

CHAPTER 7

RECEIVING SUPPLIES

RESPONSIBILITIES

All supplies enter a DSU at the receiving point of the storage section. They come from the next higher source of supply (depot, GSU, or installation) or from another DSU as customer turn-ins. Your job is to make these supplies ready for issue as soon as possible by coordinating the actions of all the sections in the storage activity. Set up guidelines for your soldiers to follow as they receive and process supplies. You will need to contact the SCS for information on all items clue in so that you can plan to receive and store the supplies. The SCS can tell you the approximate date the supplies will arrive, the type and quantity, and the security data. Coordinate this information with storage, transportation, receiving, packing, and inspection personnel. Remember that your receiving section soldiers will also have to work with the quality assurance and maintenance sections when items need to be identified and classified. Plan your guidelines carefully. Your first priority will be to keep your soldiers from being injured and the supplies from being damaged or lost. You must also avoid extra cost to the government caused by keeping railcars or trucks past the time limits set for loading and unloading when government transportation is not used. This holdover cost is called demurrage.

RECEIPT DOCUMENTS

.411 supplies that come to your DSU will have some kind of receipt document. This document helps you identify the supplies. It tells you if the supplies are for stock or if they were ordered for a specific unit. The document also tells you the quantity of supplies shipped and the dates they were ordered and chipped. It gives their storage location and shows if any supplies are still clue in. You will use this document as a tally sheet when

you check in the containers as they are unloaded. Your DSU will use five receipt documents. Figures 7-1 through 7-4 show samples of these documents.

DA Form 2765, DA Form 2765-1 and DD Form 1348-1

DA Form 2765, DA Form 2765-1 (Request for Issue or Turn-In), and DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) are used as receipt documents for supplies shipped from military depots and military storage activities. At a DSU, you will handle mostly DD Forms 1348-1. However, items representing recurring requests and emergency issue items may be received with DA Forms 2765 or 2765-1.

DD Form 250

DD Form 250 (Material Inspection and Receiving Report) is sent with supplies ordered from civilian procurement sources. These items do not have NSNs or part numbers, are not in the federal catalog system, or are urgently needed. The form is also used to ship standard issue items with NSNs directly from the manufacturer.

DD Form 1155

DD Form 1155 (Order for Supplies or Services/Request for Quotations) is used when supplies are ordered from local civilian sources.

DA Form 2407

Your DSU may sometimes receive homemade or fabricated items from a maintenance support activity. If this happens, check to see if there is a copy of DA Form 2407 (Maintenance Request)

ASAI		P2530 002946891		EA00005WK4FB6.3068 03 03A5K43		015		AA		2946891	
DOCUMENT IDENTIFICATION NO. STOCK NUMBER											
DOC IDENT DOC IDENT DOC IDENT DOC IDENT DOC IDENT DOC IDENT DOC IDENT DOC IDENT DOC IDENT DOC IDENT DOC IDENT											
A5K43											
ITEM DESCRIPTION											
DATE SHIPPED DATE RECEIVED											

Figure 7-1. DA Form 2765 completed as a receipt document

D6S											
DEFENSE ELECTRONICS SUP CENTER, 1507 WILMINGTON PIKE, DAYTON, OH 4544											
SHIP TO TRANS OFF FORT CARSON, CO 80913											
REMARKS NO D6S AA CC 1-3=D6S											
DATE SHIPPED 6127											
RECEIVERS DOCUMENT NUMBER TCNW34AF66121000100X											

Figure 7-2. DD Form 1348-1 completed as a receipt document

MATERIAL INSPECTION AND RECEIVING REPORT		1. PROC. INSTRUMENT IDEN (CONTRACT)		ORDER NO.	6. INVOICE	7. PAGE OF
		DABE0183-0001-0001			Supp P-2765	1 1
2. SHIPMENT NO.	3. DATE SHIPPED	4. W/L CB/L #W3-1075		5. DISCOUNT TERMS		
B007	30 Mar 83	TCN				
9. PRIME CONTRACTOR				10. ADMINISTERED BY		
Johnsons Chemical Company Distribution and Order Department Tandem Station New York, NY 10019				Procurement Division Bldg P-1172 Fort Blank, NJ 07891		
11. SHIPPED FROM (If other than B)		FOR:		12. PAYMENT WILL BE MADE BY		
Products Division - Eastern Troy, NY 12100				Finance and Accounting Division Bldg P-1200 Fort Blank, NJ 07891		
13. SHIPPED TO				14. MARKED FOR		
34th Supply Company Fort Blank, NJ 07891						
16. ITEM NO.	18. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number.)</small>	DESCRIPTION <small>(Type of)</small>	17. QUANTITY SHIP/RECD*	18. UNIT	19. UNIT PRICE	20. AMOUNT
1.	6850-00-865-8584	Silicone Compound: Silicone plus toluene petroleum spirits basic ingredients; PSCM 24446; P.N DRI - FILM 88; 1 gal per can	4	CN	325.00	1,300.00
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE		
<input type="checkbox"/> POA <input type="checkbox"/> A. ORIGIN ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		<input type="checkbox"/> POA <input type="checkbox"/> B. DESTINATION ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		Quantities shown in column 17 were received in accordance with purchase order description.		
DATE: <u>16 Feb 83</u> SIGNATURE OF AUTH GOVT REP: <u>J. Doaks</u> TYPED NAME AND OFFICE: <u>J. Doaks, CPT, QM</u> MO 4022		DATE: _____ SIGNATURE OF AUTH GOVT REP: _____ TYPED NAME AND TITLE: _____		DATE RECEIVED: <u>16 Feb 83</u> SIGNATURE OF AUTH GOVT REP: <u>J. Doaks</u> TYPED NAME AND OFFICE: <u>L. Baker, CPT, QM</u> MO 4022		
23. CONTRACTOR USE ONLY				SIGNIFIES ACCEPTANCE OF SUPPLIES LISTED.		

Figure 7-3. DD Form 250 completed as a receipt document

<input type="checkbox"/> CHECKED BOX APPLIES <input type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES <input type="checkbox"/> REQUEST FOR QUOTATIONS NO. RETURN COPIES OF THIS QUOTE BY THIS IS NOT AN ORDER, SEE DD FORM 1155		PAGE 1 OF		
1. CONTRACT/PURCH ORDER NO.		2. DELIVERY ORDER NO. DABC 03-81-2001A		
3. DATE OF ORDER 23 Jul 83		4. ACQUISITION/PURCH REQUEST NO. 11650001		
5. ISSUED BY: Purchasing and Contracting Office Bldg 222 Fort Artillery, NM 84111		6. DELIVERY FOR: <input checked="" type="checkbox"/> GERT <input type="checkbox"/> OTHER (See Schedule if other)		
7. ADMINISTERED BY: (If other than 5):		8. DELIVER TO FOR POINT BY: 15 Aug 83		
9. CONTRACTOR/COMPETITOR NAME AND ADDRESS: Whimsey Gadget Co. 800 Petrified Blvd Burnt Sands, NM 84116		10. DISCOUNT TERMS: Net		
11. CONTRACTOR/COMPETITOR CODE: FACILITY CODE:		12. MAIL INVOICES TO: See Block 15		
13. SHIP TO: 1094th Supply & Service Co Bldg 1000 Fort Artillery, NM 84111		14. PAYMENT WILL BE MADE BY: Finance and Accounting Office Bldg 444 Fort Artillery, NM 84111		
15. DELIVERY <input checked="" type="checkbox"/> This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.		16. CHECK IF: <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS		
17. PURCHASE Reference form furnish the following on terms specified herein, including, for U.S. purchases, General Provisions of Purchase Order on DD Form 1155; EXCEPT CLAUSE NO. 13 APPLIES ONLY IF THIS BOX <input type="checkbox"/> IS CHECKED, AND NO. 15 IF THIS BOX <input type="checkbox"/> IS CHECKED; special provisions: and delivery as indicated. This purchase is negotiated under authority of		18. MAKE ALL PACKAGES AND PAPERS WITH CONTRACTOR ORDER NUMBER		
19. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE: 2122-2-81-8100 F500000(1003)		20. U.S. POSSESSIONS OR PUERTO RICO: (If checked, Additional General Provisions apply: Supplier shall sign "Acceptance" on DD Form 1155 and return copies)		
21. SCHEDULE OF SUPPLIES/SERVICES		22. QUANTITY ORDERED/ACCEPTED		
23. UNIT		24. UNIT PRICE		
25. AMOUNT				
1	5910-00-252-4104 Gadget, right hand	6	EA 150.00	900.00
2	5905-00-252-4210 Gadget, left hand	6	EA 160.00	960.00
26. UNITED STATES OF AMERICA		27. TOTAL 1860.00		
28. QUANTITY IN COLUMN 20 HAS BEEN: <input type="checkbox"/> IMPROVED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		29. OFFER SHEET		
30. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: Larry Park		31. INITIALS		
32. SIGNATURE AND TITLE OF CERTIFYING OFFICER: LARRY PARK, MAJ, QM CONTRACTING/ORDERING OFFICER		33. AMOUNT VERIFIED CORRECT FOR		
34. RECEIVED AT		35. CHECK NUMBER		
36. RECEIVED BY		36. BILL OF LADING NO.		
37. DATE RECEIVED		37. BILL OF LADING NO.		
38. TOTAL CONTAINERS		38. S/N VOUCHER NO.		
39. S/N ACCOUNT NUMBER				
40. S/N VOUCHER NO.				

Figure 7-4. DD Form 1155 completed as a receipt document

with the item. Use the information on the maintenance request to make a DD Form 1348-1 receipt document so that the item can be issued. If your DSU receives supplies with documents different from the ones listed, check DA Pamphlet 25-30. This microfiche pamphlet lists all forms used by the Army. It gives the number of the publication that explains how to fill out and process each form. See Figure 7-5 for an extract of a page from DA Pamphlet 25-30. As storage supervisor, you need to set up a system to help your soldiers keep track of the supplies and receipt documents your section receives. The best way to do this is to set up a suspense file. Make a file folder for each day of the workweek and an extra one for delayed action receipts. Use these folders to keep track of receipt documents and to help you decide in what order you should send the supplies to the storage section. After you receive the receipt document from the locator section where the location code was checked, put it in the file folder for that day. Each day check your folders before you decide which supplies to process first. If there are any receipts in the delayed action file, they must be

processed first each day. Next check the folder that has the previous day's receipt documents. If you must skip a document for some reason, place it in the delayed action file. This way, if you have a heavy work load on Tuesday, you can place a document in the delayed action file and it will be the first one processed on Wednesday.

DOCUMENT CONTROL REGISTER

As storage supervisor, you should set up a document control register to help keep track of the shipments your section receives and processes. This register can also be used to look up the history of particular shipments when claims are filed and to provide tonnage estimates for reports to higher HQ. DOD 4145.19-R-1 discusses the need for a document control register and gives suggestions on how to use it. Because each DSU needs different reporting data, there is no set design for a document control register. Figure 7-6 shows a sample of a register that you can use or adapt to fit the needs of your DSU.

DA FORMS					
No.	Date	Title	Unit of Issue	Prescribing Directive	Proposal
2666-R	JUL 63	PRISONER OF WAR MAIL NOTIFICATION OF ADDRESS (LRA)	CD	AR 633-50	DCSPER
2667-R	JUL 63	PRISONER OF WAR MAIL LETTER (LRA)	CS	AR 633-50	DCSPER
2668-R	JUL 63	PRISONER OF WAR MAIL POST CARD (LRA)	CD	AR 633-50	DCSPER
2669-R	JUL 63	CERTIFICATE OF DEATH (PRISONER OF WAR) (LRA)	CS	AR 633-50 & 633-61	DCSPER
2738-R	APR 72	WEIGHT CONTROL (LRA)	CS	AR 632-1	MILPERCEN
2740	MAR 69	APPLICATION TO USE DEPARTMENT OF THE ARMY FILES (S&I, TAGCEN)	PDS0	AR 340-1, DA MEMO 340-3	TAG/TAGCEN
2740-1	NOV 63	ACTION ON APPLICATION TO USE DEPARTMENT OF THE ARMY FILES (S&I, TAGCEN)	CS	AR 340-1, DA MEMO 340-3	TAG/TAGCEN
2741	MAR 68	LAUNDRY LIST (FOR PIECE-RATE PATRONS)	ST3	AR 210-130	DCSLOG
2748	AUG 76	REQUEST FOR ALLOTMENT OF COMPENSATION FOR INCOME TAX PURPOSES	CS	AR 37-105	COA
2749-R	OCT 70	ADRE WORK REQUEST (LRA)	CS	AR 680-4	MILPERCEN
2751-R	DEC 63	WORK ORDER (LRA)	CS	AR 680-4	MILPERCEN
2752	JAN 64	UNION DUES CONTROL REGISTER	CS	AR 37-105	COA
2755-1-R	MAR 77	CURRENT AND PROJECTED COLONEL REQUIREMENTS SECTION B (LRA)	CS	AR 614-102	MILPERCEN
2755-R	MAR 77	CURRENT AND PROJECTED COLONEL REQUIREMENTS SECTION A (LRA)	CS	AR 614-102	MILPERCEN
2764	FEB 64	JOB PLANNING WORKSHEET	PDS0	DA PAM 420-S	OCB
2765	APR 76	REQUEST FOR ISSUE OR TURN-IN	TCBX	AR 710-2	DCSLOG
2765-1	APR 76	REQUEST FOR ISSUE OR TURN-IN	ST4	AR 710-2	DCSLOG
2769-R	NOV 77	CRYTOFACILITY INSPECTION REPORT (LRA)	CS	TR 380-41	INSCOM
2771-R	MAR 64	MONTHLY SUMMARY JOURNAL DISPOSAL ACTIVITIES (LRA)	CS	AR 37-335	COA
2773-R	MAR 65	STATEMENT OF IDENTIFICATION (LRA)	CS	AR 638-40, FM 10-286	TAG/TAGCEN
2776-R	FEB 64	STATEMENT OF PRE-AWARD INSPECTION (LRA)	CS	AR 638-40	TAG/TAGCEN
2784-R	AUG 75	REQUEST FOR COUNTERINTELLIGENCE INVESTIGATION (LRA)	CS	AR 381-20	ACSI

See Section I for footnotes.

Figure 7-5. Extract of a page from DA Pamphlet 25-30

DOCUMENT NUMBER	DATE ASSIGNED	CONSIGNOR	BILL OF LADING NUMBER	CAR OR CARRIER NUMBER	PURCHASE ORDER OR CONTACT NUMBER	DATE RECEIVED FROM STORAGE	DATE FORWARDED TO STOCK CONTROL	NUMBER LINE ITEMS	NSN/ NOMENCLATURE	TOTAL WEIGHT
1	2	3	4	5	6	7	8	9	10	11
AK9T34 5028 0037	5045	Sharpe Army Depot	NA	NA	NA	5047	5049	1	2520-00-294-7828	30

Figure 7-6. Sample of document control register

DSS AND DSS AIR LINES OF COMMUNICATION SHIPMENTS

Your DSU will receive most of its supplies from depots, GSUs, and installations. These supplies are shipped to your DSU under the DSS, DSS ALOC, or the non-DSS system. The DSS is the Army standard shipping system for Class II, III (packaged), IV, V (missile components only), VII, and IX supplies. Your unit receives items faster that are shipped under the DSS. Under this system, the supplies and equipment are shipped directly from a depot or distribution point to the SSA without in-between stops. Non-DSS supplies are shipped from supply level to supply level until they reach your unit. The DSS currently includes the six classes of supply shown in Table 7-1. For more information on how the DSS works, check FM 38-725-1. Most supplies your DSU receives will have receipt documents with PDs 09 through 15. These are normal requests. Since they are not emergency requests, your section has two working

days to process the supplies for issue. For DSUs receiving supplies by DSS and DSS ALOC, depending on where you are located, you have the time shown in Table 7-2 to process receipts. Mission-essential items are ordered under PDs 01 through 03. They are shipped to arrive as quickly as possible. Your section must process them and have them ready for issue within 24 hours after your DSU receives them. Sometimes you will receive supplies that have no PD listed on the receipt document. You may also receive supplies that have no receipt documents with them. In these cases, your section should process the item without the PD within two working days and the item without a receipt document within five working days. Always check with the SCS to see if it has an advance copy of the receipt document. It may provide the information you need to help you process the supplies.

★ *Table 7-1. Classes of supply included in DSS*

CLASS II	Clothing, individual equipment, storage, tentage, tool sets and tool kits, hand tools, and administrative and housekeeping supplies and equipment. These items are prescribed in authorization and allowance tables.
CLASS III	Packaged POL.
CLASS IV	Construction/base development materiel.
CLASS V	Missile components only.
CLASS VII	Major end items of equipment prescribed in authorization tables.
CLASS VIII	Medical materiel, including repair parts used only on medical end items.
CLASS IX	Repair parts, including expendables and consumable (does not include medical items repair parts).

★ *Table 7-2. DSS and DSS air lines of communication processing time*

	DSS	DSS AIR LINES OF COMMUNICATION		DSS	DSS AIR LINES OF COMMUNICATION
	Days	Days		Days	Days
Europe	5	4	Japan	5	4
Alaska	5	4	Okinawa	5	NA
Caribbean	5	NA	Korea	6	4
Hawaii	5	3	CONUS	5	NA

★ DSS SHIPMENTS

The accurate checking in of supplies and equipment is an important part of the storage operation. As storage supervisor, you must make sure your soldiers know how to check in and inspect the supplies correctly and how to process the receipt documents. Before unloading begins, they must look over the containers for damage to decide if the shipment will be accepted. If some containers are damaged or missing, a more detailed inspection is necessary. Check DA Pamphlet 710-2-2 for the procedures to follow when receiving and inspecting new supplies under the manual supply system. The TMs in the 38-L03 and 38-L32 series explain how to inspect and receive supplies under the automated system. Follow the procedures in AR 735-5 to report damages. Be sure your soldiers take the following steps when checking in supplies and equipment:

- Tally the containers against the receipt document.

- Compare the information on the receipt document (NSN, nomenclature, UI, and quantity) with the supplies received.

- If data do not match, circle the wrong entry and write the correct information from the container on the document. See Figure 7-7, page 7-8 for a sample of a corrected receipt document.

- Check the container for damage. Open all damaged containers immediately. If your DSU receives a multipack container, open it and check the contents. Do not open smaller packages within the containers unless they are damaged. If the container is open, check the contents. Make a list of all damages and shortages. Contact the supervisor of the receipt and storage section.

- After the shipment has been accepted and signed for, send copies of documents that are attached to the containers through your supervisor to the SCS. Be sure to attach a copy of the receipt document to the supplies

before you send them to the storage or issue section. If the document number (card columns 30 through 43) is for a unit, the receipt is dedicated for immediate issue to that customer. Deliver the D6S card to the SCS and MMC, and send the DD Form 1348-1 with the items for the unit. If the document number (card columns 30 through 43) is for the DSU, the receipt is for stockage. Enter the location in columns 46 through 50 of the D6S card. If no location is shown or if there has been a location change, place C in card column 79. DSUs using SARSS will input the receipt document using the keyboard or LOGMARS(T). If the information is for stockage, then a location issue ticket (PCN: AJH-112) is produced and indicates the recorded storage location of the item received. If a DOCKS location is indicated, then a location must be assigned using location maintenance process. If the receipt is for a unit, the receipt is dedicated for immediate issue. (NOTE: The receipt

is taken to the warehouse to issue the equipment to the unit. The receipt goes to the SCS and the MMC when the SARSS-1(I) close-out process is done at the end of the day.)

DOCUMENTS RECEIVED WITH DSS AND DSS AIR LINES OF COMMUNICATION SHIPMENTS

Your section will receive three types of documents with each DSS shipment--a receipt document, an in-transit data card if you also serve as a DSS distribution drop point, and a materiel receipt card. These are usually attached to the outside of the shipping container in a plastic envelope. Remove them carefully. The documents are used to record information that shows how well the DSS works. Make sure your soldiers understand how to handle these cards to ensure the in-transit data cards are returned to the

DOC. NO.	STOCK NUMBER	QUANTITY	DOCUMENT NUMBER	UNIT PRICE
ASA AXJ 2920	00-294-3892	EA 00180	AK93T4 3001 0041	YFGAK 14 012
SHIPPED FROM		SHIP TO		MARK FOR PROJECT
NE TALLEY COUNT		DEPOT 17070		132d MAINT BN APO NY 34563
TERMINUS LOCATION	TYPE OF SHIPMENT	UNIT WEIGHT	UNIT PRICE	FREIGHT RATE
34113017A	12	117	2.8	
SUBSTITUTE DATA WHEN ORIGINALLY DESCRIBED	FREIGHT CLASSIFICATION NOMENCLATURE	ITEM NOMENCLATURE	QUANTITY CORRECTION	DATE
	X SPARK PLUG	QUANTITY CORRECTION		
SELECTED BY AND DATE	TYPE OF SHIPMENT	TOTAL WEIGHT	RECEIVED BY AND DATE	DATE
FFP 3004	Bx	1755	NSU 3012	2727 3012
PACKED BY AND DATE	NO. OF SHIPMENTS	TOTAL CUBE	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION
TUY 3005	12	42.0	BBT 3012	YFGAK
REMARKS	FIRST DESTINATION ADDRESS	DATE SHIPPED	RECEIVERS DOCUMENT NUMBER	
AA NOT ON CONTAINER 5770-00-007-7176			NSN CORRECTION	

Figure 7-7. DD Form 1348-1 showing tally count, quantity and NSN corrections, and receiving activity entries

Logistic Control Activity at the Presidio of San Francisco, CA, and the D6S receipt card to the Defense Automatic Addressing System.

Receipt Documents

The receipt documents received with DSS and DSS air lines of communication shipments are discussed earlier in this chapter.

In-Transit Data Cards

In-transit data cards are computer cards coded with information used to measure how long a container takes to reach its destination. Cards are marked with special DICs in the top left corner. These codes show whether the shipment was a CONUS or oversea shipment. They also show whether the items were shipped by air or by surface transportation. (See Figure 7-8 for a sample in-transit data card.) A DIC of TK6 means that the item was shipped by air, and a DIC of TK9 means surface shipment. These two codes are used only for oversea shipments. All cards used in CONUS are marked TK4 regardless of how the

supplies were shipped. When a DSS or DSS ALOC shipment arrives at your DSU, your soldiers should remove the in-transit data cards when they inspect the supplies for damage. They should then forward the cards to the SCS. The SCS will keypunch the delivery data onto the cards and forward them to the correct activity. If you receive a DSS or DSS ALOC shipment with a torn or damaged in-transit data card, make sure your soldiers send a copy of the shipping document, DD Form 1384 (Transportation Control and Movement Document), to the SCS with the damaged card. The SCS will use the information on the TCMD to make a new card. If the in-transit data card is missing, have your soldiers attach a note to the TCMD before it is sent to the SCS. The note should state what kind of data card (TK4, TK6, or TK9) is missing so that the SCS can make a new one. Check the top of the TCMD to find out what kind of card is missing. The words SURFACE or AIR should be printed on the form on oversea shipments. If the word listed is SURFACE, a TK9 card is missing. If the word AIR is listed, a TK6 card is missing. All shipments within the US have TK4 cards only.

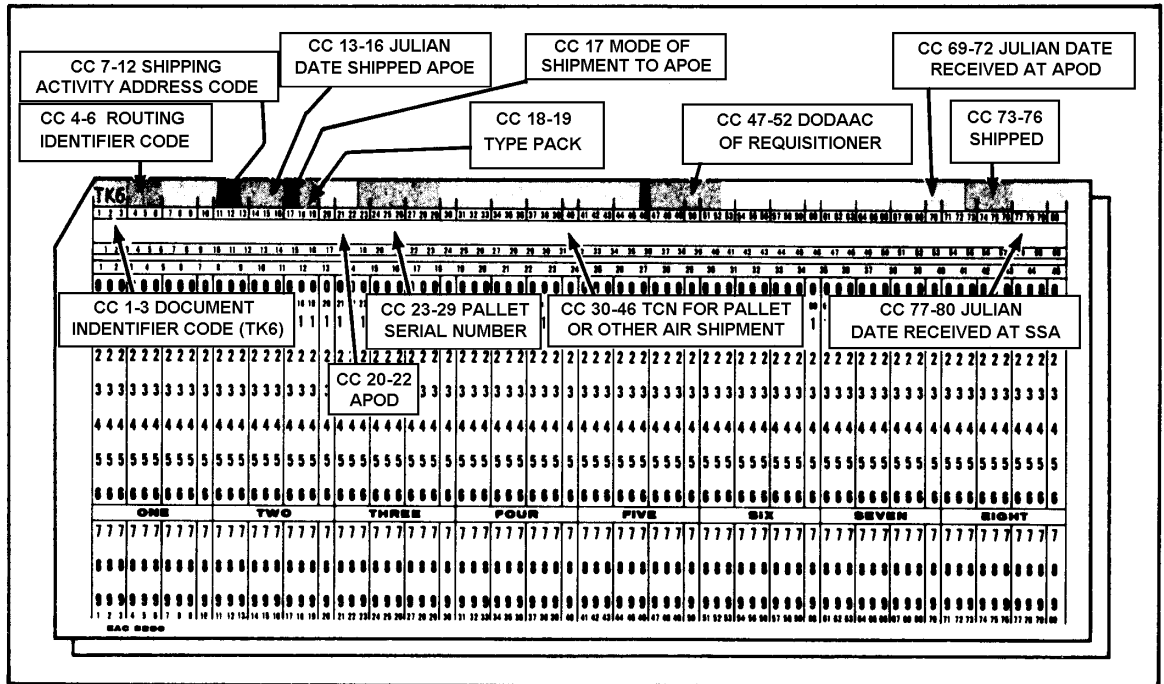


Figure 7-8. DSS air in-transit data card (DIC TK6)

Materiel Receipt Card

These are computer-printed cards that carry the same ordering information as the DD Form 1348-1 receipt document. These cards, like the in-transit data cards, have a special DIC in the top left corner. A materiel receipt card has a DIC of D6S. Therefore, they are sometimes called D6S cards. Your soldiers need to know how to process these cards so that the necessary information can be sent back to the Defense Automatic Addressing System. Each D6S card shows the quantity of supplies that was shipped. If the container is damaged or if some of the items are missing, your receiving and storage personnel must conduct an inventory. They must report all damages and shortages. Follow the guidelines given in AR 735-5. Notify the SCS of any mistakes so that a new D6S card with the correct quantities can be made. If your unit does not work under an automated system, send a list of all the information to be entered on each D6S card to the data processing center that supports your unit. The center will keypunch this information onto the D6S card and return it to the SCS. Under some systems, the materiel receipt card may be coded DWA instead of D6S. Follow the guidelines below and process the DWA card the same way as you would a D6S card. Figure 7-9 shows how a D6S card can be made from the information on a receipt document. If no D6S card was received with the materiel and the DSU is operating under DSS procedures, enter "No D6S" in block AA of the DD Form 1348-1. Verify the entries on the DD Form 1348-1. If there is a change in the primary storage location or a new location is established (no location previously assigned for the stock number), enter Loc Chgd or New Loc in block AA of the form and the prime location code in the Supplementary Address field. Also mark the warehouse locator file to show the new prime location. Send an annotated copy of the DD Form 1348-1 to the SCS. If there is no documentation with the materiel but the receipt can be identified as a receipt against an established due-in, prepare a materiel receipt card, DIC D6S, on DA Form 2765 with all available information. Include at least the stock number, UI, quantity received, document number, assigned storage location, DSU code, and condition code.

NON-DSS SHIPMENTS

As storage supervisor, you are also responsible for setting up procedures for processing non-DSS

shipments. Your soldiers will be handling supplies such as local purchases, fabricated items, and supplies from overseas reserve stocks and other DSUs. Most of these supplies are shipped with a DD Form 1348-1. However, your soldiers may at times be required to process DD Forms 250 and 1155 or other shipping documents that come with non-DSS supplies. Process these supplies in the same way as DSS shipments. Generally, shipments which are not MI LSTRIP and DSS do not have a PD listed on the receipt document. In this case, your section has up to two workdays to process the supplies for issue. If a PD is listed, follow the guidelines given earlier in this chapter. If the non-DSS shipment has no receipt document, contact the SCS for the advance copy of the document. If it is not on file, your soldiers should use the information on the shipping document and on the container to make a DA Form 2765. Figure 7-10 shows how to make a new receipt document from container information. Be sure your personnel check the NSN, quantity, and condition of the item. Discrepancies your personnel note while receiving supplies must be verified by the accountable officer or a designated representative. When the discrepancy has been verified, explain it on the receipt document. The purpose of reporting discrepancies is to find the cause, take corrective action, and prevent a recurrence. Report shipping type (item) packing, and in parcel post shipment discrepancies on SF 364 (Report of Discrepancy (ROD)), according to AR 735-5. Report transportation type discrepancies in shipments according to AR 55-38. Check the location against the locator file before the item is sent to the storage section. (Chapter 6 explains the locator system.) Send a copy of all receipt documents and any changes to the SCS.

SUBSTITUTE ITEMS

Sometimes a higher source of supply will ship your DSU a substitute item instead of the one requested. As storage supervisor, you must make sure that your receiving personnel know when they have received substitute items. Substitute items have a BH status code on the receipt document. This code is listed in columns 65 and 66 of the DD Form 1348-1. On a DA Form 2765-1, look for this code in the Advice Status block. Your personnel should follow the guidelines in Chapter 8 when they receive substitute items.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC IDENT										QUANTITY										DOCUMENT NUMBER										UNIT PRICE																																																	
ASA ANS K 1615008526712										EA 00001 A 3610T 3064 G 202										W2513 AHG FIX XDC 02 999										B17 AA H 00070 27																																																	
SHIPPED FROM										SHIP TO										MARK										PRO																																																	
NEW UMBERLAND ARMY DEPOT										215 INF BN										C										D																																																	
NEW UMBERLAND P. 17070										FORT BRAGG NC 28307																				JDC																																																	
WAREHOUSE LOCATION										UNIT PACK										UNIT CUBE										UNIT PRICE																																																	
R0418										01 00 13 017										13390										PA F8B STD74347																																																	
SUBSTITUTE DATA										FREIGHT CLASSIFICATION										NOMENCLATURE										QUANTITY																																																	
PCN																														ACUM LINE 999																																																	
SELECTED BY AND DATE										TYPE OF CONTAINERS										TOTAL WEIGHT										RECEIVED BY AND DATE																																																	
1										2										3										7																																																	
PACKED BY AND DATE										NO OF CONTAINERS										TOTAL CUBE										WAREHOUSED BY AND DATE																																																	
4																														B																																																	
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Figure 7-9. Materiel receipt card made from information on receipt document

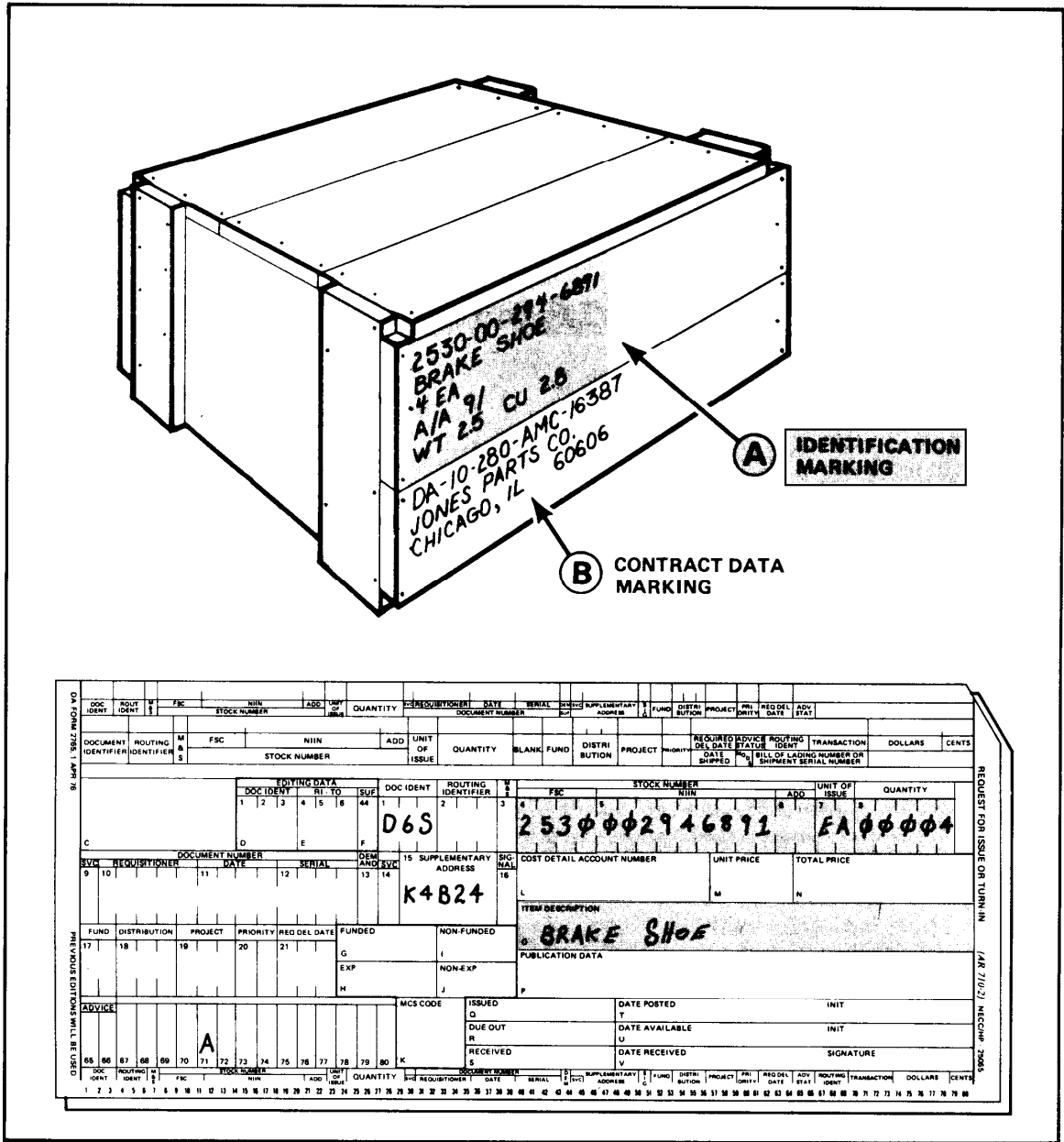


Figure 7-10. Receipt document made from container information, showing a temporary location

MISROUTED ITEMS

Sometimes your DSU will get an item that another DSU ordered. When this happens, your personnel should check the receipt or shipping

document to find out which DSU was to have received the item. If your DSU receives medical classified, or sensitive supplies that belong to

another unit, contact that unit at once. Have that unit pick up the items, or discuss how the items should be forwarded. Make sure your personnel report mistakes on SF 364. Instructions on when to use the form and how to fill it out are in AR 735-5. After your personnel finish the report, they should send the item to the shipping section of your DSU. The shipping section will send the item to the correct unit.

OVERAGES OR SHORTAGES AND DAMAGED ITEMS

The type of problems your personnel find when they unload and inspect materiel determines the kind of report they must send to the SCS. They will not have to decide who pays for the damages when they make the report. They will list only the damages and other related data. Transportation personnel usually decide who is responsible for the cost of the damages. Photographs of the damages are very helpful when details of the problem cannot be explained easily. These photos can also be used to document claims.

Supply Discrepancies

AR 735-5 establishes the policies and procedures prescribing the methods and conditions under which supply-type, packaging, and parcel post shipment discrepancies are reported. Supply-type or packaging discrepancies which are the responsibility of the shipper are reported on SF 364. The purpose of the SF 364 is to determine the cause of the discrepancies, have them corrected, and prevent recurrence.

Transportation Discrepancies

AR 55-38 provides procedures for reporting various transportation discrepancies. SF 361 (Transportation Discrepancy Report) is the form used. Do not prepare an SF 361 until shipment status has been received. Each consignee is responsible for preparing his reports on multistop shipments.

Reimbursement

AR 37-111, Chapter 3 provides instructions governing allowance of credits for the return of any stock fund material. It also provides details as to when no credit will be allowed.

TURN-INS FROM SUPPORTED UNITS

There are several reasons a unit may turn in items of supply. Some reasons for turn-ins are described below.

Items Serviceable or Unserviceable Due to FWT

Units generally turn in serviceable and unserviceable items due to FWT using DA Form 2765-1. SCS soldiers should use DA Pamphlet 710-2-2, Chapter 14, to edit requests for turn-in. Make sure your receiving personnel do not accept the DA Form 2765-1 on any accountable item unless the paperwork showing that the item has been inspected and classified by the quality assurance and maintenance sections is attached to the item. When your personnel process a DA Form 2765-1 as a turn-in document, they should enter the quantity turned in, the date of receipt, and their initials. It is important that they return a copy of this document to the unit turning in the item. The unit needs the completed turn-in document for its property records. After your personnel process the DA Form 2765-1, they should forward a copy to the SCS and send the supplies to the storage section. Refer to TM 38-L-32-12 for turn-in procedures under DS4.

Items Unserviceable Through Other Than FWT

Sometimes the classification portion of the maintenance section determines accountable items to be unserviceable for reasons other than FWT. In order to turn in these items, units must have approval and documentation showing that they are no longer responsible for the item. Check each DA Form 2765-1 to make sure that the authorization document is listed. The REMARKS block must contain the statement, "Excess-unserviceable—AR 735-5." AR 735-5 gives more details on the methods used to gain relief from responsibility for items.

Items Found on the Installation

Supplies and equipment that have been lost or abandoned can be turned in as property found on the installation if they do not appear on local units' property records. These items must be turned in immediately to the DSU that handles that class of supply. The DSU will accept this property as is. Units are not required to spend time

or money fixing or upgrading the items before they turn them in. The unit is also authorized to turn in the item without paperwork. When a unit turns in an item found on the installation, it does not receive turn-in credit for it. Once the item is accepted by your DSU, the quality assurance and maintenance sections must inspect and classify it. It is then sent to the receipt section where turn-in paperwork is prepared. Make sure your soldiers have written the NSN, quantity, nomenclature, condition code, and date of receipt on the turn-in document. Then send the supplies to the storage section and the documents to the SCS. The item found on the installation can be reissued to the

unit turning it in as a free issue (no billing) if the item is within that unit's authorized allowance. If the unit wants the item, it should follow the procedures listed in DA Pamphlet 710-2-1, Chapter 2, and DA Pamphlet 710-2-2, Chapter 14.

Other Turn-Ins

For information on how to process turn-ins of Army Reserve, National Guard, and ROTC units, check AR 710-2. AR 710-1 gives procedures for processing ARIs. Follow the guidelines in AR 37-111 to inventory property that is temporarily in use.