

Army Regulation 740-3

Storage and Supply Activities

Care of Supplies in Storage (COSIS)

**Headquarters
Department of the Army
Washington, DC
26 February 1993**

Unclassified

SUMMARY of CHANGE

AR 740-3

Care of Supplies in Storage (COSIS)

This regulation implements the requirements of DOD 4145.19-R and other directives. It covers the management, forecasting, and execution of the Army's COSIS Program. Specifically this regulation--

- o Raises the dollar limits for the requirement to obtain ASDA approval to process materiel under the COSIS Program to \$400.
- o Adds clarity to exclude repair parts from the chargeable costs to the COSIS Program. The costs are to be identified to the ASDA as costs not chargeable to the COSIS Program.
- o Adds and realigns the definitions within to coincide with the definitions of the COSIS Program as shown in AR 37-100-91.
- o Raises minor repair and adjustment dollar limits for individual items.

Effective 26 March 1993

Storage and Supply Activities

Care of Supplies in Storage (COSIS)

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


MILTON H. HAMILTON
Administrative Assistant to the
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History. This UPDATE printing publishes a revision of this regulation. Because the publication has been entirely revised, the changed portions have not been highlighted. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation on the care of supplies in storage has been revised. It raises the dollar limit that depots, installation storage activities, and depot activities may spend without accountable supply distribution activity approval for preservation, packing, minor repair, and adjustment of general supply materiel. This revision also raises minor repair

and adjustment dollar limits for individual items.

Applicability. This regulation applies to the Active Army, U.S. Army Reserve, and the Army National Guard. Specifically it applies to the Deputy Chief of Staff for Logistics and commanders of major Army commands that will operate accountable supply distribution activities, materiel management centers, depots, and depot/installation storage activities in the continental United States and outside continental United States. This regulation also applies to war reserve stocks and prepositioned materiel, except prepositioning of materiel configured to unit sets.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Logistics (DCSLOG). The DCSLOG has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSLOG may delegate this authority in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation is not subject to the requirements of AR 11-2. It does not contain inter-nal control provisions.

Supplementation. Supplementation of this

regulation and establishment of command local forms are prohibited without prior approval from HQDA (DALO-SMP-P), WASH DC 20310-0546.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the office of the Deputy Chief of Staff for Logistics. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, AMC Packaging, Storage, and Containerization Center, ATTN: SDSTO-T, 11 Midway Road, Tobyhanna, PA 18466-5097.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 3846, intended for command levels C for Active Army and D for Army National Guard and U.S. Army Reserve.

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Chapter 1 Introduction

Section I General

1-1. Purpose

This regulation establishes the U.S. Army Care of Supplies in Storage (COSIS) Program. Should any conflict be noted between the COSIS requirements in this regulation and other Department of the Army (DA) publications, program requirements in this regulation will take precedence. The U.S. Army COSIS Program has been established to—

a. Maintain the Army materiel readiness posture in CONUS and OCONUS commands at an optimum level by providing uniform guidance to develop and execute a COSIS Program.

b. Set up a program to ensure that the true condition of materiel is known and recorded through cyclic inspections and tests.

c. Develop realistic workload forecasts to determine and support budget and manpower requirements.

d. Establish the relationship of the COSIS Program to the Army management structure (AMS) fiscal codes.

e. Provide controls to ensure that only materiel representing current or anticipated supply system requirements is scheduled for COSIS to preclude expenditure of resources on excess or obsolete materiel.

f. Set up uniform criteria for development of realistic schedules to do the COSIS Program.

g. Ensure that preservation and packing (P&P) of supplies and equipment are done based on the degree of protection directed by the accountable supply distribution activity (ASDA), materiel management center (MMC), or single manager for conventional ammunition (SMCA).

h. Ensure that environmental pollution, due to COSIS operations, is controlled and held to a minimum. Standards prescribed by federal, state, and local authorities will be used in determining measures to control pollution.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

Section II Responsibilities

1-4. Deputy Chief of Staff for Logistics (DCSLOG)

The DCSLOG will—

a. Designate a Department of the Army (DA) COSIS Program coordinator.

b. Issue DA instructions relating to COSIS.

c. Issue policy for direction of the COSIS Program.

d. Manage the COSIS Program in coordination with MACOM commanders.

e. Budget, as the Department of Defense (DOD) SMCA, to support the ammunition COSIS workload.

f. Defend resource requirements submitted by MACOM commanders.

g. Issue guidelines and instructions on actions to be taken by MACOM commanders when adequate resources are not available to meet requirements discussed in *e* and *f* above.

1-5. MACOM commanders in CONUS and OCONUS, that operate MMCs, depots, depot/installation storage activities, area support groups (ASG), and reserve storage activities (RSA)

These commanders will—

a. Designate a command COSIS program coordinator.

b. Develop and implement the COSIS Program as outlined in this

regulation. (The success of the COSIS Program depends on close coordination and cooperation among staff and operational elements responsible for programming and execution.)

c. Make recommendations to DA to improve the COSIS Program.

d. Identify and recognize, in command budget priorities, the resources required to take care of the COSIS workload. The MACOM commander will acquire these resources.

e. Evaluate program execution to ensure that materiel in storage is properly kept at the least cost.

f. Implement guidelines and instructions furnished by DA as required in paragraph 1-4 *g* when resources required to properly maintain materiel in storage are not available from DA. Proper direction will be given to activities executing the COSIS Program.

1-6. The Commanding General, U.S. Army Materiel Command (CG, AMC)

The CG, AMC in addition to the responsibilities listed in paragraph 1-5 will—

a. Develop and issue commodity-oriented technical instructions, supplemental ammunition surveillance inspection procedures (SASIP), and storage serviceability standards (SSS) for ammunition and general supplies.

b. Provide technical assistance to other MACOMs on request in the development and execution of the COSIS Program.

1-7. Commanders of Army ASDA, MMC, depots, depot/installation storage activities, ASG, and RSA

These commanders will—

a. Designate a COSIS program coordinator.

b. Set up and execute a COSIS program according to the detailed instructions of the appropriate headquarters.

c. Ensure that program controls are implemented to preclude expenditure of resources on materiel that is excess to system requirements.

d. Determine the adequacy of furnished resources in terms of funds, manpower, facilities, materials, and equipment to perform the COSIS functions.

e. Allocate funding and workload consistent with command policy and priority.

1-8. COSIS coordinator

The COSIS coordinator in paragraph 1-7a above will as a minimum—

a. Keep abreast of the program status, problems, and accomplishments.

b. Facilitate coordination of program actions, problem resolutions, and internal or external COSIS correspondence.

c. Prepare and maintain quarterly COSIS program status summaries per (1) through (3) below.

(1) The summaries will be accomplished by the COSIS coordinator appointed by the commander of each Army ASDA, MMC, depot, depot storage activity, ASG, and RSA.

(2) The summaries will show dollars financed and expended, man-hours expended, workload done, backlogs, problem areas, and in-process actions for problem solving.

(3) The format and submission channels for summaries will be developed by each MACOM.

Section III Policy

1-9. Inspection policy

a. General supply materiel in storage will be subjected to periodic inspections to detect materiel requiring corrective action and to provide visibility of conditions of materiel in storage. For surveillance inspection procedures of Class VIII supplies see TB Med 1.

b. Class V materiel must be inspected periodically per (1) and (2) below. (See AR 702-6, SB 742-1 and supplementing SASIP in the SB 742-series for inspection policies and procedures.)

(1) All inspections and tests involving ammunition and explosives will be conducted by the following personnel:

(a) Quality assurance specialist (ammunition surveillance) (QASAS).

(b) Career program military ammunition inspectors, MOS 55X.

(c) Properly trained, designated civilian technicians.

(2) At OCONUS locations, local national QASASs who are qualified to supplement the QASAS may be used for this purpose. Local national QASASs must have successfully completed formal training (on-site or resident courses conducted by Service schools). Procedures are included in SB 742-1 and supporting publications.

c. Shelf-life items scheduled for reclassification inspection per this regulation will be inspected for defects listed in the SSSs.

d. Storage activities will place items into the most favorable storage environment available consistent with the Item Type Storage Code (ITSC) for those items as shown in the packaging data segment of the Army Master Data File (AMDF).

e. General supply unserviceable, uneconomically repairable (condemned) stock ((1) below), or known excess stock ((2) below) will not be subject to cyclic inspections or P&P unless specifically directed by the ASDA or higher authority.

(1) Ammunition items that have been classified as unserviceable and uneconomically repairable will be subjected to safety-in-storage inspection cycles based upon instructions in SB 742-1. Items will be inspected according to SB 742-1 for evidence of deterioration and assurance that items are safe for further retention in storage.

(2) Excess medical materiel will be subjected to cyclic inspections, and P&P, necessary to ensure that these excesses can be redistributed in usable condition.

1-10. Materiel processing policy

a. Minor repair and P&P under the COSIS Program are limited to materiel in storage. Actions incident to receipt and shipment are not part of the COSIS Program.

b. Materiel will be preserved and packed to the degree of protection specified by the ASDA, MMC, or SMCA. Exact P&P requirements for each level are shown in the packaging data segment of the AMDF.

c. Army CONUS ASDAs and OCONUS ASDAs/MMCs will furnish depot and depot/installation storage activities with guidance (per (1) through (3) below) by stock number on items requiring P&P or minor repair. (A priority indicator will be included for Class V items).

(1) For general supply items, ASDA or MMC guidance is not required with P&P or minor repair actions for the total defective quantity of an item in stock that can be done for \$400 or less (including labor and material).

(2) When a general supply item requires both P&P and minor repair, the combined expenditure for the total defective quantity on hand must not exceed \$400 to qualify for the exception to the ASDA or MMC guidance requirement.

(3) The \$400 limit, mentioned in (1) and (2) above, is set for the total defective quantity of the item on hand. Individual general supply items must also meet the minor repair and adjustment criteria specified in d below.

d. Minor repair, P&P, and adjustment for general supply items under the COSIS Program will not exceed the limits below. Responsible ASDA, MMC, or SMCA will provide instructions for Class V materiel. <?>

(1) For an item with a unit cost of \$4,000 or less, expense limit is 10 percent of the unit cost. <?>

(2) For an item with a unit cost of more than \$4,000, expense limit is \$400 plus \$7 for each \$1,000 of unit cost (e.g., \$50,000 unit cost = \$400 + (50 X 7) = \$750).

(3) Cost of parts will not be included in determining expense limits in (1) and (2) above. Cost of parts will be shown in the estimate provided to the ASDA/MMC as: "1> COST OF PARTS NOT CHARGEABLE TO THE COSIS PROGRAM".

e. When estimated minor repair, P&P, and adjustment costs for general supply items exceed the limits in d above, the materiel will

be classified to the proper unserviceable condition code, and the required work will be accomplished through scheduled maintenance and represervation/repacking actions.

f. The storage activity will not acquire skilled personnel and facilities to perform work beyond the scope of the COSIS Program. Requirements for priority and special programs will be directed to the applicable headquarters for approval.

g. Workload data, submitted to support budgetary requirements for the COSIS Program, will be based on AMS fiscal codes. (See AR 37-100-FY for codes and tasks therein.)

Chapter 2 Equipment and Supplies Storage in DA Facilities

2-1. Care of equipment and supplies

The instructions in this chapter apply to the care of equipment and supplies stored by DA.

2-2. Program budgeting

a. Budgets for the COSIS Program require use of account codes within the AMS that cover program functions (AR 37-100-FY series).

b. All functions of the program fall within the supply depot operations overall account, 721111, and specifically within the care of supplies in storage subaccount, 72111*.7. Beginning in FY 92, all Class V operations will fall within AMS fiscal code 728041, to include COSIS functions. RSAs in U.S. Army, Europe and Seventh Army (USAEUR) will use P-2 mission funds, AMS account 318 for all functions.

c. Functions and their respective tasks, specified in the AR 37-100-FY series, apply entirely for: COSIS materiel movement, cyclic inspection, special inspection, exercising, P&P for storage, P&P inspection, and minor repair and adjustments.

2-3. Reporting

Reporting of COSIS cost and performance is required as prescribed in AR 740-1.

2-4. ASDA or MMC support

The ASDA or MMC has a significant role in the orderly and economical execution of the COSIS Program. To do this task successfully, it is essential that timely and accurate information be provided those activities involved in the physical processing action.

2-5. Issuance of minor repair and P&P guidance for condition code E stocks

a. ASDAs, MMCs, or SMCAs provide guidance for materiel reported in condition code E (for Class V materiel, the ASDA/SMCA will include in priority indicator). Guidance will show the following:

(1) That portion of the total for which minor repair or P&P is authorized.

(2) That portion of the total to be kept "as is"(i.e., afforded limited P&P) to preclude further deterioration and possible reclassification to condition code F or H.

b. Any quantity not approved for action by the storage activity will be considered an unapproved workload. Stock will be retained. If no requirement exists in the supply system, later disposal instructions will be issued by ASDAs, MMCs, and SMCAs.

2-6. Issuance of P&P guidance for other than condition code E assets

When requested by the storing activity, ASDAs, MMCs, or SMCAs will provide P&P guidance for materiel in other than condition code E. Guidance will be for the total quantity reported, and will show the quantity to be preserved or packed.

2-7. Processing time standards for minor repair and P&P guidance

Minor repair and P&P guidance will be provided within 30 days after a storage activity reports a condition code E asset or requests guidance on other materiel. If a response is not received by the storing activity within 45 days, followup action will be initiated.

2-8. Quality control, cyclic inspection of general supply items

Materiel in storage must be periodically inspected to detect degradation, corrosion, and other deficiencies caused by improper storage methods or extended periods of storage. This is done by cyclic inspection. Depending on the complexity of the item, cyclic inspections may require the coordinated efforts of inspection, storage, and maintenance personnel.

a. Emphasis for performing cyclic inspections will be placed in the priority sequence given in paragraph 2-9.

b. The cyclic inspection frequency for priority group I materiel will be that specified in the applicable SSS or as designated in other guidance from the item manager. Normally, inspection frequencies assigned will coincide with the frequencies in paragraph 2-9 *a* for type of storage.

c. For items in inspection priority group I, including those in unfavorable storage, not covered by an SSS, the inspection intervals will be as specified in paragraph 2-9b(1).

d. An inspection may be adjusted to the interval specified for the more favorable storage environment. Storage environment will include consideration of the storage activity and the geographical location. If the outside relative humidity averages below 50% so that inside relative humidity does not exceed 50%, the requirements for most controlled humidity storage is met and inspections should be adjusted accordingly.

e. Inspection/testing of shelf-life items will be accomplished prior to the expiration of the shelf-life on the schedule required by DOD 4140.27M, DOD Shelf-life Item Management Manual, and extended or downgraded as appropriate. Data accumulated as a result of inspection or tests, will be done only on type II (extendable) items and only at the direction of the materiel manager.

(1) Shelf-life items will be controlled to the degree required to ensure that the condition code shown at the storage location and in the accountable record is accurate at all times.

(2) In addition to assuring accurate maintenance of condition codes, storage activities are required to—

(a) Review shelf-life item codes for accuracy/adequacy based upon inspections, tests, and historical records.

(b) Review shelf-life items for obviously miscoded items.

(3) Data accumulated that indicates an inaccurate or unrealistic shelf-life or condition code assignment will be directed to the ASDA/MMC or the appropriate MACOM for evaluation. Information thus furnished will be used as a basis for extension, reduction, or deletion of age control requirements.

f. Low risk items, condition code F materiel with special control item codes listed in paragraph 2-9b(2) in open and shed storage will be inspected on a yearly basis. The inspection will assure that minimum protection has been applied through P&P to prevent further deterioration in storage. Inspections will assure that ports are sealed, bare critical surfaces are coated with preservatives, and physical protection has been provided. Where deterioration has occurred and the materiel is unserviceable, uneconomically repairable, the materiel will be reclassified.

g. Storage facilities will be surveyed for conditions detrimental to condition of the stock, facilities, or safety of personnel by inspectors and warehousing personnel during routine visits. Discrepancies found will be reported for correction. The surveys will consist of visual inspection of storage conditions, warehousing, and handling practices (e.g., roof leaks, inoperative dehumidification units, defective door seals, improper stacking, and damaged containers or materiel). More extensive inspections will be performed based on the results of these observations or when warranted by evidence of

quality problems based on analysis of preshipment inspections, customer feedback (SF 364 (Report of Discrepancy (ROD)), SF 368 (Product Quality Deficiency Report), etc.), or a rise in management code 5 denial rate, as directed by the ASDA, MMC, or SMCA. Findings will be documented and actions initiated by the organization's COSIS coordinator to affect correction.

h. Cyclic inspections will be performed by statistical sampling methods based on MIL-STD-105, unless otherwise provided by the applicable SSS or other technical publications.

i. An AQL of 2.5 will be applied when the AQL is not furnished in an SSS or other guidance from the commodity manager.

j. The results of quality data generated from analysis of inspection of items during shipping.

(1) Quality data generated from shipping inspections include—

(a) Set assemblies.

(b) Special inspections directed by the item manager.

(c) Customer complaints.

(2) And other quality feedback information including that from external laboratory reports which may be related to shelf-life of specific stock, will be used to update the date of the latest cyclic inspection when all characteristics that apply to the cyclical inspection are evaluated.

k. During accomplishment of the cyclic inspection program, conditions may arise that result in slippage of the cyclic inspection schedule. To assure that available inspection effort is applied to those areas of a critical nature, schedules will be set up considering type of storage and the priorities in paragraph 2-9.

2-9. Storage intervals and inspection priority groups

a. Intervals will be as follows:

(1) 60 months for controlled humidity or equivalent when such rating has been approved by higher authority.

(2) 30 months for controlled temperature warehouse.

(3) 24 months for noncontrolled temperature warehouse.

(4) 12 months for shed.

(5) 6 months for open storage.

b. Inspection priority groups are shown below.

(1) High risk items are as follows:

(a) Group IA is expiration dated materiel (items with an assigned shelf life). Priority group IA items will be scheduled for reclassification inspection or test and restorative action IAW AR 740-1. Cyclic inspections will not be performed on shelf-life materiel unless that materiel also fits priority IB or IC. All priority I categories apply to condition codes A, B, C, D, E, and G. Items with 20 or more issue actions per year will be excluded from inspections except for shelf-life reclassification.

(b) Group IB is special program stock (includes special programs requiring close management of special stocks which would not be controlled under the other priority schedules (e.g., Prepositioned War Reserves, Chemical Materiel Surveillance Program Materiel, and Air Delivery Items Configured for Drop).

(c) Group IC is materiel (other than the above categories) in unfavorable (open shed and outside) storage.

(2) Group II is low risk items in unfavorable storage. Condition code F items which are regulated, principal, sensitive, explosive and hazardous, and radioactive items, SCI codes 1-8 and A-Z in shed or outside storage will be inspected yearly. The inspections will assure that basic protection has been accomplished to prevent further deterioration (e.g., openings sealed, preservatives applied to bare surfaces, canvas covers in place, etc.). See paragraph 2-8. *f*.

2-10. Inspection records

a. Records of inspections will be kept at all depots, and depot/installation storage activities, and RSAs, to schedule effectively and do the actions required in this regulation.

(1) Inspection records will be maintained mechanically, where possible. Where this cannot be done, standard, manually prepared forms will be used.

(2) To the extent practicable, the data elements required for inspections will be integrated with storage data required for performance of the storage mission.

(3) As a minimum, this information will consist of the date of the last inspection and information required to determine applicable priority and frequency.

(4) Records of inspections performed will be set up for stock location.

b. Inspection results will be recorded, analyzed, summarized, and furnished to the organization responsible for corrective and preventive action.

(1) Inspection results will be used to determine trends, errors, and improper storage practices contributing to materiel deficiencies.

(2) Actions will be directed to eliminate the cause of deficiencies. This will be done to prevent recurrence of like deficiencies.

c. The instructions and quality defect codes in appendix B will be used in the inspection of general supply materiel in storage. This will facilitate the maintenance of required records, identification of defects, proper condition classification, and marking of inspected general supply material. The quality defect codes prescribed are defined in appendix B to help production planners determine the processes required to make corrections. (See para 1–9b for class V inspection actions.)

d. The results of quality data from the analysis of inspections and tests of items will be available to the inventory manager. This will be done to improve technical instructions and standards related to the COSIS Program.

2–11. Workload forecasting, cyclic inspection

a. Workload forecasts will be developed to aid the budgetary process and allow for planning. Forecasts will include that workload on hand requiring cyclic inspection and that workload in storage expected during the forecast period. Forecast receipts that will require later cyclic inspection during the forecast period must also be included.

b. Forecasts will be expressed in the proper AMS code production units required for work measurement, budgeting, and reporting.

c. Detailed techniques and format of forecast preparation are the option of the CONUS and OCONUS commander.

2–12. P&P, minor repair, and exercising of Army materiel

a. Workload forecasting.

(1) Workload forecasts will normally be prepared yearly and updated quarterly. Forecasts will include that workload on hand in storage that requires P&P, exercising, or minor repair actions, as well as that workload in storage expected during the forecast period.

(2) Forecasts will be expressed in the appropriate AMS code production units required for work measurement, budgeting, and reporting.

(*a*) Resource requirements (money and personnel) will be determined by applying standards to the tasks involved in each function extended to the projected total number of units to be produced. Resource requirements for all of the tasks are then totaled.

(*b*) The order of precedence for work measurement standards used are engineered, statistical, and technical estimates.

(3) Forecasts should include P&P actions that are expected to be generated from test or modification work order actions on materiel in storage. It is mandatory that the MACOM DAMWO coordinator supports the applicable organization COSIS coordinator with a valid DAMWO Program.

(4) Detailed techniques and format of forecast preparation are the option of the CONUS and OCONUS commander.

b. Scheduling workload.

(1) Unlike forecasts which include both on hand and anticipated workload, a schedule must depict known workload. In addition, a schedule must consider the availability of resources (personnel and money) to complete the required tasks. Accordingly, an order of priority must prevail for scheduling.

(2) For each operational area (e.g., heavy pack, small item packaging), the schedule will show each item requiring action in priority order. This will continue until available resources in each operational area are fully committed for the period covered by the schedule.

(3) The current schedule will show a breakout corresponding to a time period which will result in minimum schedule change. Schedules will be updated as often as required to keep pace with workload and priority changes.

(4) Schedules will be prepared by machine when possible, or manually where normal workload does not justify necessary mechanical equipment.

c. Workload accomplishment.

(1) All actions related to movement, in-process control, and reporting of general supplies will be accomplished using DA Form 3581 (Care of Materiel Work Order (General Supplies)). Table 2–1 is an explanation of form entries and data sources for the entries.

(2) The DA Form 3581 may be completed manually, by typewriter, or automated equipment. This form is available through normal publications supply channels. Use of this form is optional only if the activity's reports are generated by automated systems which will provide similar control and reporting features.

(3) All actions related to the movement and in-process control of ammunition will be controlled by using DA Form 4508 (Ammunition Transfer Record).

Table 2–1
Completion instructions for DA Form 3581

Block	Explanation	Data source
1	Enter applicable activity	Local determination
2	Enter applicable work order number	Local determination
3	Enter source	Local determination
4	Designate applicable action(s)	Local determination
5	Enter item's stock number	Self-explanatory
6	Enter item's nomenclature	Cataloging data
7	Enter work order quantity	SDS generated
8	Enter unit price and total quantity price	DSNMDR & SDS generated
9	Enter unit weight and extended weight	DSNMDR & SDS generated
10	Enter present condition code of materiel	DSNMDR
11	Enter storage location	Self-explanatory
12	Enter work order priority	Local determination
13	Enter "YES" if Army maintenance management system item, otherwise "NO"	TM 38–750
14	Enter applicable ADSA	DSNMDR
15	Enter inspection source	Inspection record
16	Enter shelf life code	DSNMDR
17	Enter physical security code	DSNMDR
18	Enter applicable quality defect code	Inspection record
19	Enter dollar limitation	DSNMDR & SDS generated

Table 2-1
Completion instructions for DA Form 3581—Continued

Block	Explanation	Data source
20	Enter quantity per level of preservation and the associated reference	DSNMDR & SDS generated
21	Enter job order or PCN, manhours, and costs	Locally assigned and documented
22	Enter date work completed	Local determination
23	Enter materiel category code	DSNMDR
24	Enter condition code after work completed	Local determination
25	Enter estimated cost	Inspection record
26	Self-explanatory	Local determination
27	Enter for each level	DSNMDR

Appendix A References

Section I Required Publications

AR 37-100-FY

The Army Management Structure (AMS). (Cited in para 2-2.)

AR 700-22

Worldwide Ammunition Reporting System. (Cited in para 2-8.)

AR 702-6

Ammunition Stockpile Reliability Program (ASRP) and Army Nuclear Weapons Stockpile Reliability Program (ANWSAP). (Cited in para 1-9.)

AR 710-9

Guided Missile and Large Rocket Ammunition Issues Receipts and Expenditures Report. (Cited in para 2-8.)

AR 725-50

Requisitioning Receipt and Issue System. (Cited in para B-1.)

AR 740-1

Storage and Supply Activity Operations. (Cited in para 2-3, 2-8, and B-5.)

SB 742-1

Ammunition Surveillance Procedures. (Cited in para 1-9.)

TB Med 1

Storage, Preservation, Packaging, Packing, Maintenance, and Surveillance of Material; Medical Activities (Cited in para 1-9.)

Section II Related Publications

AR 310-25

Dictionary of United States Army Terms

AR 690-950-20

Civilian Career Program for Quality Assurance Specialists

AR 700-15

Packaging of Materiel

DA Pam 738-750

TAMMS

MIL-STD-105

Sampling Procedures and Tables for Inspection by Attributes

MIL-STD-109

Quality Assurance Terms and Definitions

MIL-STD-129

Marking for Shipment and Storage

TM 743-200-1

Storage and Materials Handling

Section III Prescribed Forms

DA Form 3581

Care of Materiel Work Order (General Supplies). (Prescribed in para 2-12 c.)

Section IV Referenced Forms

DA Form 4508

Ammunition Transfer Record

SF Form 364

Report of Discrepancy (ROD)

SF Form 368

Product Quality Deficiency Report

Appendix B Quality Control Special Instructions (General Supplies)

B-1. Inspection and materiel condition classification

Materiel condition classification or reclassification in conjunction with cyclic inspection will conform to the prescribed condition code structure (AR 725-50).

a. DOD 4140.22-M, chapter 7, provides further instructions on the condition coding of SMCA items.

b. The following guidance applies to the usage of condition codes A, B, C, and E in conjunction with cyclic inspections of general supplies:

(1) Serviceable (issuable without qualification) materiel will be classified condition code A as prescribed by AR 725-50 criteria. Anticipated requirement at time of future issue to increase the level of preservation or packing does not render the materiel unserviceable and, therefore, does not restrict classification in condition code A.

(2) Serviceable (issuable with qualification) materiel will be condition code B as prescribed by AR 725-50 criteria. This will include serviceable shelf-life items with less than 6 months, but more than 3 months, life remaining.

(3) Serviceable (priority issue) materiel will be classified condition code C as prescribed by AR 725-50 criteria. This will include serviceable shelf-life items with less than 3 months life remaining.

(4) Unserviceable (limited restoration) materiel will be classified condition code E as prescribed by AR 725-50 criteria. This will include materiel that-

(a) Is determined at time of inspection to be unserviceable for issue due to corrosion, deterioration, or minor damage.

(b) Can be restored to a serviceable and issueable condition by cleaning, preservation, represervation, or minor repair within the capability of the storage activity. Excluded is materiel that may require a higher level of protection at time of future issue.

B-2. Condition classification/reclassification of shelf-life items

Certain unique factors are involved in condition classification and reclassification of serviceable shelf-life items before expiration and at the time of shelf-life expiration. See table B-1.

Table B-1
Condition codes for unexpired (serviceable) and expired items

Shelf-life remaining	Condition code	Indication
More than 6 months	A	Unrestricted issue (interservicing)
3 through 6 months (inclusive)	B	Restricted issue (interservicing)
Less than 3 months	C	Priority issue (no interservicing)
Expired items (based on age criteria only)		
Type I shelf-life item (nonexpendable)	H	Unserviceable (condemned)
Type I or II shelf-life item (assembly containing shelf-life item(s))	F	Unserviceable (reparable)
Type II shelf-life item (expendable item that requires test-restorative action)	J	Suspended in stock (pending inventory manager action)

B-3. Quality defect codes

a. The defect code shows the actual defect or cause for rejection of the materiel inspected. The defect code consists of three digits.

(1) The first digit identifies the severity of the defect (table B-2). The definitions of critical, major, and minor defects are contained in MIL-STD-109. The definitions in MIL-STD-109 apply when using this regulation.

(2) The second digit identifies one of the general groups of defects (table B-3).

(3) The third digit identifies the specific defect within one of the groups (c below).

Table B-2
Severity codes

Code: 0
Explanation: Critical

Code: 1
Explanation: Major

Code: 2
Explanation: Minor

Table B-3
General group codes

Code: 0
Explanation: Cleaning, preservation, painting, plating, or other processing

Code: 1
Explanation: Packaging

Code: 2
Explanation: Packing and loading

Code: 3
Explanation: Marking and labeling

Code: 4
Explanation: Materiel deficiencies

Code: 5
Explanation: Materiel deficiencies (continued)

Code: 6
Explanation: Functional certification or performance test

Code: 7
Explanation: Document recording or routing deficiencies

Code: 8
Explanation: Storage deficiencies

Code: 9
Explanation: Miscellaneous

b. The defect codes (2d and 3d digits) are shown in SSSs to aid in the inspection of materiel for certain characteristics during cyclic inspections. These codes, and the appropriate defect severity code,

will be entered in block 27 of the DA Form 3581 (table 2-1) when defects are found during cyclic inspections.

c. The general group and specific defect codes (2nd and 3rd digits) and their combined explanation are as shown in Table B-4.

Table B-4
General group and specific defect codes

Code	Explanation
Group 0	
00	Appearance (paint runs, overspray, not up to standard)
01	Cleaning improper or inadequate
02	Preservation improper or inadequate
03	Wrapping improper or inadequate
04	Protection afforded not compatible with type of storage or other environment
05	Inadequate coverage or improper thickness
06	Improper and inadequate preparation
07	Wrong type, method, and color
08	Drying improper or inadequate
09	Reserved for future use
Group 1	
10	No packaging applied
11	Sealing defective (bags or containers)
12	Failed pressure retention, leak or other test
13	Container damaged or deteriorated
14	Not applicable to COSIS inspections
15	Wrong level applied
16	Containers or other packaging materials do not meet specifications (e.g., size, type, class, style, etc.)
17	Wrong quantity per unit package
18	Reserved for future use
19	Reserved for future use
Group 2	
20	Not applicable to COSIS inspections
21	Stapling, nailing, strapping, and/or banding improper or inadequate
22	Excessive weight or cube for containers
23	Containers, boxes, crates, or pallets damaged or deteriorated
24	Intermediate or exterior container protection not compatible with type of storage or other environment
25	Wrong level applied
26	Containers, boxes, crates, or pallets do not meet specifications
27	Wrong quantity per intermediate or exterior container
28	Reserved for future use
29	Reserved for future use
Group 3	
30	Packaging and packing level markings omitted, illegible, or incorrect
31	Labels omitted, illegible, or incorrect
32	Special markings omitted, illegible, or incorrect
33	Description or identification marking omitted, illegible, or incorrect (e.g., stock number, quantity, unit of issue, contract data, condition code, etc.)
34	Address marking omitted, illegible, or incorrect

Table B-4
General group and specific defect codes—Continued

Code	Explanation
35	Markings improperly located or wrong method of markings used
36	Reserved for future use
37	Reserved for future use
38	Reserved for future use
39	Reserved for future use
Group 4	
40	Parts, components, and/or controls (loose, improperly installed or assembled, out of adjustment, fit, or failed to function properly)
41	Damaged or defective item or parts (bent, broken, scratched, chipped, marred, cracked, warped, torn, stripped, rimped, burned, twisted, burned out, perforated, pitted)
42	Does not meet specified tolerances or requirements (Dimensional, finish, strength, torque, output, volume, color, stretch, size, illumination, weight.)
43	Parts or components missing
44	Wrong part or component (found installed on end item or other assembly, or used to make up set or kit)
45	Leak (liquid (e.g., gasoline, diesel, oil, water, etc.))
46	Leak (vapor), air or gas (e.g., nitrogen, oxygen, hydrogen, etc.)
47	Modification work order incomplete, improperly applied, or missing
48	Soldering, welding, brazing, metalizing, or bonding defect
49	Reserved for future use
Group 5	
50	Contamination (contains dirt, sludge, moisture, or other foreign matter)
51	Excessive moisture, fungus, mildew, rot, infestation, weather cracks
52	Item improperly classified
53	Test/research required to determine true condition classification (assign condition code J or code K as applicable)
54	Materiel marking missing or incorrect (e.g., serial number, data plate, piece mark, cure date, etc.)
55	Shelf-life date exceeded
56	Wrong materiel
57	Lubrication (improper, incomplete)
58	Improper identification
59	Other
Group 6	
60	Required test not accomplished
61	Failed test requirements (hydraulic)
62	Failed test requirements (electrical or electronic)
63	Failed test requirements (environmental)
64	Failed test requirements (mechanical)
65	Failed test requirements (pressure)
66	Failed certification or laboratory test
67	Excessive heat, and/or noise during operational test
68	Parts or components damaged (due to functional failure) during end item or component test
69	Reserved for future use
Group 7	
70	Wrong count (shortage)
71	Wrong count (overage)
72	Improper routing or process planning
73	Mixed materiel (two or more stock numbers recorded under the same stock number)
74	Historical records (including TAMMS) missing, incorrect, or incomplete
75	Contract specifications, receiving reports or other documents incorrect, incomplete, not available, or changes not with contract
76	Contract specifications or other required documents inadequate for inspection or acceptance purposes
77	Materiel not segregated (serviceable and unserviceable items intermingled)

Table B-4
General group and specific defect codes—Continued

Code	Explanation
78	Stock selection deficiency
79	Reserved for future use
Group 8	
80	Improper or inadequate stacking or storing
81	Facility deficiencies (e.g., roof leaking, grid markings incorrect, equipment deficiencies, etc)
82	Improper pallet count
83	Improper marking or placarding
84	Materiel mislocated
85	Handling deficiencies (storage)
86	Reserved for future use
87	Reserved for future use
88	Reserved for future use
89	Reserved for future use
Group 9	
90	Corrosion, stage I
91	Corrosion, stage II
92	Corrosion, stage III
93	Corrosion, stage IV
94	Reserved for future use
95	Reserved for future use
96	Reserved for future use
97	Reserved for future use
98	Reserved for future use
99	Reserved for future use

B-4. Marking of general supply materiel subjected to cyclic inspections

Materiel actually sampled, or 100 percent inspected, during cyclic inspection will be physically identified by affixing materiel condition tags, labels, or stencil-applied markings, as prescribed by MIL-STD-129, to the items or containers. As a minimum, the cyclic inspection markings will show the date of inspection, the installation or activity identification, the condition code of the item, and the identification (stamp number or signature) of the inspector.

B-5. Marking of shelf-life items subjected to cyclic inspections

The marking of shelf-life items will be according to paragraph B-4, and requirements in AR 740-1.

Glossary

Section I Abbreviations

ASDA

accountable supply distribution activity

AMC

United States Army Materiel Command

AMDF

Army Master Data File

AMS

Army management structure

AQL

acceptable quality level

ASG

area support group

CONUS

continental United States

COSIS

care of supplies in storage

DA

Department of the Army

DAMWO

Department of the Army Modification Work Order

DCSLOG

Deputy Chief of Staff for Logistics

DOD

Department of Defense

DSNMDR

depot stock number master data record

MACOM

major Army command

MMC

materiel management center

OCONUS

outside continental United States (overseas)

POMCUS

prepositioned materiel configured to unit sets

P&P

preservation and packing

QASAS

quality assurance specialist (ammunition surveillance)

RSA

reserve storage activity

SASIP

supplemental ammunition surveillance inspection procedures

SMCA

single manager for conventional ammunition

SSS

storage serviceability standard

Section II Terms

Care of supplies in storage

The in-storage inspection, minor repair, testing, exercising, preservation, and packing of materiel and all intradepot materiel movement to perform those tasks. Does not include any actions taken on materiel deficiencies discovered during receipt. Care of supplies in storage materiel movement The selection, handling and intradepot movement of materiel in storage destined for inspection, minor repair, testing, exercising, preservation, packing, and return to storage.

Cyclic inspection

Scheduled inspections to assure the materiel is in a readiness condition.

Exercising

Actions taken by the storage activity to periodically move, actuate, power-up, or otherwise work components of equipment or the entire piece of equipment.

Materials

For COSIS, it is any coating or preservative placed directly on an item, or any packaging used to protect or prolong the usable life of an item, excluding accountable, reusable containers. Also includes compounds or chemicals used to clean or remove finishes or deterioration from an item.

Minor repair and adjustments

Repair and adjustment/testing actions taken to bring the materiel back to a readiness condition within the normal available equipment and nonmechanical skill levels of storage and P&P personnel. For such minor repair, however, the dollar limits established by this regulation are not to be exceeded.

Preservation and packing for storage

Any preservation and/or depreservation performed in conjunction with minor repair, adjustment/testing, and exercising. Also, any preservation and packing performed as the result of a cyclic or special inspection.

Preservation and packing inspection

Only those inspections performed exclusively on materiel preserved and packed for storage under the COSIS Program.

Repair part

For COSIS, a component of an item that is used to restore the item to a ready-for-issue condition.

Special inspection

Unscheduled inspections to assure the materiel is in a readiness condition as directed by the ASDA or from internal sources.

Section III

Special Abbreviations and Terms

There are no entries in this section.

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