

DoD 4140.27-M  
DLA J-373  
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FOREWORD

This Manual is reissued under authority of DoD Directive 4140.1, "Materiel Management Policy," January 4, 1993. It prescribes procedures on the uniform management of DoD shelf-life items. DoD 4140.27-M, "Shelf-Life Management Manual," September 1997, is hereby canceled.

This Manual applies to the Office of the Secretary of Defense (OSD); the Military Departments; the Joint Chiefs of Staff and the Joint Staff; the Unified and Specified Commands; the Inspector General of the Department of Defense (DoDIG); the Defense Agencies; and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). The Administrator, General Services (GSA) and other Federal Agencies outside of DoD, by agreement, comply with the applicable requirements of this Manual where practical and feasible per DoD 4140.1-R, "DoD Materiel Management Regulation".

This Manual is effective immediately; it is mandatory for use by all DoD Components.

Send recommended changes to this Manual to the respective Shelf-Life Program Administrator of the appropriate DoD Component identified under points of contact on the DoD Shelf-Life Management web site:  
<http://www.shelflife.hq.dla.mil>.

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BY ORDER OF THE DIRECTOR, DEFENSE LOGISTICS AGENCY

//s//

RICHARD J. CONNELLY  
Director  
DLA Support Services

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REPORT CONTROL SYMBOLS (RCS)

1. RCS	Report Title
DD-A&T(L)(SA)1549 Parts I & II	Shelf-Life Management Report (Chapter 3, Paragraph 3-7 on Page 3-5)
<p>a. <u>Prepared by:</u></p> <p>(1) <b>Part I:</b> Primary Inventory Control Activity (PICA) / Inventory Control Point (ICP).</p> <p>(2) <b>Part II:</b> Defense Reutilization and Marketing Service (Wholesale/Retail Disposal Turn-Ins)</p>	
<p>b. <u>Frequency/period covered:</u> Semi-Annual</p> <p>(1) 1 Jan - 30 Jun,</p> <p>(2) 1 Jul - 31 Dec.</p>	
<p>c. <u>Due date:</u></p> <p>(1) 31 Jul for previous 1 Jan - 30 Jun period, and</p> <p>(2) 31 Jan for previous 1 Jul-31 Dec period.</p>	
2. RCS	Report Title
DD-A&T(L)(A)1902	Shelf-Life Item Review (Chapter 3, Paragraph 3-8 on Pages 3-6 & 3-7)
<p>a. <u>Prepared by:</u> Primary Inventory Control Activity (PICA) / Inventory Control Point (ICP).</p>	
<p>b. <u>Frequency/period covered:</u> Annual (1 Jan - 31 Dec).</p>	
<p>c. <u>Due date:</u> 31 Jan for previous report period.</p>	

ACRONYMS AND ABBREVIATIONSACRONYM OR  
ABBREVIATIONDEFINITIONA

AFI	Air Force Instruction
AFJI	Air Force Joint Instruction
AFJMAN	Air Force Joint Manual
AFMAN	Air Force Manual
AFMCR	Air Force Materiel Command Regulation
AFMLO	Air Force Medical Logistics Office
AMC-R	Army Materiel Command Regulation
AR	Army Regulation

B

BUMEDINST	Bureau of Medicine Instruction ( <b>U.S. Navy/U.S. Marine Corps Term</b> )
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C

CASKO	Component, Assembly, Set, Kit, And Outfit
CFR	Code of Federal Regulations
CHRIMP	Consolidated Hazardous Material Reutilization and Inventory Management Program ( <b>U.S. Navy Term</b> )
CMOS	Cargo Movement Operations System
CONUS	Continental United States
COSIS	Care of Supplies in Storage

D

DDC	Defense Distribution Center
DENIX	<u>Defense Environmental Information Exchange</u>
DIC	Document Identifier Code
DID	Data Item Description
DLA	Defense Logistics Agency
DLAI	DLA Instruction
DLAR	DLA Regulation
DLIS	Defense Logistics Information Service
DLMS	Defense Logistic Management System
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DRO	Disposal Release Order
DSCR	Defense Supply Center Richmond, VA
DSS	Distribution Standard System
DUSD(L&MR)	Deputy Under Secretary of Defense for Logistics and Material Readiness
DVD	Direct Vendor Delivery

E

EC Electronic Commerce  
 EDI Electronic Data Interchange

F

FAA Federal Aviation Administration  
 FDA Food and Drug Administration

FED LOG CD-ROM Product of FLIS  
 FED-STD Federal Standard  
 FEDSTRIP Federal Standard Requisitioning and Issue Procedures  
**(GSA Term and used by Federal Civilian Agencies)**

FIFO First-In-First Out  
 FLIS Federal Logistics Information System  
 FMS Foreign Military Sales  
 FSC Federal Supply Class  
 FSG Federal Supply Group  
 FSL Forward Stockage Location  
 FSS Federal Supply Schedule **(GSA Term)**

G

GFP Government Furnished Property  
 GIM Gaining Inventory Manager  
 GSA General Services Administration

H

HAZCOM Hazardous Communication  
 HAZMAT or HM Hazardous Materiel  
 HAZMIN Hazardous Material Minimization  
 HAZMINCTR Hazardous Material Minimization Center  
 HCC Hazardous Material Characteristics Code  
 HCP Hazardous Material Consolidation Program  
**(U.S. Marine Corps Term)**

HMC&M HAZMAT Control and Management  
 HMIRS HAZMAT Information Resources System (formerly HMIS)  
 HW Hazardous Waste

I

IATA International Air Transport Association  
 ICAO International Civil Aviation Organization  
 ICP Inventory Control Point  
 ILP International Logistics Program  
 IMC Item Management Coding  
 IMDG International Maritime Dangerous Goods  
 IMM Integrated Materiel Manager  
 IMMC Integrated Materiel Management Committee  
 IMO International Maritime Organization

**I**

IMPAC International Merchant Purchase Authorization Card  
 I&S Interchangeability and Substitutability  
 ITSC Item Type Storage Code

**J**

JEMMS Joint Environmental Materiel Management Service  
**(DLA/DRMS-I Term)**  
 JLC Joint Logistics Commanders  
 JPIWG Joint Physical Inventory Working Group  
 JRCAB Joint Readiness Clinical Advisory Board **(formerly  
 Defense Medical Standardization Board)**  
 JTAV Joint Total Asset Visibility

**K****L**

LIFO Last-In-First-Out  
 LIM Losing Inventory Manager  
 LR Logistics Reassignment  
 LSN Local Stock Number

**M**

MAP Military Assistance Program  
 MAPAD Military Assistance Program Address Directory  
 MC Management Control  
 MCA Management Control Activity **(for GFP)**  
 MCDM Medical Chemical Defense Materiel  
 MCO Marine Corps Order  
 MIL-STD Military Standard  
 MILSTRAP Military Standard Transaction Reporting and Accounting  
 Procedures  
 MILSTRIP Military Standard Requisitioning and Issue Procedures  
 MPS Maritime Pre-positioned Ships  
 MQCSS Materiel Quality Control Storage Standards **(See SSS)**  
 MRO Materiel Release Order  
 MRP Materiel Returns Program  
 MSDS Materiel Safety Data Sheets

**N**

NAVMEDLOGCOM Naval Medical Logistics Command  
 NAVSUPINST Naval Supply Systems Command Instruction  
 NAVSUP PUB Naval Supply Systems Command Publication  
 NIIN National Item Identification Number  
 NIRF National Inventory Record File  
 NOV Notice of Violation **(U.S. EPA Term)**



N

NRC Nuclear Regulatory Commission  
 NSN National Stock Number

O

OCONUS Outside the Continental United States  
 OPNAVINST Chief of Naval Operation Instruction  
 OSD Office of the Secretary of Defense  
 OSHA Occupational Safety and Health Administration

P

PICA Primary Inventory Control Activity  
 PP&E Property, Plant and Equipment  
 PQDR Product Quality Deficiency Report  
 PM Program Manager  
 PV Prime Vendor  
 PWRM Pre-positioned War Reserve Material

Q

QA Quality Assurance  
 QSL Quality Status Listing

R

RCS Report Control Symbol  
 RDD Required Delivery Date  
 RFI Ready-for-Issue  
 RP **Record Position**

S

SA Storage Activity  
 SCC Supply Condition Code  
 SDMI Strategic Distribution Management Initiative  
 SDR Supply Discrepancy Report  
**SECNAVINST Secretary of the Navy Instruction**  
 SF Standard Form  
 SICA Secondary Inventory Control Activity  
**SLC Shelf-Life Code**  
 SLEP Shelf-Life Extension Program (**FDA Term**)  
 SLES Shelf-Life Extension System  
 SMR Source, Maintenance and Recoverability Code  
 SOS Source of Supply  
 SR Stock Readiness  
 SSR Supply Support Request  
 SSS Supply Storage Standards (**See MQCSS**)

**I**

TM Technical Manual

**U**

USA United States Army  
USAF United States Air Force  
USAMMA United States Army Medical Materiel Agency  
USCG United States Coast Guard  
USD Under Secretary of Defense  
USD(A&T) Under Secretary of Defense (Acquisition and  
Technology)  
USMC United States Marine Corps  
USN United States Navy

**V**

VPV Virtual Prime Vendor

**W**

WRM War Reserve Material

**X**

**Y**

**Z**

REFERENCES

- (a) DoD Regulation 4140.1-R, DoD Materiel Management Regulation.
- (b) DoD Instruction 4715.4, Pollution Prevention.
- (c) DoD Directive 5010.38, Management Control (MC) Program.
- (d) Deputy Secretary of Defense memo, Subj: Defense Acquisition w/2 attachments and Interim Defense Acquisition Guidebook, 30 Oct 2002 (See <http://dod5000.dau.mil/>).
- (e) Provisioning Screening Users Guide (current edition)(replaces DoD 4100.38-M, DoD Provisioning and Other Pre-procurement Screening Manual)
- (f) DoD Manual 4100.39-M, Federal Logistics Information System (FLIS) Procedures Manual.
- (g) DoD Manual 4000.25-1-M , Military Standard Requisitioning and Issue Procedures (MILSTRIP).
- (h) DoD Manual 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP).
- (i) DLAR 4155.37/AR 702-18/NAVSUPINST 4410.56/AFR 69-10/MCO 4450.13, Materiel Quality Control Storage Standards.
- (j) DoD Regulation 7000.14-R, DoD Financial Management Regulations (FMR).
- (k) AR 700-82/OPNAVINST 4410.2/AFJI 21-106/DSAR 4100.6/MCO 4400.120, Joint Regulation Governing the Use and Application of Uniform Source, Maintenance and Recoverability Codes.
- (l) AMC-R 700.30/NAVSUPINST 4410.57/AFMCI 20-101/MCO 4410.24A/DLAR 4140.66, Elimination of Duplication in the Management and Logistic Support of Interchangeable and Substitutable Items.
- (m) MIL-STD-129, Standard Practice for Military Marking.
- (n) MIL-STD-130, DoD Standard Practice Identification Marking of U.S. Military Property.
- (o) MIL-STD-290, Packaging of Petroleum and Related Products.
- (p) FED-STD-123, Marking for Shipment (Civil Agencies).
- (q) Federal Specification PPP-C-186, Containers: Packaging and Packing for Drugs, Chemicals and Pharmaceuticals.
- (r) DoD 4715.5-G, Overseas Environmental Baseline Guidance Document (OEBGD).

- (s) AMC-R 700-99/NAVSUPINST 4790.7/AFLCR 400.21/MCO P4410.22C, Wholesale Inventory Management and Logistics Support of Multi-Service Used Non-consumable Items.
- (t) DoD Manual 4140.26-M, Defense Integrated Materiel Management for Consumable Items.
- (u) DLAR 4145.11/AR 740-7/NAVSUPINST 4440.146B/MCO 4450.11A, Safeguarding of DLA Sensitive Inventory Items, Controlled Substances and Pilferable Items of Supply.
- (v) DoD 4000.25-M, Defense Logistics Management System (DLMS).
- (w) DLAR 3200.1/AR 715-13/NAVSUPINST 4120.30/AFI 121-405/MCO 4000.18C, Engineering Support for Items Supplied by Defense Logistics Agency and General Services Administration.
- (x) DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215, Reporting of Supply Discrepancies.
- (y) DLAR 4155.24/AR 702-7/SECNAVINST 4855.5A/AFR 74-6, Product Quality Deficiency Report (PQDR) Program.
- (z) MCO 4855.10B, Product Quality Deficiency Report (PQDR).
- (aa) DLAR 4155.3/AR 30-12/NAVSUPINST 4355.2D/AFR 74-5/MCO 10110.21F, Inspection of Subsistence Supplies and Services.
- (bb) DLAR 4155.26/AR 40-660/NAVSUPINST 10110.8C/AFR 161-42/MCO 10110.38C, DoD Hazardous Food and Nonprescription Drug Recall System.
- (cc) DLAR 4500.15/AR 55-38/NAVSUPINST 4610.33/AFR 75-18/MCO P4610.19, Reporting of Transportation Discrepancies in Shipments.
- (dd) TM 38-400/NAVSUP PUB 572/AFJMAN 23-210/DLAM 4145.12/MCO 4450.14, Joint Service Manual for Storage and Materials Handling.
- (ee) DLAI 4145.11/TM 38-410/NAVSUP PUB 573/AFJMAN 23-209/MCO 4450.12A, Storage and Handling of Hazardous Materiel.
- (ff) DLAI 4145.25/AR 700-68/NAVSUPINST 4440.128D/AFJMAN 23-227(I)/MCO 10330.2D, Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders.
- (gg) DLAI 4145.8/AR 700-64/NAVSUPINST 4000.34C/AFJI 23-504/MCO P4400.105D, Material Management for Radioactive Items in the DoD.
- (hh) AFJMAN 24-204(I)/TM 38-250/NAVSUP PUB 505/MCO P4030.19H/DLAI 4145.3, Preparing Hazardous Materials for Military Air Shipments.
- (ii) Federal Standard FED-STD-313D, Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials furnished to Government Activities.

- (jj) DoD 6055.9-STD, DoD Ammunition and Explosives Safety Standards.
- (kk) DoD Instruction 6050.5, DoD Hazard Communication Program (implements 29 CFR 1910.1200, Hazard Communication).
- (ll) DoD 6050.5-M, Hazardous Materials Information System (HMIS).
- (mm) Federal Standard FED-STD-793A, Depot Storage Standards (GSA).
- (nn) AR 700-15/NAVSUPINST 4030.28C/AFMAN 24-206(I)/MCO 4030.33C/DLAR 4145.7, Packaging of Materiel.
- (oo) MIL-STD-2073-1, Standard Practice for Military Packaging.
- (pp) Title 49, Code of Federal Regulations (CFR), Part 173, General Requirements for Shipments and Packaging (current edition).
- (qq) International Air Transport Association (IATA) Regulations for Dangerous Goods.
- (rr) International Maritime Dangerous Goods (IMDG) Codes.
- (ss) DoD Manual 5105.38-M, Security Assistance Management Manual.
- (tt) Department of Energy and Defense Nuclear Agency Technical Publication (DoE-DNA TP) 100-1, Supply Management of Nuclear Weapons Materiel.
- (uu) Department of Energy and Defense Nuclear Agency Technical Publication (DoE-DNA TP) 35-51A, General Instructions applicable to Nuclear Weapons (Supplement).
- (vv) DoD Manual 4160.21-M, Defense Materiel Disposition Manual.
- (ww) DoD Directive 2030.8, Trade Security Controls on DoD Excess and Surplus Personal Property.
- (xx) DoD Manual 4160.21-M-1, Defense Demilitarization Manual.
- (yy) DLAI 4145.4/AR 740-3/NAVSUPINST 4030.57/AFJMAN 23-231/MCO 4450.15, Stock Readiness (SR).
- (zz) DLAD 4145.41/AR 700-143/AFJI 24-210/NAVSUPINST 4030.55B/MCO 4030.40B, Packaging of Hazardous Material.
- (aaa) DoD Instruction 5000.64, Defense Property Accountability.
- (bbb) DoD 4500.9-R, Defense Transportation Regulation.

**DEFINITIONS**

**Accountability.** The obligation imposed by law or lawful order or regulation on an officer or other person for keeping accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping. See also responsibility. (JP 1-02).

**Advice Code.** A coding structure for the purpose of transmitting instructions considered by the creators of requisitions to be essential to the desired supply action. Insertion of advice codes is at the discretion of the initial document creator. (DoD 4000.25-1-M, Definitions/Terms & Appendix 2.15).

**Assembly.** An item forming a portion of an equipment, that can be provisioned and replaced as an entity and which normally incorporates replaceable parts or groups of parts (e.g., carburetor, powerpack, intermediate frequency circuit amplifier, etc.). See also component; subassembly. (JP 1-02).

**Asset.** Primary or secondary materiel, to include materiel on hand and due-in. (DoD 4140.1-R).

**Care of Supplies in Storage (COSIS).** A program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel. (DoD 4140.1-R).

**Cataloging.** The act of naming, classifying, describing and numbering each item repetitively used, purchased, stocked, or distributed so as to distinguish each item from every other item. Also included is the maintenance of information related to the item and the dissemination of that information to item users. (DoD 4140.1-R).

**Classes of Supply.** Ten categories into which supplies are grouped in order to facilitate supply management and planning: **I.** Rations and gratuitous issue of health, morale, and welfare items. **II.** Clothing, individual equipment, tentage, tool sets, and administrative and housekeeping supplies and equipment. **III.** Petroleum, oils, and lubricants. **IV.** Construction materials. **V.** Ammunition. **VI.** Personal demand items. **VII.** Major end items, including tanks, helicopters, and radios. **VIII.** Medical. **IX.** Repair parts and components for equipment/maintenance. **X.** Nonstandard items to support non-military programs such as agriculture and economic development. (JP 1-02).

**Commercial Packaging.** The materials and methods used by the supplier that meet the requirements of the distribution systems serving both the DoD and commercial customers. (DoD 4140.1-R).

**Component.** As "materiel", an assembly or any combination of parts, subassemblies, and assemblies mounted together in manufacture, assembly, maintenance, or rebuild. In Logistics, a part or combination of parts having a specific function, which can be installed or replaced only as an entity. (JP 1-02).

**Consumable Item.** An item of supply (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended. (DoD 4140.1-R).

**Consumer-Level of Supply.** An inventory, regardless of funding source, usually of limited range and depth, held only by the final element in an established supply distribution system for the sole purpose of internal consumption. (DoD 4140.1-R).

**Country Code.** A code used to identify the country, international organization, or account which is: (1) the recipient of materiel or services sold, leased, loaned, transferred, exchanged, or furnished under FMS or (2) the recipient of materiel or services furnished under MAP Grant Aid. (DoD 4000.25-1-M, Definitions/Terms & Appendix 2.18).

**Critical Item.** Items meeting one or more of the following criteria are considered critical. (MIL-STD-2073-1).

**Critical chemically.** Items which are of such nature that any degree of deterioration (in the form of corrosion, stain, scale, mold, fungi, or bacteria) caused by oxygen, moisture, sunlight, living organisms, and other contaminants which are time or temperature dependent, will result in premature failure or malfunction of the item or equipment in which the item is installed or with which the item interfaces. (MIL-STD-2073-1).

**Critical physically.** Items that would become unfit for use as a result of physical action on the item or any integral surfaces thereof. This includes, but is not limited to items having a surface finish of 64 microinches root mean square or less, items which have surfaces that mate with surfaces of other parts, optical and reflective devices having highly polished surfaces, items requiring a high degree of cleanliness, and items requiring special protection against shock, vibration, or abrasion. (MIL-STD-2073-1).

**Critical application.** Items that, either in assembly or operation, provide an essential attribute to attaining critical military objectives. (MIL-STD-2073-1).

**Cyclic Inspection.** The regularly scheduled periodic physical process of determining compliance with established control measures.

**Date Assembled.** The date items or parts are assembled into either Components, Assemblies, Sets, Kits and Outfits (CASOs) or the date various CASOs are assembled into a larger unit. (MIL-STD-129).

**Date Cured.** The date the item or materiel was altered industrially, as to vulcanize (rubber) or to treat (synthetic elastomers) with heat or chemicals to make them infusible. The cure date is indicated by the calendar quarter followed by the calendar year (e.g., 4Q2001 = fourth quarter, 2001). The day on which an item is cured shall be the last day of the quarter. In the example above the cure day would be 31 December 2001. (MIL-STD-129).

**Date Manufactured.** The date the item, materiel, or commodity was fabricated, processed, produced or formed for use. For drugs, chemicals, and biologicals, the date of manufacture for products submitted to the Food and Drug Administration (FDA) for certification prior to release is the date of the official certification notice. For products manufactured under the license of the Agricultural Research Service (ARS), the date manufactured conforms to the definition established by the ARS. The date of manufacture shall not be shown for medical items having expiration dates. (MIL-STD-129).

**Date Packed.** The date when the product was packaged in the unit container, regardless of dates of packing, shipping, or additional processing (used for subsistence only). (MIL-STD-129).

**Demilitarization.** See DoD 4140.1-R, DoD 4100.39-M (Vol. 10, Tables 38, 192, 216), and references (ww) & (xx).

**Direct Vendor Delivery (DVD).** A materiel acquisition and distribution method that requires vendor delivery directly to the customer.

**Disposal Authority Code.** A code entered on disposal related documentation to indicate that the item(s) being transferred to the DRMO is authorized to be transferred to disposal because of instruction of the ICP/IMM relayed through the MRP or other proper authority. (DoD 4000.25-1-M, Definitions/Terms & Appendix 2.21).

**Distribution.** An official delivery of anything, such as supplies. The operational process of synchronizing all elements of the logistic system to deliver the "right things" to the "right place" at the "right time" to support the geographic combatant commander. (JP 1-02).

**Distribution System.** That complex of facilities, installations, methods, and procedures designed to receive, store, maintain, distribute, and control the flow of military materiel between the point of receipt into the military system and the point of issue to using activities and units. (JP 1-02).

**Economic Retention Stock.** That portion of the quantity of an item excess of the approved force retention level that has been determined will be more economical to retain for future peacetime issue in lieu of replacement of future issues by procurement. To warrant economic retention, items must have a reasonably predictable demand rate. (JP 1-02).

**Electronic Data Interchange (EDI).** A standard, commercial syntax and set of variable length transactions to facilitate the interchange of electronic data relating to such business transactions as order placement and processing, shipping and receiving information, invoicing, and payment and cash application. (DoD 4140.1-R).

**End Item.** A final combination of end products, component parts, and/or materials ready for its intended use, e.g., a ship, tank, mobile machine shop, or aircraft, etc. (JP 1-02).

**End-User.** That individual or organizational element authorized to use supply items. That individual or element is normally the terminal



point in the logistics system at which action is initiated to obtain materiel required for the accomplishment of an assigned mission or task. (DoD 4140.1-R).

**Excess Property.** The quantity of property in possession of any component of the Department of Defense that exceeds the quantity required or authorized for retention by that component. (JP 1-02).

**Expiration Date.** The date by which non-extendible (Type I) items should be discarded as no longer suitable for issue or use. (MIL-STD-129).

**Expiration Dating Period (Potency Period).** The expiration dating period (Potency Period) represents the period beyond which the product cannot be expected to yield its specific results or retain its required potency. Applies to drugs, chemicals, and biologicals.

**Exterior container.** A container, bundle, or assembly that is sufficient by reason of material, design, and construction to protect unit packs and intermediate containers and their contents during shipment and storage. It can be a unit pack or a container with a combination of unit packs or intermediate containers. An exterior container may or may not be used as a shipping container. (MIL-STD-129).

**Federal Logistics Information System (FLIS).** The comprehensive Government-wide system used to catalog, stock number, maintain and disseminate logistics information for items of supply. That term represents a consolidation of what is presently known as the "Federal Catalog System" and the "Defense Logistics Management System." (DoD 4140.1-R).

**Federal Supply Class (FSC).** A series of 4 numerals at the beginning of the NSN that designates the general commodity classification of the item of supply; e.g., FSC 6505, Pharmaceuticals; FSC 9150, Chemicals; etc. (DoD 4140.1-R).

**Final Governing Standards (FGS).** A comprehensive set of country-specific substantive environmental provisions, typically technical limitations on effluent, discharges, etc., or a specific management practice (see JP 3-34). (JP 1-02).

**Foreign Military Sales (FMS).** That portion of United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act (AECA) of 1976, as amended. The recipient provides reimbursement for defense articles or services transferred. See DoD 4000.25-1-M, Chapter 6). (JP 1-02).

**Free Issue.** Materiel provided for use or consumption without charge to the fund or fund subdivision that finances the activity to which it is issued. (JP 1-02).

**Government Furnished Materiel (GFM).** Materiel in the possession of or acquired by the Government and later delivered or otherwise made

available to a contractor. Title to all material furnished by the Government remains with the Government. Materiel that is GFM may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. The GFM includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract. GFM does not include materiel sold by the Government to a contractor. (DoD 4000.25-1-M, Definition/Terms & Chapter 11).

**Hazardous Material (HAZMAT)/Item.** An item of supply consisting of materiel that because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. (DoD 4140.1-R). Also see 29 CFR 1910; 40 CFR 260-399; 49 CFR 171; and current edition of FED-STD-313.

**Inspect/Test Date.** The date by which extendible (Type II) items should be subjected to visual inspection, certified laboratory test or restoration. (MIL-STD-129).

**Inspection.** The physical process of determining compliance with established control measures. The activity such as measuring, examining, testing, or gauging one or more characteristics of an item and comparing results with specified requirements in order to establish whether conformity is achieved for each characteristic.

**Integrated Materiel Management (IMM).** The exercise of total DoD-level management responsibility for a federal supply group or class, commodity, or item for a single agency. It normally includes computation of requirements, funding, budgeting, storing, issuing, cataloging, standardizing, and procuring functions (see JP 4-07). (JP 1-02).

**Interchangeable and Substitutable (I&S) Family.** Two or more items having an interchangeable and/or substitutable relationship with one another. The head of the family is called the master item; i.e., an item with an interchangeable or substitutable relationship with every member of the family. (DoD 4140.1-R).

**Interchangeable Item.** An item that possesses such functional and physical characteristics as to be equivalent in performance, reliability, and maintainability, to another item of similar or identical purposes, and is capable of being exchanged for the other item without selection for fit or performance, and without alteration of the item itself or of adjoining items, except for adjustment. (DoD 4140.1-R).

**Substitutable Item.** An item that possesses such functional and physical characteristics as to be capable of being exchanged for another only under specified conditions or for particular applications and without alteration of the items themselves or of adjoining items. That term is synonymous with the phrase "one way interchangeability,"

such as item B shall be interchanged in all applications for item A, but item A shall not be used in all applications requiring item B. (DoD 4140.1-R).

**Interior container.** A container that is inside another container. It may be a unit pack or an intermediate container that is placed inside an exterior container or shipping container. (MIL-STD-129).

**Intermediate container.** A wrap, box, or bundle containing two or more unit packs of identical items. (MIL-STD-129).

**Intermediate Supply.** Intermediate supply refers to any level of inventory between the consumer and wholesale level of inventory and is considered a retail level. The terms "intermediate supply," "intermediate level of inventory," and "retail intermediate echelon" are synonymous. (DoD 4140.1-R).

**Inventory.** Materiel, titled to the Government, held for sale or issue, held for repair, or held pending transfer to disposal. (DoD 4140.1-R).

**Inventory Control.** That phase of military logistics which includes managing, cataloging, requirements determinations, procurement, distribution, overhaul, and disposal of materiel. Also called inventory management; materiel control; materiel management; supply management. (JP 1-02).

**Inventory Control Point (ICP).** An organizational unit or activity within a Department of Defense supply system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Service or for the Defense Department as a whole. Materiel inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, disposal direction and, generally, rebuild direction. (JP 1-02).

**Item.** A generic term meaning any article produced, stocked, stored, issued, or used. (DoD 7000.14-R, Volume 12, Chapter 7)

**Item description.** The name and description of an item as it appears in the contract, purchase order, or requisition. (MIL-STD-129).

**Item Manager.** An individual within the organization of an inventory control point or other such organization assigned management responsibility for one or more specific items of materiel. (JP 1-02).

**Laboratory.** A facility equipped with scientific instrumentation which allows the presence or properties of a substance to be determined or physical characteristics to be measured.

**Laboratory Certification.** Acknowledgement, through issuance of credentials, by a national/international organization or industry group that a laboratory has demonstrated professional competency in the areas of work investigated and certified by the organization. The credentials may be issued as certification, accreditation or registration.

**Laboratory Testing.** A scientific procedure applied in a controlled manner by academically trained personnel in a facility using proper laboratory instruments to determine a physical or chemical change by which a substance may be detected or properties ascertained. The physical measurement to determine conformance of an item to specified tolerances.

**Local Procurement.** The process of obtaining personnel, services, supplies, and equipment from local or indigenous sources. (JP 1-02).

**Local Purchase.** The function of acquiring a decentralized item of supply from sources outside the Department of Defense. (JP 1-02).

**Logistics Reassignment (LR).** The transfer of IMM responsibilities from one IMM to another. (DoD 4140.1-R).

**Lot, batch, or identification control number.** That series of numbers or letters, or both, that are established to record the production and control of the product. (MIL-STD-129).

**Management Control Activity (MCA).** A DoD Component, DoD activity, or non-DoD activity, if participating by separate agreement (e.g., the Coast Guard), designated to receive, screen, and validate Service-initiated and contractor-initiated requisitions for GFM from the wholesale supply system to support DoD contracts or requirements. (DoD 4140.1-R). See DoD 4000.25-1-M, Chapter 11.

**Manufacturer.** A person or firm who owns and operates a factory or establishment that produces on the premises materials, supplies, articles, or equipment required under the contract. (MIL-STD-129).

**Marking.** The application of legible numbers, letters, labels, tags, symbols, or colors to ensure proper handling and identification during shipment and storage. (DoD 4140.1-R).

**Material.** The elements, constituents, or substances of which something is composed or can be made. The basic matter (as metal, wood, plastic, fiber) from which the whole or the greater part of something is made. Matter that has qualities which give it individuality and by which it may be categorized (e.g., sticky, explosive, etc.). (Webster's 9th New Collegiate Dictionary).

**Materiel.** All items (including ships, tanks, self-propelled weapons, and aircraft; etc., and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. (JP 1-02).

**Materiel Condition.** A classification of materiel that reflects its readiness for issue and use or to identify the action underway to change the status of materiel. (DoD 4140.1-R). Appendix F provides a complete listing of these codes and their definitions as related to shelf-life items/materiel.

**Military Packaging.** The methods and materials described in Federal or military specifications, standards, drawings, or other authorized documents or systems designed to prevent damage or deterioration during distribution or storage of materiel. (DoD 4140.1-R).

**National Item Identification Number (NIIN).** The last 9 digits of the NSN that differentiates each individual supply item from all other supply items. The first 2 digits signify the National Codification Bureau that assigned the NIIN, while the last 7 digits are insignificant and are sequentially assigned by the FLIS. All U.S. manufactured items have a National Codification Bureau Code of "00" (cataloged before 1975) or "01" (cataloged in 1975, or later). (DoD 4140.1-R).

**National Stock Number (NSN).** A 13-digit number used to identify items of supply. It consists of the 4-digit FSC and a 9-digit NIIN. (JP 1-02).

**Non-Consumable Item.** Supplies not consumed in use that retain their original identity during the period of use, such as weapons, machines, tools, and equipment. Also referred to as nonexpendable supplies and materiel. (JP 1-02).

**Non-Standard Item.** An item of supply determined by standardization action as not authorized for procurement. (JP 1-02).

**Non-Stocked Item.** An item that does not meet the stockage criteria for a given activity, and therefore is not stocked at the particular activity. (JP 1-02).

**Occupational and Environmental Health Threats.** Threats to the health of military personnel and to military readiness created by exposure to hazardous agents, environmental contamination, or toxic industrial materials. (JP 1-02).

**Overseas.** All locations, including Alaska and Hawaii, outside the continental United States. (JP 1-02).

**Overseas Environmental Baseline Guidance Document(OEBGD)(DoD 4715.5-G).** A set of objective criteria and management practices developed by the Department of Defense to protect human health and the environment. (JP 1-02).

**Packaged Petroleum Product.** A petroleum product (generally a lubricant, oil, grease, or specialty item) normally packaged by a manufacturer and procured, stored, transported, and issued in containers having a fill capacity of 55 United States gallons (or 45 Imperial gallons, or 205 liters) or less. (JP 1-02).

**Packaging.** The processes and procedures used to protect materiel from deterioration, damage, or both. It includes cleaning, drying, preserving, packing, marking, and unitizing. (MIL-STD-129).

**Packing.** The assembly of items into unit packs and intermediate or exterior containers, with the necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking. (MIL-STD-129).

**Perishable Cargo.** Cargo requiring refrigeration, such as meat, fruit, fresh vegetables, and medical department biologicals. (JP 1-02).

**Personal Property.** Property of any kind or any interest therein, except real property, records of the Federal Government, and naval vessels of the following categories: surface combatants, support ships, and submarines. (JP 1-02).

**Petroleum, Oils, and Lubricants (POL).** A broad term which includes all petroleum and associated products used by the Armed Forces (see JP 4-09). (JP 1-02).

**Physical Characteristics.** Those military characteristics of equipment that are primarily physical in nature, such as weight, shape, volume, water-proofing, and sturdiness. (JP 1-02).

**Preservation.** The processes and procedures used to protect materiel against corrosion, deterioration, and physical damage during shipment, handling, and storage; application of protective measures, including cleaning, drying, preservative materials, barrier materials, cushioning, and containers when necessary. (DoD 4140.1-R).

**Project Code.** A three-position alpha/numeric code entered in record positions 57-59 of a MILSTRIP requisition. Project codes are used to distinguish requisitions, documentation, and shipments; and, to accumulate inter-service or intra-service performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. Otherwise, record positions 57-59 are left blank. (DoD 4000.25-1-M, Appendix 2.13).

**Property.** 1. Anything that may be owned. 2. As used in the military establishment, this term is usually confined to tangible property, including real estate and materiel. For special purposes and as used in certain statutes, this term may exclude such items as the public domain, certain lands, certain categories of naval vessels, and records of the Federal Government. (JP 1-02).

**Property Account.** A formal record of property and property transactions in terms of quantity and/or cost, generally by item. An official record of Government property required to be maintained. (JP 1-02).

**Property Accountability.** The assignment of duties and responsibilities to an individual or organization that mandates jurisdiction, security, and answerability over public property. (DoD 4140.1-R).

**Property Accountability Record.** The official record of tangible personal property, including inventory, owned by the Department of Defense that is maintained to identify the quantities of items on-hand, unit prices, locations, physical condition, receipt and issue records, authorized stock numbers, item descriptions, and other such information necessary to properly account for materiel and exercise other inventory management responsibilities. (DoD 4140.1-R).

**Provisioning (Initial).** The management process of determining and acquiring the range and quantity of support items necessary to operate

and maintain an end item of materiel for an initial period of service. (JP 1-02).

**Quality Status List (QSL).** A DoD-recognized listing of accumulated test results from testing accomplished by certified laboratories for the purpose of determining whether shelf-life extensions of Type II shelf-life materiel are warranted. The listing is maintained by identifying NSN, contract number, and lot/batch number; and, can be used as an authority for extending existing inventories with the same identification as long as supply storage standard requirements have been adhered to.

**Quantity Unit Pack (QUP).** The quantity of the unit of issue bound or packaged in a unit pack. (DoD 4140.1-R).

**Receiving.** All actions taken by a receiving activity from the physical turnover of materiel by a carrier until the on-hand balance of the accountable stock record file or in-process receipt file is updated to reflect the received materiel as an asset in storage, or the materiel is issued directly from receiving to the customer. (DoD 4140.1-R).

**Redistribution.** The act of effecting transfer in control, utilization, or location of materiel between units or activities within or among the Military Services or between the Military Services and other Federal agencies. (JP 1-02).

**Regulated Item.** Any item whose issue to a user is subject to control by an appropriate authority for reasons that may include cost, scarcity, technical or hazardous nature, or operational significance. Also called controlled item. See also critical supplies and materiel. (JP 1-02).

**Reparable Item.** An item of supply subject to economical repair and for which the repair (at either depot or field level) is considered in satisfying computed requirements at any inventory level. An item (also recoverable item) that can be reconditioned or economically repaired for reuse when it becomes unserviceable. (DoD 4140.1-R & JP 1-02).

**Requisition.** An authoritative demand or request especially for personnel, supplies, or services authorized, but not made available without specific request. (JP 1-02).

**Responsibility.** 1. The obligation to carry forward an assigned task to a successful conclusion. With responsibility goes authority to direct and take the necessary action to ensure success. 2. The obligation for the proper custody, care, and safekeeping of property or funds entrusted to the possession or supervision of an individual. See also accountability. (JP 1-02).

**Retail-Level Supply.** Those secondary items stored within DoD intermediate and consumer levels of supply down to and including these activities: the Army - to Authorized Stockage List, the Navy - to shipboard and shore stations, the Air Force - to base supply, and the

Marines - to base supply and the Marine Expeditionary Force supplies. Retail-level supply does not include end use secondary item materiel. (DoD 4140.1-R).

**Retail Stock.** Stock held in the custody or on the records of a supply organization below the wholesale level. (DoD 4140.1-R).

**Retention Limit.** The maximum quantity of on-hand materiel that may be retained in stock, as determined by applicable retention rules. (DoD 4140.1-R).

**Service Life.** A general term used to quantify the average or standard life expectancy of an item or equipment while in use. When a shelf-life item is unpacked and introduced to mission requirements, installed into intended application, or merely left in storage, placed in pre-expended bins, or held as bench stock, shelf-life management stops and service life begins. (NOTE: NBC Defense clothing and textiles/type II kits are an exception and will continue to be subjected to cyclic inspections.) Also see "Warranty Markings".

**Shelf-Life (SL).** The total period of time beginning with the date of manufacture, date of cure (for elastomeric and rubber products only), date of assembly, or date of pack (subsistence only), and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action; or after inspection/laboratory test/restorative action that an item may remain in the combined wholesale (including manufacture's) and retail storage systems and still be suitable for issue or use by the end user. Shelf-life is not to be confused with service-life (see definition).

**Shelf-Life Code (SLC).** A one-position code assigned to identify the period of time beginning with the date of manufacture, cure, assembly, or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action. (DoD 4140.1-R). Appendix F provides a complete listing of shelf-life codes cross-referencing to the period of allowed storage time expressed in months/quarters and years. Also see DoD 4100.39-M, Volume 10, Table 50.

CODE "0" (ZERO) -- NSN/NIIN is NOT a Shelf-Life Item managed under DoD 4140.27-M.

CODE "ALPHA" Character (except Code "X") -- TYPE I Non-Extendible Item.

CODE "NUMERIC" Character (plus Code "X") -- TYPE II Extendible Item.

**Shelf-Life Extension System (SLES).** An automated system populated by the Federal Logistics Information System (FLIS) with data elements



applicable to Type II extendible SLCs by NSN and will contain the applicable storage standards and laboratory test results that may be used as the authority to extend specified NSNs given the associated contract, lot and batch.

**Shelf-Life Item.** An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to ensure that it will perform satisfactorily in service. All shelf-life items are classified as one of the following two types:

TYPE I - An individual item of supply, which is determined through an evaluation of technical test data and/or actual experience, to be an item with a definite non-extendible period of shelf-life. One exception is Type I medical shelf-life items (FSC 6505), which may be extended if they have been accepted into and passed testing for extension through the DoD/FDA Shelf-Life Extension Program (SLEP).

TYPE II - An individual item of supply having an assigned shelf-life time period that may be extended after completion of visual inspection/certified laboratory test, and/or restorative action.

**Source of Supply.** Any Federal Government organization (DoD or non-DoD) exercising control of materiel and to which requisitions are directed. (DoD 4140.1-R).

**Stock Readiness.** A Department of Defense program involving the tasks needed to assure that the proper condition of materiel in storage is known and reported, that the condition is properly recorded, and that the materiel is properly provided with adequate packaging protection to prevent any degradation to lower condition codes. Stock Readiness concerns itself with the in-storage inspection, minor repair, testing, exercising of materiel, and packaging aspects associated with these efforts. Stock Readiness includes the elements of COSIS plus the functions related to the receipt, identification, classification, and packaging of materiel during the receipt process. Stock Readiness excludes those actions that fall under the area of general warehouse care and depot maintenance, including the use of proper storage aids, identification of materiel/storage locations, and re-warehousing actions.

**Stock Record Account.** A basic record showing by item the receipt and issuance of property, the balances on hand, and such other identifying or stock control data as may be required by proper authority.

**Storage Activity (SA).** The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, tank, or open area (storage), and its selection and shipment (issue). (DoD 4140.1-R).

**Storage Life.** The length of time for which an item of supply, including explosives, given specific storage conditions, may be expected to remain serviceable and, if relevant, safe. (JP 1-02).

**Storage Standards.** Mandatory instructions for the visual inspection/laboratory testing and/or restoration of items in storage. These standards provide guidance on storage criteria and time-phasing of

inspections during the storage cycle to determine the materiel serviceability and degree of deterioration which has occurred.

**Subassembly.** In logistics, a portion of an assembly, consisting of two or more parts, that can be provisioned and replaced as an entity. See also assembly; component. (JP 1-02).

**Supply Support Request (SSR).** A transaction identifying requirements for consumable items that is submitted by the Component introducing a materiel and/or weapon system to the IMM. (DoD 4140.1-R).

**Surplus Property.** Any excess property not required for the needs and for the discharge of the responsibilities of all federal agencies, including the Department of Defense, as determined by the General Services Administration. (JP 1-02).

**Surveillance.** The systematic observation of areas, places, persons, or things by visual, aural, electronic, photographic or other means. (JP 1-02).

**System Acquisition.** Process of providing a new or improved materiel capability in response to a validated need. (DoD 4140.1-R).

**Testing.** An element of inspection that generally denotes the determination of materiel properties by technical means involving the application of established scientific principles. The means used to determine the presence, properties or quality of a substance or item. Also see Laboratory Testing.

**Total Item Property Record.** The record or record set maintained by the IMM that identifies the quantity, condition, and value of the item assets for each organizational entity having physical custody of those assets. The total item property record includes, as a minimum, materiel that is due in, in transit, in organic wholesale repair facilities, in a contractor's custody, on loan, on-hand in wholesale distribution centers, on-hand at retail activities, and for reported assets in the custody of users. (DoD 4140.1-R).

**Total Item Record (TIR).** The portion of the FLIS data bank containing all available information for the identification and logistical support of items with an NSN. (DoD 4140.1-R).

**Unit of Issue (U/I):**

(1) Denotes the means by which DoD buys and issues materiel to end-users and/or customers. Depending on the item, unit of issue can be quantity or physical measurement, or by container or shape of the item. Unit of issue is standard for each item of supply across the DoD. (DoD 4140.1-R).

(2) In its special storage meaning, refers to the quantity of an item; as each number, dozen, gallon, pair, pound, ream, set, yard. Usually termed unit of issue to distinguish from "unit price." (JP 1-02).

(3) The U/I quantity is the managing activity's established accounting unit upon which the smallest unit pack is based, property accountability records are maintained, and requirements computed. The

U/I is a standard or basic quantity that is expressed as a unit and indicated in a requisition, contract, or order as the minimum quantity issued (e.g., bottle (BT), can (CN), dozen (DZ), each (EA), foot (FT), gallon (GL), gross (GR), pair (PR), pound (LB), yard (YD), etc.). (MIL-STD-129).

(a) Definitive U/I. A definitive U/I is a type of U/I designation that indicates an exact quantity of volume, linear measurement, weight, or count (e.g., assembly (AY), each (EA), kit (KT), set (SE), foot (FT), etc.). (MIL-STD-129).

(b) Non-definitive U/I. A non-definitive U/I is a type of U/I designation that does not indicate an exact quantity of volume, linear measurement, weight, or count such as drum (DR), can (CN), box (BX), or roll (RO). When a non-definitive U/I is specified, it is accompanied by a quantitative expression (e.g., 1-RO (150-ft) or 1-RL (50-ft)). (MIL-STD-129).

(c) Quantitative expression. The exact quantity of volume, linear measurement, weight, or count contained in a U/I (e.g., 5-gallons, 100-feet, 10-pounds, 25-each, etc.). (MIL-STD-129).

**Unit pack**. The first tie, wrap, or container applied to a single item, or a quantity thereof, or to a group of items of a single stock number, preserved or unpreserved, which constitutes a complete or identifiable package. A unit pack is also often referred to as a "package" or merely as a "pack." (MIL-STD-129).

**Warranty markings**. Markings that apply when a shipment contains items with a service life defined in a specific amount of hours, a specific end date, or a specific operating time. (MIL-STD-129).

**Wholesale**. The highest level of organized DoD supply, whose function is to procure, repair and maintain stocks to re-supply the retail levels of supply. The terms "wholesale supply," "wholesale level of supply," and "wholesale echelon" are synonymous. (DoD 4140.1-R).

**Wholesale Stock**. Stock, regardless of funding sources, over which the IMM has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities. (DoD 4140.1-R).

## Chapter 1

### GENERAL

**1-1. AUTHORITY.** DoD Regulation 4140.1-R, DoD Materiel Management Regulation, (reference (a)). This revision supersedes the September 1997 edition of DoD 4140.27-M.

### **1-2. PURPOSE**

A. There are items in the Department of Defense (DoD) and the Federal Supply System that require special handling due to certain deteriorative characteristics. These items are to be properly maintained to ensure that the customer is provided fresh, useable materiel. The purpose of this Manual is to establish a shelf-life program and process, with special emphasis on those items having these known deterioration characteristics, to mitigate the risk of shelf-life expiration and lapses of shelf-life items/materiel beyond their inspect/test dates.

B. Provide policy and basic procedures for the management of both non-consumable and consumable shelf-life items that may be hazardous material (HAZMAT) or non-hazardous material, spanning all classes of supply and stored at all levels of the Federal Supply System. Shelf-life management for hazardous materiel follows the same procedures as those for any shelf-life items, except that hazardous materiel should receive priority processing over non-hazardous materiel. Issues and guidelines concerning the acquisition, storage, handling, transportation, and disposal of hazardous materiel are addressed in Chapters 3 and 5 of this Manual. Class I perishable subsistence, Class III bulk petroleum, Class V ammunition, and Class VIII-B blood, are excluded from this Manual and shall continue to be managed in accordance with existing regulations. Commodities excluded from this Manual may be represented by their respective DoD Component to the DoD Shelf-Life Board. The definitions for "classes of supply" may be found in Appendix 16 of DoD 4140.1-R (reference (a)).

C. This Manual endorses the pollution prevention measures in DoD Instruction 4715.4 (reference (b)) for hazardous materiel (HAZMAT) minimization (HAZMIN), as well as, the establishment of hazardous materiel control and management (HMC&M) philosophies which include consolidation and reutilization practices that embrace HAZMIN and HAZMAT elimination to reduce the hazardous waste (HW) stream.

D. Appendices A through K augment this Manual and furnish additional information germane to the DoD Shelf-Life Management Program. Appendix L serves as a quick reference index to this Manual.

### **1-3. BACKGROUND**

A. Shelf-life should not be confused with service life. For the correct definitions of Shelf-Life and Service Life, see the list of definitions beginning on page xiv of this manual.

B. The deteriorative nature of some items over time while in a storage environment results in their designation and identification as shelf-life items. These items require intensive controls in order to minimize materiel and financial losses to the Government.

C. Designation of items for shelf-life management are held to a minimum since these items require specialized management, handling and continuous surveillance, which often results in higher related costs. Items are not and will not be designated for shelf-life management merely to facilitate storage control.

D. Acquisition and procurement of principal, secondary, and consumable items of supply without shelf-life consideration prior to being placed into service may potentially have an adverse supportability and environmental impact.

E. Excessive numeric stockage objectives, improperly calculated economic order quantities, requisitioning incorrect units of issue, unavailability of specified unit packs, etc., are all contributing factors to ultimately causing materiel and financial losses.

F. Non-extendible shelf-life items allowed to expire while still in storage translate to materiel losses, re-procurement costs, and disposal costs.

G. Extendible shelf-life items whose inspection/test dates are allowed to lapse are often prematurely disposed of without further action to determine continued serviceability.

H. Materiel and financial losses are often compounded when shelf-life items, that are also HAZMAT, are allowed to enter the HW stream. Frequently, HW disposal is costlier than original procurement costs and/or laboratory testing for shelf-life extension purposes.

**1-4. SCOPE**

A. As the following functions or processes impact upon shelf-life management considerations, this Manual applies to:

1. The acquisition process and "cradle-to-grave" life-cycle management.
2. Shelf-life item management at all levels of supply (i.e., wholesale (primary inventory control activity (PICA), secondary inventory control activity (SICA), retail (intermediate supply support activity), and consumer (using unit).
3. Receipt, storage, surveillance, inspection and testing; and, identification and dissemination of shelf-life extensions.
4. Materiel releases including, but not limited to issues, shipments and transfers.
5. Materiel dispositions and disposal.

B. Policies contained in this Manual are applicable to shelf-life items furnished as Government-Furnished Property (GFP) to a

contractor for the fabrication/production of an end item. Management and storage of GFP shall be subject to the same restrictions and management controls.

C. Shelf-Life policies contained in this Manual apply to private sector contractors performing Government work authorized through the Office of Management and Budget (OMB) Circular A-76.

**1-5. MANAGEMENT CONTROL (MC).** This Manual mandates the establishment of management controls (MC) per DoD Directive 5010.38 (reference (c)) to ensure a reliable and accurate audit trail for the management of shelf-life items.

Appendix A of this Manual contains the current DoD Shelf-Life MC Checklist.

This checklist shall be used to satisfy Military Services/DLA Agency MC requirements, and additional supplementation is authorized.

**1-6. TOTAL QUALITY LEADERSHIP (TQL).** The successful operation of a shelf-life management program depends on the implementation of TQL principles. The quality of the product delivered and the services provided to the customer will improve if there were a commitment to remove the causes of potential problem areas.

**1-7. SHELF-LIFE TRAINING.** A DoD-wide training program shall be available for all Services/Government Agencies. The most current training information shall be made available and obtainable from the DoD Shelf-Life Management web site: <http://www.shelflife.hq.dla.mil/>.

**1-8. RESPONSIBILITIES**

A. Deputy Under Secretary of Defense for Logistics and Material Readiness(DUSD(L&MR)). The DUSD(L&MR) shall do the following:

1. Establish policy and provides guidance for the Shelf-Life Program and ensures implementation of that policy in a uniform manner throughout the DoD.

2. Monitor the overall effectiveness of the Shelf-Life Program and make appropriate policy or program changes.

B. Secretaries of the Military Departments/Director, Defense Logistics Agency (DLA). The Military Departments and DLA shall do the following:

1. Establish and maintain a workable Shelf-Life Program, in compliance with DoD 4140.1-R (reference (a)) and this Manual, and ensure that procedures for the designation, issuance, and management of items in retail and wholesale inventories are compatible.

2. Provide adequate management priority and resources for the execution of shelf-life functions.

3. Designate shelf-life items by type, prescribe associated shelf-life periods, and develop technical documentation for establishing and maintaining storage standards and inspection/testing/restorative criteria for inclusion on the quality status list (QSL) section of the Shelf-Life Extension System (SLES).

4. Provide uniform packaging for assigned shelf-life items, in accordance with DoD 4140.1-R (reference (a)).

5. Provide technical and engineering support for the DLA and, on request, other Federal Government agencies outside of DoD, (e.g., GSA, Federal Aviation Administration (FAA), the United States Coast Guard (USCG), etc.).

6. Ensure that the procedures of this Manual are strictly adhered to, except when the Director of the DoD Shelf-Life Program has approved a written request for a waiver.

7. Conduct functional reviews of the Shelf-Life Program to ensure compliance with DoD and Component policy and procedures.

8. Ensure that adequate training is provided to personnel who perform functions affecting shelf-life and that training courses are updated to teach current DoD policies, procedures, and performance goals.

9. Submit management reports, in accordance with instructions and formats in Appendix B of this Manual. The reporting requirements have been assigned DoD Report Control Symbols (RCS) DD-A&T(L)(SA)1549 and DD-A&T(L)(A)1902. See page v of this Manual for additional details.

10. Manage, receive, store, issue and dispose of HAZMAT, in accordance with all laws and regulations, to minimize the generation of HW.

11. Comply with and participate in the DoD Shelf-Life Management Board per the Charter in Appendix C of this Manual.

12. Prior to disposal action, utilize the QSL on the DoD SLES to determine if laboratory tested Type II shelf-life items/materials have been extended.

13. Ensure that assigned shelf-life codes are reviewed for accuracy prior to logistics reassignment (LR).

14. Develop, maintain and revise military drawings, standards, and specifications, as necessary, for accurate shelf-life requirements.

C. Director, DLA. Additive to the responsibilities in paragraph 1-8.B, DLA shall do the following:

1. Administer the DoD Shelf-Life Program. The DUSD(L&MR) has delegated all authority and responsibility for DoD Shelf-Life Management policy and procedures to the Director, DLA.

2. Appoint a DoD Shelf-Life Program Director whose duties shall include the Chair of the DoD Shelf-Life Board under the Charter at Appendix C of this Manual.

3. Establish and update applicable shelf-life management data elements (e.g., type designations, codes, etc.) per DoD 5000.2-R (reference (d)), Provisioning Screening Users Guide (reference (e)), DoD 4100.39-M (reference (f)), DoD 4000.25-1-M (reference (g)), and DoD 4000.25-2-M, (reference (h)).

4. Maintain DLAR 4155.37/AR 702-18/NAVSUPINST 4410.56/AFR 69-10/MCO 4450.13 (reference (i)).

D. Director, DoD Shelf-Life Program. The Director shall do the following:

1. Evaluate shelf-life management reports, in accordance with instructions and formats in this Manual.

2. Determine the adequacy of the reporting and surveillance techniques that measure the degree to which the program objectives are achieved.

E. DoD Components/Other Federal Government Agencies. The DoD Components and, by agreement, other Federal Government agencies, shall comply with this Manual. Shelf-Life Management Administrators or focal points of contact are assigned at each Service/Agency Headquarters, Inventory Control Points (ICPs), and storage activity (SA); and are listed on the DoD Shelf-Life Management web site. Changes to these points of contacts shall be submitted to the web master or the DoD Shelf-Life Program Director.

F. Primary Inventory Control Activity (PICA) and/or Inventory Control Points (ICP). PICAs/ICPs have the basic responsibility for the management and control of shelf-life items and are responsible for:

1. Investigating reductions in inventories due to losses sustained from the expiration of shelf-life items in accordance with DoD 7000.14-R (reference (j)).

2. Reporting changes in non-consumable and consumable shelf-life items managed and their respective extended dollar value.

G. Storage Activities (SA). SAs (Depot- to Consumer-level) are responsible for compliance with the storage standards and/or care-of-supplies-in-storage (COSIS) as directed by the managing ICP.

**1-9. EFFECTIVE DATE**. Effective on date of publication.



## Chapter 2

### ACQUISITION AND PROCUREMENT

**2-1. PROVISIONING.** During acquisition, materiel managers ensure that provisioned support items are coded and reviewed for shelf-life considerations in accordance with the current edition of DoD 4140.1-R (reference (a)) and the Provisioning Screening Users Guide (reference (e)). Emphasis should be, where possible, to (1) properly identify the shelf-life characteristics of an item and, (2) ascertain identification and potential use of non-hazardous, non-shelf-life, longer shelf-life items, or if recycled items can be procured. Reference (e) may be viewed at: <http://www.dlis.dla.mil/Forms/forms.asp#User>.

A. Use of Data Item Description (DID) DI-MISC-80489, Stocked Item Storage and Serviceability Analysis, as a task requirement delineated in a contract, may be useful provided that the DID is updated and maintained to reflect accurate and current data tables per this Manual.

B. To the maximum extent possible, introduction of new items to the FLIS shall be done concurrent with provisioning. The number of new and common items entering the FLIS should be minimized through the use of standardization, parts control, and item entry control processes. The detailed procedures for the FLIS are in DoD 4100.39-M (reference (f)).

C. DoD Components classify secondary items as: (1) consumable, (2) field level repairable, or (3) depot level repairable items and assign source, maintenance and recoverability (SM&R) codes according to the criteria in AR 700-82/OPNAVINST 4410.2/AFJI 21-106/DSAR 4100.6/MCO 4400.120 (reference (k)). If a item or component, assembly, set, kit, or outfit (CASKO) is repaired or overhauled, and the item or component controlling shelf-life in that repairable is replaced, a new SLC may need to be established for the item or CASKO.

**2-2. SHELF-LIFE CODE (SLC).** With few exceptions, all items assigned a National Stock Number (NSN) in the Federal Supply System will be designated by a specific shelf-life code. This code identifies the length of the shelf-life period expressed in months. All NSNs or NIINs not designated as shelf-life items in accordance with this Manual are considered non-deteriorative and, thus, are not shelf-life items accorded such management. Non-shelf-life items shall be coded and identified by Shelf-Life Code 0 (zero).

#### A. Assignment of SLC

1. Items of supply will be assigned SLCs by the managing ICP, following a technical evaluation of the deteriorative or unstable characteristics of the item.

2. Each item of supply shall be assigned a single SLC. This code shall designate the item as Type I (alpha character, except X) or Type II (numeric character and alpha character X) and have the

associated shelf-life period (months) assigned to the item as depicted in Appendix E of this Manual.

3. Type I items expire at expiration date when materiel is unfit for use. Type II items are (1) visually inspected, (2) laboratory tested or (3) other restorative actions taken as required by the storage standard to specifically extend shelf-life storage periods. All NSNs or NIINs that are considered non-deteriorative are not shelf-life items and identified by Shelf-Life Code 0 (zero). These codes shall be used in conjunction with supply condition codes (see Appendix F of this Manual) as the basis for management control of shelf-life items. GSA does not issue shelf-life items by condition codes. Therefore, portions of this Manual which pertain to DoD 4000.25-2-M (reference (h)) and utilization of condition codes in Appendix F of this Manual are not applicable to GSA.

B. **Failure to assign a SLC.** Failure to assign a SLC may result in the deterioration of materiel in storage or while in the user's possession. Adverse safety and health situations could be the ultimate outcome (e.g., deteriorated drugs, food (perishable subsistence is exempt from shelf-life management), chemicals, adhesives or other spare parts).

C. **Challenging a SLC Assignment.** Challenges shall be written, coordinated within the challenging service/agency prior to routing to the IMM, and coordinated with the remaining services/agencies prior to IMM implementation. For example, if an item is knowingly stored improperly, the logical assumption is that its shelf-life will be reduced due to accelerated degradation or deterioration. There is concern that certain chemicals given to the end user for use during training exercise/maneuvers or combat/contingency operations are maintained without the proper storage (e.g., refrigeration, etc.) in the field. Because shelf-life assignments are based on optimum storage conditions and the exact rates of deterioration or degradation are unknowns, shelf-life items must be closely monitored and visually inspected prior to use. If the items are still good even where stored under adverse conditions, the scenario presents an opportunity to challenge the shelf-life code assignment.

### **2-3. CATALOGING**

A. FLIS is used within the DoD as a single source of cataloging and related logistics data on SL items/materiel.

B. Shelf-life items that are stocked, routinely distributed, or repetitively bought and used, are included in the FLIS and named, classified, and described in such a manner as to ensure that each item is identified by a single NSN and SLC throughout the DoD.

C. The number of new and common SL items entering the FLIS is minimized through the use of standardization, parts control, and item entry control processes.

D. SL item descriptions, sufficient to distinguish one item from every other item, shall be used in the preparation of requests submitted for NSN and SLC assignment. Descriptive data for SL items of

supply shall be maintained to the extent necessary to support identification requirements and other logistics functions.

E. To eliminate redundant efforts and reviews, the procuring activity is to get SL item-identifying characteristics and other logistics management data as close as possible to its source, including the use of contractor information systems. Maximum use should be made of on-line cataloging tools and expert systems.

F. Complete and comprehensive FLIS data records are available to system users on-line or through FLIS products such as FED LOG regardless of the geographical location of the data.

**2-4. INTERCHANGEABILITY AND SUBSTITUTABILITY (I&S).** When one item in the same I&S family group have a change made to its SLC, a SLC change shall be considered for other items in the same I&S group. Detailed procedures for the operation of the I&S program are in AMC-R 700.30/NAVSUPINST 4410.57/AFMCI 20-101/MCO 4410.24/DLAR 4140.66 (reference (1)).

**2-5. HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT DURING THE ACQUISITION PROCESS**

A. Per reference (d), the Acquisition Program Manager (PM) is to establish a HAZMAT management program consistent with eliminating and reducing the use of hazardous materials in processes and products. The PM evaluates and manages the selection, use, and disposal of hazardous materials consistent with environmental, safety and occupational health (ESOH) regulatory requirements and program cost, schedule, and performance goals. Where the PM cannot avoid using a hazardous material, they are to develop and implement plans and procedures for identifying, minimizing use of, tracking, packaging, handling, storing, & transporting (PHS&T), and disposing of such material.

B. As alternate technology becomes available, the PM should replace hazardous materials in the system through changes in the system design, manufacturing, and maintenance processes, where technically and economically practicable. To minimize costs, the PM, whenever possible, works with the contractor and other PMs to identify and test mutually acceptable alternatives.

C. Defense Contract Management Agency (DCMA) coordinates this effort at contractor facilities under its cognizance. Where the Supervisor of Shipbuilding, Conversion and Repair, (SUPSHIP) provides contract management, the PM coordinates with SUPSHIP. The Contract Management Office, working in conjunction with the PM, helps identify technical requirements, coordinates PM funding strategies, administers evaluation activities, and implements solutions.

**2-6. POLLUTION PREVENTION.** Per reference (d), the PM must establish a pollution prevention program. The PM identifies the impacts of the system on the environment during its life, the types and amounts of pollution from all sources that will be released to the environment, actions needed to prevent or control the impacts, ESOH risks associated with using the new system, and other information needed to identify source reduction, alternative technologies, and recycling

opportunities. PMs must consider using recovered materials and reusable products. PMs must further consider life-cycle costs, resource recovery and recycling, the use of environmentally preferable products, waste prevention (including toxicity reduction or elimination), and disposal, as appropriate.

**2-7. SAFETY AND HEALTH.** Per reference (d), the PM must identify and evaluate safety and health hazards, define risk levels, and establish a program that manages the probability and severity of all hazards associated with development, use, and disposal of the system.

**2-8. QUALITY ASSURANCE (QA) CONTRACTS.** Per references (a) and (d), DoD Components shall establish and implement programs to ensure the quality of secondary items and conformance to contract specifications.

**2-9. WARRANTIES.** Warranty periods and shelf-life periods are not the same things. PM's examine the value of warranties on major systems and pursue them when appropriate and cost-effective. The PM emphasizes the use of warranties to mitigate the risks of conversion of product definition data for subsystems, components, and spares to performance requirements during post-production support.

**2-10. SUPPORT ALTERNATIVES.** Policy and procedures for analyzing and selecting support alternatives are in references (a) and (d). Support alternatives may be restricted and centrally controlled by Service/Agency HMC&M programs. This Manual does not authorize circumvention of Service/Agency HMC&M programs operating under the auspices of DoD Instruction 4715.4 (reference (b)).

A. DoD policy gives the PM latitude in selecting a source of supply support that maximizes service to the user, while minimizing cost. The PM selects a source of supply support that gives the PM and/or the support integrator sufficient control over financial and support functions to effectively make tradeoff decisions that affect system readiness and cost. The PM selects organic supply sources of support when they offer the best value. When changing the support strategy for fielded equipment from organic support to contractor support or from contractor support to organic support, DoD owned inventory that is unique to that system must be addressed in the source of support decision. Examples of support alternatives are:

1. On-Demand Manufacturing Sources.
2. Commercial Item Alternatives.
3. Electronic Commerce (EC)
4. Prime Vendor (PV)
5. Direct Vendor Delivery (DVD).

6. Local Purchase and the Government International Merchant Purchase Authorization Card (IMPAC) Credit Card.

a. See Defense Federal Acquisition Regulation Supplement (DFARS) 208.70 & 208.7003-1 and FAR 6.302-2 and FAR Part 13.

b. HAZMAT and IMPAC Cards. Unless authorized by Service/Agency HMC&M programs such as HAZMAT Pharmacies, HAZMINCEN, HAZMAT Consolidation Program (HCP), etc., shelf-life items that are HAZMAT shall not be procured through local purchase using the IMPAC credit card.

B. Alternative Technology. Government procurement activities should encourage industry to develop items with increased shelf-life periods and develop items which are non-hazardous or less hazardous, and ensure that newly developed items do not affect ESOH, or mission capability and readiness. The lengths of the shelf-life guaranteed by a manufacturer in conjunction with the unit cost and quantity to be purchased are parameters, which should be considered during the procurement solicitation phase.

C. Environmental Considerations. Environmental considerations require procurement activities to provide contractual incentives to contractors who provide products that can be recycled, or can be stored for extended time periods. A concerted effort shall be made to maximize use of support alternatives where possible when procuring shelf-life items with special emphasis on HAZMAT.

2-11. STOCKAGE OF INVENTORIES. Wholesale and retail materiel stockage criteria for shelf-life items/materiel shall be in accordance with DoD 4140.1-R (reference (a)).

A. Shelf-life items shall be maintained at the requisite level of stock to minimize the risk of shelf-life expiration. The maximum possible reliance that is consistent with operational readiness requirements shall be placed on the contractors' distribution systems for shelf-life items. Items/materiel with a shelf-life of 24-months or less shall be considered prime candidates for application of support alternatives in order to eliminate stockage.

B. In determining cost-effectiveness of stockage alternatives, the DoD Components shall include all applicable elements of cost and cost savings (inventory holding costs, and second destination transportation; etc.) In determining responsiveness, include timeliness and conformance with mission requirements.

C. Specific costs attributable to the storage or shipment of items in inventory (e.g., breakage, shelf-life expiration, hazardous materiel storage facilities, and disposal) should be considered in determining cost-effectiveness of DoD stockage of inventory.

**2-12. 85% SHELF-LIFE REMAINING REQUIREMENT APPLICABLE TO ACQUISITION/PROCUREMENT**

A. Acquisition/procurement documentation shall specify that shelf-life items/material will have not less than 85 percent (allowing for rounding to whole months) of shelf-life remaining at time of receipt by the first Government activity. Any delivery from a contractor not having at least 85 percent shelf-life remaining shall normally be considered non-conforming. Refer to Appendix E of this Manual to determine the amount of time that 85% equates to in terms of remaining shelf-life for Type I or Type II shelf-life codes.

B. In supporting imminent use or consumption, the 85% shelf-life remaining on receipt by first Government activity may be modified or adjusted as deemed prudent at the discretion of PMs and IMMs, when support alternative arrangements such as EC, PV, DVD or local purchase are effected. Use of support alternatives for shipment/delivery to storage facilities as stock will conform to the 85% rule.

**2-13. CONTRACTOR MARKING.** Shelf-life items will be marked for identification and control. Markings, shown below the item identification data and required on all unit, intermediate, and exterior packs or unpacked items, shall be per MIL-STD-129, MIL-STD-130, MIL-STD-290 (FSC 9150 only), or FED-STD-123, (references (m) through (p)) respectively, and will include the following:

A. **For Type I shelf-life items:** apply one, as appropriate; date manufactured, date cured (for elastomeric and rubber products only), date assembled, or date packed (subsistence only); and expiration date.

B. **For Type II shelf-life items:** apply one as appropriate; date manufactured, date cured (for elastomeric and other rubber products only), date assembled, date packed (subsistence only), and inspect/test date.

C. **For both Type I and Type II markings in subparagraphs A and B above:** the date shall be expressed by the numeric month and the last 2 digits of the calendar year; i.e., 06/95, with the day of that month being the last day.

D. **Different Dates on Identical Items.** When two or more unit packs of identical items bear different dates of manufacture, dates of cure, dates of pack, or dates of assembly, the earliest date shall be shown on the shipping container.

E. **For Type I drugs and biologicals:** the expiration date only is required. The expiration date should be marked in accordance with FED-SPEC PPP C-186 (reference (q)). Manufacturer date shall not be shown for medical items having expiration dates.

F. **For cure-dated items:** shelf-life markings on physical materiel are expressed by month or quarter and year designations (i.e., 11/2001, or 3Q2001). Shelf-life periods end on the last day of the cited month or quarter.

G. **For Ammunition:** the date manufactured, date cured, or date assembled, is not required when MIL-STD-1168, Ammunition Lot Numbering and Ammunition Data Card, is used.

**2-14. REVIEW PRIOR TO ITEM ENTRY.** Prior to the assignment of the SLC, those organizations involved in systems acquisition, provisioning, and materiel management should conduct a final review and validate the:

- A. Deteriorative qualities of the materiel,
- B. Shelf-life of the materiel,
- C. Contractor assigned shelf-life designations,

D. Absence of replacement and/or substitute items that do not require shelf-life management, or have a longer shelf-life period, or are non-hazardous or less hazardous.

E. Consider use of smaller units of issue especially for shelf-life items that are HAZMAT.

F. Determine inspection, test and restoration actions that are required for Type II extendible shelf-life items.

G. Document the above review in order to assist the ICP in the preparation of the storage standards for Type II extendible shelf-life items and to address future audits.

**2-15. QUANTITY UNIT PACK (QUP).** In those cases where the wholesale-stocked QUP is more or greater than required by the customer, every effort shall be made to acquire the smallest QUP necessary to mitigate excess, premature expiration and disposal due to QUP issues.

**2-16. OVERSEAS ENVIRONMENTAL BASELINE GUIDANCE DOCUMENT (OEBGD).** Final Governing Standards (FGS) in conjunction with DoD 4715.5-G (reference (r)), coordinated by teams composed of U.S. Forces and host nation representatives, are to address all environmental laws and standards requiring compliance at overseas posts, bases and stations. The OEBGD and FGS may be accessed on the DoD DENIX web site listed in Appendix J.

Chapter 3  
MATERIEL MANAGEMENT

**3-1. ITEM ACCOUNTABILITY, CONTROL AND STEWARDSHIP.** The 1971 Agreement on Supply Management Relationships between DoD and GSA, located in the appendices of DoD 4140.1-R (reference (a)), serves as the basic authority for implementation of integrated materiel management (IMM).

A. Per DoD 4140.1-R (reference (a)), a single IMM manages each item in the Federal supply system. The determination of management responsibility is based on item management coding (IMC) criteria as agreed upon by the DoD Integrated Materiel Management Committee (IMMC) and approved by the DUSD(L&MR).

B. DoD Components use the supply support request (SSR) process to ensure that sufficient stock is on-hand to satisfy initial requisitions received from the end-user (customer).

C. A single item inventory record is shared to provide materiel asset information. Duplicative records maintained by ICPs and storage activities are to be consolidated into one inventory record.

D. The record or record set identifies the content, quantity, condition, changes and value of the item assets for each organizational entity having physical custody of those assets.

E. Storage activities that have physical custody of materiel are responsible for the care and safeguarding of that materiel.

F. IMMs are responsible for initiating and directing while SAs execute:

1. physical inventories;
2. discrepancy research;
3. supply discrepancy reports (SDR);
4. discrepancy resolutions, investigating, and assessing liability for loss, damage, and destruction of Government property; and
5. applicable actions necessary to ensure that the physical on-hand quantity and the total item property record quantity are in agreement.

G. Additive to DoD 4140.1-R (reference (a)) and this Manual, the following apply:

1. **Non-Consumable Items.** AMC-R 700-99/NAVSUPINST 4790.7/AFLCR 400.21/MCO P4410.22C, Wholesale Inventory Management and Logistics Support of Multi-Service Used Non-consumable Items (reference (s)).



2. **Consumable Items.** DoD 4140.26-M (reference (t)) establishes integrated materiel management assignments by Federal Supply Classification (FSC) for consumable, field-level reparable, and minor end items managed under the DoD Shelf-Life Management Program.

3. **Sensitive Items, Controlled Substances and Pilferable Items.** DLAR 4145.11/AR 740-7/NAVSUPINST 4440.146B/MCO 4450.11A, Safeguarding of Sensitive Inventory Items, Controlled Substances and Pilferable Items of Supply (reference (u)).

4. **Supply Record Accountability.** Detailed procedures for maintaining supply record accountability are in DoD 4000.25-2-M, Chapter 7 and DoD 4000.25-M, Chapter 7 (references (g) and (v)).

5. **Loss, Damage and Destruction of Property.** Detailed procedures for investigating and assessing liability for loss, damage, and destruction of Government property are in DoD 7000.14-R (reference (j)), Volume 12, Chapter 7 (Financial Liability for Government Property Lost, Damaged, or Destroyed).

6. **Defense Property, Plant and Equipment (PP&E) Accountability.** DoD Instruction 5000.64 (reference (aaa)), integrates the broad requirements of the Federal Property and Administrative Services Act of 1949, as amended, and the Chief Financial Officers (CFO) Act of 1990, into an overarching property accountability policy, including standard terminology that can be applied to all DoD business disciplines (e.g., acquisition, property management, logistics, financial management, etc.).

7. **Pharmaceutical Products (FSC 6505) and the DoD/Food and Drug Administration (FDA) Shelf-Life Extension Program (SLEP)**

a. The DoD/FDA SLEP is a key component of the Medical Readiness Strategic Plan (MRSP) as developed by DoD Health Affairs (HA) and the Military Medical Departments in response to Congressional concern over the conservation of military medical resources. The program's focus is to defer replacement costs of military significant medical materiel by extending its useful life. The FDA, the Joint Readiness Clinical Advisory Board (JRCAB), Army, Navy, Air Force, and the Marine Corps participate in this program. The FDA evaluates the materiel for shelf-life extension by testing samples submitted from the Services. The JRCAB oversees the program and acts as an interface between the Services and the FDA. The Services fund and manage the program; and, receive the benefit of deferred materiel replacement costs. See the JRCAB website for a complete synopsis, process, and guidelines of the program.

b. Submit new SLEP candidates or report quantity of extended materiel (NOTE: Submissions will be reviewed/validated by individual Service representatives (i.e., AFMLO, USAMMA, NAVMEDLOGCOM) and a response will be provided.) Submissions may be accomplished electronically using an [on-line form](#) available via the JRCAB internet home page (<http://www.jrcab.army.mil>).

c. Per [AR 40-61](#), Medical Logistics Policies and Procedures, DoD/FDA SLEP is also known as the "Quad-Service/FDA Potency Extension Program. The U.S. Army is the Executive Agent for the dissemination of DoD/FDA SLEP data to all DoD Components including Medical Chemical Defense Materiel (MCDM) even though the SLEP data may not specifically apply to the Army. The U.S. Army Medical Materiel Agency (USAMMA) will identify the items to be nominated under this program. Items to be extended under this program may be either Type I or Type II shelf-life items. The Supply Bulletin (SB) 8-75 series, Medical Materiel Quality Control (MMQC) messages, and other USAMMA messages will provide guidance for participation in the program.

8. **Medical Chemical Defense Materiel (MCDM)**. Service policies differ regarding MCDM; refer to your service's published policy references cited below for appropriate guidance regarding your specific service-owned MCDM stock.

a. AIR FORCE:

- (1) [SLEP - AFMAN 23-110, Volume 5, Chapter 13,](#)
- (2) [SLEP - AFMAN 23-110, Volume 5, Chapter 15.](#)

b. ARMY:

- (1) [MCMR-MMI-99-4011](#): Medical Materiel Program for Defense Against Nuclear, Biological, and Chemical (MMPDNBC) Agents.
- (2) [MCMR-MMI-00-4011](#): Shelf Life Management of Medical Chemical Defense Materiel in the DOD/FDA Shelf Life Extension Program (SLEP).
- (3) [AR 40-61, 25 Jan 95, Chapter 2, Sec IV, 2-20.](#)

c. NAVY/MARINES: [BUMED INSTRUCTION 6710.62A](#)

H. Shelf-Life items shall be identified on appropriate accountable records by the supply condition codes indicated in Appendix F of this Manual and Appendix B6 of DoD 4000.25-2-M (reference (h)). Supply condition code changes submitted by wholesale-level SAs will be promptly processed by the ICP to update the National Inventory Record File (NIRF).

**3-2. LOGISTICS REASSIGNMENT (LR)**. To achieve integrated materiel management, it may be necessary to reassign the logistics management of a given item from one Component to another.

A. The LR of shelf-life items is done on a non-reimbursable basis and all the wholesale assets in support of existing supply levels of the losing inventory manager (LIM) transfers to the gaining inventory manager (GIM). The LIM continues replenishment actions through the effective transfer date minus 30 days so that the minimum stocks transferred satisfy the pipeline requirement.

B. All uncompleted contracts covering assets to be transferred are processed by the responsible procurement office of the LIM.

C. **Engineering Support for Shelf-Life Items Supplied by GSA/DLA.**

Per DLAR 3200.1/AR 715-13/NAVSUPINST 4120.30/AFI 121-405/MCO 4000.18C (reference (w)), the LIM retains responsibility for engineering support, configuration management and current technical data in support of the GIM for transferred items. The LIM also retains responsibility for any special tooling, special test equipment, and related Government property used to produce a consumable shelf-life item.

D. Assets are to be transferred to the GIM's distribution depots only when necessary or more economical. Wholesale assets held at alternate storage facilities must be visible to the GIM.

**3-3. WHOLESALE STOCK POSITIONING.** Wholesale stock positioning of shelf-life items shall conform to the requirements of DoD 4140.1-R (reference (a)). Since shelf-life items require intensive management, they shall be stocked in the least number of geographical locations possible. Maximum use shall be made of contractor's distribution systems to lessen Government stockage and storage. HAZMAT shall be stocked in approved Service/Agency conforming facilities. In choosing a candidate distribution center for positioning, consider any special maintenance, inspection/testing requirements, security, safety, storage environments, and existing technical expertise.

**3-4. COMPONENTS, ASSEMBLIES, SETS, KITS, AND OUTFITS (CASKO)**

A. IMMs shall ensure adequate levels of CASKOs based on demand experience. CASKO assembly instructions shall be given to applicable activities to ensure timely replenishment of stock levels, consistent with the availability of component items.

B. Before disposing of CASKOs, the IMM shall review the requirements and potential usefulness of all component items. Any item that is identified as "excess" or "potential excess" must be reported or offered to other DoD wholesale managers that stock, store, and issue the item. The IMM directing reshipment, disassembly, or disposal shall coordinate and issue disposition instructions for excess CASKO items. Do not dispose of CASKOs solely when an item within that CASKO reaches its expiration or inspection/test date unless the IMM specifically directs disposal action.

C. CASKOs containing shelf-life items having the same or different expiration dates, or inspection/test dates shall comply with the following policy:

1. Assign and mark the CASKO to reflect the shortest shelf-life period of all the shelf-life items installed in the CASKO.
2. Assign and mark the CASKO expiration or inspect/test date with the earliest expiration date or earliest inspect/test date of all of the shelf-life items in the CASKO.
3. Maintain a packing list or control document that identifies the shelf-life items, shelf-life periods or codes, and expiration or inspect/test dates.

4. If an item(s) within a CASKO reaches its shelf-life expiration date or inspection/test date, do not issue the CASKO until all Type I expired items are replaced with serviceable shelf-life materiel or the Type II items/materiel are appropriately inspected/ tested and returned to an issuable condition code(s). Place non-issuable CASKOs in supply condition codes E or G.

D. At the option of the IMM or Service/Agency, shelf-life items which are in a CASKO may be packaged and stored separately from the CASKO to facilitate the rotation of shelf-life materiel.

**3-5. WAR RESERVE MATERIAL (WRM).** Standard war reserve policy requires storage activities ensure that shelf-life items held for War Reserve Programs are identified, rotated, and maintained in a ready-for-issue condition and prevent disposal of large quantities of shelf-life items/materiel. Only those shelf-life items with production lead-times that exceed 30 days shall be held in wholesale war reserve stocks.

**3-6. JOINT TOTAL ASSET VISIBILITY (JTAV).** Total asset visibility (TAV) methodology and procedures apply to all Classes of Supply including shelf-life items/materiel and HAZMAT. TAV capability provides timely and accurate information on the location, movement, status, and identity of units, personnel, equipment, and supplies. It also provides the ability to act on that information to improve the overall performance of DoD logistics practices. Detailed policy and procedures are in Chapter 4 of DoD 4140.1-R (reference (a)).

**3-7. SHELF-LIFE MANAGEMENT REPORT, RCS: DD-A&T(L)(SA)1549.**

A. In accordance with the reporting frequencies indicated on page v at the beginning of this Manual, the specified DoD Components shall prepare the identified reports in the formats and per the instructions depicted in Appendix B of this Manual. The reports are submitted to the DoD Shelf-Life Management Program Director via the respective Service/Agency Shelf-Life Program Administrators. The reports may be distributed as deemed appropriate by the Administrators.

B. The Service/Agency Shelf-Life Program Administrator will use Part I of RCS DD-A&T(L)(SA)1549, Shelf-Life Management Report as a baseline to track the volume and dollar value of shelf-life items managed by Service/Agency ICPs and subsequent changes. This data will be compared to Part II to determine patterns or trends associated with dollar-value of on-hand inventory as opposed to dollar-value of disposals.

C. The Service/Agency Shelf-Life Program Administrators will use Part II of RCS DD-A&T(L)(SA)1549, Shelf-Life Management Report, as a basis for determining:

1. The volume of shelf life items entering the disposal program in terms of number of items and dollar value of materiel.

2. The shelf-life Federal Supply Classes (FSCs) or commodities requiring specific attention or action.

3. Whether disposal volume for shelf-life items, including those that are also HAZMAT, is proportionately less than, equal to, or greater than disposal volumes for other than shelf-life items.

4. The organizational level (e.g., consumer (using unit), intermediate (retail), or ICP, generating the disposal action).

5. Performance and progress of the shelf-life program based on disposal trends.

6. Any other purpose deemed necessary by the DoD Components.

7. In performing the above analysis, under the auspices of pollution prevention, emphasis shall be placed on the review of HAZMAT disposal.

**3-8. SHELF-LIFE ITEM REVIEW REPORT, RCS: DD-A&T(L)(A)1902.** Per the reporting criteria reflected on page v at the beginning of this Manual, and the format/instructions in Appendix B-7 and B-8, prepare and submit a yearly report, on the results of the new and existing item review, to the DoD Shelf-Life Program Director via the appropriate Service/Agency Shelf-Life Program Administrator.

A. After an ICP assumes management of shelf-life items, the ICP shall conduct the review detailed in Chapter 2, paragraph 2-14, of this Manual.

B. After a determination is made regarding the SLC designation of a new or existing item, the review process shall be electronically documented and made part of the permanent NSN data record. This record shall contain, as a minimum:

1. The reasons why the item was designated as shelf-life, identification of the shelf-life materiel, the SLC, the document used to assign the SLC, and type (i.e., Type I non-extendible or Type II extendible), of shelf-life assigned, plus any other pertinent information.

2. The contractor furnished technical data or other standards or criteria that are used for laboratory testing or inspection of Type II extendible shelf-life items.

C. ICPs shall conduct the above review for all existing managed items as a continuous process, but at least once every 5 years, in accordance with the MC process indicated in Appendix A of this Manual, or at the call of the DoD or Service/Agency Shelf-Life Management Program Administrators. Existing items shall also be reviewed when one or more of the following conditions occur:

1. Specification change.
2. Technology change.
3. Testing change.
4. Revised industry practice.

5. Shelf-life code challenges from another ICP such as a SICA, SA, or customer. See Chapter 2, paragraph 2-2.C, for challenge process.

6. Past experience by the ICP, SA, or customer.

Chapter 4

RECEIVING, STORAGE, SURVEILLANCE AND EXTENSIONS

**4-1. RECEIVING.** Receiving procedures are managed using the Defense Logistics Management System (DLMS) functional system configuration control process. The detailed procedures for recording and processing receipt transactions are in DoD 4000.25-2-M (reference (h)) and DoD 4000.25-M (reference (v)).

**4-2. INSPECTION AND DISCREPANT RECEIPT PROCESSING**

A. When shipments of materiel received from commercial sources require inspection and/or acceptance at destination, the inspection and/or acceptance is performed as part of the receiving process.

B. Materiel receipt transactions must reflect the actual condition of the materiel received based on inspection.

C. Certain receipt discrepancies are reported under established DoD Regulations covering supply, transportation, quality, and shelf-life discrepancies as follows:

1. **Supply Discrepancy Report (SDR), SF 364.** The DoD Components should record and report shipments received with packaging inadequacies and discrepancies, in accordance with the provisions outlined in DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215 (reference (x)).

2. **Product Quality Deficiency Report (PQDR), SF 368.** The DoD Components should record and report product quality deficiency data in accordance with DLAR 4155.24/AR 702-7/SECNAVINST 4855.5A/AFR 74-6 (reference (y)). Within the Marine Corps, SECNAVINST 4855.5A is applicable to Marine Corps aviation units. For PQDR processing by Marine Corps ground units, the aforementioned Joint Services Regulation is complemented by a separate Marine Corps Order (MCO) 4855.10B (reference (z)). The provisions of references (y) and (z) are not applicable to:

a. **Local Purchase/IMPAC Card.** Deficiencies involving products authorized for local camp, post, base or station purchases are reportable under local procedures. This exclusion does not apply to local purchases where the original source was GSA.

b. **Subsistence and Non-Prescription Drugs.** This materiel is reported as follows:

(1) Inspection of Subsistence Supplies and Services on DD Form 1608, Unsatisfactory Material Report (Subsistence) in

accordance with DLAR 4155.3/AR 30-12/NAVSUPINST 4355.2D/AFR 74-5/MCO 10110.21F (reference (aa)).

(2) DoD Hazardous Food and Nonprescription Drug Recall System DLAR 4155.26/AR 40-660/ NAVSUPINST 10110.8C/AFR 161-42/MCO 10110.38C (reference (bb)).

c. **Improper Handling or Deterioration During Storage.** Any unsatisfactory materiel condition, attributable to improper handling or deterioration during storage, is reported in accordance with DoD Stock Readiness (SR) procedures outlined in DLAI 4145.4/AR 740-3/NAVSUPINST 4030.57/AFJMAN 23-231/MCO 4450.15 (reference (yy)).

d. **Transportation.** Transportation discrepancies such as,

shortages, losses or damages in-transit, are reported on SF 361, Transportation Discrepancy Report. See AR 55-38/NAVSUPINST 4610.33/AFR 75-18/MCO P4610.19/DLAR 4500.15 (reference (cc)), Reporting of Transportation Discrepancies in Shipments.

e. **Inadequate Maintenance or Normal Wear and Tear.** Materiel that fails because user-performed maintenance was inadequate; was operated improperly; or materiel that fails due to normal wear and tear, is excluded from PQDR and SR regulations (references (y) and (yy)).

f. **Ammunition and Explosives.** Malfunctions involving ammunition and explosives are reported in accordance with individual DoD Component procedures.

D. Receiving activities shall ensure that materiel received from new procurement contain:

1. **Marking.** Marking or labeling shall be in accordance with MIL-STD-129, MIL-STD-130, MIL-STD-290, or FED-STD 123 (references (m) through (p)).

2. **Shelf-Life Remaining Upon Receipt (85%).** A minimum of 85 percent shelf-life shall remain at time of receipt by the first Government activity, except where otherwise authorized. See Chapter 2, paragraph 2-12 of this Manual.

3. **Materiel Suspensions.** Materiel not containing the above shall be considered nonconforming, suspended in condition code "L" and shall be reported to the ICP or corrected locally per Stock Readiness



procedures in DLAI 4145.4/AR 740-3/NAVSUPINST 4030.57/AFJMAN 23-231/MCO 4450.15 (reference (yy)). SA personnel shall systematically review material in storage to identify and report suspended material conditions to the applicable IMM to seek timely disposition and disposal of unneeded stocks.

E. **Non-Shelf-Life Materiel with Shelf-Life Markings.** If non-shelf-life materiel having shelf-life markings is received, the receiving activity shall verify the code with the ICP who will update the FLIS record and any other applicable records or furnish disposition instructions accordingly.

F. **Shelf-Life Materiel without Shelf-Life Markings.** Shelf-life materiel received without the required shelf-life markings is unacceptable, especially for items used in critical applications. In cases where a DoD ICP is the source of supply, immediately contact the respective shelf-life representative listed on the DoD Shelf-Life Management website to ascertain disposition and submit a SDR. In cases where GSA is the source of supply, contact GSA per Appendix K of this Manual or the DoD Shelf-Life Management website and submit a SDR. If this scenario becomes a persistent problem, in spite of contacts and submitted SDRs, contact your Service/Agency Shelf-Life representative also listed on the DoD Shelf-Life website.

#### **4-3. STORAGE AND CARE OF SUPPLIES IN STORAGE (COSIS)**

A. **Storage and Materiel Handling/Item Type Storage Code.** SAs are responsible for providing adequate protection from the elements and environmental conditions by providing proper storage facilities, preservation, packing, marking, or a combination of all or any of those measures for the execution of a SR program per DLAI 4145.4/AR 740-3/NAVSUPINST 4030.57/AFJMAN 23-231/MCO 4450.15 (reference (yy)). SAs should accomplish storage and materiel handling per TM 38-400/NAVSUP PUB 572/AFJMAN 23-210/DLAI 4145.42/MCO 4450.14 (reference (dd)), paying particular attention to the item type storage code (ITSC).

B. **Stock Locator System.** Stock locator systems shall conform to Chapter III, Section 3 (Stock Location) of TM 38-400/NAVSUP PUB 572/AFJMAN 23-210/DLAI 4145.42/MCO 4450.14 (reference (dd))

1. Stock location systems must pinpoint exact storage locations in a simple, easily understood manner. Suitable location markings must be clearly displayed. Procedures must be established to ensure positive control of all additions, deletions, and changes to the stock locator file. Stock locator systems will be validated at least annually, or more often if warranted, to ensure accuracy.

2. Shelf-life items will be stored in separate bin/rack/floor locations by national item identification number (NIIN) and by date manufactured, date cured, date assembled, date packed (subsistence only) and expiration date (Type I); or by NIIN and by date manufactured, date cured, date assembled, date packed and inspect or test date (Type II). Shelf-life items shall be stored with one lot/batch per storage location. Hazardous materials are required to be

stored by their respective hazardous material characteristics code (HCC), as well as, separated by individual manufacturer.

3. Wholesale-level SA will initiate action to reconcile all locator records whenever a shelf-life code/condition code discrepancy occurs between the storage activity records and ICP records. SAs will provide ICPs with timely adjustments to the NIRF; e.g., Document Identifier Code (DIC) "DAC," Inventory Adjustment - (Condition Code Transfer) Electronic Condition Code changes to adjust or transfer supply asset changes. Timely update to the NIRF is required to assure that the managing ICP records contain accurate data when replenishment decisions are made for shelf-life items.

4. Shelf-life items shall be identified on storage locator records by Shelf-Life Codes (Appendix E) and Supply Condition Codes (Appendix F).

5. SAs shall store and issue shelf-life materiel and HAZMAT from storage locations in accordance with guidance provided in TM 38-400/NAVSUP PUB 572/AFJMAN 23-210/DLAI 4145.42/MCO 4450.14 (reference (dd)) and DLAI 4145.11/TM 38-410/NAVSUP PUB 573/AFJMAN 23-209/MCO 4450.12A (reference (ee)).

C. **Stock Readiness (SR), including COSIS**

1. Stock readiness (SR) programs shall be established per DLAI 4145.4/ AR 740-3/NAVSUPINST 4030.57/AFJMAN 23-231/MCO 4450.15 (reference (yy)), for shelf-life items.

2. COSIS of Pharmaceuticals

a. To minimize inventory losses and preclude potential adverse clinical outcomes, pharmaceuticals must be monitored to ensure that temperature and humidity (T/H) within storage facilities are maintained in accordance with manufacturer label guidelines.

b. The lack of T/H monitoring capability may result in improper storage of medicines. Inadequate preservative measures to prevent deterioration of items resulting from exposure to atmospheric conditions during storage can result in degradation of a pharmaceutical's efficacy.

c. Continuous monitoring through the use of commercial monitors/alarms is recommended. Monitors may be of the type that trigger an alarm whenever a single event or cumulative out of range parameters are met; or, a monitor that triggers an alarm, as well as, provides specific detailed time/temperature and humidity history.

d. Any pharmaceutical that is found to have been exposed to T/H conditions outside the prescribed manufacturer guidelines for more than 72 consecutive hours will be considered unserviceable stock and not available for issue.

e. Any specific pharmaceutical lot number, classified as unserviceable due to cumulative T/H exposure outside manufacturer

guidelines, that has an aggregate value of more than \$1,000 may be submitted as a candidate for testing under the DoD/FDA SLEP. Materiel not submitted for testing will be disposed of accordingly.

**D. Shelf-Life versus Service Life**

1. Opening unit-of-issue containers of shelf-life items for routine partial issue, use or inspections is discouraged. Once the container (unit-of-issue) is opened, the shelf-life markings and dates are of little value for that specific container and shelf-life ceases. Opening the container negates shelf-life and triggers "service-life" for that specific container. Shelf-life and service-life are both reduced dramatically depending on how long the container is open and the storage conditions related to the open container. More frequent inspections are required for shelf-life items partially unused in previously opened containers, particularly if the application is critical, as the degradation or deterioration will inherently occur more rapidly. Acquiring the proper units of issue, unit packs, and ensuring that stockage objectives are adjusted accordingly should preclude this occurrence.

2. Opening an external unit pack normally is not expected to cause any accelerated degradation or deterioration to the units-of-issue packed inside of their individual containers or packages. Shelf-life management continues uninterrupted.

3. Compromising a manufacturer's package, packing and preservation, to positively verify the identity of the contents negates shelf-life and triggers service life. Unless the shelf-life item's use or consumption is imminent and, particularly if the application is critical, the item shall not be opened, then placed back in stock (e.g., on the shelf or in pre-expended bins, etc.). Neither DoD SLES inspection criteria nor QSL test results may be used to extend open containers.

**E. Managing Service-Life.** Shelf-life and service-life are different, but related and management of service-life may be dependent on the criticality of use and whether the item is a Type I versus Type II shelf-life item. Managing service-life, as depicted by the following examples, can be subjective and justifies the rationale to request proper units of issue for the specified task. If the proper unit of issue is unavailable, then a supply support request (SSR) may be the appropriate vehicle to correct the problem.

1. Example 1: Continued use of a Type I Nonextendible (Expiration Date) tube of drive-shaft coupling grease in the shop one month after expiration. The product is no longer usable - why - because even new and unopened on the shelf in storage, when a Type I item expires, it is not considered for extension testing (except FDA Medical Shelf-Life Extension Program) and may not be issued for use. So once opened, technically, service-life is activated and deterioration accelerates even faster. Therefore, use of the product prior to the expiration date is certainly advised. In some cases, the product will deteriorate so quickly (e.g., harden, liquefy, etc.), and readily signal its own demise. (NOTE: Shelf-Life and Type designation

can be challenged and changed if experience or requested testing indicates that a change may be in order.)

2. Example 2: Type II Extendible (Inspect/Test Date) product in the shop beyond its "inspect/test date". The product may still be usable and is based on the fact that, new and unopened on the shelf in storage, when a Type II item is within 9-months of its "inspect/test date", it is considered for extension by visual inspection procedures, laboratory testing, or other restorative action, so that it may continue to be issued for use. Once opened and, technically, service-life is activated, the same thing occurs as with Type I items, deterioration begins to accelerate even faster. Continued use of the product after it's been opened, but left sitting, as opposed to being immediately consumed in actual use, is a judgment call. Use the same criteria for extending an unopened item on the shelf to determine whether, after sitting for an extended period beyond the container's marked "inspect/test date", opened and partially consumed, an item can be used.

3. Example 3: Type I or II shelf-life product requiring another product or material as a catalyst to activate (e.g., possibly some adhesive products or construction materials, etc.). Apply example 1 and 2 rule accordingly.

4. Example 4: Type I or Type II shelf-life product immediately consumed or installed. Oils and lubricants, for example, are shelf-life items while stored in their unopened containers, but once a given number of quarts of oil are poured into a vehicle's engine, the oil's service life begins. The TM or Maintenance Instruction may indicate that the oil shall be changed every 3,000-5,000 miles routinely. The same applies to lubricants, etc. In some instances, such as with seals and gaskets, the service life is managed by replacing the seal or gasket entirely when it fails or as a preventive measure (predictive maintenance) after a certain period depending on criticality of use. TMs, MIs, etc., will probably not refer to the specific term/phrase, "managing service life". But if the instructions tell you to do this or that with an installed item that formerly had a shelf-life code other than zero (0) in storage, then the TM, MI, etc., is telling you to manage the service life of the prescribed item.

**4-4. DISTRIBUTION OPERATIONS.** Distribution operations shall conform to the policy in DoD 4140.1-R (reference (a)).

A. To the maximum extent possible, work assignments within a storage activity should be divided to maintain the security of materiel and the integrity of the records.

B. Established SA performance goals should achieve continuous improvement in shelf-life management processes, and include a system for monitoring performance.

C. Automated storage and retrieval systems, storage aids, materiel handling equipment and other labor saving devices, such as automated identification technology (AIT), should be used to increase

productivity and reduce human error, and the recurring cost of operations.

D. Ensure that the resources of the Cargo Movement Operations System (CMOS), integrated with the Strategic Distribution Management Initiative (SDMI), are leveraged wherever applicable to shelf-life items.

**4-5. HAZARDOUS MATERIAL (HAZMAT OR HM) MANAGED AS SHELF-LIFE ITEMS.**

Additive to this Manual, the following publications specifically govern the storage and/or handling of hazardous materials within DoD. DoD Components, who operate HMC&M programs are also subject to these publications:

A. **Storage and Handling.** DLAI 4145.11/TM 38-410/NAVSUP PUB 573/AFJMAN 23-209/MCO 4450.12A, Storage and Handling of Hazardous Materiel (reference (ee)),

B. **Compressed Gases and Cylinders.** DLAI 4145.25/AR 700-68/NAVSUPINST 4440.128D/AFJMAN 23-227(I)/MCO 10330.2D, Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders (reference (ff)),

C. **Radioactive Commodities.** DLAI 4145.8/AR 700-64/NAVSUPINST 4000.34C/AFJI 23-504/MCO P4400.105D, Material Management for Radioactive Items in the DoD (reference (gg)).

D. **Military Air Shipments.** AFJMAN 24-204/DLAI 4145.3/TM 38-250/NAVSUP PUB 505/MCO P4030.19F, Preparing Hazardous Materials for Military Air Shipments (reference (hh)).

E. **Material Safety Data Sheets (MSDS).** FED-STD-313D, Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials furnished to Government Activities (reference (ii)).

F. **Ammunition and Explosives (A&E).** A&E defined as "United Nations Class 1 items," regardless of division, form a unique subset of hazardous materials. Receipt, storage, and handling of A&E at DoD activities is governed by DoD 6055.9-STD (reference (jj)) and DoD A&E safety manuals and regulations. For example, A&E shelf-life issues in the Department of the Navy: the Navy Ammunition Logistics Center (NALC), Mechanicsburg, PA, typically issues shelf-life changes, involving Navy and Marine Corps ammunition, via issuances of Ammunition Information Notices (AIN).

G. **Hazardous Communication (HAZCOM).** The Occupational Safety and Health Administration (OSHA) mandates a HAZCOM program codified in 29 CFR 1910.1200, intended to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is distributed to employers and employees. The program requires container labeling and other forms of warnings, employee training, and access to the MSDS. DoD Instruction 6050.5, DoD Hazard Communication Program (reference (kk)) applies.

H. **Hazardous Material Identification.** Materiel managers will ensure that HAZMAT is properly identified, not only in FLIS, but also in other systems such as the Hazardous Materials Information Resource System (HMIRS) per DoD 6050.5-M (reference (ll)), Distribution Standard System (DSS), Environmental Reporting Logistics System (ERLS), etc. The identification of HAZMAT is based on the chemical or substance name, or the component and/or ingredient's name, even when the packaged product is a compound or mixture of a product. The HAZMAT identification method must be the same for both the package and its technical information record (e.g., MSDS, etc.), so the product and its technical information record can be precisely linked at any time during the item's life cycle.

I. **Hazardous Material Minimization (HAZMIN).** DoD Components shall minimize HAZMAT use and long-term storage as much as possible. When ordering, users shall give priority to the selection of environmentally friendly or non-hazardous substitutes. HAZMAT should be delivered by the most direct means possible and with the least amount of handling to reduce product damage and potential harm to the environment. Additionally, HAZMAT should be ordered in only the quantities needed and properly used within their shelf-life to reduce HW and to promote personnel safety and DoD-community relations per DoD Instruction 4715.4 (reference (b)).

J. **Environmental Stewardship.** Additive to applicable DoD policy, DoD Components shall comply with applicable Federal, State, and local laws in CONUS; and, host-nation laws OCONUS per the OEBGD (reference (r)) and final governing standards (FGS).

#### 4-6. **PACKAGING**

##### A. **Domestic Regulations**

1. Packaging of standard shelf-life items shall be in accordance with DLAR 4145.7/AR 700-15/NAVSUPINST 4030.28C/AFJMAN 24-206(I)/ MCO 4030.33C, Packaging of Materiel (reference (nn)).

2. Packaging requirements for HAZMAT shall conform to DLAD 4145.41/AR 700-143/AFJI 24-210/NAVSUPINST 4030.55B/MCO 4030.40B (reference (zz)).

3. Common definitions for the levels of protection used for materiel are explained in the appendices of DoD 4140.1-R (reference (a)) and specified in MIL-STD-2073-1 (reference (oo)) and 49 CFR Part 173 (reference (pp)).

B. **International Regulations.** See the web sites in Appendix I under "Hazardous Material" for information on obtaining the International Air Transport Association (IATA) Regulations on Dangerous Goods and the International Maritime Dangerous Goods (IMDG) Codes published by the International Maritime Organization (IMO).

C. **Longevity of Packaging.** The longevity of packaging shall be a consideration and has direct impact on the shelf-life time period and assigned SLC.

D. **Defense Packaging Policy Group (DPPG)**. Efforts to improve packaging should be coordinated with the Defense Packaging Policy Group (see Appendices of DoD 4140.1-R (reference (a))).

**4-7. MIGRATION OF MATERIEL CONDITION CODES**. As previously stated, shelf-life items shall be identified on appropriate accountable records by the supply condition codes indicated in Appendix F of this Manual. When shelf-life materiel is placed into a non-issuable condition, (i.e., condition codes other than A, B, or C); the IMM shall ensure that this materiel is expeditiously returned to an issuable condition. Expeditious processing shall be performed to ensure that materiel does not expire while it is in a non-issuable condition. HAZMAT shall be processed before standard shelf-life items. SAs shall provide for condition code downgrading of shelf-life items as follows:

A. **Type I non-extendible**. For Type I non-extendible shelf-life items, materiel shall be downgraded from condition codes A to B to C to H in accordance with the timeframes in Appendix F.

B. **Type II extendible**. For Type II extendible shelf-life items, materiel requiring visual inspection should be inspected 6 months prior to the inspection test date. Materiel requiring laboratory testing shall be tested 9 months prior to the inspect/test date, while the item is still in condition code A. Prior to testing, the QSL shall be checked to determine if the item has already been tested and extended. For materiel requiring laboratory testing which is stored at a intermediate or retail-level supply activity, the storage activity may test materiel locally in a certified lab or contact the managing ICP shelf-life focal point for a list of approved certified labs. Based on the results of the inspection or test, the following actions will be taken:

1. When the materiel is inspected or tested and passes, based on the results, a new inspect or test date and appropriate condition code shall be applied as reflected in paragraph 4-7.B.6 below. Materiel will be extended from the date of the inspection or test.

2. **Codes B, C, or J**. If the materiel cannot be tested while it is still in condition code A, this materiel shall be allowed to migrate to condition codes B, C, or J, until the laboratory test results or disposition instructions are received. When the laboratory test results or disposition instructions are received, the materiel shall be placed in the appropriate supply condition code. On-hand materiels that have migrated to condition code B will be applied against the total assets at a reduced level when considering replenishment buy. Application of one quarter of yearly demand (3 months) is considered prudent.

3. **Codes E and/or F**. Non-consumable Type II extendible items that require repair or overhaul, in addition to testing, shall be placed in condition code E if the storage activity has the capability to repair the item and condition code F if it requires a maintenance activity to accomplish the repair or overhaul. Under no circumstances

will these condition codes be used for a non-consumable item, which only requires visual inspection or lab testing.

4. At the option of the DoD Component, the downgrade policy for Type II extendible shelf-life items does not apply to those items with a **shelf-life period of 24 months or less and to DLA-managed subsistence items**. For these exceptions, local inspection or test and downgrade procedures apply.

5. During the above migrations, including DLA exceptions; storage standards shall continue to be applied, Document Identifier Code (DIC) "DAC" shall continue to be submitted, materiel shall continue to be segregated and placarded, and other normal practices associated with shelf-life condition code migration shall continue to occur.

6. After Type II shelf-life materiel is inspected or tested and then extended to a new inspection or test date, a DD Form 2477, Shelf-Life Extension Notice (Appendix H-3) shall be attached in a conspicuous place at the storage location.

C. **Suspensions (Codes J, K, or R)**. The maximum timeframes in which materiel may be suspended while in condition codes J, K, or R, are specified in DoD 4000.25-2-M, (reference (h)). Every effort should be made to decrease these timeframes for shelf-life items. Timeframes are as follows:

1. Supply Condition Code J - 90 Days
2. Supply Condition Code K - 10 Days
3. Supply Condition Code R - 180 Days

D. **Condition Code L**. If the materiel is in condition code L, the following actions shall be taken after the litigation is resolved:

1. For materiel that is expired, replacement materiel shall be obtained from the contractor.

2. If the materiel has less than 6 months of shelf-life remaining, replacement materiel shall be obtained from the contractor unless the materiel can be issued to a customer who agrees to accept materiel with less than 6-months of shelf-life remaining.

**4-8. DD FORM 1225, STORAGE QUALITY CONTROL REPORT**. When SAs discover or identify unserviceable shelf-life materiel, the stock shall be suspended from issue and DD Form 1225 (Appendix H-2) used to report to the managing ICP for corrective action per DLAI 4145.4/AR 740-3/NAVSUPINST 4030.57/AFJMAN 23-231/ MCO 4450.15 (reference (yy)).

**4-9. SHELF-LIFE EXTENSION SYSTEM (SLES)**. While materiel is in storage, until it is issued or shipped to the end user, surveillance must be systematically accomplished to detect degradation, deterioration, corrosion damage, and other deficiencies caused by



improper storage methods. A periodic visual inspection of HAZMAT in storage is an important step. The focus should be on detecting minor deficiencies before they become significant, thus providing time for corrective actions before the material becomes unserviceable or unusable and requires disposal as HW.

A. **Storage Standards.** SA personnel will provide necessary surveillance to ensure that items are in a RFI condition in accordance with applicable storage standards or other appropriate technical documentation, to include exercise of manufacturer or contractor warranty provisions, if applicable. In the normal routine of surveillance, SA personnel shall be alert to expired materiel or materiel about to expire and shall notify the ICP of expired stocks for which storage standards or other technical data are not available.

1. DLAR 4155.37/AR 702-18/NAVSUPINST 4410.56/AFR 69-10/MCO 4450.13 (reference (i)), provides the policy and procedures for the preparation and use of storage standards. FED-STD-793 (reference (mm)), provides the storage standards for shelf-life items managed by GSA. Storage standards provide instructions for the visual inspection, laboratory testing, and restoration of items in storage. The purpose of using the storage standards is to determine materiel serviceability and the degree of degradation that has occurred and to provide instructions for returning materiel to a ready-for-issue condition. Quality control and deterioration data from an effective SR and COSIS program will be used to continuously improve storage standards.

2. Storage standards are required to be prepared by all managing ICPs or other responsible organizations for Type II shelf-life items. They are used by all supply SAs to determine if these items have retained their original characteristics and justify extending their assigned time period and the length of the extension. Storage standards may also be prepared and maintained for other items at the option of the managing ICP such as (1) Type I non-extendable shelf-life items/materiel including HAZMAT or, (2) items/materiel that are not subject to shelf-life management, but nevertheless require special storage conditions.

3. Providing that the Service/Agency Internet domain ends with a ".mil" or ".gov", on-line instructions and access to the shelf-life item/ materiel storage standards are available at:

<http://www.shelflife.hq.dla.mil>.

4. **Visual Inspection/Laboratory Testing**

a. **Type I Non-Extendible Items**

(1) Type I shelf-life items are also subject to particular storage requirements to preclude premature degradation or deterioration and shall be afforded identical COSIS and surveillance considerations as Type II shelf-life items. However, since Type I shelf-life items have an assigned finite shelf-life, testing for extension purposes is neither required, nor authorized. When Type I shelf-life items reach or exceed the expiration date, process such items for disposal.

(2) DoD/FDA Shelf-Life Extension Program for Medical Items. The exception is the shelf-life extension program (SLEP), administered by the DoD in coordination with the Joint Readiness Clinical Advisory Board (JRCAB) and Food and Drug Administration (FDA), applicable to specifically nominated and selected Type I and Type II medical pharmaceuticals in Federal Supply Class 6505.

b. Type II Extendible Items. When Type II shelf-life items (excluding medical items) reach or exceed their "inspect/test date", check the Quality Status List (QSL) first. The QSL contains extension data for Type II items that have been laboratory-tested. QSL extension data is valid only if shelf-life stock is stored per applicable storage standards (see reference (i)).

(1) Shelf-life laboratory testing per applicable storage standards should be accomplished to extend or provide disposition for all Type II shelf-life materiel that is not listed in the QSL and is within nine months of its test date. Often, it is more economical to perform testing on a sample of materiel than to dispose of the entire inventory.

(2) Testing may also be used if the materiel has a critical application and failure could cause the item to which it is applied: (a) to fail; (b) there is a probability of property damage, injury, loss of life; (c) if loss of the item would cause a line stoppage condition; or, (d) other adverse effects such as violation of legal and/or local requirements.

(3) Individual units of shelf-life materiel will be condemned without testing when a container is leaking, ruptured, damaged, corroded, distorted or swollen. The same applies to packages of dry materiel that have been damaged by water, moisture or contaminated by other products.

B. DD Form 1222, Request For and Results of Tests. Request for and results of certified laboratory tests shall be a matter of record on DD Form 1222 (see Appendix H-1) and the DoD QSL.

C. Quality Status List (QSL)

1. The QSL is a report which provides extension information for Type II shelf-life materiel that has been tested by DoD and GSA certified laboratories. The Defense Supply Center Richmond (DSCR) provides the QSL via the Internet at the DoD Shelf-Life Management Program web site (See Appendix J). The QSL is printable from the web site. Activities without Internet access may obtain a hard-copy QSL via mail, by writing or calling:

Defense Supply Center Richmond  
Attn: DSCR-RZS  
8000 Jefferson Davis Hwy  
Richmond, VA 23297-5517  
DSN: 695-3237/5845 or COM: (804) 279-3237/5845

2. Type I shelf-life items are classified as non-extendible and therefore, will not be listed on the QSL.

3. Type II Shelf-Life Items. It should be noted that not all NSNs and lot numbers of every Type II shelf-life item cataloged in the supply system will be listed on the QSL at any given time. Only the NSNs and lot numbers of Type II items available in DoD inventory to test in a laboratory will be listed in the QSL. Therefore, when a specific NSN and/or lot number of a Type II shelf-life item is not listed in the QSL, it normally indicates stock may not be available within the wholesale-level inventory for testing. For items not appearing on the QSL, contact the appropriate ICP Shelf-Life Point of Contact for assistance. The following information is provided on the QSL:

- a. National Stock Number (NSN).
- b. Contract Number. (NOTE: Air Force retail stock is annotated by "AF Retail Stk" and the date of manufacture and results may only be used by the Air Force.)
- c. Lot and/or Batch Number.
- d. Noun or Nomenclature.
- e. Military, Federal, or other Specification which applies to the item.
- f. Last Test - month and year of the most recent test on the item (MMYYYY).
- g. Test Due - month and year of the next test date on the item (MMYYYY).
- h. Supply Condition Code:
  - (1) <A> - usable for all Services/Agencies.
  - (2) <C> - usable only by those Services/ Agencies listed in the "Issue To" column.
  - (3) <H> - materiel is not usable (condemned) and must be disposed of in accordance with existing regulations.
- i. Issue To. Identifies who may use the condition code "C" materiel.
- j. Source of Supply (SOS). Identifies the IMM for the NSN.
- k. In-Test. Identifies the NSN as being in process of testing on the date of QSL download/publication.

4. QSL Test Results. All levels of storage activities (i.e., wholesale, retail, and consumer), may utilize the condition code

A test results in the QSL to extend the shelf-life of specified items unless otherwise specified. Condition Code H test results may be used as authority for disposition such as turn-in to a Defense Reutilization and Marketing Office (DRMO). To extend the shelf-life period of items based on the test results in the QSL:

a. Items on-hand must equate to the same NSN, contract, lot and/or batch number as listed in the QSL, and

b. Items must have been properly stored per the applicable storage standards during the entire shelf-life period. In order to maintain product reliability, items must also be stored properly during all subsequent shelf-life periods following extensions.

**D. DoD/FDA Shelf-Life Extension Program (SLEP) for Pharmaceutical Items (FSC 6505)**

1. Extreme care must be exercised by activities submitting asset information for this program. The Military Service medical representatives (i.e., USAMMA, AFMLO, and NAVMEDLOGCOM) will identify the items to be nominated, but activities will provide specific data for on-hand assets; e.g., manufacturers, lot numbers, and expiration dates. The accuracy of the data submitted to the Military Service medical representatives is essential to the success of the program. Activities will, unless otherwise advised by their Military Service medical representatives, suspend nominated materiel upon reaching the expiration date. Under this program, activities will hold materiel in suspension until notified by their Military Service medical representatives, to either extend the materiel or destroy the materiel.

2. While only selected activities will be requested to submit asset information for the program, extensions granted by the FDA will be applicable to all activities that have maintained materiel under the prescribed storage conditions.

**4-10. DD FORM 2477 SERIES, SHELF-LIFE EXTENSION NOTICE.** After Type II shelf-life materiel is visually inspected or lab tested and then extended to a new inspection or test date, a Shelf-Life Extension Notice, DD Form 2477 series (Appendix H-3), shall be attached in a conspicuous place at the storage location. Extension notices shall be attached to all exterior, intermediate, and unit containers prior to shipment. When resources are not available at the SA to apply extension notices to unit and intermediate packages, a sufficient number of preprinted notices shall be placed inside a packing envelope and attached to the number one shipping container. The envelope shall be plainly marked to indicate that shelf-life extension notices are enclosed. Upon receipt of the shipment it becomes the receiver's responsibility to label packages not already labeled. There are three different sized extension notices - DD 2477-1: Large (8" x 11.5"), DD 2477-2: Medium (3" x 5"), and DD 2477-3: Small (1"x 3").

A. All entries on the extension notice shall be completed.

B. For materiel in bulk storage, the largest shelf-life extension notice shall be placed in front of the storage location.

C. On shipments of unit load quantities, which contain the same product; e.g., pallets, the extension shelf-life notice, shall be securely attached to two sides of each unit load. When shrink/spin/stretch wrap is used, the notice shall be inserted under the shrink/spin/stretch wrap. For these shipments the largest notice is required.

D. On shipments of unit load quantities, which contain more than one product, and on less than unit load quantities, the largest or intermediate shelf-life extension notice shall be attached to each individual shipping container.

E. For Type II materiel in bin storage, the smallest or intermediate extension notice shall be displayed at the location. Where extended shelf-life items are shipped from the bin, the extension notice shall be placed on this materiel.

F. The DD Forms 2477 series shelf-life extension notices may be locally produced, are available through the DoD QSL system, or available on-line (see Appendix I of this Manual for the web site). They may be modified to adapt to the extended product, made larger or smaller. For drums, cylinders, canisters, the revised extension information may be stenciled on or other appropriate marking methods used.

G. **Extension Re-marking.** It is the distribution system's responsibility, upon extension of wholesale shelf-life inventory, to either re-mark the containers or furnish the customer with the extension data and the ability to re-mark the containers. Once the Type II materiel is received, it becomes the receiver's (i.e., retail, end user) responsibility to inspect the materiel and ensure that extension information is available or submit an SDR if information is not current and not available in the QSL. Subsequently, the receiver will ensure that extension markings are current and remark accordingly. Costly DRMO/hazardous waste disposal of Type II shelf-life items/materiel solely on the basis that the inspect/test date markings on the shipment container had lapsed when received would most likely be premature and is unauthorized without conducting the appropriate research.

H. **DoD/FDA Shelf-Life Extension Program (SLEP) for Pharmaceutical Items (FSC 6505).** The DD Form 2477 series shall not be used for medical materiel extended under this program.

**4-11. TYPE II SHELF-LIFE ITEMS NOT ON THE QSL OR IMPROPERLY STORED.**

The respective IMM should always be contacted initially to determine if extension inspections or testing are scheduled for a specific Lot and Batch of an NSN in question. Items in stock at intermediate- or consumer-level storage sites that are within 6-9 months of their inspection/test dates, are not scheduled or available for testing at the wholesale-level of storage, and have not otherwise appeared on the QSL, may be inspected or tested locally per the applicable storage standards and extended accordingly. Local shelf-life extension testing should be driven by the criticality of the application and cost. If

the cost of testing exceeds the cost of items/materiel on-hand or the cost of replacement with newer or fresher stock, testing may not be a viable solution. Items that have not been stored properly or items that are not listed in the QSL must be inspected/tested in order for shelf-life to be extended.

**4-12. LOCAL STOCK NUMBERS (LSN).** With few exceptions, this Manual generally is not applicable to items locally-procured and assigned LSNs. Typically, locally-procured "off-the-shelf" items do not usually reflect official shelf-life markings per MIL-STD-129 (reference (m)). Except for those locally procured items that may reflect a "use by date", without MIL-STD-129 markings, the age and storage standards are uncertain. Items assigned LSNs should be managed as shelf-life items on a case-by-case basis. Items acquired through local procurement should only be for immediate use or consumption and, therefore, shelf-life is not a consideration in terms of shelf-life extension purposes. However, many items assigned LSNs are either system items assigned LSNs for sole source item identification, or are system equivalent items having no national stock number (NSN) due to differences in color, container size, manufacturer, etc. Items of this type should be managed using available system or manufacturer shelf-life specifications.

For recurring demands, DoD Components shall use the supply support request (SSR) process to ensure that sufficient stock is on-hand to satisfy requisitions from the end user (customer).

**4-13. TEST KIT FOR PAINT.** The U.S. Army Corps of Engineers has developed a kit to test common exterior and interior latex and oil based paints for serviceability. Kit components can be purchased locally. A video describing the test kit is available from the Army Corps of Engineers, Office of Public Affairs at (217) 373-7216.

Chapter 5

REQUISITIONING, ISSUE AND SHIPMENT

**5-1. REQUISITIONING**

A. Requisitioning policy and broad procedures are delineated in DoD 4140.1-R (reference (a)).

B. The detailed procedures for requisitioning are in DoD 4000.25-1-M (reference (g)). Reference (g) has the codes (including the recurring and non-recurring demand codes), formats, forms, time standards, and instructions for the submission and processing of requisitions, modifications, follow-ups, and cancellations.

**5-2. ISSUE/SHIPMENT. The detailed procedures for recording and processing issue transactions are in Chapter 3 of DoD 4000.25-2-M (reference (h)).**

A. All issues/shipments of shelf-life items/materiel from storage activities, including issues from receipts, shall be confirmed to the total item property record as rapidly as is technically possible through EDI. Use of other than EDI to communicate issue transactions and related documents is authorized only in exceptional circumstances.

B. When an insufficient quantity of materiel is in stock to satisfy a directed issue/shipment, the storage activity shall issue what it has on hand and transmit a materiel denial for the balance of the quantity to the IMM.

C. Stock selected for issue/shipment will be the supply condition code specified by the Materiel Release Order (MRO).

D. Block 15 of the DD Form 1348-1A, DoD Single Line Item Release/Receipt Document, contains the SLC of the item shipped. Materiel issued/shipped shall be properly marked with appropriate shelf-life data shown below the item identification data on all unit, intermediate, and exterior containers, in accordance with MIL-STD-129, MIL-STD-130, MIL-STD-290 (FSC 9150 only) or FED-STD-123 (references (m) through (p)), and shall be retained during shipment.

E. Wholesale-level SAs will ensure that all shelf-life items/materiel meet the requisitioner's requirements, which includes proper stock selection and correct packing, marking, and labeling prior to release.

F. Shipping expired shelf-life materiel to any customer is prohibited. Customers receiving expired materiel shall be entitled to the following from the shipping activity:

1. Replacement of expired materiel with good materiel, or
2. Reimbursing the customer for the cost and,

3. Paying for receiving activity's disposal costs

**5-3. FIRST-IN-FIRST-OUT (FIFO).** Materiel will be issued/shipped on a FIFO basis and shall be the oldest within the condition code specified unless otherwise authorized. In order to issue the oldest materiel:

A. Type I non-extendible shelf-life items will be issued/shipped by the earliest date of expiration.

B. Type II extendible shelf-life items will be issued/shipped by the earliest date manufactured, earliest date cured, earliest date packed, or earliest date assembled (apply one, as appropriate).

C. Shelf-Life materiel, which is approaching expiration or inspect/test dates, will be marketed to prevent disposal of materiel. This may include discounts and free issue to interested customers.

**5-4. EXCEPTIONS TO FIFO ISSUANCES OR LAST-IN-FIRST-OUT (LIFO)**

A. When there is a need to replenish WRM, the maximum shelf-life is required and LIFO practices may be used on an exception basis. Several adaptations have been developed for the Services/Agencies. They are:

**1. Advice Codes (See Appendix 2.15 of DoD 4000.25-1-M, MILSTRIP (reference (g)):**

a. Use of Advice Codes: 2G, 23, 24, 29, or 31 (excerpt of Appendix 2.15 of reference (g) is in Appendix G of this Manual).

b. Use of Advice Code 7D is for Intra-GSA usage only. When Advice Code 7D is used, GSA identifies the requisition as a "request for DVD with price discounts and possibly longer delivery time. Delivery from stock is acceptable if contract minimum order limitation is not met." In order to receive materiel under this process, the requisition must meet the minimum order quantity and order value established for the item in the appropriate GSA Federal Supply Schedule.

**2. Project Codes (See Appendix 2.13 of DoD 4000.25-1-M, MILSTRIP (reference (g)).** A Project Code is a three-position alphanumeric code that identifies specified plans, programs, and exercises. The use of Project Codes and associated business rules, along with applicable Advice Codes and/or Purpose Codes, to requisition shelf-life items/materiel, will generally allow shipment of newest materiel available with the necessary shelf-life remaining to support the mission.

B. Issuing shelf-life items to satisfy requirements for stock (not immediate issue) originating from fleet units and it is known that condition code "B" stocks would have had insufficient shelf-life remaining.

C. When items are being incorporated into CASKOs or separately earmarked for CASKOs.



**5-5. FOREIGN MILITARY SALE (FMS) AND OVERSEAS REQUIREMENTS.** FMS policy and procedures fall under Security Assistance Programs covered by Chapters 6, 7, and Appendices 2.1 and 2.2 of DoD 4000.25-1-M (reference (g)), Volume 15 of DoD 7000.14-R (reference (j)), and DoD 5105.38-M (reference (ss)).

A. Items with a SLC of 24 months or greater, issued to satisfy either FMS or overseas requirements shall be in condition code A, with a minimum of 12 months shelf-life remaining. Requisitioners have the option to waive the 12-month minimum by submitting exception requisitions.

B. Items with a SLC of less than 24 months are not subject to the 12-month minimum. However, they must be issued from condition code "A" assets, unless the customer specifies that other than condition code "A" materiel is acceptable. OCONUS requisitions are identified by Document Identifier Codes (DIC) A01, A02, A03, A04, or A05 in record position (RP) 1-3 of the requisition. FMS requisitions are identified by the following MILSTRIP Service Codes in RP 30: B-Army FMS, D-Air Force FMS, K-Marine Corps FMS, P-Navy FMS, or T-DLA FMS.

C. FMS requisitions will be issued in accordance with Last-In First-Out (LIFO) issue policy. LIFO issue of non-extendable Type I shelf-life items will be accomplished by issuing materiel with the latest date of expiration; extendable Type II items will be issued by the latest date of manufacture, date of cure, date of assembly, or date of pack (subsistence only) regardless of the number of extensions.

D. For Air Force-managed items, Condition Code B materiel may be issued for priority 01-08 Air Force FMS requisitions.

E. **Shelf-Life Markings for FMS.** Criteria and procedures for shelf-life markings for FMS customers are identical to domestic assets.

1. For FMS, all boxes containing multiple items (whether related or unrelated) should be marked as multi-packs.

2. Additive to any shelf-life markings, the words "CONTAINS SHELF-LIFE ITEMS" shall be placed below the identification markings on multi-packs containing shelf-life materiel.

3. Marking of multi-packs containing hazardous materials must conform as follows:

a. For applicable UN packaging certification markings, mark the outer container with the words: "INNER PACKAGES COMPLY WITH PRESCRIBED SPECIFICATIONS".

b. For air shipments containing HAZMAT liquids, mark the outer container with the words: "AIR ELIGIBLE".

c. For two or more packages of compatible HAZMAT placed within the same outside container or overpack, the outside container or overpack must have the appropriate label for each class of HAZMAT contained therein.

F. **Shelf-Life Extensions for FMS.** Criteria and procedures for extensions of shelf-life items/materiel in the custody of the FMS customer are identical to domestic assets. Accordingly, the Security Assistance or International Program Offices having responsibility over FMS cases may access the DoD Shelf-Life Extension System for applicable data and extension test results.

G. **Supply Discrepancy Reports (SDRs), SF 364, for FMS.** SDRs received from FMS customers or on FMS cases shall be processed per DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215 (reference (x)).

5-6. **SUPPLY CONDITION CODES APPLIED TO ISSUES/SHIPMENTS.** Supply condition codes for shelf-life items shall be applied in accordance with the following table:

When Shelf Life Remaining is:	Assign Supply Condition Code:
Less than 3 months	- C - IMM shall contact the customer prior to issue of materiel (CONUS customers only).
3 through 6 months	- B - Restricted issue. IMM issues materiel to CONUS customers.
More than 6 months	- A - Unrestricted issue.

Figure 5-1. Condition Codes applied to Issues/Shipments

A. **Exceptions to Condition Codes Applied to Issues:**

1. When directed by the ICP, items assigned a shelf-life code of 12-months or less may be maintained in condition code "A" for a specific period other than for those periods shown above. These items shall be isolated, and close surveillance maintained by the ICP and the wholesale-level storage activity to ensure items are issued prior to the expiration date. These items should be screened to ensure that indefinite delivery type contracts, DVD, or EDI are used, where appropriate.

2. For materiel managed by the Defense Supply Center Philadelphia (DSCP)-Medical, condition code "C" materiel is issued to CONUS customers on priority designator 01-03 requisitions when the materiel has less than 90 days of shelf life remaining. However, for that condition code "C" materiel with less than 30 days shelf-life remaining, customer concurrence is required.

3. The Air Force wholesale system issues condition code "C" materiel to Air Force CONUS activities if the priority designator on the requisition is 01 through 08.

4. For GSA materiel, internal controls have been established to ensure that no item is shipped from GSA facilities if less than the minimum shelf-life time indicated below remains:

Shelf-Life	Destination		
	CONUS	Overseas Surface	Overseas Air
1 year or more	1/2 original shelf-life		
9 months	4 months	4 months	4 months
6 months	2 months	3 months	2 months
3 months	1 month	N/A *	45 days
* Items with a 3-month shelf-life must be shipped overseas only by air transportation.			

Figure 5-2. GSA Shipment Controls

B. **Nuclear Ordnance.** The shelf-life condition codes in paragraph 5-6 above do not apply to nuclear ordnance. Compliance with the nuclear weapons reliability concept requires that items used for reserve purposes require special testing or Department of Energy (DoE) control for quality assurance. These items are available only from DoE through the Field Command, DTRA, and shall be managed in accordance with the provisions of DoE-DNA TP 100-1 (reference (tt)). Shelf-life extension information shall be accomplished in accordance with the provisions of DoE-DNA TP 35-51A (reference (uu)).

C. **Forward Stock Positioning.** In keeping with its National Inventory Support commitments, DLA has embarked on a Forward Stock Positioning Initiative to replace Military Service-owned retail and, to some extent, consumer-level inventory with DLA-owned wholesale inventory. The DLA strategy for End-to-End Supply Chain Management requires new shelf-life management policy as DLA designates their OCONUS SAs as Forward Stockage Location (FSL) sites. The policy in this Manual concerning shipments of shelf-life items to OCONUS customers is revised to recognize the OCONUS SAs FSL mission. Changes to DSS at the overseas FSL SAs in the area of shelf-life management include:

1. FSL shelf-life logic as activity and commodity specific for Distribution Depot Yokosuka Japan (DDYJ), Distribution Depot Pearl Harbor (DDPH) and Defense Distribution Depot Europe (DDDE), for subsistence (S9S) and medical (S9M) items only.

2. DSS Materiel Release Order (MRO) allocation logic for subsistence and medical items searches for the oldest date of manufacture, cure, pack, or assembly, regardless of shelf life remaining and will issue the materiel if it is available and if 4 months or more shelf life is remaining.

3. However, if materiel with less than 4 months shelf life remaining is available, the MRO will be rejected as a potential denial. When this occurs, SAs will research and contact the customer to determine if material is acceptable. If the materiel is acceptable, the potential denial will be over-ridden and the material will be issued.

4. For all shelf-life material other than medical and subsistence stored at all other overseas sites, including Germany, shelf-life logic should be the same as for CONUS sites as shown in Figure 5-1, paragraph 5-6 of this manual.

**5-7. GOVERNMENT-FURNISHED MATERIEL (GFM).** DoD Components shall control access to DoD shelf-life materiel inventories required by defense contracts through the DoD Component's management control activity (MCA) per Chapter 11 of DoD 4000.25-1-M (reference (g)).

Chapter 6MATERIEL DISPOSITION**6-1. WHOLESALE EXCESS**

A. When an IMM perceives that on-hand shelf-life materiel will exceed foreseeable demands, it is the IMM's responsibility to review the item's demand patterns, due-in quantities, stock-on-hand, customer ordering practices, and to recommend the possible extension of Type II materiel time-limits to avoid having materiel expire.

1. **Discounts and Free Issues.** After potential excess quantities have been identified, to reduce inventories, marketing techniques and incentives should be utilized, such as "FREE ISSUE or DISCOUNTED PRICES," or offered for Humanitarian Assistance Programs (HAP). Retail users shall report excess on-hand quantities to the IMM. The application of discounts or free issue to potentially expiring shelf-life items requires early identification, segregation, and active marketing.

2. **Redistribution.** Redistributions may be made both within and among the Services/Agencies.

B. **Intermediate (Retail)/Consumer-Level Excess Reporting (DIC-FTE).** Reporting of excess shelf-life items/materials to ICPs shall be per DoD 4140.1-R and DoD 4000.25-1-M (references (a) and (g)).

**6-2. MATERIAL RETENTION AND RETURNS PROGRAM (MRP).** MRP policy, procedures and credit processing are per DoD 4140.1-R (reference (a)) and Chapter 9 of DoD 4000.25-1-M (reference (g)), or Chapter 4 of GSA's FEDSTRIP Operating Guide. Appendix K furnishes additional information relative to GSA-managed shelf-life items.

A. **Type I Non-Extendible Shelf-Life Items.** Assets that are potential excess with 6-months or less shelf-life remaining shall be subject to accelerated issue or disposal procedures by the ICP to realize the maximum usage prior to expiration of shelf-life. Retail excesses shall also be expedited through accelerated processing.

B. **Type II Extendible Shelf-Life Items.** Assets will be reported and returned in a ready-for-issue condition. Items having less than 3 months shelf-life remaining will not be returned unless authorized by the managing ICP. Type II shelf-life items shall be extended prior to return with the DD Form 2477, Shelf-Life Extension Notice.

C. **Subsistence and Medical.** Excess Class I perishable subsistence and Class VIII medical shelf-life items are not authorized for return.

D. **Improper Materiel Returns.** U.S. Government activities returning materiel are cautioned that the returning activity may be held responsible for costs incurred by the receiving ICP when reports of excess are invalidated or discrepant.

E. **Unauthorized Returns.** Reported excess assets that the wholesale manager does not authorize for return or temporary retention shall be subject to local retail holding or disposal practices of the owning DoD Component.

F. **Packing, Handling, Storage and Transportation (PHS&T) Costs for Authorized and Properly Directed Returns.** The IMM shall pay the PHS&T costs associated with all directed returns. The retail owner should consider retaining, disposing, or consolidating assets to limit returns where the shipping costs exceed the value of the assets. The wholesale manager shall also pay storage costs for assets identified by the manager for temporary retention.

6-3. **EXCHANGE OR SALE OF NONEXCESS PERSONAL PROPERTY.** [Policy for](http://www.access.gpo.gov/nara/cfr/waisidx_02/41cfr102-39_02.html) the exchange/sale of nonexcess government personal property is in Chapter 102 of the Federal Management Regulation (FMR) as codified in Title 41, Code of Federal Regulations (CFR), Section 102-39 [see [http://www.access.gpo.gov/nara/cfr/waisidx\\_02/41cfr102-39\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/41cfr102-39_02.html)]; DFARS 217.70 ([need reference](#)) and 239.70; DoD 4140.1-R (reference (a)) and DoD 4160.21-M (reference (vv)).

A. **Return of Materiel to Manufacturers for Reimbursement or Exchange.** This involves communicating with manufacturers in an attempt to obtain new items at a discount or credit for those approaching the end of their shelf life, and exchanging the old items for new items being purchased at discounted prices.

B. **Exchange Prohibitions.** Prohibitions are addressed in the FMR [41 CFR 102-39.30 & 45].

6-4. **ALTERNATIVE USES OF SHELF-LIFE ITEMS/MATERIEL THAT HAVE EXPIRED (TYPE I) OR WILL NOT BE EXTENDED (TYPE II).** Final disposal action should be the absolute last resort for shelf-life items that have, for example: (1) expired or (2) will not be extended due to visual inspection/laboratory test failure and (3) are not HAZMAT/HW. Using discretion and common sense, in terms of ESOH considerations, there may be circumstances where use of these items may be diverted to completely non-critical or non-tactical applications as opposed to disposal. Alternative uses should be coordinated with local ESOH authority and facilities maintenance.

6-5. **DISPOSAL.** DRMO turn-in, disposal, trade security control and demilitarization of excess shelf-life items/materiel shall be in accordance with the provisions of DoD 4140.1-R, DoD 4160.21-M, DoD Directive 2030.8 and DoD 4160.21-M-1 (references (a), (vv), (ww) and (xx)) respectively.

A. **Type II Extendible Shelf-Life Items.** To encourage reutilization and preclude the potential for costly disposal action charged to generators, DoD Components will take action to extend excess Type II extendible shelf-life items whose inspect/test date has merely lapsed prior to disposal turn-in to DRMO.

B. **Disposal Authority Code.** When authorized for disposal by IMM/ICP, expeditious action shall be taken to process excess shelf-life

items for DRMO turn-in citing the appropriate disposal authority code (Appendix 2.21 of DoD 4000.25-1-M (reference (g))). Under state/local environmental laws, some states/localities have considered both expired and lapsed inspect/test-dated shelf-life as HAZMAT subject to potential HW disposal requirements. Since many of the items in the DoD Shelf-Life Program are HAZMAT, there is a potential to incur environmental notices of violation (NOV) that may also result in additional costs for HW disposal and substantial costs for associated penalties. Contact facility/installation environmental offices to properly classify HAZMAT for DRMO turn-in.

C. **Reutilization.** Materiel available in the materiel disposition system is to be used to the extent practicable to prevent concurrent procurement and disposal, or to prevent the repair of unserviceable items when serviceable items are available.

D. **Materiel Condition Code.** When excess (serviceable/unserviceable) shelf-life items/materiel migrate to supply condition codes J, K, L, M, N, P, Q, or R, activities must initiate action to reclassify the materiel to an acceptable supply condition code (i.e., A through H) before preparing the disposal turn-in document, DD Form 1348-1A, Issue Release/Receipt Document or DD Form 1348-2, Issue Release/Receipt Document with Address Label.

E. **Disposal Turn-In Document (DTID).** In order to ensure that shelf-life items are properly disposed of, and Part II of the "DoD Shelf-Life Management Report" contains accurate information, the following entries on the DTID, DD Form 1348-1A, or DD Form 1348-2, must be inserted:

1. Insert Management Code "T" in RP 72 for shelf-life materiel that is expired or cannot/will not be extended.
2. Insert "Shelf-Life Property" in Block 27.
3. Insert the FLIS or FEDLOG recorded Shelf-Life Code in Block 15.

F. **DRMO.** Ship or turn-in shelf-life items/materiel to the DRMO for physical receipt or receipt-in-place, whichever is more practical or required.

Appendix ASHELF-LIFE MANAGEMENT CONTROL CHECKLIST

**PICA:** Primary Inventory Control Activity

**ICP:** Inventory Control Point

**SA:** Storage Activity

<b>NO.</b>	<b>MANAGEMENT CONTROL CHECKLIST</b>	<b>PICA/ ICP</b>	<b>SA</b>	<b>√</b>
1	Are all provisioning and logistics transfer shelf-life items reviewed to determine whether or not they should be designated as shelf-life items?	X		
2	Is an appropriate shelf-life code, i.e. type and shelf-life period, from DoD 4140.27-M assigned to items having known critical deteriorative characteristics and is the rationale documented for future reference?	X		
3	Have inspection, test, and restoration requirements been determined for Type I extendible shelf-life items and has this information been placed in the applicable quality control/supply storage standards and automated data systems, and updated when required?	X		
4	When developing materiel requirements, have non-deteriorative, non-hazardous, or long shelf-life period items been identified and used in lieu of regular, HAZMAT, and short shelf-life items whenever possible?	X		
5	Are all shelf-life items annually reviewed for accurate shelf-life code assignment while considering technological improvements in item composition and packaging methods?	X		
6	Are shelf-life code challenges which are based on actual storage period experiences submitted to item managing activities?		X	
7	Are stockage levels of shelf-life items kept as low as possible so that stock surveillance, expirations, inspect/test/restorative actions, disposals, and re-procurements are minimized?	X		
8	Is stock rotation and issue of shelf-life items in storage accomplished using the first-in, first-out (FIFO) inventory method, with appropriate exceptions (e.g., OCONUS, Foreign Military Sales, War Reserve) as outlined in DoD 4140.27-M?		X	
9	Are extra efforts made to issue HAZMAT shelf-life items and supply condition coded "B" and "C" shelf-life items to avoid disposal actions on these items?	X	X	



NO.	MANAGEMENT CONTROL CHECKLIST	PICA/ ICP	SA	√
10	Are just-in-time contracts, direct delivery contracts, and electronic commerce utilized with vendors of shelf-life items, particularly short shelf-life and HAZMAT items, to the greatest extent possible?	X		
11	Do procurement documents for shelf-life items include, (1) requirements for adequate packaging; (2) marking per MIL-STD-129 for DoD components and FED-STD-123 for non-DoD Federal agencies; (3) 85 percent shelf-life remaining at time of receipt by the Government; and (4) transportation and storage conditions to minimize materiel degradation?	X		
12	Are receipt processing quality checks performed to, (1) ensure that shelf-life items received are properly marked, packaged, supply condition coded, (2) have 85 percent shelf-life remaining if at a first destination of the Government prior to placing the items in storage, and (3) are discrepancies reported using Supply Discrepancy Report, Quality Deficiency Report, or Transportation Discrepancy Report procedures?		X	
13	Do stock location records of shelf-life items in storage include, (1) accurate supply condition codes ("A", "B", "C", "J", and "H"), (2) dates of manufacture, cure, pack or assembly, and (3) inspect/test or expiration dates?		X	
14	Are Type II extendible shelf-life items in storage extended when possible while in supply condition code "A" using the DoD SLES and are the updated shelf-life markings placed on the packages using DD Form 2477 series labels?		X	
15	Are personnel involved with shelf-life management duties adequately trained in shelf-life principles, policy, and procedures?	X	X	

Appendix B

SHELF-LIFE MANAGEMENT REPORT

RCS: DD-A&T(L)(SA)1549

PART I

SERVICE AND/OR AGENCY MANAGED SHELF-LIFE NSNs (WHOLESALE)

Period: \_\_\_\_\_  
 Date Prepared: \_\_\_\_\_

**CONSUMABLES**

Managing Service/ Agency	Managing ICP	FSC	# NSNs	\$ Value	Additions		Deletions		Net Change	
					# NSNs	\$ Value	# NSNs	\$ Value	# NSNs	\$ Value

TOTAL MANAGING ICP	
TOTAL MANAGING SERVICE/AGENCY	
GRAND TOTAL	

REMARKS: AN EXAMPLE OF REMARKS WOULD BE: "THERE IS A SIGNIFICANT INCREASE IN THE NUMBER OF NSNs OR DOLLAR VALUE INVENTORY".

**SHELF-LIFE MANAGEMENT REPORT**

RCS: DD-A&T(L)(SA)1549

**PART I**

**SERVICE AND/OR AGENCY MANAGED SHELF-LIFE NSNs (WHOLESALE)**

Period: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

**NONCONSUMABLES**

Managing Service/ Agency	Managing ICP	FSC	# NSNs	\$ Value	Additions		Deletions		Net Change	
					# NSNs	\$ Value	# NSNs	\$ Value	# NSNs	\$ Value

<b>TOTAL MANAGING ICP</b>	
<b>TOTAL MANAGING SERVICE/AGENCY</b>	
<b>GRAND TOTAL</b>	

REMARKS: AN EXAMPLE OF REMARKS WOULD BE: "THERE IS A SIGNIFICANT INCREASE IN THE NUMBER OF NSNs OR DOLLAR VALUE INVENTORY".

Appendix B

PART I: SHELF-LIFE MANAGEMENT REPORT INSTRUCTIONS

RCS: DD-A&T(L)(SA)1549

Part I, shall be prepared by DoD Components, excluding the Defense Threat Reduction Agency (DTRA) and shall contain the following information for consumable and non-consumable materiel in wholesale storage:

1. By Managing ICP, FSC, Military Service, and Agency, the number of NSNs and dollar value inventory of shelf-life items managed. Dollar value of inventory throughout Part I represents the total dollar value of shelf-life on hand assets in condition codes A, B, C, D, E, F, G, K, L, and J.

2. By Managing ICP, FSC, Military Service and Agency, the total number of NSNs and dollar value inventory added and deleted from the shelf-life program since the last report. Additions include items that are now in the supply system and are assigned SLCs and new shelf-life items entering the supply system. Deletions include items that have been totally deleted from the supply system and items that are deleted only from the shelf-life program.

3. By Managing ICP, FSC, Military Service, and Agency, the net change in the number of NSNs and dollar value inventory.

4. The Managing ICP, Military Service, and Agency totals and grand totals.

5. Remarks, if applicable. For example, if a particular Military Service or Managing ICP has a significant increase in the number of NSNs or dollar value inventory, this shall be included in the remarks.

Appendix B

SHELF-LIFE MANAGEMENT REPORT

RCS: DD-A&T(L)(SA)1549

PART II

SEMIANNUAL REPORT ON DISPOSAL AND UTILIZATION OF SHELF-LIFE CODED ITEMS

Period: \_\_\_\_\_

SECTION A SHELF-LIFE ITEMS RECEIVED FROM INVENTORY CONTROL POINTS (WHOLESALE)

Managing Service/Agency	Managing ICP	FSC	ALL CONDITION CODES				CONDITION CODE H ONLY			
			Consum-able	\$ Value	Non-Consum-able	\$ Value	Consum-able	\$ Value	Non-Consum-able	\$ Value
TOTAL MANAGING ICP										
TOTAL MANAGING SERVICE/AGENCY										
SECTION A GRAND TOTAL										

SECTION B SHELF-LIFE ITEMS RECEIVED FROM OTHER THAN INVENTORY CONTROL POINTS (RETAIL)

Turn-In Service/Agency	FSC	ALL CONDITION CODES				CONDITION CODE H ONLY				
		Consum-able	\$ Value	Non-Consum-able	\$ Value	Consum-able	\$ Value	Non-Consum-able	\$ Value	
TOTAL SERVICE/AGENCY										
SECTION B GRAND TOTAL										

**SHELF-LIFE MANAGEMENT REPORT**  
**RCS: DD-A&T(L)(SA)1549**

**PART II**

**SEMIANNUAL REPORT ON DISPOSAL AND UTILIZATION OF SHELF-LIFE CODED ITEMS**

Period: \_\_\_\_\_

**SECTION C UTILIZATION AND TRANSFER OF SHELF-LIFE ITEMS**

**SEGMENT 1 SHELF-LIFE ITEMS UTILIZED BY DOD**

RECEIVING SERVICE/AGENCY	FSC	CONSUMABLE	\$ VALUE	NONCONSUMABLE	\$ VALUE
<b>TOTAL SERVICE/AGENCY</b>					
<b>SECTION C / SEGMENT 1</b>					
<b>GRAND TOTAL</b>					

**SEGMENT 2 SHELF-LIFE ITEMS TRANSFERRED TO NON-DOD ACTIVITIES**

NON-DOD ACTIVITY	FSC	CONSUMABLE	\$ VALUE	NONCONSUMABLE	\$ VALUE
<b>TOTAL NON-DOD ACTIVITY</b>					
<b>SECTION C / SEGMENT 2</b>					
<b>GRAND TOTAL</b>					

**SECTION D DONATION, SALES, ABANDON/DESTROY, DOWNGRADE TO SCRAP AND OTHER DISPOSITIONS**

	# OF NSNs	\$ VALUE	PROCEEDS
SEGMENT 1 DONATION			N/A
SEGMENT 2 SALES			
SEGMENT 3 ABANDON/DESTROY			N/A
SEGMENT 4 DOWNGRADE TO SCRAP			N/A
SEGMENT 5 OTHER DISPOSITIONS			N/A
<b>SECTION D GRAND TOTAL</b>			

**REMARKS:** May apply to sections A or B; e.g., if a significant amount of shelf-life materiel is disposed of and this materiel was held only for emergencies, not for issue, this would be included in the remarks.

Appendix B

PART II: SHELF-LIFE MANAGEMENT REPORT INSTRUCTIONS

RCS: DD-A&T(L)(SA)1549

Part II of the report shall be prepared by the Defense Reutilization and Marketing Service (DRMS) and forwarded to all Military Service and Managing ICP shelf-life focal points. It will contain the following information for both Consumable and Non-Consumable shelf-life items:

1. By Managing ICP, FSC, Military Service and Agency, the number of NSNs and dollar value of wholesale disposals. This category includes disposal for expired shelf-life items and disposal for extendible shelf-life items that failed the inspection or test.

2. By turn-in Military Service, Managing ICP and FSC, the number of NSNs and dollar value of retail disposal. This category includes disposal for all shelf-life items and disposal of expired shelf-life items.

3. By FSC, Military Service and Managing ICP, the number of NSNs and dollar value of shelf-life items utilized by DoD.

4. By FSC, the number of NSNs and dollar value of shelf-life items transferred to Non-DoD Agencies.

5. The number of NSNs and dollar value of shelf-life items donated, sold, abandoned/destroyed, or downgraded to scrap by the DRMO. All other dispositions of shelf-life materiel will also be listed.

6. DoD Component totals and grand total for each of the above categories.

7. Remarks, if applicable. For example, if a significant amount of shelf-life materiel was disposed of, and the materiel is held for war reserves and not for issue purposes, the DoD Components will include this in the remarks.

Appendix B

SHELF-LIFE ITEM REVIEW REPORT

RCS: DD-A&T(L)(A)1902

Activity: \_\_\_\_\_  
 Time Period: \_\_\_\_\_

Date Prepared: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_

**NEW ITEMS**

FSC	Number Items Reviewed	Number Items Deleted	Period Lengthened	Period Shortened
<b>TOTAL:</b>				

**EXISTING ITEMS**

FSC	Number Items Reviewed	Number Items Deleted	Period Lengthened	Period Shortened
<b>TOTAL:</b>				



**SHELF-LIFE ITEM REVIEW REPORT INSTRUCTIONS**

RCS: DD-A&T(L)(A)1902

**NEW ITEM REVIEW**

A. After an ICP assumes management of shelf-life items, the ICP shall conduct the review detailed in Chapter 3, paragraph 3-15, of this Manual.

B. After a determination is made regarding the SLC designation of a new or existing item, the review process shall be electronically documented and made part of the permanent NSN data record. This record shall contain, as a minimum:

1. The reasons why the item was designated as shelf-life, identification of the shelf-life materiel, the SLC, the document used to assign the SLC, and type (i.e., Type I non-extendible or Type II extendible), of shelf-life assigned, plus any other pertinent information.

2. The contractor furnished technical data or other standards or criteria that are used for laboratory testing or inspection of Type II extendible shelf-life items.

**EXISTING ITEM REVIEW.** ICPs shall conduct a review for all existing managed items at least once every 5 years in accordance with the Management Control process indicated in Appendix A of this Manual, or at the call of the DoD or Service/Agency Shelf-Life Management Program Administrators. Existing items shall also be reviewed when one or more of the following conditions occur:

A. Specification change.

B. Technology change.

C. Testing change.

D. Revised industry practice.

E. Shelf-life code challenges from a customer, storage activity or another ICP (e.g. SICA, etc.)

F. Past experience by the ICP, customer, or storage activity.

**CHARTER FOR THE DOD SHELF-LIFE BOARD**

(Appendix 13, DoD 4140.1-R)

**A. PURPOSE**

This Charter establishes objectives and responsibilities of the DoD Shelf-Life Board to develop, monitor, evaluate, and enhance a program of shelf-life control for DoD, GSA, FAA, USCG, and NASA supply system materiel.

**B. MEMBERSHIP**

1. The Director, DoD Shelf-Life Program shall chair the Board. The DUSD(L&MR) has delegated to the Director, DLA, the DoD Shelf-Life Director responsibility.

2. Each of the DoD Components and GSA, FAA, USCG, and NASA shall provide a representative who has the necessary functional expertise. That representative shall be the focal point for all shelf-life functions within the DoD Component and the GSA, FAA, USCG and NASA.

3. The DUSD(L&MR), the DoD Components, and the GSA, FAA, USCG, and NASA shall provide other representatives, as applicable.

**C. RESPONSIBILITIES**

1. The Members of the DoD Board Shall:

a. Evaluate the Shelf-Life Program for DoD, GSA, FAA, USCG, and NASA supply system materiel and recommend system enhancements as changes to DoD 4140.27-M, DoD Shelf-Life Management Manual.

b. Review and analyze the "DoD Shelf-Life Report," RCS: DD-A&T(L)(SA)1549, for their respective DoD Components and the GSA, FAA, USCG, and NASA and provide analysis to the DoD Shelf-Life Program Director, as applicable. Monitor and investigate adverse trends and high rates of disposals.

c. Make distribution of the "DoD Shelf-Life Report," RCS: DD-A&T(L)(SA)1549, to all responsible DoD officials to include, as a minimum, inventory control point shelf-life focal points, and the major operating commands.

d. Provide representation to DoD shelf-life board meetings and recommend that the DoD task the DoD Components and the GSA, FAA, USCG, and NASA with any significant actions resulting from these meetings as reflected in the minutes.

e. Resolve problems identified by the DoD Components and the GSA, FAA, USCG, and NASA through direct coordination within the Board.

f. Furnish the Chair any items of interest for consideration by the Board.

g. Recommend policy changes to the DoD Shelf-Life Program Administrator, when considered necessary.

h. Participate in DoD shelf-life surveillance visits to the DoD Components and GSA, FAA, USCG, and NASA activities.

2. The Director, DoD Shelf-Life Program Shall:

a. Be responsible to the DUSD(L&MR) for the successful accomplishment of Board objectives and discharge of Board responsibilities.

b. Recommend policy changes to the DUSD(L&MR), when deemed necessary.

c. Convene the Board when required to resolve problems and discuss other items of interest.

d. Submit minutes of each Board meeting and surveillance trip report to the DUSD(L&MR), to the DoD Components, and to the GSA, FAA, USCG, and NASA.

e. Present to the Board for resolution any problems arising during the surveillance visits.

f. Maintain DoD 4140.27-M, DoD Shelf-Life Management Manual.

g. Maintain a current list of representatives to the Board.

h. Submit the "DoD Shelf-life Report" to the DUSD(L&MR) and furnish copies to the Board members.

i. Serve as Chair to resolve problems resulting from surveillance visits, audits, or proposals from management. Forward the Board's recommendations to the DUSD(L&MR) if significant actions are required by the DoD Components and the GSA, FAA, USCG, and NASA.

**D. ADMINISTRATIVE**

1. Meetings will be conducted semi-annually or at the call of the Chair, but will not exceed once a quarter. Customer assistance visits shall be conducted at least semi-annually.

2. Sponsors of Board members shall fund necessary travel and administrative costs associated with Board meetings and customer assistance visits.

3. Format for the minutes will cite the "subject," followed by a "discussion," and "recommended action." Action items will be dated and numbered for easy tracking.

Appendix D

CHARTER FOR THE SHELF-LIFE SUBCOMMITTEES

**A. OBJECTIVES**

1. Evaluate and enhance the supply chain life-cycle management process for specific shelf-life commodities.
2. Resolve issues and problems identified by DoD Components, General Services Administration (GSA), Federal Aviation Administration (FAA), and United States Coast Guard (USCG). DoD Components refer to the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency (DLA), and Defense Threat Reduction Agency (DTRA).
3. Initiate procedural and process changes to enhance program management.
4. Recommend policy changes to DoD 4140.27-M and other policy documents.

**B. MEMBERSHIP**

1. Each subcommittee shall be chaired by the appropriate shelf-life program focal point from the managing ICP activity or as designated by the Director, DoD Shelf-Life Program.
2. The DoD Components and, if applicable, GSA, FAA, USCG, Defense Depot Regions, each shall provide a representative who has the necessary functional expertise of the process to be addressed. Members may delegate responsibilities to field activities. Representatives may draw upon all appropriate resources, e.g., other Inventory Control Points, Storage Activities, Customers, Industry, Manufacturers, or Specification Preparing Activities.

**C. RESPONSIBILITIES**

1. The members of the subcommittee shall:
  - a. Attend and participate in subcommittee meetings.
  - b. Work toward achieving objectives of the subcommittee.
  - c. Furnish the chair with information pertinent to the subcommittee or with additional issues/problems.
2. The Chairperson of the DoD Subcommittee shall:
  - a. Maintain a current list of representatives to the subcommittee.
  - b. Convene the subcommittee, when required, to resolve problems or address issues.
  - c. Be responsible for the successful accomplishment of the subcommittee objectives and responsibilities.

d. Recommend policy changes to responsible policy offices.

e. Report progress to the DoD Shelf-Life Board at scheduled DoD shelf-life meetings, or to the Director, DoD Shelf-Life Program, as requested.

**D. ADMINISTRATIVE**

1. Meetings shall be conducted at the call of the Chair.

2. Subcommittee members shall fund necessary travel and administrative costs associated with meetings and visits.

3. Format for the minutes will cite the "subject," followed by a "discussion," and "recommended action." Action items will be dated and numbered for easy tracking.

4. Completion date for subcommittee objectives is "as determined." Objectives not completed by the "as determined" date will be reevaluated for an extension of completion date or termination.

Appendix ESHELF-LIFE CODES

				Required Number of Months/Quarters Remaining Upon Receipt by the first Government activity	
Shelf-Life Period	Type I	Type II	Months	Quarters	
<b>Non-Deteriorative No Shelf-Life Applies</b>	0 (zero)	0 (zero)	N/A	N/A	
01 Month	A	N/A	25 days	N/A	
02 Months	B	N/A	50 days	N/A	
03 Months	C	1	75 days	N/A	
04 Months	D	N/A	3	1	
05 Months	E	N/A	4	1	
06 Months	F	2	5	2	
09 Months	G	3	8	3	
12 Months (1.00-Year)	H	4	10	3	
15 Months (1.25-Years)	J	N/A	13	4	
18 Months (1.50-Years)	K	5	15	5	
21 Months (1.75-Years)	L	N/A	18	6	
24 Months (2.00-Years)	M	6	21	7	
27 Months (2.25-Years)	N	N/A	23	8	
30 Months (2.50-Years)	P	N/A	26	9	
36 Months (3.00-Years)	Q	7	31	10	
48 Months (4.00-Years)	R	8	41	14	
60 Months (5.00-Years)	S	9	51	17	
72 Months (6.00-Years)	I	N/A	61	20	
84 Months (7.00-Years)	T	N/A	71	24	
96 Months (8.00-Years)	U	N/A	82	27	
<b>Variable such as: 90, 132, 216, 228, etc. Months or any other number of months not specifically assigned.</b>	V	N/A	77, 113, 184, 194, etc.	26, 38, 61, 65, etc.	
120 Months (10-Years)	W	N/A	102	34	
180 Months (15-Years)	Y	N/A	153	51	
240 Months (20-Years)	Z	N/A	204	68	
Shelf-Life Period Greater than 60 Months for Type II Extendible Items.	N/A	X	85 percent of number of months	85 percent of number of quarters	

Appendix F

**TABLE FOR THE APPLICATION OF SUPPLY CONDITION CODES TO SHELF-LIFE ITEMS**  
 (Complete List and Definitions of Supply Condition Codes May Be Found in  
 Appendix 2.5 of DoD 4000.25-2-M, MILSTRAP Manual)

CODE	TITLE	DEFINITION
A	Serviceable (Issuable Without Qualification)	Shelf-life remaining is more than 6 months. *
B	Serviceable (Issuable With Qualification)	Shelf-life remaining is from 3-6 months. *
C	Serviceable (Customer Concurrence Required Prior To Issue)	Shelf life remaining is less than 3 months. *
E	Unserviceable (Limited Restoration)	Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the S/A where the stock is located.
F	Unserviceable (Reparable)	Economically reparable materiel which requires repair, overhaul, or reconditioning includes reparable items which are radioactively contaminated.
H	Unserviceable (Condemned)	Type I shelf-life materiel that has passed the expiration date and Type II shelf-life materiel that has passed its inspection/ test date and cannot be extended.
J	Suspended (In Stock)	Type II shelf-life materiel that has reached the inspection or test date and is awaiting inspection test or restoration.
K	Suspended (Returns)	Materiel returned from customers or users and awaiting condition classification.
L	Suspended (Litigation)	Materiel held pending litigation or negotiation with contractors or common carriers.
R	Suspended (Reclaimed Items, Awaiting Condition Determination)	Assets turned in by reclamation activities which do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual Condition will be determined prior to induction into maintenance activity for repair/modification.

\* Condition Code Migration does not apply to Items with Shelf-Life Period of 12-Months or less.

ADVICE CODES

CODE	EXPLANATION
<u>2B</u>	Requested item only will suffice. Do not substitute/interchange. Also applies to "obsolete/inactivated" items previously rejected with Status CJ. When used in response to Status Code CJ, the submission of a new requisition will be on DD Form 1348-6 with all appropriate technical data; for example, end item usage, component, make, model, series, serial number, drawing piece and/or part number, manual reference, or applicable publication.
<u>2C</u>	(1) Do not backorder. Reject any unfilled quantity not available to meet Standard Delivery Date (SDD)/Required Delivery Date (RDD). Suitable substitute acceptable. (2) When entered in Brand Name Resale Subsistence Item, requisitions for overseas will be interpreted to authorize rejection of unfilled quantities not due to arrive in the overseas command by the RDD plus 30 days. Rejection status will be furnished the customer when it is determined by the supply source that unfilled requisitioned quantities cannot be shipped in time to arrive at the OCONUS destination by RDD plus 30 days. This may occur as a result of vendors' failure to ship required quantities to the CONUS transshipment depots by contract delivery date plus 15 days or, upon receipt at the CONUS transshipment depot, it is determined that the shipment could not reach the OCONUS destination by the RDD plus 30 days.
2D	Furnish exact quantity requested (i.e., do not adjust to quantity unit pack unless adjustment is upward and the dollar value increase is not more than \$5.00 over the requisition's extended money value).
<u>2G</u>	Multiple-use: (1) Ship new stocks or stocks having new appearance; (2) Strategic mission requires latest model and configuration (for electronic tubes); (3) Strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges); (4) Anticipated usage requires latest expiration dates only (for biologicals).
<u>2J</u>	Do not substitute or backorder any unfilled quantities.
<u>2L</u>	Quantity reflected in quantity field exceeds normal demands; however, this is a confirmed valid requirement.
<u>2T</u>	Deliver to the ultimate consignee by the SDD or RDD entered hereon or cancel requirement.
23	Combination of Advice Codes 2G and 2L.
24	Combination of Advice Codes 2B and 2G.
29	Combination of Advice Codes 2D and 2G.
31	Combination of Advice Codes 2J and 2G.
7D	GSA Transactions only.



REQUEST FOR AND RESULTS OF TESTS				PAGE NO.	NO. OF PAGES
<b>SECTION A - REQUEST FOR TEST</b>					
1. TO <i>(include ZIP Code)</i>			2. FROM <i>(include ZIP Code)</i>		
3. PRIME CONTRACTOR AND ADDRESS <i>(include ZIP Code)</i>			4. MANUFACTURING PLANT NAME AND ADDRESS <i>(include ZIP Code)</i>		
CONTRACT NUMBER			P.O. NUMBER		
5. END ITEM AND OR PROJECT		6. SAMPLE NUMBER	7. LOT NO.	8. REASON FOR SUBMITTAL	9. DATE SUBMITTED
10. MATERIAL TO BE TESTED	10a. QUANTITY SUBMITTED	11. QUANTITY REFERENCED	12. SPEC. & AMEND AND OR DRAWING NO. & REV. FOR SAMPLE & DATE		
13. PURCHASED FROM OR SOURCE		14. SHIPMENT METHOD	15. DATE SAMPLED AND SUBMITTED BY		
16. REMARKS AND OR SPECIAL INSTRUCTIONS AND OR VARIATIONS					
17. SEND REPORT OF TEST TO					
<b>SECTION B - RESULTS OF TEST <i>(Continue on plain white paper if more space is required)</i></b>					
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED		3. LAB REPORT NUMBER	
4. TEST PERFORMED	RESULTS OF TEST	SAMPLE RESULT	REQUIREMENTS		
DATE	TYPED NAME AND TITLE OF PERSON CONDUCTING TEST		SIGNATURE		

DD FORM 1222, FEB 62 (EG)

REPLACES FORM 1222, 1 JUL 50, WHICH IS OBSOLETE

<b>STORAGE QUALITY CONTROL REPORT</b>		1. DATE GENERATED (DDMM/YYYY)		2. REPORT NUMBER	
3. MANAGING ACTIVITY ROAD ADDRESS R/C: _____			4. REPORTING ACTIVITY SLEWITTER ADDRESS		
5. NATIONAL STOCK NUMBER		6. TYPE OF INSPECTION <input type="checkbox"/> COBS <input type="checkbox"/> OUTBOUND SHIPMENT <input type="checkbox"/> CYCUC <input type="checkbox"/> SHELF LIFE EXPIRATION <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER (Explain in block 35)			
7. NOMENCLATURE		8. CASE & PART MODEL NO. (If applicable)		9. SERIAL NO. (If applicable)	
10. CONDITION CODE	11. LOT/BATCH CONTROL NO.		12. EXPIRATION DATE (MM/YYYY)	13. UNIT PRICE \$	14. UNIT OF ISSUE
15. CONTRACTOR CONSIDERED LIABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO		16. CONTRACTOR or PACKED BY (As applicable)		17. CONTRACT NO. (When applicable)	18. DATE OF MANUFACTURE (MM/YYYY)
19a. DATE OF PACK (MM/YYYY)	19b. DATE OF LAST COBS INSPECTION (MM/YYYY)	20. METHOD OF PRESERVATION	21. LEVEL OF PACKING <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> MNL	22. CONDITION OF PACKAGING (If unsatisfactory, explain in Block 35) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	
23. ADEQUATE MARKING <input type="checkbox"/> YES <input type="checkbox"/> NO		24a. SAMPLES SHIPPED TO (NAME OF LAB)		24b. QUANTITY SHIPPED	24c. DATE SHIPPED (DDMM/YYYY)
25. SOL	26. NO. SAMPLES EXAMINED	27a. LOT SIZE	27b. LOT TYPE	28. SERVICABILITY STANDARD	
<b>29. RECLASSIFICATION OF SUPPLIES INSPECTED</b>					
CONDITION CODE	QUANTITY	LOCATION (If applicable)	CONDITION CODE	QUANTITY	LOCATION (If applicable)
<b>COST ESTIMATES</b>					
30. REPAIR COST \$	31a. PACKAGING LABOR COST \$	31b. PACKAGING MATERIALS COST \$	32. TOTAL COST (Blocks 30, 31a and 31b) \$		
33. NAME OF ACTIVITY WHICH CAN PERFORM REPAIRS			34. AUTHORITY FOR INSPECTION		
35. FINDINGS AND RECOMMENDATIONS (Details of cause and nature of defect, malfunction, or repair. Photographs and drawings when they assist in describing or substantiating the defect or recommendation)					
CONTINUED ON ATTACHMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO					
36a. NAME OF PREPARER (Last, First, M)			36b. VOICE TELEPHONE NUMBER (Include Area Code)	36c. FAX TELEPHONE NUMBER (Include Area Code)	
37a. NAME OF SR COORDINATOR (Last, First, M)			37b. VOICE TELEPHONE NUMBER (Include Area Code)	37c. FAX TELEPHONE NUMBER (Include Area Code)	
40. DISPOSITION INSTRUCTIONS					
39. NAME OF CROSS POINT OF CONTACT		40. DATE SENT (DDMM/YYYY)	41. NAME OF ACTIVITY POINT OF CONTACT		40. DATE SENT (DDMM/YYYY)

Appendix H

**DD FORM 2477 SERIES - SHELF-LIFE EXTENSION NOTICE**

(See Chapter 4, Paragraph 4-10)

**SHELF- LIFE EXTENSION NOTICE**

PER DOD 4140.27- M, CONTAINERS REQUIRE RE- MARKING WITH EXTENDED SHELF- LIFE DATA.

UNITS OF ISSUE REQUIRE RE- MARKING UPON OPENING CONTAINER.

**NSN:** \_\_\_\_\_

**CONTRACT NUMBER:** \_\_\_\_\_

**LOT/ BATCH NUMBER:** \_\_\_\_\_

**DATE TESTED:** \_\_\_\_\_

**NEXT INSP/ TEST DATE:** \_\_\_\_\_

**AUTHORITY:** \_\_\_\_\_

(QSL, MQCSS, OTHER)

**INSPECTED BY:** \_\_\_\_\_

(ACTIVITY AND INSPECTOR'S NAME OR NUMBER)

**DD FORM 2477-1 (Large), -2 (Medium), or -3 (Small) APR 1999**

PREVIOUS EDITION MAY BE USED.

COMMODITY-SPECIFIC TECHNICAL PUBLICATION

**A. ELASTOMERIC PRODUCTS EXCEPT NBC**

A-1. MIL-HDBK-695, DoD Handbook, Rubber Products: Recommended Shelf-Life.

A-2. SAE AS-1933, Aerospace Standard, Age Controls for Hose Containing Age-Sensitive Elastomeric Materiel.

A-3. SAE ARP-5316, Aerospace Recommended Practice: Storage of Aerospace Elastomeric Seals and Seal Assemblies Which Include an Elastomer Element Prior to Hardware Assembly.

A-4. SAE J517, Surface Vehicle Standard, Hydraulic Hose.

A-5. SAE J1273, Surface Vehicle Recommended Practice for Hydraulic Hoses.

**B. NUCLEAR, BIOLOGICAL, AND CHEMICAL (NBC) ITEMS**

B-1. SB 3-30-2/Air Force TO 14P4-1-151, U.S. Army Supply Bulletin/U.S. Air Force Technical Order on Chemical-Biological Canisters and Filter Elements: Serviceability Lists. Updates are issued quarterly.

B-2. SB 740-94-1, U.S. Army Supply Bulletin on Storage Serviceability Standards for Sets Kits, Detectors and Alarms, CBR and Ancillary Items.

B-3. SB 740-94-2, U.S. Army Supply Bulletin on Storage Serviceability Standards for Decontaminating Equipment and Decontaminating Agents.

B-4. SB 740-94-3, U.S. Army Supply Bulletin on Storage Serviceability Standards for Alarms, Chemical Agent, Automatic and Ancillary Items.

B-5. SB 740-94-4, U.S. Army Supply Bulletin on Storage Serviceability Standards for Collective Protection Equipment, Chemical-Biological and Ancillary Items.

B-6. SB 740-94-5, U.S. Army Supply Bulletin on Storage Serviceability Standards for Masks, Chemical-Biological (All Types), and Ancillary Items.

B-7. SB 740-94-8, U.S. Army Supply Bulletin on Storage Serviceability Standard Riot Control Agent Dispersers and Ancillary Items.

B-8. SB 740-94-9, U.S. Army Supply Bulletin on Storage Servicibility Standards for Smoke Generators and Ancillary Items.

B-9. SB 740-94-10, U.S. Army Supply Bulletin on Storage Serviceabilty Standards for Radiac Calibrators, Radiac Sets, Radioactive Test Samples and Radioactive Source Sets.

**B. NUCLEAR, BIOLOGICAL, AND CHEMICAL (NBC) ITEMS (Continued)**

B-10. SB 740-94-12, U.S. Army Supply Bulletin on Storage Serviceability Standards for Toxic Agent Filling/Handling Apparatus and CBR Hazard Calculators/Predictors.

B-11. SB 740-94-13, U.S. Army Supply Bulletin on Storage Serviceability Standards for Flamethrowers, Flame Rocket Launcher and Ancillary Items.

**C. AMMUNITION AND EXPLOSIVES (A&E)**

C-1. SW010-AF-ORD-010, Identification of Ammunition.

C-2. SW020-AC-SAF-010, Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials.

C-3. TW010-AC-ORD-010 (Vol. 1), -020 (Vol. 2), -030 (Vol. 3), Inspection Requirements for Receipt, Segregation, Storage and Issue of Navy and Marine Corps Conventional Ammunition.

C-4. TWO24-AA-ORD-010, Unserviceable, Suspended, and Limited Use Ammunition.

**D. BATTERIES**

D-1. TB 43-0134, U.S. Army Technical Bulletin on Battery Disposition and Disposal, 1 Oct 96, at: <http://pubs.ala.usmc.mil/front.htm>, type in the Marine Corps publication control number (PCN) 31255030600 and click on search, then click on the PCN for a (.pdf) version.

D-2. 40 CFR 273, Universal Waste Management.

D-3. 49 CFR 173.185, HAZMAT Regulations: Transportation of Batteries.

D-4. SB 11-6, U.S. Army Supply Bulletin on CECOM-Managed Battery Supply and Management Data.

**E. PETROLEUM, OIL, AND LUBRICANT (POL)**

E-1. TI-4731-14/1C, U.S. Marine Corps Technical Instruction on Oil Analysis Program, 29 Jan 96, at: <http://pubs.ala.usmc.mil/front.htm>, type in the Marine Corps publication control number (PCN) 16804734700 and click on search, then click on the PCN for a (.pdf) version.

**F. PACKAGING**

F-1. American Society for Testing and Materials (ASTM) D3951-98 Standard Practice for Commercial Packaging

F-2. American Society for Testing and Materials (ASTM) D4919-89(1997) Standard Specification for Testing of Hazardous Materials Packagings

F-3. American Society for Testing and Materials (ASTM) D5445-01  
Standard Practice for Pictorial Markings for Handling of Goods

F-4. International Standards Organization (ISO) **780**  
Pictorial Marking for Handling of Goods

F-5. International Standards Organization (ISO) **7000**  
Registration of Markings and Symbols

**G. HAZARDOUS MATERIAL/HAZARDOUS WASTE**

G-1. U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) Technical Guide **TG-126**, Waste Disposal Instructions  
*(NOTE: Replaced by Military Item Disposal Instructions (MIDI) available on-line or on CD-ROM through the USACHPPM web site.)*

G-2. U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) Technical Guide **TG-217**, Hazardous Material/Hazardous Waste Management Guidance for Maneuver Units During Field and Deployment Operations

**H. GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM (GIDEP)**

H-1. NAVSEA S0300-BT-PRO-010, GIDEP Operations Manual.

H-2. NAVSEA S0300-BU-GYD-010, GIDEP Requirements Guide.

H-3. MIL-HDBK-512, Parts Management.

H-4. **DMSMS Program Managers Handbook:** Common Practices to Mitigate the Risk of Obsolescence.

Appendix JSHELF-LIFE MANAGEMENT WEB SITES AND LINKS

WEB SITE DESCRIPTION	URL
<b>DOD SHELF-LIFE MANAGEMENT</b>	
DoD 4140.1-R, DoD Materiel Management Regulation	<a href="http://www.acq.osd.mil/log/logistics_materiel_readiness/organizations/sci/html/policy.htm">http://www.acq.osd.mil/log/logistics_materiel_readiness/organizations/sci/html/policy.htm</a>
DoD 4140.27-M, DoD Shelf-Life Management	<a href="http://www.shelflife.hq.dla.mil">http://www.shelflife.hq.dla.mil</a>
DoD Forms Program - DD Forms 2477-1, 2, & 3	<a href="http://www.dior.whs.mil/ICDHOME/DD2000-.htm">http://www.dior.whs.mil/ICDHOME/DD2000-.htm</a>
Defense Logistics Agency (DLA)	<a href="http://www.dla.mil/">http://www.dla.mil/</a>
DLA Logistics Operations (J-3)	<a href="http://www.supply.dla.mil/">http://www.supply.dla.mil/</a>
(1) Defense Supply Center Philadelphia (DSCP)	(1) <a href="http://www.dscp.dla.mil/">http://www.dscp.dla.mil/</a>
(2) Defense Supply Center Columbus (DSCC)	(2) <a href="http://www.dsccl.dla.mil/">http://www.dsccl.dla.mil/</a>
(3) Defense Supply Center Richmond (DSCR)	(3) <a href="http://www.dscr.dla.mil/">http://www.dscr.dla.mil/</a>
(4) Defense Energy Support Center (DESC)	(4) <a href="http://www.desc.dla.mil/">http://www.desc.dla.mil/</a>
(5) Defense Distribution Centers (DDC)	(5) <a href="http://www.ddc.dla.mil/">http://www.ddc.dla.mil/</a>
(6) Defense Logistics Information Service (DLIS)	(6) <a href="http://www.dlis.dla.mil/">http://www.dlis.dla.mil/</a>
(7) Defense Reutilization & Marketing Service (DRMS)	(7) <a href="http://www.drms.dla.mil/">http://www.drms.dla.mil/</a>
(8) Foreign Military Sales (FMS)	(8) <a href="http://www.supply.dla.mil/fms.asp">http://www.supply.dla.mil/fms.asp</a>
U.S. Air Force Shelf-Life Extension Data (SLED)	<a href="http://www.robins.af.mil/ti/tiel/sled.htm">http://www.robins.af.mil/ti/tiel/sled.htm</a>
Headquarters, U.S. Marine Corps	<a href="http://www.hqmc.usmc.mil/">http://www.hqmc.usmc.mil/</a>
Marine Corps Shelf-Life Program Click on "LPC-4", then "LPC-4 NEWS"	<a href="http://www.hqmc.usmc.mil/LPC.nsf/">http://www.hqmc.usmc.mil/LPC.nsf/</a>
<b>PUBLICATION WEB SITES</b>	
DoD Dictionary of Military Terms (Joint Pub 1-02)	<a href="http://www.dtic.mil/doctrine/jel/new_pubs/jp1_02.pdf">http://www.dtic.mil/doctrine/jel/new_pubs/jp1_02.pdf</a>
DoD Publications	<a href="http://www.dtic.mil/whs/directives/">http://www.dtic.mil/whs/directives/</a>
DLA Publications	<a href="http://www.dlaps.hq.dla.mil/">http://www.dlaps.hq.dla.mil/</a>
U.S. Army Publications	<a href="http://www.usapa.army.mil/">http://www.usapa.army.mil/</a>
U.S. Air Force Publications	<a href="http://afpubs.hq.af.mil/">http://afpubs.hq.af.mil/</a>
Navy Publications (SECNAVINST & OPNAVINST)	<a href="http://neds.nebt.daps.mil/Directives/dirindex.html">http://neds.nebt.daps.mil/Directives/dirindex.html</a>
NAVSUP Publications	<a href="http://www.nli.navsup.navy.mil/">http://www.nli.navsup.navy.mil/</a>
Marine Corps Publications	<a href="http://www.usmc.mil/directiv.nsf/by+category">http://www.usmc.mil/directiv.nsf/by+category</a>
Marine Corps Technical Publications	<a href="http://pubs.ala.usmc.mil/front.htm">http://pubs.ala.usmc.mil/front.htm</a>
United States Code (U.S.C.)	<a href="http://uscode.house.gov/">http://uscode.house.gov/</a>
Scientific and Technical Information Network (STINET)	<a href="http://stinet.dtic.mil/">http://stinet.dtic.mil/</a>
Code of Federal Regulations (CFR)	<a href="http://www.access.gpo.gov/nara/cfr/cfr-table-search.html - page1">http://www.access.gpo.gov/nara/cfr/cfr-table-search.html - page1</a>
Society of Automotive Engineers (SAE)	<a href="http://www.sae.org/servlets/index">http://www.sae.org/servlets/index</a>
American Society for Testing and Materials (ASTM)	<a href="http://www.astm.org/">http://www.astm.org/</a>
International Organization for Standardization (ISO)	<a href="http://www.iso.ch/iso/en/ISOOnline.frontpage">http://www.iso.ch/iso/en/ISOOnline.frontpage</a>
The PS Magazine-The Preventive Maintenance Monthly	<a href="http://www.logsa.army.mil/psmag/psonline.htm">http://www.logsa.army.mil/psmag/psonline.htm</a>
<b>CLASS I - SUBSISTENCE</b>	
Def Sup Center Philadelphia – Subsistence	<a href="http://www.dscp.dla.mil/subs/submain.htm">http://www.dscp.dla.mil/subs/submain.htm</a>

WEB SITE DESCRIPTION	URL
<b>CLASS II - CLOTHING &amp; INDIVIDUAL EQUIPMENT</b>	
Def Sup Center Philadelphia - Clothing & Textiles	<a href="http://ct.dscp.dla.mil/ctinfo/shelf/">http://ct.dscp.dla.mil/ctinfo/shelf/</a>
<b>CLASS III - PETROLEUMS, OILS, LUBRICANTS (POL), PRESERVATIVES, LIQUID AND COMPRESSED GASES, BULK CHEMICAL PRODUCTS, COOLANTS, DE-ICING AND ANTIFREEZE COMPOUNDS, TOGETHER WITH COMPONENTS AND ADDITIVES OF SUCH PRODUCTS, AND COAL</b>	
DLA / Defense Energy Support Center (DESC)	<a href="http://www.desc.dla.mil/">http://www.desc.dla.mil/</a>
U.S. Army Petroleum Center (USAPC) – Packaged POL (FSCs 6800 and 9100)	<a href="http://usapc.army.mil/">http://usapc.army.mil/</a>
U.S. Air Force Petroleum Office (AFPET) - Quality Control of Lubricants and Chemicals – FSCs 6800 and 9100	<a href="https://afpet.wpafb.af.mil/">https://afpet.wpafb.af.mil/</a>
Navy Petroleum Office (NAVPETOFF)	<a href="http://www.navpetoff.navy.mil/">http://www.navpetoff.navy.mil/</a>
Department of Energy (DOE)	<a href="http://www.energy.gov/">http://www.energy.gov/</a>
DLA/DSCR Re-refined Oil Program	<a href="http://www.dscr.dla.mil/pol/">http://www.dscr.dla.mil/pol/</a>
Joint Oil Analysis Program Technical Support Center (JOAP-TSC)	<a href="http://www.joaptsc.navy.mil/">http://www.joaptsc.navy.mil/</a>
Joint Regulation on the Joint Oil Analysis Program (JOAP)	<a href="http://www.usapa.army.mil/pdf/files/r700_132.pdf">http://www.usapa.army.mil/pdf/files/r700_132.pdf</a>
Army Oil Analysis Program Management Office	<a href="http://weblog.logsa.army.mil/aoap/openpg.htm">http://weblog.logsa.army.mil/aoap/openpg.htm</a>
<b>CLASS IV - CONSTRUCTION MATERIALS</b>	
Def Sup Center Philadelphia - General & Industrial	<a href="http://www.dscp.dla.mil/gi/">http://www.dscp.dla.mil/gi/</a>
<b>CLASS V - AMMUNITION &amp; EXPLOSIVES</b>	
U.S. Army Electronic Product Support (AEPS) Network	<a href="http://aeps.ria.army.mil/aepspublic.cfm">http://aeps.ria.army.mil/aepspublic.cfm</a>
<b>CLASS VI - PERSONAL DEMAND ITEMS (NON-MILITARY SALES ITEMS)</b>	
<b>CLASS VII - MAJOR END ITEMS</b>	
<b>CLASS VIII - MEDICAL MATERIAL</b>	
Defense Supply Center Philadelphia (DSCP) – Medical (S9M)	<a href="http://www.dmmonline.com/">http://www.dmmonline.com/</a>
Army Medical Materiel Agency (USAMMA)	<a href="http://www.usamma.army.mil/">http://www.usamma.army.mil/</a>
Joint Readiness Clinical Advisory Board (JRCAB)	<a href="http://www.JRCAB.army.mil/">http://www.JRCAB.army.mil/</a>
DoD-FDA Shelf-Life Extension Program	<a href="http://www.usamma.army.mil/html/dodshelf.html">http://www.usamma.army.mil/html/dodshelf.html</a>
Navy Medical Logistics Command (NAVMEDLOGCOM)	<a href="http://www-nmlc.med.navy.mil/">http://www-nmlc.med.navy.mil/</a>
U.S. Army Center for Health Promotion and Preventive Medicine (USA-CHPPM) Hazardous and Medical Waste Program (HMWP) and Military Item Disposal Instructions (MIDI)	<a href="http://chppm-www.apgea.army.mil/hmwp/">http://chppm-www.apgea.army.mil/hmwp/</a> and <a href="http://chppm-www.apgea.army.mil/newmidi/">http://chppm-www.apgea.army.mil/newmidi/</a>
<b>CLASS IX - REPAIR PARTS &amp; CASKOS</b>	
<b>CLASS X - MATERIEL TO SUPPORT NONMILITARY PROGRAMS</b>	



WEB SITE DESCRIPTION	URL
<b>FINANCIAL MANAGEMENT</b>	
DoD 7000.14-R, DoD Financial Management Regulations (FMR)	<a href="http://www.dtic.mil/comptroller/fmr/">http://www.dtic.mil/comptroller/fmr/</a>
<b>ACQUISITION AND PROCUREMENT</b>	
DoD 5000 Series, Defense Acquisition Regulations	<a href="http://web1.deskbook.osd.mil">http://web1.deskbook.osd.mil</a> & <a href="http://dod5000.dau.mil/">http://dod5000.dau.mil/</a>
Federal Acquisition Regulation (FAR)	<a href="http://www.arnet.gov/far/">http://www.arnet.gov/far/</a>
Defense Federal Acquisition Regulations Supplement (DFARS)	<a href="http://www.acq.osd.mil/dp/dars/dfars.html">http://www.acq.osd.mil/dp/dars/dfars.html</a>
Provisioning Screening User's Guide	<a href="http://www.dlis.dla.mil/PDFs/provscr.pdf">http://www.dlis.dla.mil/PDFs/provscr.pdf</a>
DoD 4100.39-M, Federal Logistics Information System (FLIS) Procedures	<a href="http://www.dlis.dla.mil/flis_procedures.asp">http://www.dlis.dla.mil/flis_procedures.asp</a> and <a href="http://www.dlis.dla.mil/webflis/default.asp">http://www.dlis.dla.mil/webflis/default.asp</a>
FEDLOG	<a href="http://www.fedlog.com/">http://www.fedlog.com/</a>
DoD 4000.25-1-M, MILSTRIP Manual DoD 4000.25-2-M, MILSTRAP Manual	<a href="http://www.dla.mil/j-6/dlms0/Manuals/Default.htm">http://www.dla.mil/j-6/dlms0/Manuals/Default.htm</a>
Joint Total Asset Visibility (JTAV)	<a href="http://www.defenselink.mil/acq/jtav/">http://www.defenselink.mil/acq/jtav/</a>
DLA E-Mail	<a href="https://email.prod.dodonline.net/scripts/default.asp">https://email.prod.dodonline.net/scripts/default.asp</a>
GSA Advantage	<a href="https://www.gsaadvantage.gov/cgi-bin/advwel">https://www.gsaadvantage.gov/cgi-bin/advwel</a>
SECNAVINST 5000.2B	<a href="http://www.acq-ref.navy.mil/reflib/sn50002b.pdf">http://www.acq-ref.navy.mil/reflib/sn50002b.pdf</a> or <a href="http://neds.nebt.daps.mil/Directives/table45.html">http://neds.nebt.daps.mil/Directives/table45.html</a>
Affirmative Procurement Program (APP): (1) RCRA Section 6002 (P.L. 103-355)[42 USC 6962] (2) Comprehensive Procurement Guidelines (CPG) (3) Guidance on Conducting Inspections of Federal Facilities for Compliance w/RCRA 6002 (4) Environmentally Preferable Purchasing (5) Office of the Federal Environmental Executive (OFEE) (6) Executive Orders (EO) 12873, 13101 & 13148 (7) DoD Environmental Attributes & Buying Green	(1) <a href="http://www.gsa.gov/Portal/home.jsp">http://www.gsa.gov/Portal/home.jsp</a> , Click on "Environmental Programs" (2) <a href="http://www.epa.gov/cpg">http://www.epa.gov/cpg</a> (3) <a href="http://www.doep2.org/ap/audit.htm">http://www.doep2.org/ap/audit.htm</a> (4) <a href="http://www.epa.gov/opptintr/epp/">http://www.epa.gov/opptintr/epp/</a> (5) <a href="http://www.ofee.gov/">http://www.ofee.gov/</a>  (6) <a href="http://www.archives.gov/federal_register/executive_order/s/disposition_tables.html">http://www.archives.gov/federal_register/executive_order/s/disposition_tables.html</a> (7) <a href="http://www.buygreen.dlis.dla.mil/">http://www.buygreen.dlis.dla.mil/</a>
(1) Government-Industry Data Exchange Program (GIDEP)  (2) DMSMS PM Handbook on Common Practices to Mitigate the Risk of Obsolescence	(1) <a href="http://web2.deskbook.osd.mil/irp/26A.asp">http://web2.deskbook.osd.mil/irp/26A.asp</a> and <a href="http://www.gidep.org/">http://www.gidep.org/</a> or <a href="http://www.gidep.corona.navy.mil/">http://www.gidep.corona.navy.mil/</a>  (2) <a href="http://www.dmea.osd.mil/pmhandbook_rev_d.pdf">http://www.dmea.osd.mil/pmhandbook_rev_d.pdf</a>

WEB SITE DESCRIPTION	URL
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**POLLUTION PREVENTION (P2)**

Joint Group on Pollution Prevention (JG-PP)	<a href="http://www.jgpp.com/">http://www.jgpp.com/</a>
Defense Environmental Information Exchange (DENIX)	<a href="https://www.denix.osd.mil/">https://www.denix.osd.mil/</a>
DoD Instruction 4715.4, Pollution Prevention	<a href="http://www.dtic.mil/whs/directives/corres/pdf/i47154wch1_061896/i47154p.pdf">http://www.dtic.mil/whs/directives/corres/pdf/i47154wch1_061896/i47154p.pdf</a>
DoD 4715.5-G, Overseas Environmental Baseline Guidance Document (OEBGD) dated 15 March 2000	<a href="http://www.dtic.mil/whs/directives/corres/html/47155g.htm">http://www.dtic.mil/whs/directives/corres/html/47155g.htm</a>
Final Governing Standards (FGS)	<a href="http://www.denix.osd.mil/denix/Public/Library/FGS/final-gov-stds.html">http://www.denix.osd.mil/denix/Public/Library/FGS/final-gov-stds.html</a> or <a href="http://www.denix.osd.mil/fgs">http://www.denix.osd.mil/fgs</a>
National Defense Center for Environmental Excellence (NDCEE)	<a href="http://www.ndcee.ctc.com/">http://www.ndcee.ctc.com/</a>
Air Force Center for Environmental Excellence (AFCEE)	<a href="http://www.afcee.brooks.af.mil/">http://www.afcee.brooks.af.mil/</a>
U.S. Army Environmental Center (AEC)	<a href="http://aec.army.mil/usaec/">http://aec.army.mil/usaec/</a>
DLA Environmentally-Preferred Products Catalog	<a href="http://www.dscr.dla.mil/products/epa/eppcat.htm">http://www.dscr.dla.mil/products/epa/eppcat.htm</a>
GSA Environmentally-Preferred Products Catalog	<a href="http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/epsq2002_3_1.pdf">http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/epsq2002_3_1.pdf</a>
EPA Pollution Prevention (P2)	<a href="http://www.epa.gov/opptintr/p2home/">http://www.epa.gov/opptintr/p2home/</a>
EPA's National Compliance Assistance Clearinghouse	<a href="http://134.67.99.39/clearinghouse/">http://134.67.99.39/clearinghouse/</a>
Joint Service P2 Library	<a href="http://p2library.nfesc.navy.mil/">http://p2library.nfesc.navy.mil/</a>

**PACKAGING**

Packaging, Storage, and Containerization Center (PSCC), Army Logistics Support Activity (LOGSA)	<a href="http://www.logsa.army.mil/pscc/pscc.htm">http://www.logsa.army.mil/pscc/pscc.htm</a>
Air Force Materiel Command Hazardous Material Site	<a href="https://www.afmc-mil.wpafb.af.mil/hazmat/">https://www.afmc-mil.wpafb.af.mil/hazmat/</a>
MIL-STD-129 & MIL-HDBK-129 & MIL-STD-2073-1d	<a href="http://stinet.dtic.mil/">http://stinet.dtic.mil/</a>
DLA/DDC Performance-Oriented Packaging (POP)	<a href="https://www.ddc.dla.mil/pop/">https://www.ddc.dla.mil/pop/</a>
Army School of Military Packaging Technology (SMPT)	<a href="http://smpt.apg.army.mil/">http://smpt.apg.army.mil/</a>

**TRANSPORTATION**

U.S. Transportation Command (TRANSCOM)	<a href="http://www.transcom.mil/">http://www.transcom.mil/</a>
Military Traffic Management Command (MTMC)	<a href="http://www.mtmc.army.mil/">http://www.mtmc.army.mil/</a>
Military Sealift Command (MSC)	<a href="http://www.msc.navy.mil/">http://www.msc.navy.mil/</a>
The Cargo Movement Operations System (CMOS)	<a href="https://www.ssg.gunter.af.mil/cmso/">https://www.ssg.gunter.af.mil/cmso/</a>

**HAZARDOUS MATERIEL**

DLAI 4145.11/Army TM 38-410/NAVSUP PUB 573/AFJMAN 23-209/MCO 4450.12A, Joint Service Manual on Storage and Handling of Hazardous Material (USMC PCN 10205650200)	<a href="http://www.e-publishing.af.mil/pubfiles/af/23/afjman23-209/afjman23-209.pdf">http://www.e-publishing.af.mil/pubfiles/af/23/afjman23-209/afjman23-209.pdf</a> or <a href="http://www.dlaps.hq.dla.mil/i414511.pdf">http://www.dlaps.hq.dla.mil/i414511.pdf</a>
TM 38-400/NAVSUP PUB 572/AFJMAN 23-210/ MCO 4450.14/DLAM 4145.2, Joint Service Manual (JSM) for Storage and Materials Handling	<a href="http://www.e-publishing.af.mil/pubfiles/af/23/afjman23-210/afjman23-210.pdf">http://www.e-publishing.af.mil/pubfiles/af/23/afjman23-210/afjman23-210.pdf</a>
Hazardous Technical Information Service (HTIS)	<a href="http://www.dscr.dla.mil/htis/htis.htm">http://www.dscr.dla.mil/htis/htis.htm</a>
Hazardous Materials Information Resource System (HMIRS)	<a href="http://www.dlis.dla.mil/hmirs/">http://www.dlis.dla.mil/hmirs/</a>
Hazardous Materiel Management System (HMMS)	<a href="http://www.hmms.com/pages/main_page/hmms_page_1.htm">http://www.hmms.com/pages/main_page/hmms_page_1.htm</a>
Army Hazardous and Medical Waste Program (HMWP)	<a href="http://chppm-www.apgea.army.mil/hmwp/">http://chppm-www.apgea.army.mil/hmwp/</a>
Department of Transportation (DOT)	<a href="http://www.rspa.dot.gov/">http://www.rspa.dot.gov/</a> and <a href="http://hazmat.dot.gov/">http://hazmat.dot.gov/</a>

WEB SITE DESCRIPTION	URL
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**HAZARDOUS MATERIEL (Continued)**

49 CFR 172.101 Table (List of Hazardous Materials)	<a href="http://www.access.gpo.gov/nara/cfr/cfr-table-search.html - page1">http://www.access.gpo.gov/nara/cfr/cfr-table-search.html - page1</a>
49 CFR Part 173 Shippers--General Requirements for Shipments and Packagings	<a href="http://www.access.gpo.gov/nara/cfr/cfr-table-search.html - page1">http://www.access.gpo.gov/nara/cfr/cfr-table-search.html - page1</a>
International Maritime Organization (IMO)	<a href="http://hazmat.dot.gov/imdg.htm">http://hazmat.dot.gov/imdg.htm</a>
International Maritime Dangerous Goods (IMDG) Codes	<a href="http://www.imo.org/HOME.html">http://www.imo.org/HOME.html</a>
International Civil Aviation Organization (ICAO)	<a href="http://hazmat.dot.gov/icao.htm">http://hazmat.dot.gov/icao.htm</a>
International Air Transports Association (IATA)	<a href="http://www.icao.org/">http://www.icao.org/</a> <a href="http://www.iata.org/index.asp">http://www.iata.org/index.asp</a>
Occupational Safety and Health Administration (OSHA)	<a href="http://www.osha.gov/">http://www.osha.gov/</a>
EPA 550-B-01-003, Consolidated List of Chemicals Subject to the Emergency Planning and Community Right-To-Know Act (EPCRA) and Section 112(r) of the Clean Air Act, Oct 2001 - (Chemical Emergency Preparedness and Prevention Office (CEPPO)). The list includes chemicals referenced under five federal statutory provisions: -EPCRA Section 302 Extremely Hazardous Substances -CERCLA Hazardous Substances -EPCRA Section 313 Toxic Chemicals -CAA 112(r) Regulated Chemicals For Accidental Release Prevention -RCRA Hazardous Wastes	<a href="http://www.epa.gov/ceppo/">http://www.epa.gov/ceppo/</a> <a href="http://www.epa.gov/ceppo/pubs/title3.pdf">http://www.epa.gov/ceppo/pubs/title3.pdf</a> <a href="http://www.epa.gov/ceppo/caalist.html">http://www.epa.gov/ceppo/caalist.html</a>
Agency for Toxic Substances and Disease Registry: (1) 2001 CERCLA Priority List of Hazardous Substances (2) 2001 Completed Exposure Pathway (CEP) Report (3) Toxicological Profile Information Sheets	<a href="http://www.atsdr.cdc.gov">http://www.atsdr.cdc.gov</a> <a href="http://www.atsdr.cdc.gov/clist.html">http://www.atsdr.cdc.gov/clist.html</a>  <a href="http://www.atsdr.cdc.gov/cep.html">http://www.atsdr.cdc.gov/cep.html</a> <a href="http://www.atsdr.cdc.gov/toxpro2.html">http://www.atsdr.cdc.gov/toxpro2.html</a>
Tier II Chemical Inventory Reporting under EPCRA	<a href="http://www.epa.gov/ceppo/tier2.htm">http://www.epa.gov/ceppo/tier2.htm</a>
Air Force Materiel Command Hazardous Material Site	<a href="http://www.afmc-pub.wpafb.af.mil/HQ-AFMC/LG/LSO/lop/hazmat/">http://www.afmc-pub.wpafb.af.mil/HQ-AFMC/LG/LSO/lop/hazmat/</a>
Federal Standard (FED-STD) 313D: Material Safety Data, Transportation Data and Disposal Data for HAZMAT furnished to Government Activities	<a href="http://www.shelflife.hq.dla.mil/GSA.htm">http://www.shelflife.hq.dla.mil/GSA.htm</a> or <a href="http://stinet.dtic.mil/">http://stinet.dtic.mil/</a>

**VEHICLE BATTERY**

Tact/Cbt Veh Battery Consign Program (VBCP)	<a href="http://www.dscr.dla.mil/vbcp2/">http://www.dscr.dla.mil/vbcp2/</a>
Commercial Vehicle Battery Program (CVBP)	<a href="http://www.dscr.dla.mil/PRODUCTS/bcicvc/bci.htm">http://www.dscr.dla.mil/PRODUCTS/bcicvc/bci.htm</a>

**COMMUNICATION-ELECTRONICS BATTERY**

CECOM Tactical Comm-Elec (C-E) Batteries	<a href="http://www.monmouth.army.mil/cecom/lrc/">http://www.monmouth.army.mil/cecom/lrc/</a>
CECOM Safety Messages (i.e., Ground Precautionary Messages (GPMs) & Safety of Use Messages (SOUMs))	<a href="http://aeps.ria.army.mil/aepspublic.cfm">http://aeps.ria.army.mil/aepspublic.cfm</a>
CECOM Supply & Maintenance Bulletins	<a href="http://www.monmouth.army.mil/cecom/lrc/tools/bulletin.html">http://www.monmouth.army.mil/cecom/lrc/tools/bulletin.html</a>
TB 43-0134, Army Technical Bulletin on Battery	<a href="http://pubs.ala.usmc.mil/pubs/31255030600.pdf">http://pubs.ala.usmc.mil/pubs/31255030600.pdf</a>

Disposition and Disposal, 1 Oct 96, (USMC PCN 312 550306 00)	
SB 11-6, Army Supply Bulletin on Comm-Elec Batteries Supply and Management Data, 1Jun 2001 (USMC PCN 311 003525 00)	<a href="http://pubs.ala.usmc.mil/pubs/31100352500.pdf">http://pubs.ala.usmc.mil/pubs/31100352500.pdf</a>

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**COMMUNICATION-ELECTRONICS BATTERY (Continued)**

NAVSEAINST 9310.1B, Naval Sea Systems Command Instruction on the Naval Lithium Battery Safety Program (USMC PCN 210 531530 00)	<a href="https://navseainst.navsea.navy.mil/">https://navseainst.navsea.navy.mil/</a>
S9310-AQ-SAF-010, US Navy Technical Manual for Batteries, Navy Lithium Safety Program Responsibilities and Procedures (USMC PCN 207 100100 00)	<a href="http://pubs.ala.usmc.mil/pubs/20710010000.pdf">http://pubs.ala.usmc.mil/pubs/20710010000.pdf</a>
Universal Waste Rule, 40 CFR Part 273	<a href="http://www.epa.gov/epaoswer/hazwaste/id/univwast.htm">http://www.epa.gov/epaoswer/hazwaste/id/univwast.htm</a> and <a href="http://www.access.gpo.gov/nara/cfr/cfr-table-search.html-page1">http://www.access.gpo.gov/nara/cfr/cfr-table-search.html - page1</a>
U.S. Navy Civil Engineer Corps Officers School (CECOS) Distance Learning Program: • Handling and Disposition of Batteries Module	<a href="https://www.cecos.navy.mil/">https://www.cecos.navy.mil/</a> Click on "Distance Learning", "Register", & Follow Instructions

**INTERNATIONAL PROGRAMS (IP) (FOREIGN MILITARY SALES (FMS))**

U.S. Army Security Assistance Command (USASAC)	<a href="http://www.usasac.army.mil/">http://www.usasac.army.mil/</a>
U.S. Air Force Security Assistance Center (AFSAC)	<a href="https://afsac.wpafb.af.mil/">https://afsac.wpafb.af.mil/</a>
Department of the Navy International Programs Office (NIPO)	<a href="https://www.nipo.navy.mil/">https://www.nipo.navy.mil/</a>
NAVICP International Programs	<a href="http://www.navicp.navy.mil/of/index.htm">http://www.navicp.navy.mil/of/index.htm</a>
DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) – Chapter 6: Foreign Military Sales and Military Assistance Program Grant Aid	<a href="http://www.dla.mil/j-6/dlms/Manuals/MILSTRIP/MILSTRIP_Nov8th-2000/0015-&lt;br/&gt;Chap_06.pdf">http://www.dla.mil/j- 6/dlms/Manuals/MILSTRIP/MILSTRIP_Nov8th-2000/0015- Chap_06.pdf</a>
DoD 5105.38M, Security Assistance Management Manual (SAMM)	<a href="http://www.dsca.osd.mil/samm/">http://www.dsca.osd.mil/samm/</a> or <a href="http://www.dtic.mil/whs/directives/corres/html/510538m.htm">http://www.dtic.mil/whs/directives/corres/html/510538m.htm</a>
DoD 7000.14-R, DoD Financial Management Regulations (FMR) – Volume 15: Security Assistance Policy and Procedures	<a href="http://www.dtic.mil/comptroller/fmr/15/index.html">http://www.dtic.mil/comptroller/fmr/15/index.html</a>
SECNAVINST 4950.4, Joint Security Assistance Training Regulation	<a href="http://neds.nebt.daps.mil/Directives/table45.html">http://neds.nebt.daps.mil/Directives/table45.html</a>
NAVSUP PUB 526, FMS Customer Supply System Guide	<a href="http://www.navicp.navy.mil/of/5264th.pdf">http://www.navicp.navy.mil/of/5264th.pdf</a>
MCO 4900.3, Management of Security Assistance	<a href="http://www.usmc.mil/directiv.nsf/!OpenView&amp;Count=3000">http://www.usmc.mil/directiv.nsf/!OpenView&amp;Count=3000</a>

**RECOVERY AND RECYCLING**

Rechargeable Battery Recycling Corporation (RBRC)	<a href="http://www.rbrc.org/">http://www.rbrc.org/</a>
National Recycling Coalition (NRC)	<a href="http://www.nrc-recycle.org/">http://www.nrc-recycle.org/</a>
ToxCo, Inc. – The Lithium Battery Recyclers	<a href="http://www.toxco.com/">http://www.toxco.com/</a>

**DEMILITARIZATION/DISPOSAL**

Defense Reutilization and Marketing Service (DRMS)	<a href="http://www.drms.dla.mil/">http://www.drms.dla.mil/</a>
DRMO In Transit Control System (ICS)	<a href="http://www.almc.army.mil/MMD/drmpweb/ICSstudy/info.htm">http://www.almc.army.mil/MMD/drmpweb/ICSstudy/info.htm</a>
Defense Demilitarization and Trade Security Controls	<a href="http://www.demil.osd.mil/">http://www.demil.osd.mil/</a>
Military Item Disposal Instructions (MIDI)	<a href="http://chppm-www.apgea.army.mil/newmidi/">http://chppm-www.apgea.army.mil/newmidi/</a>

Appendix K

GSA FEDERAL SUPPLY SERVICE (FSS) SHELF LIFE PROGRAM

1. GSA Shelf-Life Coordinator for policy and procedure issues is Mr. Ed Worsham. His address and contact information is as follows:

General Services Administration  
Federal Supply Service  
FLAS - Mr. Edwin Worsham  
CM4, Room 703  
Washington, DC 20406  
COM: (703) 305-6753  
FAX: (703) 305-6731  
E-Mail: ed.worsham@gsa.gov

2. If Mr. Worsham is unavailable, please contact:

Mr. Charles P. Gallagher  
Director  
Supply Standards Division (FLAS)  
E-Mail: Charles.Gallagher@gsa.gov  
COM: (703) 305-6023  
FAX: (703) 305-6731

3. GSA HOTLINES are available as follows:

- a. Questions/extension information on any GSA-managed shelf-life item: (209) 946-6333,

- b. GSA Supply Discrepancy Reporting (SDR) is: (816) 926-1416.

4. For Material Safety Data Sheet copies, helpful information may be found by contacting GSA at e-mail MSDS@gsa.gov. Also, one may call (866) 588-7659 or (816) 926-5097 / DSN 465-5097.

5. Other points of contact may be found in GSA's Customer Assistance Guide. The Internet link is:

<http://www.fss.gsa.gov/pub/custassistguide.cfm>.

6. The next page contains a list of Shelf-Life contacts for operational issues for specific Federal Supply Groups (FSG) and Federal Supply Classes (FSC). It should be noted that the reflected FSG/FSC assignments include those outside FSCs assigned to GSA for integrated materiel management. The GSA does manage items outside assigned IMM classes "by exception" and in support of civilian agencies.

GSA COMMODITY CENTERS	
<p>Mr. John M. Ster  GSA-FSS Hardware &amp; Appliances  Center, Engineering and Inventory  Management Division (6FET)  1500 E. Bannister Road  Kansas City, MO 64131  COM: (816) 926-2784  FAX: (816) 926-1371  E-Mail: john.ster@gsa.gov</p>	<p>FSCs: Appliances in 3510, 4110,  4120, 4140, 7310 and 7320;  FSGs: 32, 34, 37, 51, 52, 80, 91</p>
<p>Mr. Jeffery Schatz  GSA-FSS Furniture Center  Engineering Division (3FNE-CO)  Washington, DC 20406  COM: (703) 305-6338  FAX: (703) 308-3658  E-Mail: jeffery.schatz@gas.gov</p>	<p>FSCs: 6230, 7220, and 7230;  FSGs: 58 (communications equipment)  and 71 (except frames)</p>
<p>Mr. Richard C. Santapaga  GSA-FSS Office Supplies and Paper  Products Center, Engineering  Division (2FYE)  26 Federal Plaza  New York, NY 10278  COM: (212) 264-8473  FAX: (212) 264-3574  E-Mail: richard.santapaga@gsa.gov</p>	<p>FSCs: 6645, 6680, 7105 (frames),  8540, and 9310; FSGs: 58 (ADP  supplies), 69, 70 (disks) 74, 75,  76, and 81</p>
<p>Mr. David Schurg  GSA-FSS Southwest Supply Center,  Product Management &amp; Technical  Services Division (7FLE)  819 Taylor Street  Fort Worth, TX 76102  COM: (817) 978-4430  FAX: (817) 978-8614  E-Mail: dave.schurg@gsa.gov</p>	<p>FSCs: 2340, 3510-3695, 4130, 7105,  7530, 7540, 7910-7930, 8510-8530,  9320-9390, FIRE, FORG, MECA, MFFP,  and THDS; FSGs: 10-22, 30-31, 39,  40, 42-49, 53-56, 59-63, 65-66,  68-72, 73, 77, 78, 83, 84, 87, 88,  94-99</p>

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