.28, Supply Discrepancy Report Relevant Data Elements, to add Discrepancy Code D301 under supply documentation codes.

D301 Defense Turn-In Document (DTID) for partial weapon lacks missing parts list or certification statement

e. Transaction Flow: No change to current transaction flow. Refer to Enclosure 4 for process flow.

f. Alternatives: None.

5. REASON FOR CHANGE:

a. Update DLMS procedures for partial/incomplete weapon turn-in to better support DLA Disposition Services and identify conflicting information in published guidance.

b. Provide appropriate guidance to ensure that serialized item tracking registries are accurately reconciled.

c. Provide detailed instructions to support generation of SDRs for discrepant SA/LW turn-ins.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages:

(1) Reinforces the accurate and compliant DTID preparation for partial/incomplete weapons, which is key to expeditious and proper processing by DLA Disposition Services.

(2) Provides guidance for the turn-in of partial weapons, which will eliminate confusion and promote appropriate processing.

(3) Maintains consistency with standard receiving guidance, which requires materiel to be recorded on the accountable record under the appropriate NSN upon physical receipt, regardless of discrepancy.

(4) Reduces erroneous processing, which will improve accuracy in UIT.

b. Disadvantages: None.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: DLA Disposition Services estimates that they can accomplish changes within 30-60 days of approval. DLA Disposition Services is unable to provide a time line for updates to DODM 4160.21 at this time. Joint implementation of the new SDR Discrepancy Code D301 is September 15, 2017. Implementation is required by November 2017 for DLMS compliance.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Not available.

9. IMPACT:

a. DLMS Data Elements: There are no new data elements.

b. Changes to DLMS Data Elements: Update SDR discrepancy codes to add new code value D301.

c. Automated Information Systems (AIS):

(1) **DLA Distribution Standard System.** Minor update required for the new internal discrepancy codes. Potential update for tracking the shorter suspense for SDR responses and remove follow-up requirements.

(2) **Other AIS:** No known impact other than potential change for tracking the shorter suspense for SDR responses; all other changes are procedural. Potential update for tracking the shorter suspense for SDR responses and remove follow-up requirements.

d. Defense Automatic Addressing System (DAAS): Update WebSDR code table to include new Discrepancy Code D301.

e. Non- DLM 4000.25 Series Publications:

(1) Recommend comparable updates to the following:

(a) DODM 4160.21 (Reference 3.a)

(b) DLAI 1104 (Reference 3.d)

(c) DLAI 4140.05 (Reference 3.f.)

(2) Recommend comparable updates to DLA Disposition Services web-based guidance (Reference 3.c.). Refer to Enclosure 4 and 5 for specific recommendations.

10. PROPOSED DLMS CHANGE (PDC) 1175A STAFFING RESPONSE/COMMENT RESOLUTION:

	Originator	Response/Comment	Disposition
1.	Army	<p>Concur with comment: The Army concurs with corrected final version of PDC 1175A. In reference to the added statement: "When disposition services personnel are unable to contact the turn-in activity for the discrepant weapons, they contact LOGSA....LOGSA may then contact others as necessary to provide resolution." "Others" does include item managers if LOGSA deems it necessary.</p> <p>The Army SDR Community concurs.</p>	<p>Noted.</p> <p>Paragraph revised to say: <i>“Additionally, DLA Disposition Services will attempt to contact the turn-in activity off-line, and if it has not resolved the issue within 25 days, DLA Disposition Services will return the serialized weapons/weapon parts or contact the DoD Registry (Logistics Support Activity (LOGSA)) for resolution/disposition instructions or referral to the owning Service. LOGSA may contact others to include item managers as deemed necessary to provide resolution.”</i></p>
2.	DLA	<p>Concur with comment: DLA Disposition commented:</p>	<p>Noted.</p>

	Originator	Response/Comment	Disposition
		<p>Enclosure 2, Para A., section C16.7.7.4 and the second change for Enclosure 3, page 2, Para B., Bottom of Page Small Arms Turn In.</p> <p>NOTE: Recommended changes would be required throughout the PDC 1175A as applicable; each time this information is repeated.</p> <p>**** This is a significant change, as SA/LW is not authorized to be shipped to DLA Disposition Services Field Offices, as currently stated in said document.</p> <p>The ONLY authorized weapon site is the Demil Anniston, AL site. By mirroring the language in DoDM 4160.21 reduces the risk of unauthorized shipments of SA/LW being shipped to DLA Disposition Services (who cannot receive the property).</p> <p>1st Change, Enclosure 2, Para A., section C16.7.7.4</p> <p>Currently reads: C16.7.7.4. Turn-in of Small Arms/Light Weapons. When SA/LW materiel is received, DLA Disposition Services Field Office must identify the SA/LW by a valid NSN or DoD SA/LW Registry assigned management control number (MCN), in addition to a separate serial number for each individual weapon.</p> <p>Requested Change: C16.7.7.4. Turn-in of Small Arms/Light Weapons. When SA/LW materiel is received, DLA Disposition Services Demil Center, Anniston, Alabama must identify the SA/LW by a valid NSN or DoD SA/LW Registry assigned management control number (MCN), in addition to a separate serial number for each individual weapon.</p> <p>2nd Change, Enclosure 3, Page 2, Bottom of Page</p> <p>Currently reads: Small Arms/Light Weapons (SA/LW) Turn-In1 - Do not mix partial and complete weapons on a single IRRD. For partial/incomplete weapon turn-in, identify missing parts in this block. If there is insufficient space, use an attached continuation page (refer to Appendix 1.36). If the shipment includes multiple weapons, associate each list of missing parts with the serial number of the whole weapon. In lieu of listing the missing parts, the owning Component may authorize including aa signed statement certifying that the weapons have missing parts. Provide the name and contact information of the authorizing official. If prepared electronically, provide a digital signature.</p> <p>Requested Change: Insert paragraph below, before the "Small Arms/Light Weapons..... electronically, provide a digital signature."</p> <p>Ship small arms serialized weapons and serialized parts to the Anniston, Alabama, DEMIL Center, as identified on the DLA Disposition Services website: https://www.dispositionservices.dla.mil. Contact the Anniston center for shipment instructions. All activities generating serialized weapons and serialized weapons parts must report a "ship" transaction, using the appropriate DLA Disposition Services DEMIL Center DoD Activity Address Code (DoDAAC), to the DoD Small Arms and Light Weapons Serialization Program registry.</p> <p>Small Arms/Light Weapons (SA/LW) Turn-In1 - Do not mix partial and complete weapons on a single IRRD. For partial/incomplete weapon turn-in,</p>	<p>1st Change: Updated as requested.</p> <p>2nd Change: Updated to include first sentence and web site only. Since this paragraph is located in the MILSRIP appendix delineating the input instructions for the IRRD, it is not appropriate to include the full paragraph include SA/LW transaction requirements here.</p> <p>Additional references to "Field Office" have been removed.</p>

	Originator	Response/Comment	Disposition
		<p>identify missing parts in this block. If there is insufficient space, use an attached continuation page (refer to Appendix 1.36). If the shipment includes multiple weapons, associate each list of missing parts with the serial number of the whole weapon. In lieu of listing the missing parts, the owning Component may authorize including a signed statement certifying that the weapons have missing parts. Provide the name and contact information of the authorizing official. If prepared electronically, provide a digital signature.</p>	
3.	Navy	<p>Concur with comment.</p> <p>Attachment to PDC 1175A...page 4...Conditional Receipt and Turn-in Receipt Acknowledgement We originally had concerns about this verbiage..."The conditional receipt becomes the official record of receipt within 15 days". If someone does not read the whole paragraph, they will be misled by this line. However, the bottom of the paragraph does indeed address the sight verification of serialization...so it may be okay?</p> <p>C16.7.7.4.3.3 It is the responsibility of the turn-in activity to correct the SA/LW Registry and IUID Registry as applicable.</p> <p>Question: Does this mean that each component Registry will be required to report to BOTH the DoD Central Registry AND the IUID Registry?</p> <p>Response: As of right now, these two registries are separate so yes, you are required to report to both registries. This refers to scenarios where the owner sends a partial weapon without the serialized receiver under the whole weapon NSN. Without the serialized receiver, it's considered weapon parts and not an actual weapon so Disposition Services will identify this issue in the SDR and the owner may need to correct what was previously reported to the IUID registry.</p> <p>C17.3.10.4.3.3 (Same as above) It is the responsibility of the turn-in activity to correct the SA/LW Registry and IUID Registry as applicable.</p> <p>Question: Does this mean that each component Registry will be required to report to BOTH the DoD Central Registry AND the IUID Registry?</p> <p>Response: Same scenario in a different chapter.</p> <p>C18.7.4.1.2.1 The receiving activity verifies the UII and serial number(s) and sends SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt) to its Component Registry.</p> <p>Comment: Clarification to this statement may be needed. All field activities will not have this capability. Some Marine Corps units may report to Crane Registry online. Others (Marine Corps and Navy) will report with signed hard copy receipt electronically/by mail/etc. We, as the Registry, will then send the R Transaction.</p> <p>Response: This may need a little more clarification. Perhaps we can use some verbiage like this:</p>	<p>Noted.</p> <p>See DLMS Program Office responses inserted below Navy questions/comments.</p>

	Originator	Response/Comment	Disposition
		<p>The receiving activity verifies the UII and serial number(s) and sends SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt) to its Component Registry as receipt confirmation. Receiving activities may also report receipt confirmation by sending a signed copy of the DD-1348 via fax or mail or by electronic means (email, direct input via user interface, fax, etc.) to its Component Registry. The receiving Component Registry is responsible for providing SA/LW Control Reporting Transaction with SA/LW Transaction Code R to the shipping Component Registry.</p> <p>C18.7.4.1.2.2 (Same as above) The receiving activity verifies the UII and serial number(s) and sends SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt) to its Component Registry.</p> <p>Comment: Clarification to this statement may be needed. All field activities will not have this capability. Some Marine Corps units may report to Crane Registry online. Others (Marine Corps and Navy) will report with signed hard copy receipt electronically/by mail/etc. We, as the Registry, will then send the R Transaction</p> <p>Response: Section C18.7.4.1.2.2. talks about discrepancies. This statement basically says that when the receiving activity finds a discrepant UII and/or serial number (perhaps because the one in the paperwork didn't match to the one in the item itself) the receiving activity is responsible for reporting that discrepancy and resolve it as necessary with the shipping activity via an SDR. If the receiving activity does not have SDR capabilities within their system, they can use WebSDR.</p> <p>C18.7.5.3 (Same as above) It is the responsibility of the turn-in activity to correct the SA/LW Registry and IUID Registry as applicable.</p> <p>Question: Does this mean that each component Registry will be required to report to BOTH the DoD Central Registry AND the IUID Registry??</p> <p>Response: Same comment in C16.7.7.4.3.3 applies.</p> <p>Comment: Should your statement (extracted directly below) be adjusted to say that this is an interim process pending DLMS compliance. Doesn't seem right that we should outright sanction this process of passing around the signed hard copy of the IRRD rather than sending transactions.</p> <p>"Receiving activities may also report receipt confirmation by sending a signed copy of the DD-1348 via fax or mail or by electronic means (email, direct input via user interface, fax, etc.) to its Component Registry. The receiving Component Registry is responsible for providing SA/LW Control Reporting Transaction with SA/LW Transaction Code R to the shipping Component Registry. "</p>	
4.	Marine Corps	Concur	Noted.
5.	Air Force	Concur	Noted.

	Originator	Response/Comment	Disposition
6.	USTRANSCOM	Abstain. There is no impact to USTRANSCOM systems based on this change.	Noted.

Enclosure 1, MILSTRAP Manual Revisions

Revise DLM 4000.25-2 (MILSTRAP), Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting, to revise the chapter name, insert a new subparagraph, and renumber remaining paragraphs. Changes are identified by ***bold red italics***.

C12.2.2. ***List of Unique Item Identifier (UII) and/or Serial Numbers in Shipments.*** In addition to requirements contained in [DLM 4000.25-1](#), Military Standard Requisitioning and Issue Procedures (MILSTRIP), the shipping activity ***will*** provide a listing of the ~~weapon~~ ***SA/LW UIIs and*** serial numbers contained in each shipment with the shipment documentation accompanying SA/LW shipments between DoD Components. When shipments consist of multiple containers, the listing ***will*** identify which ***UIIs and*** serial numbers are within each container. ***Additionally, the shipping activity will format the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) continuation page in accordance with MILSTRIP Appendix 1.36 to provide a machine-readable 2D bar code(s) containing each UII linked with the applicable serial number, and linear bar codes associated with the human readable serial numbers for each item.***

(Intervening text not shown)

C12.7.4.1. Shipments between DoD Components:

C12.7.4.1.1. When SA/LW are selected for shipment by the shipping activity, provide the WSN transaction data for the weapons to the shipping Component Registry using DIC DSM (see Appendix AP3.36). The shipping Component Registry enters the SA/LW data in the active file to indicate the in-transit shipment. The shipping Component Registry then forwards the WSN transaction to the destination Component Registry for all inter-DoD Component shipments.

C12.7.4.1.2. The receiving Component Registry enters the SA/LW data into the active file to open the record. This record is maintained until confirmation of weapon receipt is provided by the receiving activity.

C12.7.4.1.2.1. The receiving activity verifies the ***UIIs and*** serial number(s) and sends the WSN transaction, with SA/LW Transaction Code R (Receipt), to its Component Registry. The receiving Component Registry matches the SA/LW data against the in-transit record. A match constitutes reconciliation and completes the record.

C12.7.4.1.2.2. ***The receiving activity will verify*** ~~Discrepant~~ ***UII and/or*** serial number(s) ~~will be verified~~ by electronic mail, ***or*** telephone, ~~or letter~~ and ***take*** corrective action taken ~~as required~~. ***Additionally, the receiving activity will submit an SDR to the appropriate shipping activity in accordance with Chapter 17 procedures for IUID-related discrepancies.***

(Intervening text not shown)

C12.7.5. Shipment to DLA Disposition Services for Demilitarization. Shipping activities will follow procedures as prescribed in this chapter for inter-DoD Component transfers.¹

C12.7.5.1. Shipments of a partial weapon identified under the whole weapon NSN and serial number/UII must include a list of the missing parts or signed statement certifying that the weapons have missing parts. Shipments of a partial weapon identified under the whole weapon NSN, but lacking the required list of missing parts or equivalent certification are discrepant. DLA Disposition Services will hold rejected serialized weapons/weapon parts in a segregated location pending resolution of the SDR. If the DLA Disposition Services does not receive a reply to the SDR with the updated documentation or is otherwise unable to resolve the discrepancy within 25 days, DLA Disposition Services will return the partial weapons to the turn-in activity. If DLA Disposition Services cannot locate the turn-in activity, DLA Disposition Services will contact DoD Registry for resolution/disposition instructions or referral to the owning Service.

C12.7.5.2. DLA Disposition Services will NOT accept a turned in weapon subcomponent, such as the upper receiver, butt stock assembly, barrel assembly, etc., without its matching serialized receiver, under its end item NSN and serial number/UII under any circumstances. When identifying the serialized receiver on a weapon, the term “serialized receiver” refers to the receiver that displays or holds the serial number of a particular weapon. DLA Disposition Services will receipt the subcomponent under the applicable materiel identification for the subcomponent(s) and submit an informational SDR to the generator. DLA Disposition Services will send a disposition services turn-in receipt acknowledgement transaction citing the turn-in materiel identification (for reconciliation by the turn-in activity), and the actual materiel identification used for the DLA Disposition Services receipt. The SDR will alert the turn-in activity to correct serialized item tracking registries as needed. DLA Disposition Services will mutilate and/or destroy non-serialized weapon parts consistent with the demilitarization code requirements, local policies, laws, and regulations.

C12.7.6. When SA/LW are selected for destruction at the demilitarization activity, the demilitarization activity sends the SA/LW data (DIC DSM with SA/LW Transaction Code V (Demilitarization) to the Component Registry once the demilitarization has been completed. The Component Registry **will** code each of the demilitarized weapons using SA/LW Transaction Code V and enters the SA/LW demilitarization data into the inactive file.

¹ Refer to ADC 1175.

Enclosure 2, DLMS Manual Revisions

Changes are identified by ***bold red italics*** and strike-through text. Opening paragraphs and intervening text between updated paragraphs are not shown. Paragraphs will be renumbered as needed.

A. Revise DLM 4000.25, Volume 2, Chapter 16, Disposition Services, as follows.

C16.7.7.4. Turn-in of Small Arms/Light Weapons. When SA/LW materiel is received, DLA Disposition Services ~~Field Office~~ ***DEMIL Center, Anniston, Alabama*** must identify the SA/LW by a valid NSN or DoD SA/LW Registry assigned management control number (MCN), in addition to a separate serial number for each individual weapon.

(Intervening text not shown)

C16.7.7.4.3. Partial Weapon Turn-in.²

C16.7.7.4.3.1. Turn-in activities must include a list of missing parts on the DTID (or an attached continuation page) or a signed statement certifying that the weapons have missing parts when transferring partial/incomplete weapons to DLA Disposition Services under the whole weapon NSN. If using a missing parts list and the shipment includes multiple weapons, associate each list of missing parts with the serial number of the whole weapon. Shipments of a partial weapon identified under the whole weapon NSN but lacking the required list of missing parts or equivalent certification are discrepant. DLA Disposition Services will hold rejected serialized weapons/weapon parts in a segregated location pending resolution of the SDR. If the DLA Disposition Services does not receive a reply to the SDR with the updated documentation or is otherwise unable to resolve the discrepancy within 25 days, DLA Disposition Services will return the partial weapons to the turn-in activity. If DLA Disposition Services cannot locate the turn-in activity, DLA Disposition Services will contact DoD Registry for resolution/disposition instructions or referral to the owning Service.

C16.7.7.4.3.2. DLA Disposition Services will NOT accept a turned in weapon subcomponent, such as the upper receiver, butt stock assembly, or barrel assembly, without its matching serialized receiver under its end item NSN. When identifying the serialized receiver on a weapon, the term “serialized receiver” refers to the receiver that displays or holds the serial number of a particular weapon. DLA Disposition Services will receipt the subcomponent under the applicable materiel identification for the subcomponent(s) and submit an informational SDR to the generator. DLA Disposition Services will send a Disposition Services Turn-In Receipt Acknowledgement transaction citing the turn-in materiel identification (for reconciliation by the turn-in activity) and the actual materiel identification used for the DLA Disposition Services receipt. It is the responsibility of the turn-in activity to correct the SA/LW Registry and IUID Registry as applicable. DLA Disposition Services will

² Refer to ADC 1175.

mutilate and/or destroy non-serialized weapon parts consistent with the demilitarization code requirements, local policies, laws, and regulations.

B. Revise DoD 4000.25, Volume 2 Chapter 17, Supply Discrepancy Reporting, as follows.

C17.3.10.4. Shipments to DLA Disposition Services

(Intervening text not shown)

C17.3.10.4.3. Partial Weapon Turn-in.¹ When SA/LW materiel is received, DLA Disposition Services DEMIL Center, Anniston, Alabama must identify the SA/LW by a valid NSN or DoD SA/LW Registry assigned management control number (MCN), in addition to a separate serial number for each individual weapon.

C17.3.10.4.3.1. Shipments of a partial weapon identified under the whole weapon NSN but lacking the required list of missing parts or a signed statement certifying that the weapons have missing parts are discrepant using Discrepancy Code D301. DLA Disposition Services will send an SDR to the turn-in activity and attempt to contact the turn-in activity off-line. DLA Disposition Services will hold rejected serialized weapons/weapon parts in a segregated location pending resolution of the SDR. If the DLA Disposition Services does not receive a reply to the SDR with the updated documentation or is otherwise unable to resolve the discrepancy within 25 days, DLA Disposition Services will return the partial weapons to the turn-in activity. If DLA Disposition Services cannot locate the turn-in activity, DLA Disposition Services will contact DoD Registry for resolution/disposition instructions or referral to the owning Service.

C17.3.10.4.3.2. If the SDR is resolved via off-line communication, the DLA Disposition Services will update the SDR via the correction process to change the action code to indicate an informational SDR (Action Code 3B), and document the resolution in the SDR remarks. This will allow all parties involved to recognize that no further action is needed on the SDR. The SDR will close automatically within the Distribution Standard System after these updates are processed.

C17.3.10.4.3.3. A turned in weapon subcomponent, such as the upper receiver, butt stock assembly, barrel assembly, etc., without its matching serialized receiver will NOT be accepted under its end item NSN under any circumstances. When identifying the serialized receiver on a weapon, the term “serialized receiver” refers to the receiver that displays or holds the serial number of a particular weapon. DLA Disposition Services will receipt the subcomponent under the applicable materiel identification for the subcomponent(s) and submit an SDR to the turn-in activity for corrective action (Action Code 3B) indicating both an item identification error and an IUID mismatch. The SDR will alert the turn-in activity to correct serialized item tracking registries as needed. It is the responsibility of the turn-in activity to correct the SA/LW Registry and IUID Registry as applicable. DLA Disposition Services will mutilate and/or destroy non-serialized weapon parts consistent with the demilitarization code requirements, local policies, laws, and regulations. The SDR will close automatically within the Distribution Standard System with no further action.

(Intervening text not shown)

C17.3.11. Follow-Up on Original SDR

(Intervening text not shown)

C17.3.11.1.8. By exception, DLA Disposition Services will not generate SDR follow-ups for turn-in of partial weapons lacking the required list of missing parts or a signed statement certifying that the weapons have missing parts. Turn-in activities are required to respond to the SDR within 25 days. Additionally, DLA Disposition Services will attempt to contact the turn-in activity off-line, and if it has not resolved the issue within 25 days, DLA Disposition Services will return the serialized weapons/weapon parts or contact the DoD Registry (Logistics Support Activity (LOGSA)) for resolution/disposition instructions or referral to the owning Service. LOGSA may contact others to include item managers as deemed necessary to provide resolution.

C17.3.13.2. Time Standards for SDR Response

(Intervening text not shown)

C17.3.13.2.9. Turn-in activities receiving SDRs from DLA Disposition Services for turn-in of partial weapons lacking the required list of missing parts or a signed statement certifying that the weapons have missing parts will respond to the SDR within 25 days. DLA Disposition Services will attempt to contact the turn-in activity off-line, but there will be no SDR follow-up.

C. Revise DLM 4000.25, Volume 2, Chapter 18, Small Arms and Light Weapons Serial Number Registration and Reporting, as follows.

C18.2.2. List of ***Unique Item Identifiers (UII) and*** Serial Numbers in Shipments. In addition to the shipment requirements contained in this volume, the shipping activity ***will*** send a listing of the ***SA/LW UIIs and*** serial numbers contained in each shipment with the shipment documentation accompanying SA/LW shipments between the DoD Components. When shipments consist of multiple containers, the listing ***will*** identify which ***UIIs and*** serial numbers are within each container. ***Additionally, the shipping activity will format the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) continuation page in accordance with MILSTRIP Appendix 1.36 to provide a machine-readable 2D bar code(s) containing each UII linked with the applicable serial number, and linear bar codes associated with the human readable serial numbers for each item.***

(Intervening text not shown)

C18.7.4.1. Shipments Between DoD Components:

C18.7.4.1.1. Shipping Registry. When weapons are selected for shipment by the shipping activity, SA/LW Control Reporting Transaction with SA/LW Transaction Code S

(Shipment) will be sent to the shipping Component Registry. The shipping Component Registry enters the SA/LW data in the active file to indicate the in-transit shipment. The shipping Component Registry then sends the transaction to the destination Component Registry for all inter-DoD Component shipments.

C18.7.4.1.2. Receiving Registry. The receiving Component Registry enters the SA/LW data into the active file to open the record. This record is maintained until confirmation of weapon receipt is provided by the receiving activity.

C18.7.4.1.2.1. Receiving Activity Actions. The receiving activity verifies the **UII and** serial number(s) and sends SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt) to its Component Registry. The receiving Component Registry matches the SA/LW data against the in-transit record. A match constitutes reconciliation and completes the record.

C18.7.4.1.2.2. Discrepant **UII and/or** Serial Numbers. ***The receiving activity will verify*** ~~Discrepant **UII and** serial number(s) will be verified by electronic mail, or telephone or letter and take corrective action taken as required.~~ ***Additionally, the receiving activity will submit an SDR to the appropriate action activity in accordance with Chapter 17 procedures for IUID-related discrepancies.***

(Intervening text not shown)

C18.7.5. Shipment to DLA Disposition Services for Demilitarization.¹ Shipping activities will follow procedures as prescribed in this chapter for inter-DoD Component transfers. When DLA Disposition Services DEMIL Center, Anniston, Alabama receives SA/LW materiel, the DEMIL Center must identify the SA/LW by a valid NSN or DoD SA/LW Registry assigned management control number (MCN), in addition to a separate serial number for each individual weapon.

C18.7.5.1. Shipments of a partial weapon identified under the whole weapon NSN must include a missing parts list or signed statement certifying that the weapons have missing parts. In lieu of listing the missing parts, the owning Component may authorize including a signed statement certifying that the weapons have missing parts under MILSTRIP turn-in procedures. The signed statement must provide name and contact information of the authorizing official. If prepared electronically, a digital signature will be included. DLA Disposition Services will consider partial weapon turn-in lacking a missing parts list or certifying statement discrepant. DLA Disposition Services will send an SDR to the turn-in activity and attempt to contact the activity off-line. DLA Disposition Services will hold rejected serialized weapons/weapon parts in a segregated location pending resolution of the SDR. If the DLA Disposition Services does not receive a reply to the SDR with the updated documentation or is otherwise unable to resolve the discrepancy within 25 days, DLA Disposition Services will return the partial weapons to the turn-in activity. If DLA Disposition Services cannot locate the turn-in activity, DLA Disposition Services will contact DoD Registry for resolution/disposition instructions or referral to the owning Service.

C18.7.5.2. A weapon subcomponent, such as the upper receiver, butt stock assembly, barrel assembly, etc., turned in without its matching serialized receiver will NOT be accepted under its end item NSN and serial number/UII under any circumstance. When identifying the serialized receiver on a weapon, the term “serialized receiver” refers to the receiver that displays or holds the serial number of a particular weapon. DLA Disposition Services will receipt the subcomponent under the applicable materiel identification for the subcomponent(s) and submit an informational SDR to the turn-in activity. DLA Disposition Services will not send the Component Registry an SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt). The SDR will alert the turn-in activity to correct serialized item tracking registries as needed. It is the responsibility of the turn-in activity to correct the SA/LW Registry and IUID Registry as applicable. DLA Disposition Services will mutilate and/or destroy non-serialized weapon parts consistent with the demilitarization code requirements, local policies, laws, and regulations.

C18.7.6. Demilitarization. When SA/LW are selected for destruction at the demilitarization activity, the demilitarization activity sends *an* SA/LW Control Reporting Transaction with SA/LW Transaction Code V (Demilitarization) to the Component Registry once the demilitarization has been completed. The Component Registry *will* code each of the demilitarized weapons and enter the SA/LW demilitarization data into the inactive file.

¹Refer to ADC 1175.

Enclosure 3, MILSTRIP Manual Revisions

Changes are identified by ***bold red italics*** and strike-through text. Opening paragraphs and intervening text between updated paragraphs are not shown. Paragraphs will be renumbered as needed.

A. Revise DLM 4000.25-1, MILSTRIP, Appendix 1.36, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page, as shown.

AP1.36.1. IRRD (DD 1348-1A or DD Form 1348-2) Continuation Page. When the continuation page is used as an extension of the IRRD Block 27, it will contain the following minimum data:

AP1.36.1.1. Continuation Page (Title).

AP1.36.1.2. Document Number and suffix (from requisition/shipment).

AP1.36.1.3. Quantity Shipped and Unit of Issue (processed for shipment).

AP1.36.1.4. Page number and total number of continuation pages.

AP1.36.1.5. PDF417 2D bar code or Macro PDF417 2D bar codes. See Appendix 1.35 for included data elements, their respective data identifiers, and print quality requirements.

AP1.36.1.6. Code 39 linear bar codes with human-readable information. Each item's serial number used for tracking under a UIT program or in support of DoD policy for the application of IUID in supply processes, as applicable, will be printed and encoded with a Code 39 linear bar code. This requirement provides backward compatibility for distribution systems unable to decode the PDF417 2D bar code information. Each item will have no more than one encoded serial number; some items may not have a serial number (i.e., the item only has a UII or the item is not serialized). See AP1.36.4 for implementation business rules.

AP1.36.1.7. Small Arms/Light Weapons (SA/LW) Turn-In.¹ If Block 27 of the IRRD does not provide sufficient space for listing missing parts associated with a partial/incomplete weapon turned-in under the whole item NSN, provide a missing parts list on, or attached to, the continuation page. If the shipment includes multiple weapons, list missing parts under the serial number of the applicable weapon. In lieu of listing the missing parts, the owning Component may authorize including a signed statement in Block 27 or the attached continuation page certifying that the weapons have missing parts. Provide name and contact information of the authorizing official. If prepared electronically, provide a digital signature.

¹Refer to ADC 1175.

B. Revise DLM 4000.25-1, MILSTRIP, Appendix 3.49, Transfers to DLA Disposition Services on 1348-1a or DD Form 1348-2 (Single Line-Item Turn-Ins), as shown.

“BLOCK(S) ENTRIES

27

This block may contain additional data including bar coding for internal use. This block may contain a PDF417 2D bar code that contains information for serially tracked items and repeats bar coded data content. Enter data in this block as required by the shipping activity or the DLA Disposition Services Field Office receiving the materiel. When data is entered in the block, it will be clearly identified. See Appendix 1.35 for Code 39 linear bar code and PDF417 2D bar code format information. See Appendix 1.36 for the Block 27 continuation page requirements.

HM/HW Turn-Ins – For hazardous materiel and waste turn-ins, enter the DoDAAC of the bill-to office (required for Signal Code B), the contract line item number (CLIN) for the item on the disposal contract, the total cost of the disposal, Hazardous Waste Profile Sheet Reference Number, the Material Safety Data Sheet 5-digit alpha code from the Hazardous Material Information Repository System, the Chemical Name of Hazardous Contaminant(s), and the Noun Name of Non-Hazardous Contaminant(s).

FSCAP Items – This block will contain both coding and clear-text information to identify Flight Safety Critical Aircraft Parts (FSCAP) shipments to DLA Disposition Services Field Offices using Criticality Code E or F as follows: FSCAP E - Flight Safety Critical Aircraft Part-Nuclear Hardened or FSCAP F – Standard Flight Safety Critical Aircraft Part.

Scrap Reimbursement – This block will contain the fund citation for reimbursement of scrap proceeds minus Disposition processing costs.

For IUID to support UIT/serialized item management:

Unique Item Identifier (UII) and/or Serial Number

The following additional data elements may be included in support of IUID:

Manufacturer’s CAGE

Current Part Number

Batch/Lot

Clear text labeling of IUID information must be provided using the following acronyms: CAGE, P/N, BT/LT, S/N, and UII.

Small Arms/Light Weapons (SA/LW) Turn-In¹ – Ship serialized weapons and serialized weapon parts to the Anniston, Alabama, DEMIL Center. Do not mix partial and complete weapons on a single IRRD. For partial/incomplete weapon turn-in, identify missing parts in this block. If there is insufficient space, use an attached continuation page (refer to Appendix 1.36). If the shipment includes multiple weapons, associate each list of missing parts with the serial number of the whole weapon. In lieu of listing the missing parts, the owning Component may authorize including aa signed statement certifying that the weapons have missing parts. Provide the name and contact information of the authorizing official. If prepared electronically, provide a digital signature.

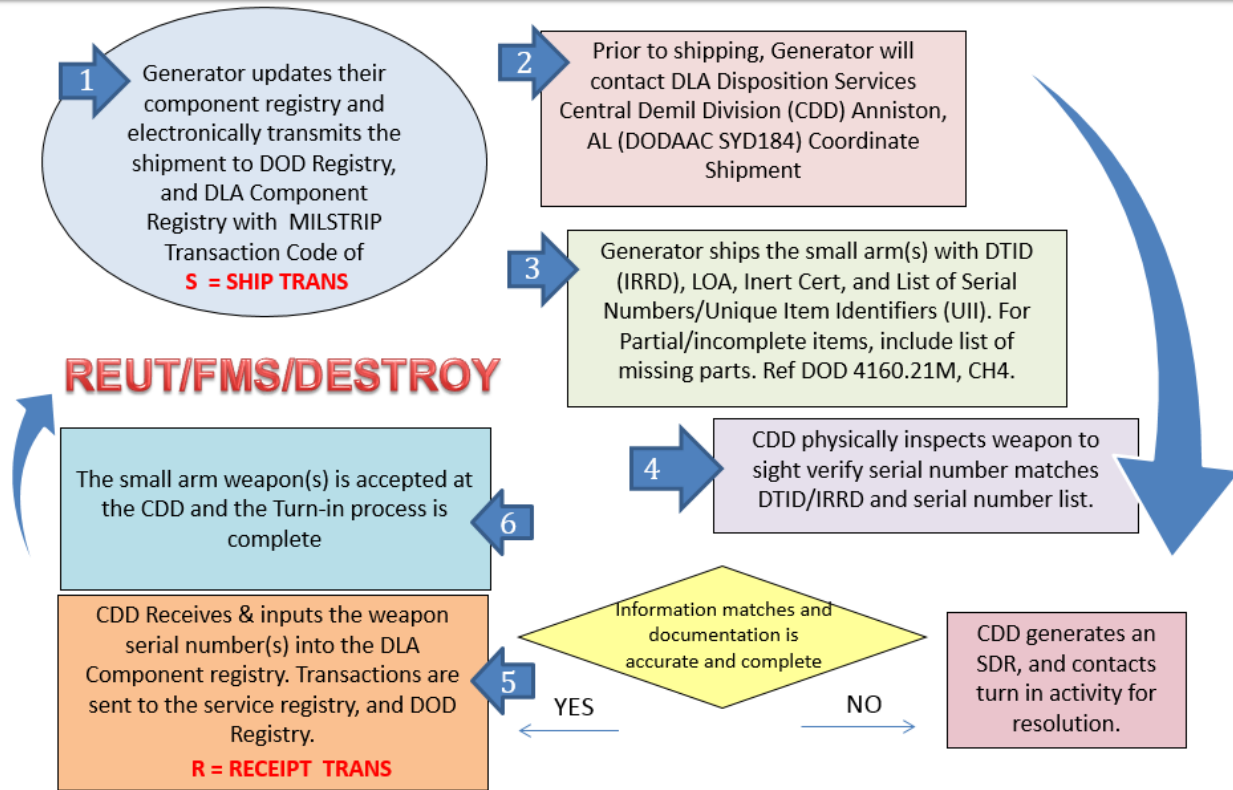
¹ Refer to ADC 1175 and DLA Disposition Services Web.

Enclosure 4, Small Arms Disposal Process Flow

Update diagram (Reference 3.c. hyperlinked to “Small Arms Turn-In Steps”)



Small Arms Turn In Steps



Staffing Note: Recommend update to insert additional guidance as shown in **bold red** text.

Step 3: “Generator ships the small arm(s) with DTID (IRRD), LOA, Inert Cert, and List of Serial Numbers/Unique Item Identifiers. For partial/incomplete weapons, include list of missing parts. Ref DOD 4160.21M, CH4. ***If authorized by the owning Component, a signed statement certifying that the weapons have missing parts may be provided on the DTID in lieu of a missing parts list (include name and contact information for the authorizing official and use a digital signature if preparing electronically)***”