

★ CHAPTER 8

STORING AND SELECTING SUPPLIES FOR ISSUE

Section I

Storing Supplies

SUPERVISING PERSONNEL

As storage supervisor, you must make sure your personnel store items correctly and issue them promptly. You must also be sure they maintain and safeguard the supplies in their area. Appendix D contains information helpful in caring for stored supplies. Set up housekeeping rules for all personnel to follow. Make each section responsible for its housekeeping. Make sure personnel follow a clean-as-you-go plan to keep all storage areas neat and accessible. Set aside certain times for trash collecting, sweeping, and

general cleaning. Include these tasks in your storage SOP. As storage supervisor, you will have to shift personnel within sections or between sections because of heavy work loads. Make sure that each individual assigned to you understands his major job and what he is responsible for. Remind your personnel that the shifts do not relieve them of their major responsibilities. Figure 8-1 shows a shortcoming, as extracted from DOD 4145.19-R-1.

SHORTCOMING	CAUSES	RESULTS
<p>Failure to accomplish daily warehouse housekeeping actions (such as stock alignment and closing lids).</p>	<ul style="list-style-type: none"> • Lack of management emphasis. • Lack of training. • Heavy workloads. • No routine schedule for examination or correction of such deficiencies. 	<ul style="list-style-type: none"> • Actions accumulate to major tasks. • Can create safety hazards. • General relaxation in discipline for accomplishing such actions. • Unsightly appearance.

Figure 8-1. Extract from DOD 4145.19-R-1 showing a shortcoming

STORING INCOMING SUPPLIES

When supplies are delivered to the receiving section, your personnel should first check them over for damages and then forward them to the stock locator and storage sections. These supplies should have receipt documents (DA Form 2765-1; DD Forms 1348-1, 250, or 1155; or PCN: AJH-112) with them. These forms help your soldiers identify the supplies so they can place them in the right storage location. If your DSU works under an automated system, some receipt documents for ASL items may list a storage location when you receive them. You can generally find the location on the Supplementary Address block of the receipt document. Sometimes no storage location codes will be on the documents, especially those for NSL items. In these cases, your soldiers will have to write the code on the form. They should enter the code in block F on the DD Form 1348-1. If this block already has the nine-digit depot location code listed, they should write your DSU location code in block 10. If the DD Form 1348-1 lists the wrong location code, cross it out and write the correct location in block 10. When your unit is operating under SARSS, the receipt document will NOT contain a storage location. When the receipt is processed into SARSS, the system will produce a location issue ticket which will identify how much of the receipt to store and all recorded storage locations. Also, the receipt should be entered into the SARSS computer before moving items to storage, since the system will produce the necessary documents should due-out release be required. Entering the receipt before moving to storage eliminates double handling of stocks. Storage personnel should go to the location listed and compare the information on the receipt document with the data on the bin label or locator placard. They must compare the NSNs, UI codes, nomenclatures (if listed), and condition codes to make sure they are putting the supplies in the right location. Next they should compare the supplies with the items already in the location to make sure they are the same. If data on the receipt document match those on the bin tag or location placard, compare the supplies. If the supplies are alike, this is the right location for the items. Before your personnel put the items in storage, they must check to see if there are any *shelf-life items*. A shelf-life item has

an expiration date listed on the package. They must store these items in the order they are to be issued. Compare the expiration dates of the items you are storing and the items already in the location. Store the oldest items in front. Issue these items first. Sometimes the receipt document will list more than one storage location code. When the items are shelf-life items, the code listed first is for supplies with the least amount of shelf life left. Check the expiration dates of the supplies you are storing to make sure you put them with the correct shelf-life group. Sometimes data on the receipt document do not match the bin or stock tag at the listed location. At other times, the data may match, but the new supplies will not match the items already stored. In either case, check the locator deck or the recorded ABF location on SARSS-1(I) to make sure the location code was listed correctly. If there is a mistake, line out the incorrect code, and write in the correct one. Put the items in the correct location. If the same location is listed for two different stock numbers, you must move one of the items involved. Each storage location should have items of only one NSN. Figure 8-2 shows a shortcoming, as extracted from DOD 4145.19-R-1.

Chapter 6 of this FM explains how to make location changes. Which supplies you will move and where you move them will depend on the size, quantity, and popularity of the items. After you move the supplies to a new location, be sure you make new bin or stock tags, as needed. Ensure your storage personnel write all the changes on the receipt document. After your personnel place the items in the correct storage location, they must sign and date the receipt document. Check to make sure the storage specialist signs and writes the date of storage in the Warehoused/Stored By block of DD Form 1348-1. DA Form 2765, DA Form 2765-1, DD Form 250, and DD Form 1155 have no block for this information. Your storage SOP must explain where to sign and date these forms when they accompany supplies to be stored. After you have checked the completed document, forward it to the SCS. Do not send PCN: AJH-112 to the SCS. It is filed according to your local SOP.

SHORTCOMING	CAUSES	RESULTS
<p>Placing different stock numbered items behind other stock numbered items in shelf and rack locations.</p>	<ul style="list-style-type: none"> • Lack of proper training of warehousing personnel. • Inattention to warehousing tasks • Lack of sufficient storage space for additional items being received coupled with poor enforcement of proper warehousing procedures. 	<ul style="list-style-type: none"> • Possible lost assets. • Delay in requisition fill. • May result in erroneous inventory counts.

Figure 8-2. Extract from DOD 4145.19-R-1

STORAGE HINT: Store serviceable and unserviceable items in different locations. Separating the items will make it easier to keep track of items for reorder purposes. Dividing them will also keep your personnel from issuing an unserviceable item as a new issue by mistake.

PROCESSING SUBSTITUTE ITEMS FOR STORAGE

Sometimes the supply depot will not have the item your DSU requested and will send a substitute item instead. As storage supervisor, you must make sure your personnel know how to tell when they receive a substitute item. Substitute items have the status code BH in card columns 65 and 66 on a DD Form 1348-1. Store the substitute item separately under the substitute NSN. Do not store it under the NSN of the item requested. Sometimes the location listed on the receipt document is for the original item. To make sure the substitute item is stored in the correct location, your personnel should take the following steps:

- Check the locator deck or the recorded ABF location on SARSS-1(I) to see if the NSN of the substitute item is listed.
- If the NSN of the substitute item is listed, your

personnel should compare the location code on the receipt document or that on the location/issue ticket with the one on the locator deck. If the location codes are the same, then the code listed on the receipt document or location/issue ticket is correct. Your personnel should place the item in the location listed and forward the completed document to the SCS. The location/issue ticket is filed.

- If the NSN on the receipt document is listed in the locator deck or recorded ABF location but the locations do not match, your personnel should change the location shown on the receipt document. Then they should send the item to the corrected location for storage and the receipt document to the SCS.

- If the NSN on the receipt document is not listed in the locator file or the recorded ABF location, the locator clerk must assign a new location. Your personnel must also make a new locator card and matching stock placard or bin tag. (See instructions in Chapter 6.) Your personnel should check the receipt document to make sure the correct location has been added. Then they should send the supplies, with a copy of the corrected document, to the storage section. After they place the item in the new storage location, they should forward the completed receipt document to the SCS. File the location/issue ticket according to local SOP.

IDENTIFYING INCORRECTLY STORED ITEMS

When your personnel go to a storage location to select an item for issue, they sometimes find that the item stored in the location is not the item listed on the bin tag, location placard, or locator card. At other times, they find that the condition of the item changed while in storage. Many problems can occur as a result of incorrect identification. Figure 8-3 shows a

shortcoming, as extracted from DOD 4145.19-R-1. When your personnel find that the information on the bin tag or locator card is not correct, they should change the tag or card to correct it. Then they should notify the stock records section of the change. The stock records section personnel need to correct their accounting records.

SHORTCOMING	CAUSES	RESULTS
<p>Incorrect item or quantity.</p>	<ul style="list-style-type: none"> • Inadequate lighting. • Duplicate MROs. • Incorrect item or location identification. • Incorrect data on forms, labels or placards. • Failure to consider unit of issue or unit of measure quantity. • Mixed stock and failure to recognize such. • Inadequate training of stock selection personnel. 	<ul style="list-style-type: none"> • Imbalance of stock records. • Increase in inventory investigation. • Possible increase in warehouse denials. • Incorrect item or quantity possibly shipped to the requisitioner. • Possible delay in supply fill. • Possible waste of assets and processing resources. • Possible unnecessary transportation costs.

Figure 8-3. Extract from DOD 4145.19-R-1 showing incorrect item or quantity

RELOCATING STORED SUPPLIES

Your section is responsible for storing different types and sizes of items. As storage supervisor, you may decide to rearrange these items to make better use of your storage space. You may need to relocate supplies because you receive a catalog change notice or a notice of consolidation.

Rearrange to Save Space

When you decide to rearrange to save space, you and your personnel should take the following steps:

- Select a new storage location and make a new bin label or stock tag.
- Put all new receipts of the item in the new location.
- Mark this additional listing on the old locator card.
- Make a new locator card and a location change card.
- Send the location change card to the SCS.
- Check to make sure the old locator card was

removed from the locator dock and discarded. See Chapter 6 for information on how to make new locator cards, locator change cards, and location addition cards.

- When the DSU is operating under SARSS-1(I), SARSS will initiate the location maintenance process.

Relocate Because of a Change or Consolidation Notice

Sometimes you will need to relocate supplies because you receive a catalog change notice or a notice of consolidation. The catalog change notice is a cross-reference listing that your storage section can use to identify stock numbers and UI changes. This notice tells you when the stock number is no longer valid. It also tells where items with the old stock number are stored: SARSS users follow the procedures in ADSM18-L19-AJH-BUR-EM. DS4 users follow the procedures in TM 38-L32-13 for the catalog change process.

Section II

Selecting Items from Storage

CHOOSING ITEMS FOR ISSUE

As storage supervisor, you are responsible for seeing that the correct supplies are selected for issue. When a unit requests an item, the SCS personnel make an MRO for the storage section. They compile these MROs and send them to your storage section once or twice daily. An MRO lists the item and the quantity requested, the storage location, and the priority of the request. Check and sort the MROs before you give them to your storage specialists to process. This sorting makes it easier for them to issue the correct item within the proper time limits. The procedures they use

to process MROs for issues under DS4 are in TM 38-L32-12, Chapter 3. Chapter 6 of the TM covers procedures for shipment.

SORTING MATERIEL RELEASE ORDERS BY PRIORITY

Sort the MROs into groups by their PDs. (The PD is in columns 60 and 61.) The priority of a request tells how urgently the item is needed for the unit mission. The lower the PD, the more urgently the item is needed. For a complete description of the priority issue system,

see AR 725-50, Chapter 2. Group the MROs into three stacks. Put PDs 01,02, and 03 (priority requests) into stack 1. Put PDs 04 through 08 into stack 2. Put PDs 09 through 15 into stack 3. Put MROs with a PD of 01 on top of stack 1. Put MROs with PDs 02 and 03 on the stack next. Put MROs with a PD of 04 on top of stack 2, and put MROs with PDs 05 through 15 next. If two MRO documents have the same priority, check the required delivery date. Place the MRO with the earlier delivery date on top. *IF ANY OF THE PRIORITY MROs (PDs 01, 02, or 03) HAVE 999 IN THE REQUIRED DELIVERY BLOCKS, PLACE THEM ON TOP OF THE STACK. THESE MROs ARE FOR NMCS ITEMS AND MUST BE ISSUED FIRST.*

SORTING MATERIEL RELEASE ORDERS BY STORAGE LOCATION

Once you sort all MROs into stacks by their PDs, you then need to sort these stacks by warehouse location. Look at the first letter or number of the location code on each MRO in the first stack. (The location code is listed in columns 46 through 50 and in block F on the DD Form 1348-1 MRO. On the DA Form 2765 MRO, the code is listed in card columns 46 through 50. It is located in the upper left-hand corner of a SARSS-1(I)-produced MRO.) If your warehouse locations are lettered, sort the MROs into alphabetical order. If the locations are numbered, sort them into counting order. When two MROs have the same first letter or number, arrange them in order of the second letter or number. After you sort the MROs by priority and location, give them to your warehouse personnel. They will use the MROs to identify the items that are to be issued.

Remember, high-priority items must be issued within set time frames.

PULLING ITEMS FROM STOCK

Once your warehouse personnel locate the items listed on the MROs, they will use two methods to decide exactly which items in a location are to be pulled for issue. The two methods are progressive and selective.

Progressive Method

Your personnel should use this method for all items with a shelf-life code of zero. This method is also called the first-in, first-out method. When they use this method, they select the items that have been in the storage locations the longest. To make reaching the oldest items easier, be sure your warehouse personnel store new items to the back of the storage locations.

Selective Method

Your personnel should use this method for items that have expiration dates or shelf-life codes. Under this method, they choose items by their dates of pack or expiration dates. These dates generally are listed on the supply containers. Your personnel should issue the items with the closest expiration dates or oldest dates of pack first. If your personnel receive an MRO with an advice code of 2G, they must not use the selective method. The 2G advice code means that the unit wants the item with the newest date of pack. Even when an advice code of 2G is not listed on the MRO, your personnel should try to make sure that they issue supplies with enough shelf life left to fit the unit's mission and needs. If they issue film, batteries, or petroleum products, they should make sure the items are not near their expiration dates.

Section III

Processing Supplies for Issue

PROCESSING MATERIEL RELEASE ORDERS

When a unit requests an item that is in storage, the storage section receives an MRO from the SCS. An

MRO lists the item requested, its NSN, quantity, the priority of the request, the item condition, the storage

location, and the name of the unit requesting the item. Your personnel will generally handle several kinds of MRO documents. They are DA Form 2765, DD Form 1348-1, PCN: AJH-101, and PCN: AJH-102. Use DA Form 2765 for items currently in stock. Use DD Form 1348-1 to issue items that were not available when the request was processed, when the supplies are shipped and transfers are made between stock record accounts, and when items are turned into the Defense Reutilization and Marketing Office. If your DSU operates under DS4, check TM 38-L32-12 for guidelines on how to process MROs. If your DSU operates under SARSS-1(I), see ADSM 13-L19-AJH-BUR-UM for procedures on the use of MRO forms. Your personnel can tell when these forms are used as MROs by checking the letters in the Document Identifier block. An MRO has an A5_-series Document Identifier Code. These codes and their explanations are listed in AR 725-50, Appendix G. MRO codes are A51, A52, A54, A55, A57, A5A, A5B, A5D, and A5E. Table 8-1 lists the amount of time your DSU is given to process each MRO according to its PD.

PROCESSING A DA FORM 2765 MATERIEL RELEASE ORDER

When your personnel receive a DA Form 2765 MRO from the SCS, there are steps they should take. These steps are described in this paragraph.

- Check the locator deck for the correct location code if the MRO does not show a storage location and write this code in block C on the DA Form 2765.
- Check the data on the MRO against the data on the bin/stock tags. Also check the data against the information on the items in storage to make sure the correct item for issue is pulled
- Remove the quantity of the item listed on the MRO, and send it to the issue/shipping section with a copy of the MRO.

- Place the MRO and supplies at the customer unit pickup point if the total quantity is on hand. **NOTE:** Sometimes your personnel should NOT send supplies listed on the MRO to the issue/shipping section. If the supplies are very large, heavy, or bulky (such as lumber, cement, or other construction materials), let the unit pick up the supplies directly from the storage location. This keeps your personnel from having to use time and MHE to take the supplies to the issue point. Be sure you setup guidelines about issuing and loading these kinds of materials directly from the storage location. Include these instructions in your storage SOP.

PROCESSING A DD FORM 1348-1 MATERIEL RELEASE ORDER

When your personnel receive a DD Form 1348-1 MRO from the SCS, they should take the following steps:

- If the MRO shows no storage location, they should check the locator deck for the correct location code. They should write this code in block F.
- Next, they should compare the data on the DD Form 1348-1 with the data on the bin labels. They must also check the supplies in the storage location to make sure they match the item description and NSN.
- If the data match, they should remove the quantity listed on the MRO and send it to the issue/shipping section with a copy of the MRO (see the previous NOTE.)
- They must make sure the Julian date (Appendix E) and the initials of the person who pulled the item from storage are written in block 1 (Selected By and Date block). If the information is missing, your issue/shipping personnel should contact the storage personnel so that the mistake can be corrected.

Table 8-1. MRO processing times

PRIORITY DESIGNATOR	TIME LIMITATION
01 through 03	Must be processed within 24 hours from the time received. DA Pam 710-2-2
04 through 15	Must be processed within two workdays from time received. DA Pam 710-2-2

PROCESSING A SARSS-PRODUCED MATERIEL RELEASE ORDER

When your personnel receive the SARSS-produced MROs, they should take the following steps:

- Proceed to the location that is printed in the location field. If there is no location, contact your storage supervisor.
- Next, they should compare the data on the SARSS-produced MROs with the data on the bin label.
- They should also check the supplies in the storage location to make sure they match the item description and NSN. If the data match, they should remove the quantity listed on the MRO and send it to the issue/shipping section with a copy of the MRO (see previous NOTE).
- They must make sure the Julian date and the initials of the person are written on the line "pick/pull by" on the PCN: AJH-101.

PROCESSING MATERIEL RELEASE ORDERS FOR SENSITIVE AND PILFERABLE ITEMS

Your storage section should get two copies of each MRO for sensitive and pilferable items from the SCS, DMMC, or the SARSS document control section. Instructions for identifying MROs for sensitive and pilferable items should be outlined in your DSU's SOP. When your personnel receive an MRO for a sensitive or pilferable item, use the following guidelines:

- Check to make sure the storage location listed is correct. If a storage location is not listed or is invalid, enter the one listed in the locator deck or contact the storage supervisor.
- Proceed to the storage location. Make sure the item in storage matches the data on the bin label and the MRO.
- Select the quantity listed on the MRO, and send the supplies with the MRO attached to the issue section. The issue section will place the item in the security cage. (NOTE: DSUs without security cages should separate the quantity listed on the MRO from the rest of the supplies in the storage location. They should not remove the items from the storage location.)

- Initial and date the MRO. If the supplies have serial numbers, write them on the MRO where they can be seen easily.

- Pull the supplies from the security cage or storage location when the unit arrives to pickup the supplies. The issue/shipping section will maintain one copy of the MRO.

- Make sure the customer compares the serial numbers on the supplies with those on the MRO.

- Check to see that the customer signs both copies of the MRO. His signature shows that he agrees that the quantity and any serial numbers listed on the MRO are correct.

- Give one copy of the MRO to the customer to use as a receipt document.

Figure 8-4 has examples of MROs showing issue of sensitive or pilferable items.

PROCESSING MATERIEL RELEASE ORDERS FOR PARTIAL ISSUES

Sometimes your DSU will not have the quantity of supplies in stock that a unit requests. Before your personnel issue the items on hand, they must make sure that the additional quantities of the items were not stored in a wrong location or that they were not overlooked. They should search the bins and stacks above, below, and next to the location listed on the MRO. They should also check the locator deck to see if there is more than one location listed for the items. If they still cannot find enough supplies, they will have to make a partial issue. When making a partial issue, your storage personnel should take the following steps:

- Prepare a manual MRO or DA Form 2765 and write "partial release" in block O.

- Place the manual MRO and supplies in the customer's pickup bin.

- Forward the MRD to the SCS and MMC for review and machine processing.

Figure 8-5, page 8-10 shows a manually prepared MRO for a partial release.

DOC. NO. 1005 0007394	STOCK NUMBER	QUANTITY	DOCUMENT NUMBER	SUPPLEMENTARY ADDRESS	FUNCTION	DISTRIBUTION	PROJECT	REQD. DATE	UNIT PRICE
ASX 21 EA 00006 W 22ABC 3205 0002	W 22XYZ	B14 AA	00179 00	Code for sensitive or pilferable items	SHIP TO	81st S & S CO	FT KNOX, KY 40121	TOTAL PRICE	E 1074 00
SHIPPED TO 9th MAINT BN FT ADAMS	Code changed to show issue of items	SHIP TO 81st S & S CO FT KNOX, KY 40121	MAR	ID	DOCUMENT DATE 83	MAY ZONE 0202	QUANTITY 00006	TOTAL PRICE	E 1074 00
WAREHOUSE LOCATION F 04091111A	TYPE OF CARD G 681	UNIT WEIGHT H 01	UNIT CUBE I 42.05	UPC J 01234	MSPC K 56789	FREIGHT RATE L LTL	N	O	P
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)	FREIGHT CLASSIFICATION NOMENCLATURE	T	U	V	W	X	Y	Z	AA
SELECTED BY AND DATE WAB 3217	TYPE OF CONTAINER 7	TOTAL WEIGHT 42.05	RECEIVED BY AND DATE	Serial numbers of supplies added to document	PACKED BY AND DATE	NO. OF CONTAINERS 1	TOTAL CUBE 20	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION 22 XYZ
REMARKS SN: 7336245 7336246 6367514 6478625 5268740 6379851	ITEM NOMENCLATURE Rifle, M16A1	SN: 7336245 7336246 6478625 5268740	Customer's signature showing that serial numbers are correct and that items were received	DD	FIRST DESTINATION ADDRESS	DATE SHIPPED	14 BLADING ARE. OR RECEIVER'S SIGNATURE (AND DATE!)	TCNW22ABC32050002	15 RECEIVER'S DOCUMENT NUMBER
13 TRANSPORTATION CHARGEABLE TO	14	15	16	17	18	19	20	21	22

SEND TO 9th MAINT BN FT ADAMS, AL 09547	AID35	Code changed to show issue of items	REQUEST FROM 81st S & S CO FORT KNOX, KY 40121	Serial numbers of supplies added to document
DOC. NO. 1005 00073 9421	DOC. NO. 1005 00073 9421	DOC. NO. 1005 00073 9421	DOC. NO. 1005 00073 9421	DOC. NO. 1005 00073 9421
W K4FTX 3204 0004 R	MTOE 06 153300	7M	N	N
2B	Code for sensitive or pilferable items	Customer's signature showing that serial numbers are correct and that items were received	DATE POSTED 3206	MCW
DATE RECEIVED 3207	3206	3207	3206	3207
DATE SHIPPED 3207	DATE AVAILABLE 3206	DATE POSTED 3206	DATE RECEIVED 3207	DATE SHIPPED 3207

Figure 8-4. MROs showing issue of sensitive or pilferable items

PROCESSING MATERIEL RELEASE DENIALS

An MRD (also known as a warehouse denial) is a written notice your storage section makes when all or part of the requested supplies is not on hand. This notice goes to the issue section and SCS. You need to make sure your personnel are careful when they check for the supplies. When they issue an MRD, they are signifying that the supplies listed on the stock record account as being in storage are not on hand. Sometimes your personnel might issue an MRD by mistake when there are supplies on hand. Some of the causes for these mistakes are listed in Figure 8-6. Your personnel must check for these before they make an MRD.

PROCESSING MATERIEL RELEASE DENIALS FOR PARTIAL ISSUES

When only part of the supplies is available for issue, your personnel must prepare a manual MRD for the amount that is not on hand. Then they issue the supplies on hand, using the MRO that was received from the SCS. Storage personnel then make an MRD for the quantity denied. To do this, they do the following:

- Line out the A5_ on the original MRO.
- Write A6_ in the DIC in block 1. (AR 725-50 lists and explains A6_ codes.)
- Write the quantity denied entered in block 8 on the original MRO.

- Prepare a manual MRO on DA Form 2765 duplicating the original MRO but showing the quantity issued, and write "partial release" in block O. Storage personnel then place the manual MRO and the supplies in the customer's pickup bin. They send the MRD to the SCS and MMC.

PROCESSING MATERIEL RELEASE DENIALS FOR COMPLETE DENIALS

When none of the requested supplies are on hand, your personnel must change the MRO to an MRD. It is important that your storage personnel understand that they must check all possible sources for the missing supplies before they pass the MRD onto the next level. When personnel pass on the MRD, they verify that all areas assigned to them have been checked thoroughly. To make the MRD, storage personnel should do the following:

- Line out the DIC A5_ on the DA Form 2765 or the DD Form 1348-1 MRO.
- Write in the A6_ code for an MRD. AR 725-50 lists and explains the MRD codes.
- Send the MRD through the storage section's chain of command. The storage supervisor will send the MRD to the SCS so that the missing supplies can be ordered.

SHORTCOMING	CAUSES	RESULTS
Quantity in storage does not match quantity listed on stock account records.	<ul style="list-style-type: none"> • Incorrect inventory count. • Relocation of stock taking place. • Delay in placing materiel in location. • Erroneous location recorded. • Erroneous quantity, stock number, owner, or condition code recorded on receipt actions. 	<ul style="list-style-type: none"> • Special inventory required. • Delay or failure in supply fill. • Additional manpower or paperwork requirements. • Materiel release denial.

Figure 8-6. Extract from DOD 4145.19-R-1 showing shortcoming in quantity record

PROCESSING MATERIEL RELEASE ORDER LIST (SUPPLY MANAGEMENT REPORT)

As storage supervisor, you may have to check and update the MRO list. The storage activity uses the list to verify MROs. Storage activity personnel use the list to show the quantity, date pulled, and the person who pulled the item. They also annotate the list to indicate denials for full or partial quantity. The storage activity manager returns one annotated copy of the list to the MMC and SCS and retains his copy for one year.

PROCESSING MROS FOR PARTIAL ISSUE OR DENIALS IN SARSS

When only part or none of the supplies requested are on hand or available for issue, your personnel must change SARSS-produced MROs to MRDs. To change an MRO to an MRD, You must take the following steps:

- Line out A5_ on the original MRO.
- Write A6_ above the A5_.
- Write the quantity denied in the quantity denied block.
- Use an annotated copy as input to the denial process.
- If partial MRDs occur, attach a copy of the original A5_ to the item of supply, and then forward the A5_ to the issue section.

ISSUING A MATERIEL RELEASE DENIAL

An MRD is a supply failure. It reflects an accounting mistake, a misplaced item, an incorrect stock locator deck, or stolen items. Your personnel should search all areas carefully before they pass the MRD on to the next level. Some of the mistakes they should look for include duplicate receipt records and wrong items listed on receipt records. They should check the

stock locator cards for mistakes in NSN, location, or name of item. They should also check for changed NSNs that were not recorded and a listing with part number or service stock number in place of the NSN. As soon as your section issues an MRD, your DSU has only 48 hours to find out the reasons for the denial. Conduct an inventory, and correct the stock records that are involved. As storage supervisor, you coordinate the actions of your sections with those of other sections of the DSU during the inventory and the following adjustments. You will be the first supervisor notified of the MRD. When you find that an MRD needs to be issued, you should take the following steps:

- Order the receiving sections to freeze all incoming receipts with that NSN.
- Order the stock records section to freeze the stock record. This will keep that section from issuing any more MROs for the NSN involved.
- Collect all MROs with that NSN that have not been processed.
- Have your storage personnel check the storage section for mistakes and the missing items.
- Have your personnel check the troubleshooting procedures listed in Table 8-2 to find out why the supplies are not in stock.
- Have your personnel take a physical inventory of the missing item after they have thoroughly researched the MRD. Physical inventory procedures are in Chapter 10.
- Notify the stock records section personnel that you need to conduct an inventory, and tell them the NSN involved. You will need to get an inventory voucher number from them before you begin.
- List the inventory voucher number on all adjustment documents you use to make any changes to the stock records. Give this adjustment document to the SCS so it can make all changes necessary.

Table 8-2. MRD troubleshooting procedures

1. Search the locations listed on the MRO and all locations as above, below, and next to them.
2. Check the locator deck to see if there are any other locations listed for the items that are not shown on the MRO.
3. Examine the history of past location changes and NSN changes for clues to other storage locations.
4. Search the entire storage and receiving areas for misplaced items.
5. Check with the stock records section to see if a computer or accounting error occurred.
6. Check the receipt section. Sometimes documents are backlogged in the section. When this happens, a receipt document for the item may have been forwarded to the stock records section before the items were placed in stock.
7. Check the quality assurance and technical inspection sections. In some cases, the missing items may be field turn-ins that have been logged in as received but that are being inspected before they are sent to storage.

FROM	TO	QUANTITY	UNIT	SHIP TO	ADDRESS	SHIP TO	ADDRESS	SHIP TO	ADDRESS
9th MAINT FT ADAMS	81st S & S CO FT KNOX, KY 40121	21 EA	42.05	81st S & S CO FT KNOX, KY 40121	22 ABC	81st S & S CO FT KNOX, KY 40121	22 ABC	81st S & S CO FT KNOX, KY 40121	22 ABC
Code changed to show issue of items	Code for sensitive or pilferable items	Serial numbers added to document	Customer's signature showing that serial numbers are correct and that items were received						
1005 0007394	81st S & S CO FT KNOX, KY 40121	21 EA	42.05	81st S & S CO FT KNOX, KY 40121	22 ABC	81st S & S CO FT KNOX, KY 40121	22 ABC	81st S & S CO FT KNOX, KY 40121	22 ABC
9th MAINT FT ADAMS	81st S & S CO FT KNOX, KY 40121	21 EA	42.05	81st S & S CO FT KNOX, KY 40121	22 ABC	81st S & S CO FT KNOX, KY 40121	22 ABC	81st S & S CO FT KNOX, KY 40121	22 ABC
Code changed to show issue of items	Code for sensitive or pilferable items	Serial numbers added to document	Customer's signature showing that serial numbers are correct and that items were received						
1005 0007394	81st S & S CO FT KNOX, KY 40121	21 EA	42.05	81st S & S CO FT KNOX, KY 40121	22 ABC	81st S & S CO FT KNOX, KY 40121	22 ABC	81st S & S CO FT KNOX, KY 40121	22 ABC
9th MAINT FT ADAMS	81st S & S CO FT KNOX, KY 40121	21 EA	42.05	81st S & S CO FT KNOX, KY 40121	22 ABC	81st S & S CO FT KNOX, KY 40121	22 ABC	81st S & S CO FT KNOX, KY 40121	22 ABC

FROM	TO	QUANTITY	UNIT	SHIP TO	ADDRESS	SHIP TO	ADDRESS	SHIP TO	ADDRESS
9th MAINT BN FT ADAMS, AL 09547	81st S & S CO FORT KNOX, KY 40121	21 EA	42.05	81st S & S CO FORT KNOX, KY 40121	22 ABC	81st S & S CO FORT KNOX, KY 40121	22 ABC	81st S & S CO FORT KNOX, KY 40121	22 ABC
Code changed to show issue of items	Code for sensitive or pilferable items	Serial numbers added to document	Customer's signature showing that serial numbers are correct and that items were received						
AID35	81st S & S CO FORT KNOX, KY 40121	21 EA	42.05	81st S & S CO FORT KNOX, KY 40121	22 ABC	81st S & S CO FORT KNOX, KY 40121	22 ABC	81st S & S CO FORT KNOX, KY 40121	22 ABC
9th MAINT BN FT ADAMS, AL 09547	81st S & S CO FORT KNOX, KY 40121	21 EA	42.05	81st S & S CO FORT KNOX, KY 40121	22 ABC	81st S & S CO FORT KNOX, KY 40121	22 ABC	81st S & S CO FORT KNOX, KY 40121	22 ABC
Code changed to show issue of items	Code for sensitive or pilferable items	Serial numbers added to document	Customer's signature showing that serial numbers are correct and that items were received						
AID35	81st S & S CO FORT KNOX, KY 40121	21 EA	42.05	81st S & S CO FORT KNOX, KY 40121	22 ABC	81st S & S CO FORT KNOX, KY 40121	22 ABC	81st S & S CO FORT KNOX, KY 40121	22 ABC
9th MAINT BN FT ADAMS, AL 09547	81st S & S CO FORT KNOX, KY 40121	21 EA	42.05	81st S & S CO FORT KNOX, KY 40121	22 ABC	81st S & S CO FORT KNOX, KY 40121	22 ABC	81st S & S CO FORT KNOX, KY 40121	22 ABC

Figure 8-15. MROs showing issue of sensitive or pilferable items

make sure that the additional quantities of the items were not stored in a wrong location or that they were not overlooked. They should search the bins and stacks above, below, and next to the location listed on the MRO. They should also check the locator deck to see if there is more than one location listed for the items. If they still cannot find enough supplies, they will have to make a partial issue. When making a partial issue, your storage personnel should take the following steps:

- Prepare a manual MRO or DA Form 2765 and write "partial release" in block O.

- Place the manual MRO and supplies in the customer's pickup bin.
- Forward the MRD to the SCS and MMC for review and machine processing.

Figure 8-16 shows a manually prepared MRO for partial release.

PROCESSING MATERIEL RELEASE DENIALS

An MRD (also known as a warehouse denial) is a written notice your storage section makes when all or part of the requested supplies is not on hand.

The figure displays two DA Form 2765 (MRO) forms. The top form is a blank template with the word "MRO" handwritten in block O. The bottom form is filled out with handwritten data:

- Block A: A5A
- Block B: P2530002946891
- Block C: EA00004
- Block D: WK4FB630640307
- Block E: K4GE4
- Block O: PARTIAL RELEASE
- Block A (Advice): A A

Figure 8-16. MROs corrected to show partial issue of item requested

This notice goes to the issue section and the SCS. You need to make sure your personnel are careful when they check for the supplies. When they issue an MRD, they are signifying that the supplies listed on the stock record account as being in storage are not on hand. Sometimes your personnel might issue an MRD by mistake when there are supplies on hand. Some of the causes for these mistakes are listed in Figure 8-17. Your personnel must check for these before they make an MRD.

PROCESSING MATERIEL RELEASE DENIALS FOR PARTIAL ISSUES

When only part of the supplies is available for issue, your personnel must prepare a manual MRD for the amount that is not on hand. Then they issue the supplies on hand, using the MRO that was received from the SCS. Then storage personnel must make an MRD for the quantity denied. To do this, they do the following:

- Line out the A5_{on} on the original MRO.
- Write A6_{in} in the DIC in block 1. (AR 725-50 lists and explains A6_{codes}.)
- Write the quantity denied in block 8 on the original MRO.
- Prepare a manual MRO on DA Form 2765 duplicating the original MRO but showing the quantity issued and write “partial release” in block O.

Storage personnel then place the manual MRO and the supplies in the customer’s pickup bin. They send the MRD to the SCS and MMC. Figures 8-18 and 8-19 show how to make an MRD

for partial issue using the information on the MRO.

PROCESSING MATERIEL RELEASE DENIALS FOR COMPLETE DENIALS

When none of the requested supplies are on hand, your personnel must change the MRO to an MRD. Figure 8-20 shows how to do this. It is important that your storage personnel understand that they must check all possible sources for the missing supplies before they pass the MRD on to the next level. When personnel pass on the MRD, they verify that all areas assigned to them have been checked thoroughly. To make the MRD, storage personnel should do the following:

- Line out the DIC A5_{on} on the DA Form 2765 or the DD Form 1348-1 MRO.
- Write in the A6_{code} for an MRD. AR 725-50 lists and explains the MRD codes.
- Send the MRD through the storage section’s chain of command. The storage supervisor will send the MRD to the SCS so that the missing supplies can be ordered.

PROCESSING MATERIEL RELEASE ORDER LIST (SUPPLY MANAGEMENT REPORT)

Another of your duties as storage supervisor may be to check and update the MRO list that the SCS will periodically send to your storage section. This list is prepared in PD sequence. When two or more MROs have the same PD, list them in location order. The list gives information on all MROs processed within the time frame listed, generally one month. Your personnel will need to

SHORTCOMING	CAUSES	RESULTS
Quantity in storage does not match quantity listed on stock account records.	<ul style="list-style-type: none"> • Incorrect inventory count. • Relocation of stock taking place. • Delay in placing materiel in location. • Erroneous location recorded. • Erroneous quantity, stock number, owner, or condition code recorded on receipt actions. 	<ul style="list-style-type: none"> • Special inventory required. • Delay or failure in supply fill. • Additional manpower or paperwork requirements. • Materiel release denial.

Figure 8-17. Extract from DOD 4145.19-R-1

DA FORM 2765, 1 APR 76	ASAANS02530 002946891 EA00009 WK4B6A3064 0307 WK4GE4LEVKB7NSI120802B AA	REQUEST FOR ISSUE OR TURN-IN																
DOC IDENT	ROUT IDENT	FSC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	BLANK	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	
DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	BLANK	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	
DOC IDENT	ROUTING IDENT	FSC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	BLANK	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	
C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO	
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO	
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO	
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO	
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO	
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO	

DA FORM 2765, 1 APR 76	ASAANS02530 002946891 EA00009 WK4B6A3064 0307 WK4GE4LEVKB7NSI120802B AA	REQUEST FOR ISSUE OR TURN-IN																
DOC IDENT	ROUT IDENT	FSC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	BLANK	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	
DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	BLANK	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	
DOC IDENT	ROUTING IDENT	FSC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	BLANK	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	
C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO CONVERTED TO MRD	00001
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO CONVERTED TO MRD	00001
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO CONVERTED TO MRD	00001
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO CONVERTED TO MRD	00001
REQ DEL DATE	ADV STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS	BILL OF LADING NUMBER OR SHIPMENT SERIAL NUMBER	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	MRO CONVERTED TO MRD	00001

Figure 8-18. DA Form 2765 MRO converted to an MRD showing a partial denial

DA FORM 2765, 1 APR 68	DOC IDENT	ROUT IDENT	FBC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	REQ	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	PRI	REQ DEL DATE	ADV	STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS
C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
A5A	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
WK4B6A30640307	KAGE4	02530002946891	EA00008	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000
120802B	AA	PARTIAL RELEASE	MANUALLY PREPARED MRO	12080	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000

REQUEST FOR ISSUE ON TURN-IN (AR 710-2) NCSGWP-2008

DA FORM 2765, 1 APR 68	DOC IDENT	ROUT IDENT	FBC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	REQ	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	PRI	REQ DEL DATE	ADV	STAT	ROUTING IDENT	TRANSACTION	DOLLARS	CENTS
C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
A6A	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
WK4B6A30640307	KAGE4	02530002946891	EA00009	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000
120802B	AA	MRD	MRD	12080	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000

REQUEST FOR ISSUE ON TURN-IN (AR 710-2) NCSGWP-2008

Figure 8-19. DA Form 2765 MRD for partial issue completed from data on an MRO

The form is a Request for Issue or Turn In (MRD) with the following sections and data:

- Header:** 15A AN 502530 002946891 EA 00005 WK 4R6A 3064 0307 WK 4GE4 LEVKB7 NSL 120802R AA
- Document Identification:** DOC IDENT 1, STOCK NUMBER, QUANTITY, UNIT OF ISSUE.
- Routing:** FSC, NIN, ADD, QUANTITY, BLANK, FUND, DISTRI BUTION, PROJECT, PRIORITY.
- Stock Number Section:** EDIING DATA (DOC IDENT 1-4, RT, TO, SUP, 44), DOC IDENT 2, ROUTING IDENTIFIER 3, FSC 4, STOCK NUMBER 5, ADD 6, QUANTITY 7, UNIT OF ISSUE 8.
- Administrative Data:** SVCH REQUISITIONER, DOCUMENT NUMBER, DATE, SERIAL, DEM AND SVCH, ADDRESS, SUP, COST DETAIL ACCOUNT NUMBER, UNIT PRICE, TOTAL PRICE.
- Item Description:** ITEM DESCRIPTION.
- Publication Data:** PUBLICATION DATA.
- Previous Editions:** PREVIOUS EDITIONS WILL BE USED.
- Advice Section:** ADVICE, MCS CODE, ISSUED, DATE POSTED, UNIT, DUE OUT, DATE AVAILABLE, UNIT, RECEIVED, DATE RECEIVED, SIGNATURE.
- Footer:** 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 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Figure 8-20. Complete denial MRD

add any MROs and MRDs that are not on the list and return the list to the SCS. Figure 8-21 shows an MRO list that has been checked and updated by the storage section.

ISSUING A MATERIEL RELEASE DENIAL

An MRD is a supply failure. It reflects an accounting mistake, a misplaced item, an incorrect stock locator deck, or stolen items. Your personnel should search all areas carefully before they pass the MRD on to the next level. Some of the mistakes they should look for include duplicate receipt records and wrong items listed on receipt records. They should check the stock locator cards with mistakes in NSN, location, or name of item. They should also check for changed NSNs that were not recorded and a listing with part number or service stock number in place of the NSN. As soon as your section issues an MRD, your DSU has only 48 hours to find out the reasons for the denial. Conduct an inventory, and correct the stock records that are involved. As storage supervisor, you coordinate the actions of your sections with those of other sections of the DSU during the inventory and the following adjustments. You will be the first supervisor notified of the MRD. When you find that an MRD needs to be issued, you should take the following steps:

- Order the receiving sections to freeze all incoming receipts with that NSN.
- Order the stock records section to freeze the stock record. This will keep that section from issuing any more MROs for the NSN involved.
- Collect all MROs with that NSN that have not been processed.
- Have your storage personnel check the storage section for mistakes and the missing items.
- Have your personnel check the troubleshooting procedures listed in Table 8-2 to find out why the supplies are not in stock.
- Have your personnel take a physical inventory of the missing item after they have thoroughly researched the MRD. Physical inventory procedures are in Chapter 10.
- Notify the stock records section personnel that you need to conduct an inventory, and tell them the NSN involved. You will need to get an inventory voucher number from them before you begin.
- Use the inventory voucher number on all adjustment documents you use to make any changes to the stock records. Give this adjustment document to the SCS so that they can make all changes necessary.

PREPARED 20 FEB 90		DS 4 SUPPLY MANAGEMENT REPORT						PCN AGL-C04			
DSU A		MRO LIST									
LOC	STOCK-NUMBER-FLD	UI	QTY	DOCUMENT NUMBER	PROJ	PD	RECEIVE DSU	DATE	QTY	INITIALS	COMMENTS
ABA55	2920-00-259-1688	EA	1	W34OVT 3051 0001		02			306/1	/	VDR
DEB16	6625-00-264-8011	EA	1	W34OVT 3051 0004		02	E		306/1	/	VDR
NGA44	4120-00-618-1802	EA	1	W34OVT 3051 0006		02			306/1	/	VDR
ABA55	2920-00-259-1688	EA	7	W34OVT 3051 0002		05			306/1	2	VDR 5EA DENIED
ASI43	3040-00-260-4012	EA	1	W34OVT 3051 0003		05			306/1	/	VDR
MNC14	2520-00-617-7631	EA	1	W34OVT 3051 0005		03			306/1	/	VDR
NOA44	3120-00-618-1802	EA	5	W34VCE 3051 0007		12			306/1	0	VDR WHSE DENIAL A6A
MNC16	2530-00-001-3428	EA	1	W34QUZ 3051 0010		02			306/1	/	VDR
TOTAL MROS FOR THIS UNIT: 8								END PAGE 1			

Figure 8-21. MRO list after update by storage personnel

Table 8-2. MRD troubleshooting procedures

1. Search the locations listed on the MRO and all locations as above, below, and next to them.
2. Check the locator deck to see if there are any other locations listed for the item that are not shown on the MRO.
3. Examine the history of past location changes and NSN changes for clues to other storage locations.
4. Search the entire storage and receiving areas for misplaced items.
5. Check with the stock records section to see if a computer or accounting error occurred.
6. Check the receipt section. Sometimes documents are backlogged in this section. When this happens, a receipt document for the item may have been forwarded to the stock records section before the items were placed in stock.
7. Check the quality assurance and technical inspection sections. In some cases, the missing items may be field turn-ins that have been logged in as received but that are being inspected before they are sent to storage.