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**Ministry
of Defence**

**JSP 886
DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 6
COMMODITY MANAGEMENT**

**PART 7
REGISTERED NUMBERED EQUIPMENT POLICY**

VERSION RECORD		
Version Number	Version Date	Version Description
1.0	05 Apr 12	Initial Issue.
2.0	23 Jan 14	Formerly Vehicle Management. Complete revision.
2.1	04 Jul 14	Change to request submission to Codify New Asset Type or Variant .
2.2	22 Oct 14	Updated DSA (Germany) POC .

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CHAPTER 1: INTRODUCTION

REGISTERED NUMBERED EQUIPMENT POLICY STATEMENT

Policy Scope

1. Registered Numbered Equipment (RNE) is a term used to cover all assets that have an Equipment Registration Mark (ERM), also known as a number plate; these are primarily vehicles but can also apply to other assets such as trailers, box bodies, generators and water craft. Joint Asset and Management Engineering Solutions (JAMES) has been introduced to asset-manage all MOD-owned RNE. RNE assets are to be subject to Material Account (MA) action on Management of the Deployed Inventory (MJDI). For areas where MJDI is not operated (such as DSG Ashchurch and Industry) then JAMES is to be used to perform MA functions for assets held forward of the Base Inventory System in line with PT direction.
2. This document integrates the asset management and Materiel Accounting policy and high level process for all RNE assets owned rather than leased by the MOD. Lower level MA process detail is captured in the JAMES Standard Operating Procedures found on the JAMES Portal.
3. Excluded from the scope of this document is the Financial Management and budgetary control for RNE assets which has been captured in JSP 472 (Financial Management and Reporting Manual) and compliance with UK Legislation associated with the Road Traffic Act 1988, for which JSP 800 (Defence Movements and Transport Regulation Volume 5 Road Transport) applies.

Policy Statement for RNE Asset Registration

4. All MOD-owned or leased RNE assets ¹ must be registered and display their ERM before the asset can be utilised. The functionality to generate ERM numbers is provided by JAMES as part of the Birthing process. The re-use of existing ERMs against replacement equipment when the original equipment is destroyed, lost or Beyond Economical Repair (BER) will no longer be permitted. A new ERM is to be generated for that replacement equipment. Each platform type is allocated an NSN to identify the generic equipment type. The ERM is to be used in MJDI to identify each specific asset.

Policy Statement for RNE Asset Management

5. As JAMES will be the source of RNE Asset data for the financial systems, it is essential that an accurate asset record is maintained on JAMES. Hence, an automated CENSUS task will be run on JAMES to ensure that the assets have been physically checked in year and confirmed as held at the location recorded. On MJDI units the JAMES CENSUS and the AinU annual muster initiated by the MA must be co-ordinated to be completed at the same time with any discrepancies investigated and managed in accordance with JSP 886 Vol 4 Part 10 (Discrepancies). The Asset Census and Reporting process contains details on how the CENSUS activity is to be undertaken.

¹ The management and accounting for leased RNE assets is not covered by this document. However, the allocation of ERMs for both MOD owned and leased vehicles is generated by one central point using JAMES and therefore this responsibility is included in this document for completeness

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Policy Statement for Stock Accounting

6. All RNE assets are to be accounted for correctly in line with Defence Materiel Accounting policy. Where MJDI is used it will take primacy for MA purposes. It is essential that the processes set out in this Volume are closely followed to ensure that the materiel account is always accurate. Initially the interface between MJDI and JAMES will have manual elements and as a result the User and MA section must work closely together to ensure that robust processes are adopted. Where possible the MA should have regular access to JAMES to give visibility of any Assets allocations into and out of the unit and perform EAM Gateway procedures on JAMES.

- a. **Management of Other RNEs and Complete Equipment Schedule (CES) moving with Platform RNEs.** Other RNEs (such as Communications and Weapon Systems) and ancillary equipment (such as CES) moving with an RNE platform are to be separately identified and accounted for in line with Defence MA policy.
- b. **CES Deficiencies.** All deficiencies in CES are to be managed as follows:
 - (1) **Authorised Deficiencies.** JAMES is to be used to record and manage outstanding authorised deficiencies. Any deficiencies identified as part of the platform Issue process are to be treated as authorised deficiencies and are to be supported by a statement from the PT or a copy of MOD F 2260 and attached to AF B 6530 to support the deficiency statement. The AF B6530 is to record the reason(s) for each missing item quoting the authority to either re-demand, continue maintaining the deficiency or progress an existing solution. The document is to list all appropriate references including outcomes of DR/F2260 investigations, authorised deficiencies from PTs and outstanding demand references. For items in repair or calibration the issuing unit is to ensure that the repairer is directed to reissue to the new unit.
 - (2) **Un-Authorised Deficiencies.** All deficiencies identified during the Issue and Receipt process that are not listed on the AF B 6530 are to be treated as discrepant and action is to be taken in accordance with JSP 886 Vol 4 Pt 10 (Discrepancies).
- c. **Outstanding Demands.** Any outstanding demands to cover deficiencies for RNE or CES that are being moved between units are to be identified and either cancelled or transferred in line with Front Line Command (FLC) direction.

OWNERSHIP AND POINTS OF CONTACT

7. Formulation of policy on vehicles lies with the Deputy Head Supply Chain Optimisation (DepHd SCO) and is ratified by the Defence Logistic Working Group (DLWG). Enquiries concerning this document should be addressed to:

- a. Regarding the content to the policy Sponsor:

[DES IMOC SCM-SCO-Ops-Plans](#)

Tel: Mil: 9679 81351, Civ: 030679 81351

- b. Regarding the accessibility of the document:

[ACDS LOGOPS-Def Log Pol-ET1](#)

Tel: Mil: 9679 Ext 80953 Civ: 03067 980953

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GLOSSARY

8. Joint Support Chain terms are contained in JSP 886 Volume 1 Part 1A: Glossary.

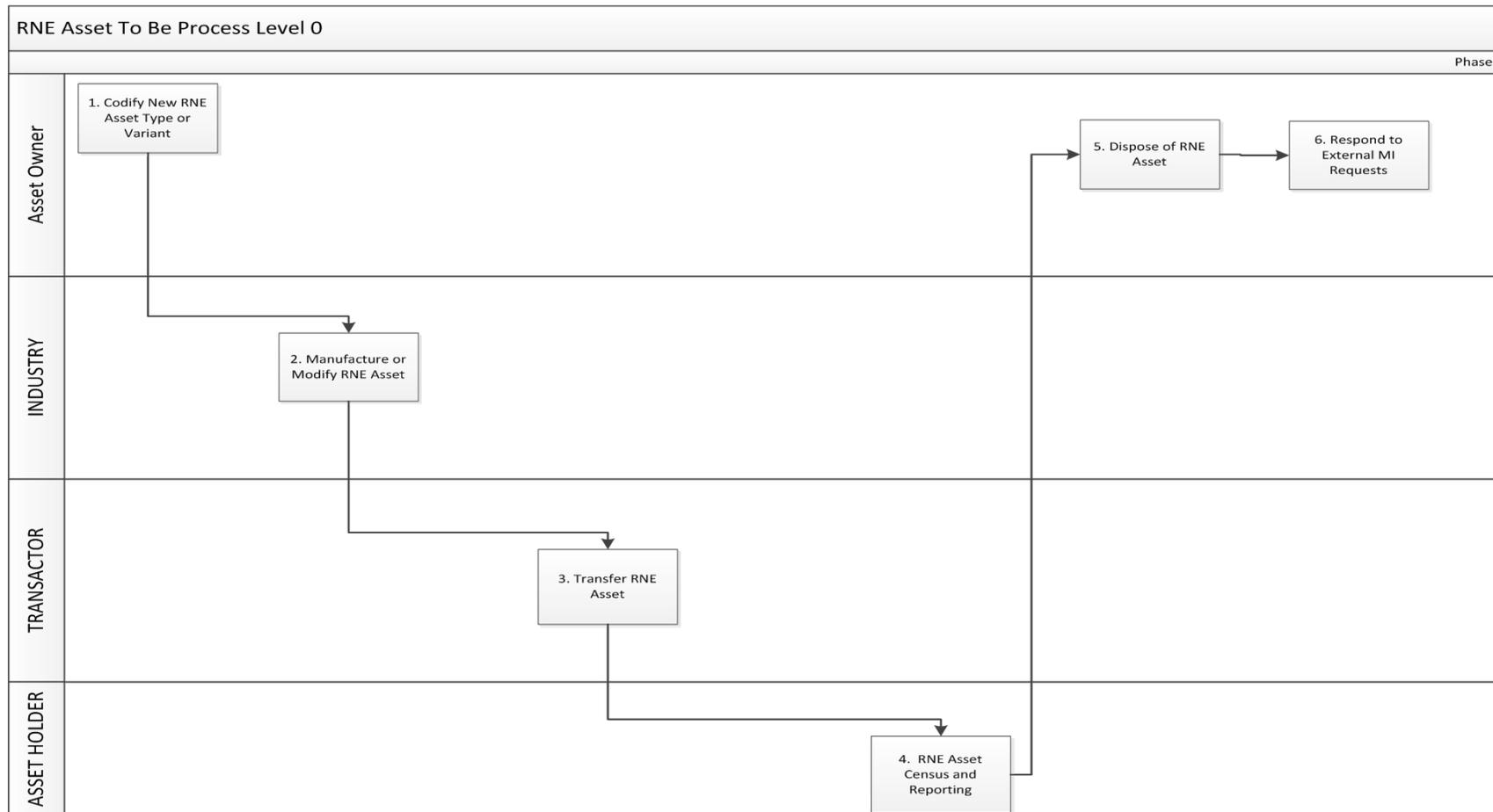
LINKED PUBLICATIONS

9. The following documents provide additional information on vehicles:
- a. [JSP 368: MOD Guide to Repayment. Loans to industry.](#)
 - b. [JSP 472: Financial Accounting and Reporting Manual 2010/11.](#)
 - c. [JSP 800: Defence Movements and Transport Regulations Volume 5 Road Transport.](#)
 - d. [JSP 818: C Vehicle Capability.](#)
 - e. [JSP 886: Volume 3 Part 13: Return of Materiel.](#)
 - f. [JSP 886: Volume 3 Part 15 Supply Chain Transactions.](#)
 - g. JSP 886: Volume 4 Part 1 Fundamentals of Materiel Accounting.
 - h. JSP 886: Volume 4 Part 6 Losses
 - i. JSP 886: Volume 4 Part 8 Articles in Use
 - j. JSP 886: Volume 4 Part 10 Discrepancies
 - k. JSP 886: Volume 4 Part 4 Government Furnished Equipment.

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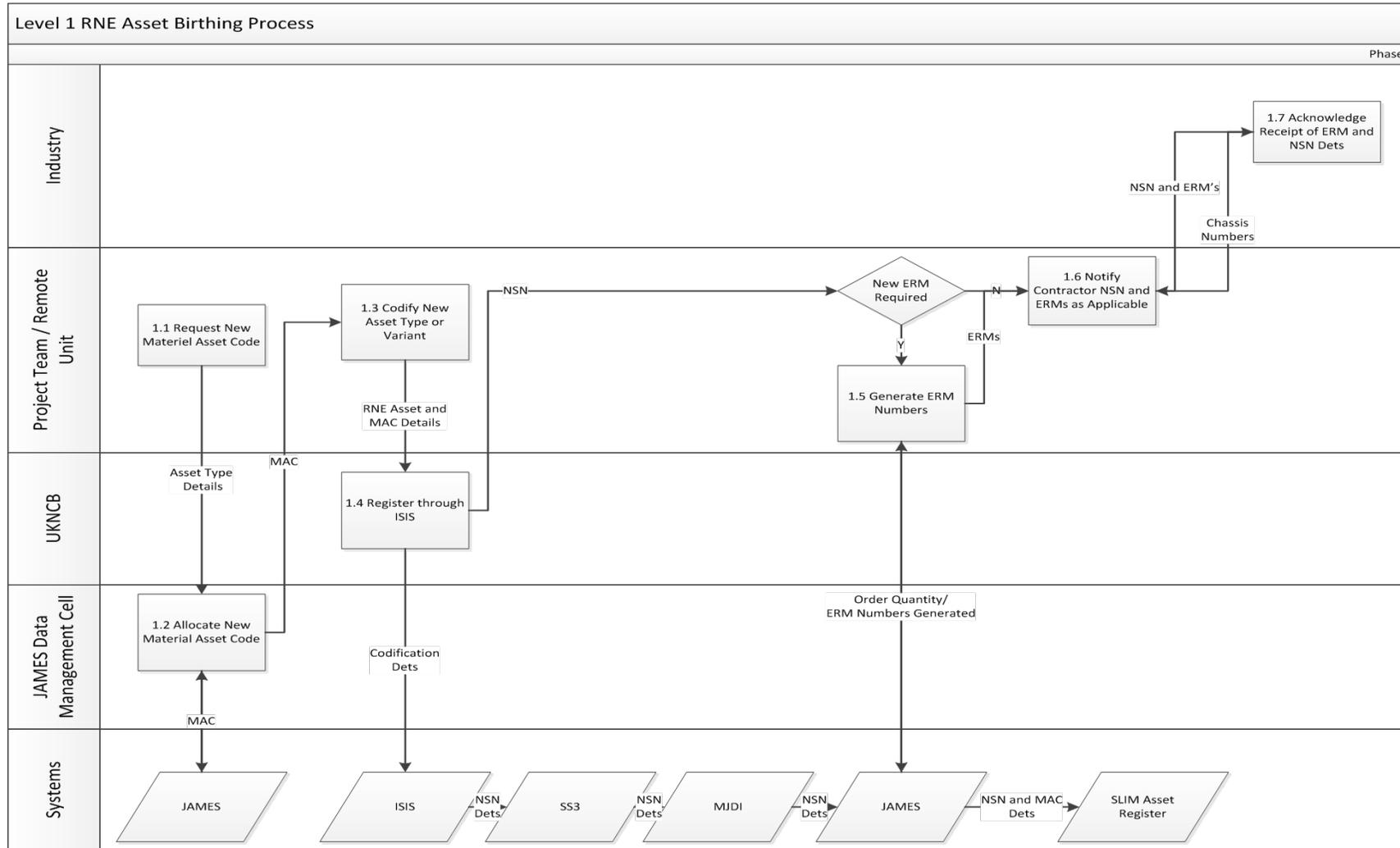
CHAPTER 2: REGISTERED NUMBERED EQUIPMENT E2E PROCESS

LEVEL 0 RNE ASSET PROCESS DIAGRAM



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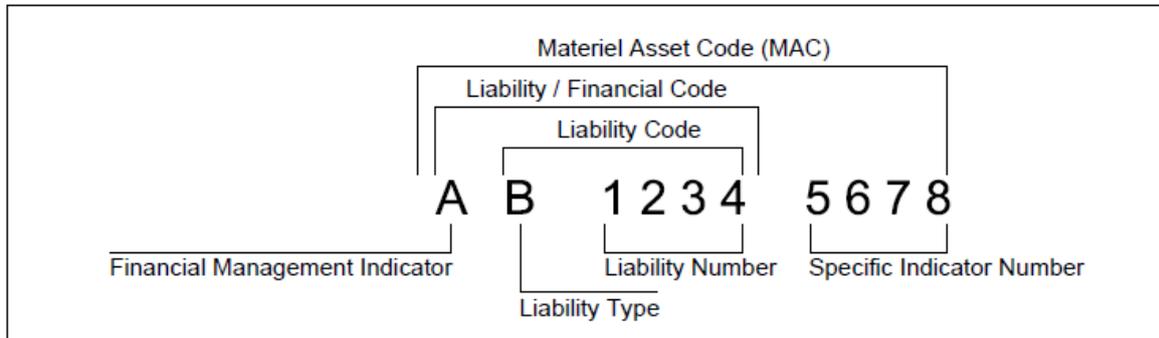
LEVEL 1 RNE ASSET BIRTHING PROCESS DIAGRAM



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LEVEL 1 RNE ASSET BIRTHING PROCESS NARRATIVE DESCRIPTION

1.1 Request New Materiel Asset Code



1. A new RNE Asset Type or Variant must be allocated a new Materiel Asset Code (MAC) which is used by the Equipment Table Information System (ETIS) to manage Unit allowances for equipment holdings. The MAC structure is made up as follows:
 - a. 1st character = Financial Management Indicator.
 - b. 2nd character = Liability Type.
 - c. 3rd-6th characters = four digit liability number.
 - d. 7th-10th characters = four digit Specific Indicator Number (asset number).
2. The 2nd-6th alpha numeric sequence is collectively referred to as the Liability Code. For new to service equipment the Project Team will advise the JAMES Data Management Cell of:
 - a. The 1st digit Financial Management Indicator with the Asset Type full description.
3. For variants of a current asset type then the Project Team will supply:
 - a. The Liability code applicable to the asset type.

1.2 Allocate New Materiel Asset Code

4. The JAMES Data Management Cell has sole responsibility for establishing the need for and allocation of all new MACs using JAMES as the master database.

1.3 Codify New Asset Type or Variant

5. All RNE Assets loaded on to JAMES must be codified. Project Teams (or remote sites procuring locally) are to submit codification requests direct to UKNCB using the standard codification e-tasking form in accordance with JSP 886 Volume 2 Part 4 Chapter 5 Paragraph 9. Submissions should include the ASSET Number with the IPT NCAGE and the MAC with NCAGE KD4X2 as reference data along with full descriptive data which will result in the NSN being allocated and the details being recorded on the ISIS catalogue. All new RNE Assets are to be allocated a DMC of 'ASSET' and have a Capital Indicator Code set to 'F' (formally 'Fixed Asset' now known as 'Non Current Asset').

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1.4 Register through ISIS

6. This is an automated activity resulting from step 1.3 that involves ISIS updating the relevant Base Inventory System (BIS), MJDI and JAMES. Setting the Stores Managed Descriptor results in the NSN being recorded on the relevant BIS (normally SS3) from where the details (including MAC) are passed through to MJDI and then JAMES. JAMES will then update the SLA and Interim Management system (SLIM) with all new introductions, supersession changes and disposals on a monthly basis. NB once the skeletal record has been created on SS3 the Provision Section Code is to be set to '95' with a DSG Category Of Store = '28' which will ensure the RNE Assets are ring fenced and managed by the same group within DSG.

1.5 Generate ERM Numbers

7. Project Teams/Remote Owners are to generate Equipment Registration Marks (ERM) as part of the procurement process following item introduction on JAMES. The Project Team/Remote owner will enter the NSN, Contract Number and Order quantity for the new Asset Type or Asset Type variant and JAMES will auto-generate a block of ERMs as covered in JAMES Standard Operating Procedures.

1.6 Notify Contractor NSN and ERM as Applicable

8. Once generated, the Project Team/Remote Owner is to notify the contractor of the NSNs and ERMs associated with the Assets being manufactured or modified. For all newly-constructed assets both the ERMs and NSNs will need to be relayed to the Contractor whilst current assets, which are subject to major modification that results in their re-codification, will still carry their original ERM but against a new NSN. At this stage the asset will have an equipment status of Due In From Trade.

1.7 Acknowledge Receipt of ERM and NSN Dets

9. Informal acknowledgement from the Contractor that the list of ERMs / NSNs associated with the Contract has been received should ensure that the RNE assets are delivered with the ERM attached. The Contractor will be responsible for supplying the Chassis number against each ERM in advance of asset delivery and the Procurer must update the asset details on JAMES.

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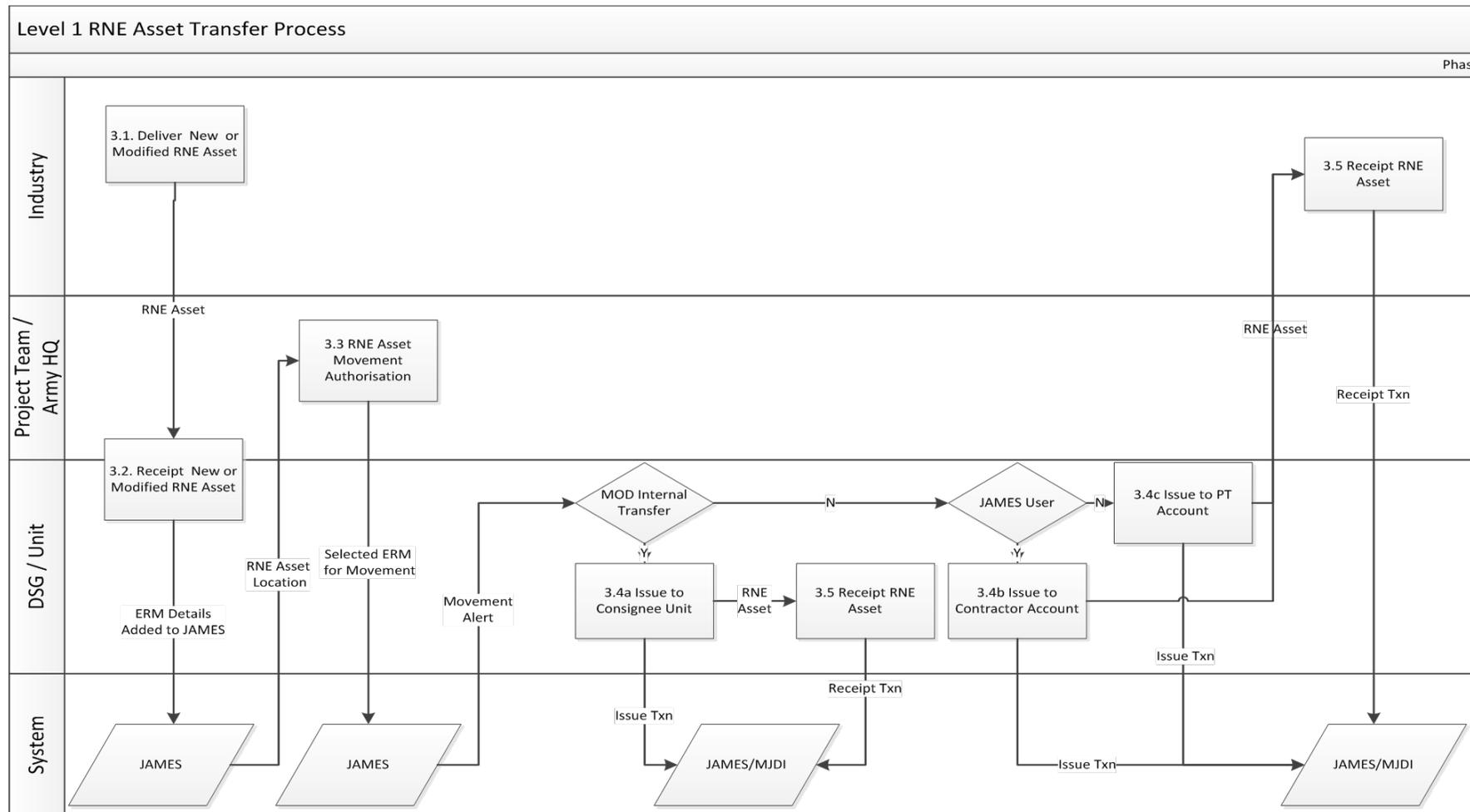
RNE ASSET MANUFACTURE OR MODIFY PROCESS NARRATIVE DESCRIPTION

2 Manufacture or Modify RNE Asset

10. This activity has been included for completeness in the Level 0 End to End Process and does not require further decomposition. RNE Assets on loan to Industry are accounted for as Government Furnished Equipment under the Contract Work Item category, JSP 886 Volume 4 Part 4 refers.

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LEVEL 1 RNE ASSET TRANSFER PROCESS DIAGRAM



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RNE ASSET TRANSFER PROCESS NARRATIVE DESCRIPTION

3.1 Deliver New or Modified RNE Asset

11. This process is initiated by the delivery of a brand new or modified RNE asset from Industry.

3.2 Receipt New or Modified RNE Asset

12. Prior to receipting a new RNE Asset from Industry for the first time on to JAMES, the Project Team will have entered the In-Service Date as part of the JAMES birthing Data Load process. The consignee is responsible for updating the equipment status to Active once the equipment is accepted into service..If for any reason, following receipt inspection, the asset is not accepted then the consignee will set the equipment status to Trade Reject. Modified assets originating from a Contractor with access to JAMES results in a JAMES receipt transaction that matches the consignee location of the physical asset. Modified assets originating from a Contractor with no access to JAMES will have been issued to the Contractor in accordance with step 3.4c and must be receipted on JAMES via the PT's In Use Placement Account in accordance with step 3.5.

3.3 RNE Asset Movement Authorisation

13. All RNE asset movements must be authorised by the Project Team / HQ; the JAMES high level planning functionality will support this activity.

3.4 Issue RNE Asset to Consignee

14. RNE asset issues authorised at step 3.3 include:

- a. **Step 3.4a - Issues to units.** Note where units are instructed to issue an RNE Asset with Complete Equipment Schedule (CES) then deficiencies to the CES are to be listed in accordance with Chapter 1 para 6b of this document.
- b. **Step 3.4b - Issues to Contractors with JAMES accounts**
- c. **Step 3.4c - Issues to Project Team Accounts where the consignee is a Contractor without a JAMES account of their own.** JAMES' In-Use Placement functionality will be utilised. The associated transfer detail must have the Contractor UIN and Name as the detail name with any additional information recorded in the detail comments box to provide a cross-reference to where the asset has been physically sent.

3.5 Receipt RNE Asset

15. Receipts for non-JAMES account holders against the PT's In-Use Placement account will be processed by the PT custodian once notification of the physical receipt by the consignee (unit) has been advised. The PT will then issue the asset off their In-Use Placement account to the Unit which has physically received the asset. The Unit must transact the receipt on to their JAMES account quoting the Contractor UIN and Contractor Name as the detail name to enable the transactions on JAMES and MJDI to be reconciled.

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**RNE ASSET TRANSFER PROCESS INITIAL RECEIPT INTO SERVICE NARRATIVE
DESCRIPTION**

3.1 Deliver New RNE Asset

16. This process is initiated by the delivery of a brand new or modified RNE asset from Industry.

3.2.1 Validate Receipt Details

17. The Project Team is to ensure that the Technical Documents On Line (TDOL) are available at the Consignee location for all new RNE assets. On receipt of the RNE Asset, the Asset Manager is to match the ERM and Chassis number recorded on JAMES with the physical asset utilising the Complete Equipment Schedule (CES) number from JAMES to retrieve the relevant CES for the asset from the Technical Documents On-line (TDOL), ensuring that there are no deficiencies (in accordance with JSP 886 Volume 3 Part 15 Chapter 5). Any asset deficiencies found on equipment subject to a formal MOD contract are to be annotated on the Contractor's issue documentation and managed in accordance with JSP Volume 4 Part 10..

3.2.2 Record Receipt onto JAMES

18. When receipting a new or modified RNE asset from Industry on to JAMES for the first time, the Asset Manager must enter the In-Service Date.

19. Steps 3.2.3 and 3.2.4 apply to direct delivery of RNE assets to Units from Industry only. DSG Ashchurch will follow their current procedures for concluding the receipt process.

3.2.3 Print Off JAMES Receipt Notification Voucher for Materiel Accountant

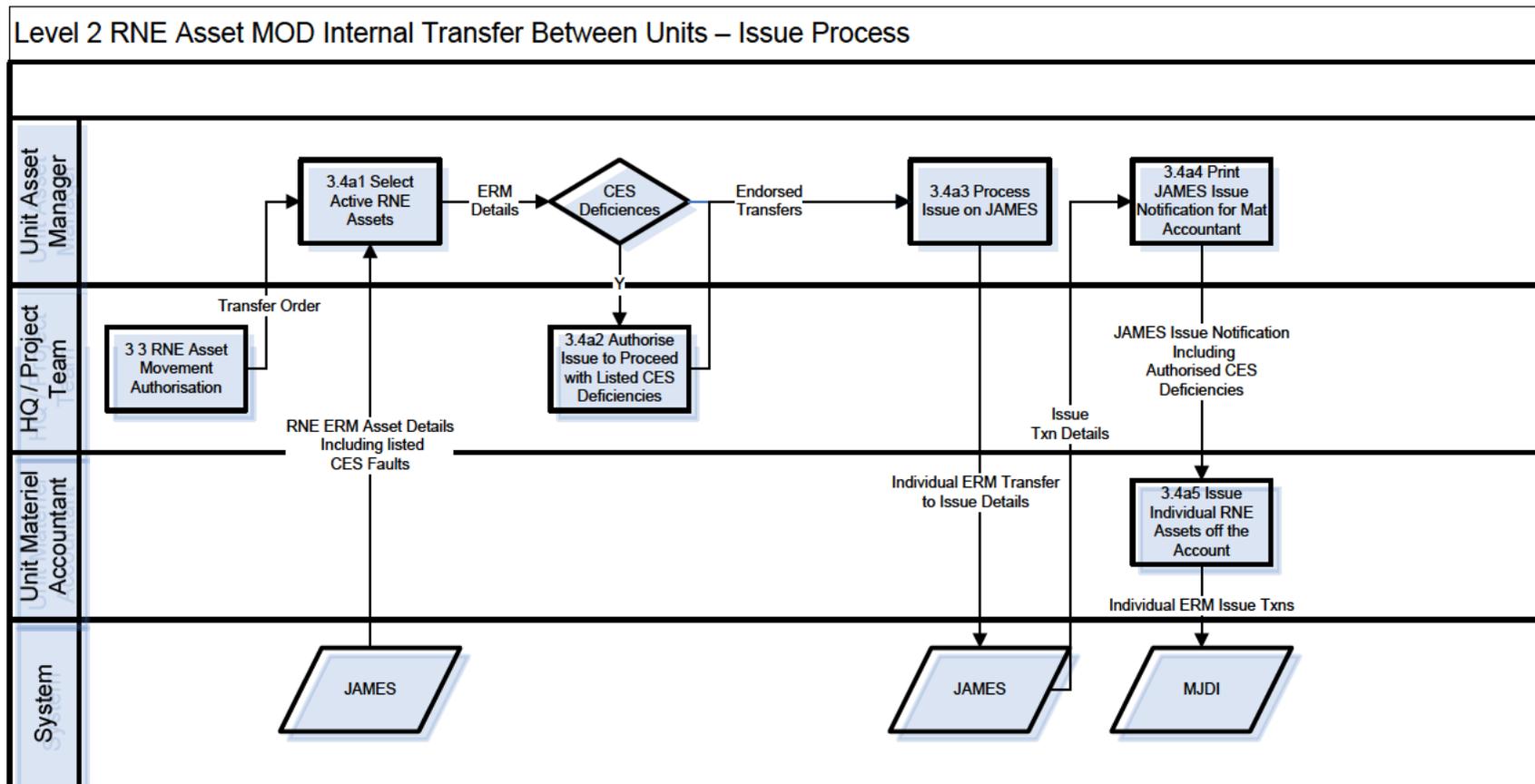
20. The Unit Asset Manager is to physically check the item against JAMES and Contractor documentation in line with receipt checks detailed in JSP 886 Volume 3 Part 15 (Supply Chain Transactions) Chapter 5 Para 3-7 annotating the JAMES Receipt Notification Voucher with any discrepancies. Once the receipt has been processed on JAMES the Unit Asset Manager must print off the JAMES Receipt Notification Voucher and pass it and the Contractors' Delivery Note across to the Unit Materiel Accountant to update the account.

3.2.4 Record Initial Receipt onto MJDI

21. The Unit MA section will process the receipt of the RNE and CES on to the Unit MJDI Account using the details provided on the JAMES Receipt Notification Voucher and accompanying Contractor's Delivery Note. The RNE is to be recorded using the 'Ser No' function in MJDI. All annotated undeclared deficiencies are to be actioned in accordance with JSP 886 Volume 4 Part 10.

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LEVEL 2 RNE ASSET MOD INTERNAL TRANSFER BETWEEN MOD UNITS – ISSUE PROCESS DIAGRAM



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**RNE ASSET MOD INTERNAL TRANSFER BETWEEN UNITS - ISSUE PROCESS
NARRATIVE DESCRIPTION**

3.3 RNE Asset Movement Authorisation

22. All RNE asset movements must be authorised by the Project Team / HQ and the JAMES High Level Planning functionality will support this activity. The Planner will identify the unit that will supply the equipment and which Unit the new equipment is to be transferred to by generating a Transfer Order. Having liaised with the appropriate Project Teams/FLC HQs the transfer order is to stipulate all RNEs and CES that must accompany the platform RNE. Users are to ensure that all RNEs and CES are correctly accounted for in accordance with Defence Materiel Accounting policy.

3.4a1 Select Active RNE Asset

23. The Consigning Unit Asset Manager will select all individual RNE assets and CES to satisfy the transfer order. JAMES is to produce a list of all recorded deficiencies for RNEs and CES items.

3.4a2 Authorise Issue to Proceed with Listed CES Deficiencies

24. Where there are CES deficiencies listed against the selected RNE assets and the original authorisation was complete to CES, the Project Team / HQ must be notified and approve the transfer to proceed.

3.4a3 Process Transfer Issue on JAMES

25. The Transfer Out is now processed on JAMES with 'Complete', 'Limited' or 'No CES' recorded in the comments box of the JAMES Issue Notification.

3.4a4 Print JAMES Issue Notification for Materiel Accountant

26. The JAMES Issue Notification form listing the RNE asset and CES to be moved is to be printed for the Unit Materiel Accountant to update the account on MJDI.

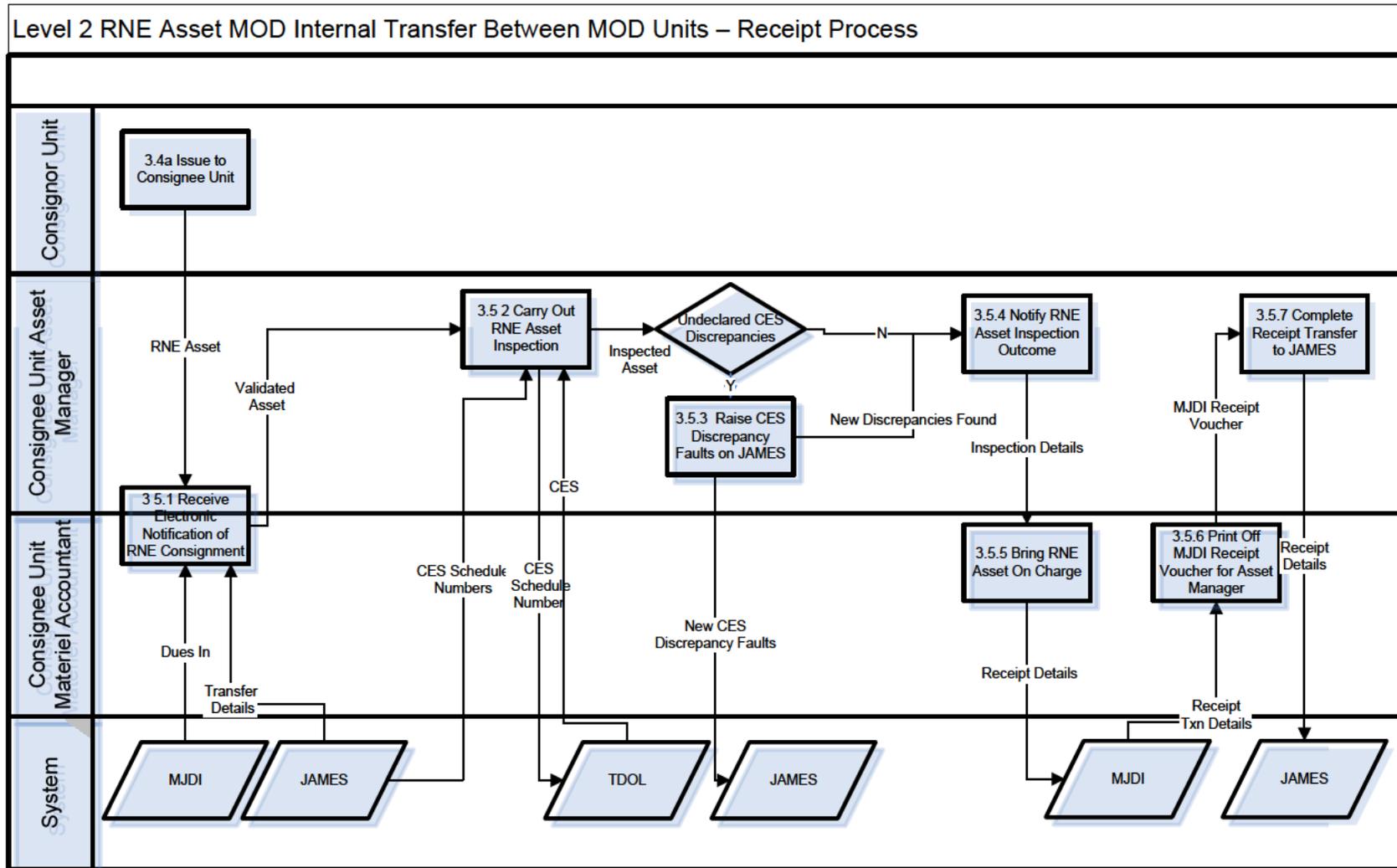
3.4a5 Issue Individual RNE Assets off the Account

27. The Unit Materiel Accountant will now process the issue on MJDI for all RNEs and CES identified to be moved using the details provided on the JAMES Issue Notification form. MJDI Issue Vouchers will be produced and these are to be used to manage the move of the identified items. The MA is to use the MJDI Issue Voucher detail to raise a VITAL consignment and generate a Package Departure record (PDR) The JAMES Issue Notification form and the PDR are to be attached to the MJDI external Issue Voucher (U050) to support the authority for the issue, a copy is to be retained by the Unit in accordance with JSP 886 Volume 4 Part 1.

28. The Materiel Accountant is also to list on AF B6530 or service equivalent form as appropriate the deficiencies identified on JAMES and this form is also to be attached to the external issue voucher. The Materiel Accountant must cancel any outstanding demands for any RNE assets or CES deficiencies consignee and complete the necessary accounting action. Where deficiencies exist and are being transferred to a gaining unit, the issuing unit is to ensure write off action has been conducted and that a copy of MOD Form 2260 is attached to the AF B6530 to support deficiencies in order to provide the gaining unit with the necessary authority to demand replacements.

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LEVEL 2 RNE ASSET MOD INTERNAL TRANSFER BETWEEN MOD UNITS – RECEIPT PROCESS DIAGRAM



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**RNE ASSET MOD INTERNAL TRANSFER BETWEEN MOD UNITS - RECEIPT
PROCESS IN NARRATIVE DESCRIPTION**

3.4a Issue to Consignee Unit

29. Internal Transfers of RNE assets between Units will have been authorised by the Project Team / HQ as part of the JAMES High Level Planning process. The RNE asset will have been authorised complete to CES, with Limited CES or no CES; the RNE Assets will be transferred using the MJDI issue voucher which should be accompanied by a CES deficiency form (AF B6530 or single service equivalent as appropriate). DSG units who have been authorised to use JAMES for Materiel Accounting purposes for RNE assets are to use the JAMES issue notification as the issue voucher. Materiel Accountants with access to JAMES will also be able to track Assets being allocated to their unit to enhance the robustness of the receipt process.

3.5.1 Receive Electronic Notification of RNE Consignment

30. The issue of an RNE asset within the MOD will generate an electronic message on JAMES. Issues from an MJDI unit will create a Dues In at the receiving unit providing they have MJDI. Details of the RNE asset will also be passed to the receiving unit on JAMES with the status 'in transit'.

3.5.2 Arrange Receipt Inspection

31. The receiving unit RNE Asset Manager is to undertake a full receipt inspection of all Assets and accompanying CES items in line with the receipt check process in JSP 886 Volume 3 Part 15 (Supply Chain Transactions) Chapter 5 Para 3-7.

3.5.3 Raise CES Discrepancy Faults on JAMES

32. All undeclared CES discrepancies (items not listed on the AF B6530 or single service equivalent form) are to result in a CES Discrepancy Fault being raised on JAMES.

3.5.4 Notify RNE Asset Inspection Outcome

33. The issue documentation is to be annotated with any discrepancies identified during the receipt process. Where issued the MJDI issue voucher and AF B6530 or single service equivalent form is to be used to record any discrepancies. The issue documentation must be passed to the Materiel Accountant to enable formal materiel accounting action to be completed.

3.5.5 Bring RNE Asset On Charge

34. On receipt of the issue documentation from the Asset Manager, the MA section will bring the RNE Asset and accompanying CES on to the MJDI account annotating the RNE number utilising the 'Ser No' function in MJDI.

- a. **For RNE Assets Transferred between MJDI Units.** The MJDI Issue Voucher will take precedence and a 'Dues In' will have been created.
- b. **For RNE Assets Transferred from Non MJDI Units.** The JAMES issue documentation is to be used to bring to account and an unscheduled receipt action carried out.

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35. The MA section will take any Discrepancy action as recorded on the consignor issue paperwork, in accordance with JSP 886 Volume 4 Part 10, and is to ensure that replacement demands requested by the Asset Manager have been submitted for all authorised RNE and CES deficiencies.

3.5.6 Print Off MJDI Receipt Voucher for Asset Manager

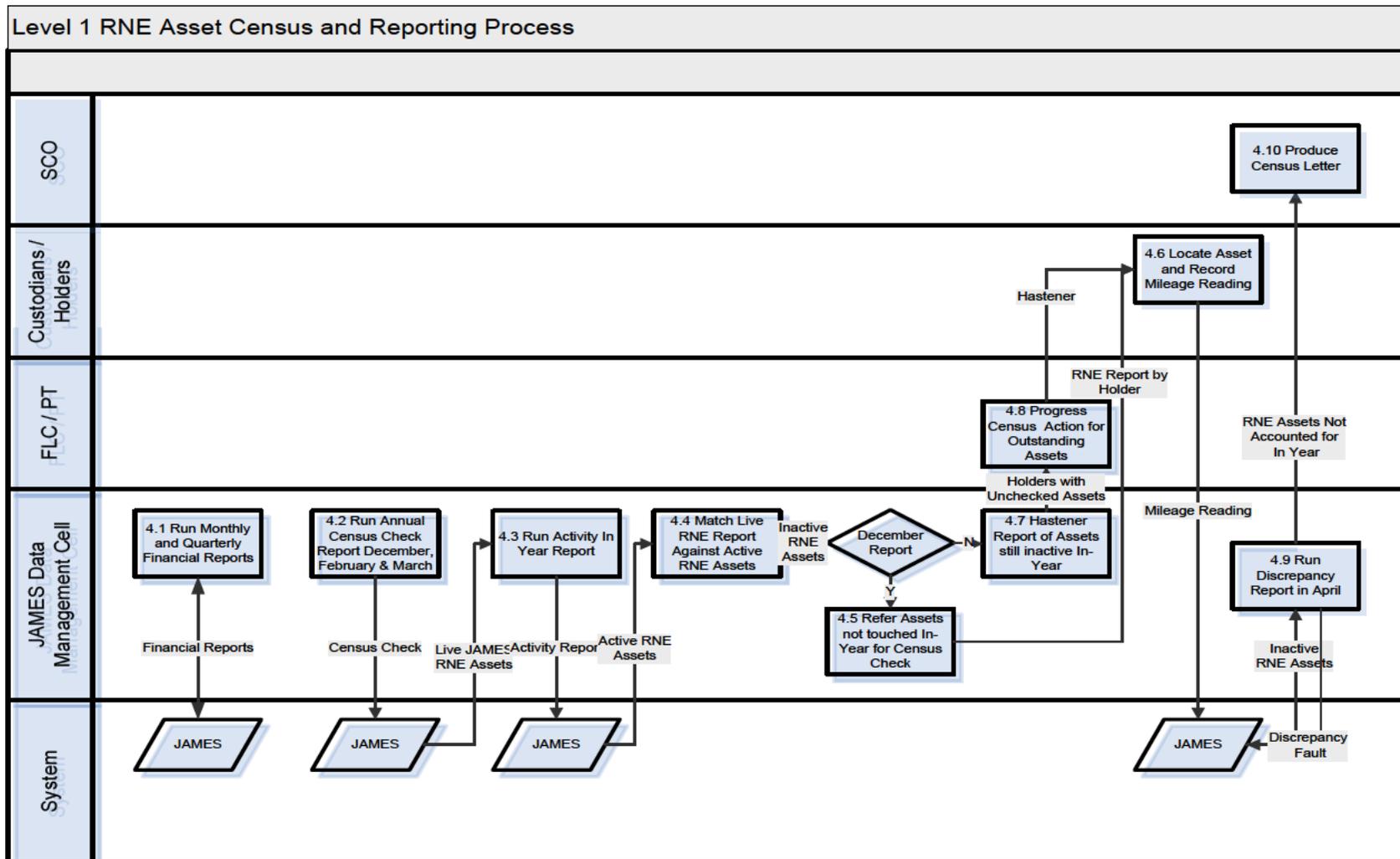
36. The MJDI Receipt transaction reference numbers (RV numbers) for the RNE and CES are to be recorded on the consignor's issue voucher and passed to the Asset Manager to close the Transfer on JAMES.

3.5.7 Complete Receipt Transfer on JAMES

37. Once the RNE asset has been brought to account on MJDI, the Asset Manager is to record the receipt transaction reference numbers against the assets in JAMES and close the Authority to Use Document on JAMES, which completes the JAMES Transfer activity. Recording the Receipt transaction numbers on JAMES will facilitate MJDI/JAMES account audits..

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LEVEL 1 RNE ASSET CENSUS AND REPORTING PROCESS DIAGRAM



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RNE ASSET CENSUS AND REPORTING PROCESS NARRATIVE DESCRIPTION

4.1 Run Monthly and Quarterly Financial Reports

38. The monthly report, run on the 15th working day of the month, lists all new DE&S-owned RNE Asset out of service transactions processed on JAMES during the previous month. The report will list the ERM number, the out of service date, and will be sorted by the owning Project Team. The quarterly report will list all DE&S-owned in-service ERMs with their location and will also be sorted by the owning Project Team. Both reports are to be sent to the Defence Business Services ADMT team for validation against the Fixed Asset Register (FAR) database.

4.2 Run Annual Census Check Report December, February and March

39. The CENSUS check of all MOD-owned RNE Assets on JAMES is initiated by the JAMES Data Management Cell to confirm the assets are physically held at the locations recorded. The report will be run at the beginning of December for asset holder attention, with refreshed reports produced in February and March for chain of command progress action. This CENSUS is in addition to annual MA-generated AinU Muster and, to maintain account alignment, the Unit Asset Manager is to co-ordinate with the MA to ensure both the CENSUS and the annual Muster for RNE AinU assets are run together. The AinU muster process detailed in JSP 886 Volume 4 Part 8 is to be followed and any discrepancies on the MJDI account are to be investigated and managed in line with JSP 886 Volume 4 Part 10. Assets accounted for and subject to stocktaking on Depot Management Systems held by DSA awaiting disposal or held by Industry and subject to Def Stan 05-99 GFE stocktaking action are excluded from the Census.

4.3 Run Activity In-Year Report

40. This activity is triggered by step 4.2 and is an automated check on JAMES of all RNE assets that have a recorded maintenance task recorded within the preceding 12 months since the December run date.

4.4 Match Live RNE Report against Active RNE Assets

41. The Total live RNE assets held on JAMES are matched with the maintained in-year RNE assets list produced at step 4.3. Only those RNE assets that have not been maintained in year (Inactive assets) are subject to a physical stock check.

4.5 Refer Assets Not Touched In-year for Census Check

42. An initial report is produced in December (derived from step 4.4) and referred to the Commanding Officer for the location holding the RNE asset on JAMES to verify they physically have the asset. In addition, any asset that remains outstanding from the previous year's Census (discrepancy fault raised at step 4.9 not cleared) will be referred to the PT for Custodian accounts or FLC HQ for potential materiel loss action in accordance with JSP 886 Volume 4 Part 6 Chapter 3.

4.6 Locate Asset and Record Mileage Reading

43. This activity is triggered by the Census Report at step 4.5 and involves updating the mileage reading on JAMES following a physical check to confirm that the asset is held. Recording the mileage on JAMES will prevent the asset appearing on subsequent reports. If the asset is found to have not moved since the last mileage recording was made on

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JAMES then the reading is to be updated by just 0.1 of a kilometre. N.B. An appropriate usage figure is to be recorded where mileage is not applicable.

4.7 Hastener Report of Assets still inactive In Year

44. The Holders/Custodians will have had until the end of January to take action to physically locate and record on JAMES a mileage at step 4.6 which will remove the assets from the-not-touched-on JAMES In-year report. This hastening report is produced February and finally again in March to bring to the attention of the Formation Fleet Managers, FLC and the owning PT, those assets that remain unchecked in-year for progress action.

4.8 Progress Census Action on for Outstanding Assets

45. It is the responsibility of the Formation Fleet Managers, FLCs and PTs to review the hastening reports and ensure holders take action to locate and record the mileage of RNE assets held on JAMES. Where write-off action is considered appropriate, the asset is to be transacted into a DMC Equipment Not in JAMES account with a fault raised of Equipment Lost and MJDI updated where appropriate. Any assets written off and subsequently found will need to be re-birthed on to JAMES ensuring JSP 472 accounting rules are followed.

4.9 Run Discrepancy Report in April

46. This is the final version of the Census Report listing all assets reviewed and those assets still not accounted for following the hastening action in February and March. The Census Report (to be sent to SCO for action at step 4.10) will list ERM and location for:

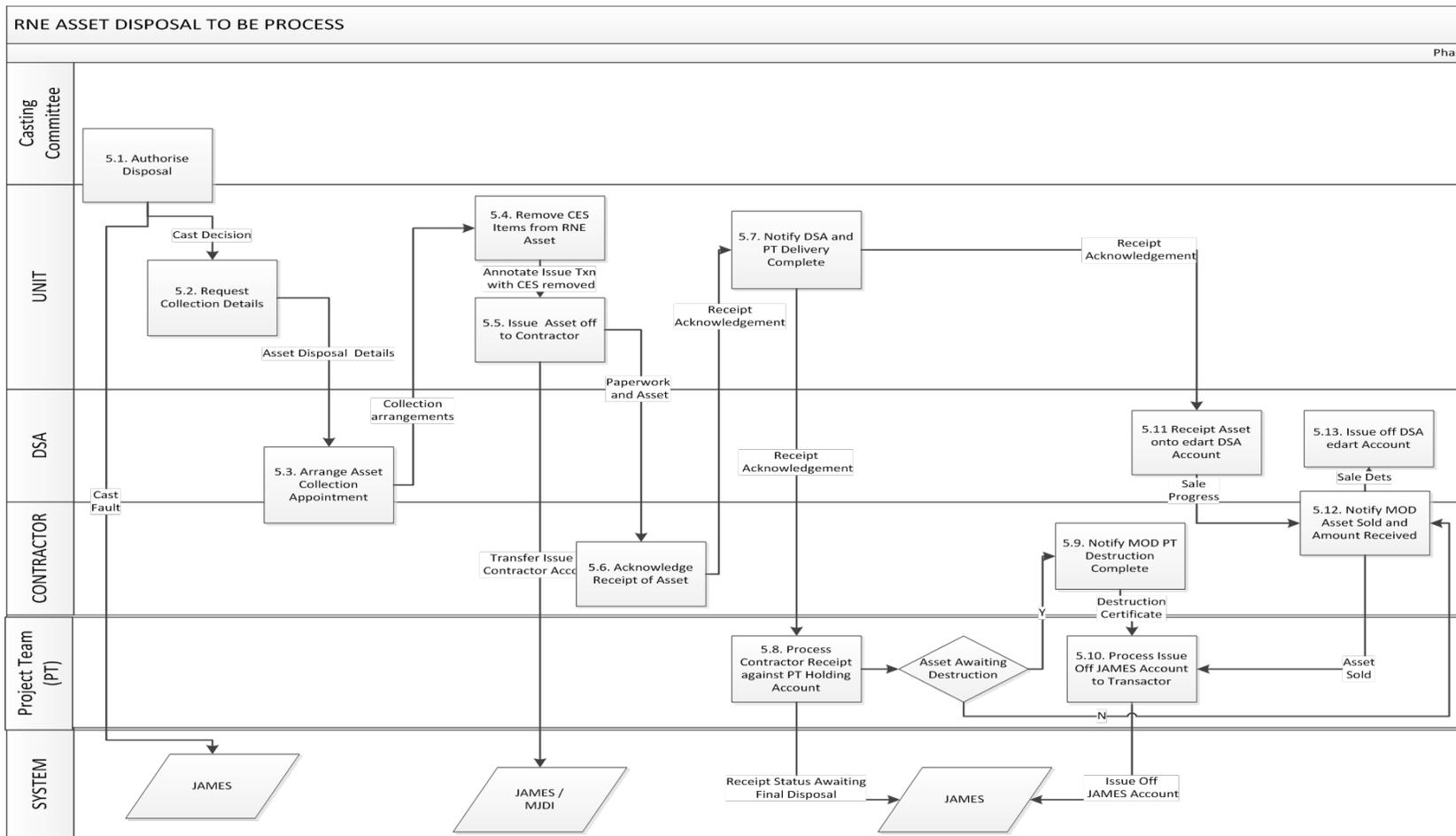
- a. All MOD owned RNE assets held on JAMES.
- b. All RNE assets excluded from Census activity.
- c. All RNE assets subject to Census confirmed as held.
- d. All RNE assets subject to discrepancy action.

4.10 Produce Census Letter

47. Data supplied from JAMES at step 4.9 will be married to price information from the Managed Equipment Fixed Asset Register (MEFAR) and the Fixed Asset Register (FAR), to support financial as well as numeric analysis for the report. Once the In-year Census activity has concluded, a Census letter will be produced by SCO summarising the outcome of the Census validation exercise for stakeholders (including the NAO).

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LEVEL 1 RNE ASSET DISPOSAL PROCESS DIAGRAM



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RNE ASSET DISPOSAL PROCESS NARRATIVE DESCRIPTION

5.1 Authorising Disposal

48. Once a disposal decision has been taken the Casting committee will notify the equipment holder who will raise a fault on JAMES with a classification of cast. The JAMES operator is to inform the Materiel Accountant of the Casting committee's decision in order for the MJDI issue documentation to be prepared. Activities 5.2-5.5 cover the dispatch of RNE assets in the UK. If the RNE asset is held in an overseas theatre, for bespoke disposal arrangements, contact:

Head of Overseas Disposal
Disposal Services Authority (G),
Bldg 121, Ayrshire Barracks, BFPO 19.
Tel: Mil: 94888 Ext 2307 / 2331 /2300, Civ 0049 2161597 307 / 331 /300.
Fax: Mil: 94888 Ext 2498, Civ 0049 2161 597 498.
E-mail: DES-DSA-Germany-Head-Overseas

5.2 Request collection details

49. The Unit Materiel Accountant will notify DSA that a RNE asset requires collection.

5.3 Arrange Asset collection appointment

50. DSA notifies the disposal contractor to arrange asset collection within a 14 day target, and forwards a copy of the Tasking letter to the Unit.

5.4 Remove CES items from RNE asset

51. If instructed by the Owning PT, Ancillary accessories and spares contained in the Complete Equipment Schedule (CES) for the asset being disposed of should be removed prior to collection by the disposal contractor.

5.5 Issue Asset off to contractor

52. An MJDI external issue voucher is to be prepared by the materiel accountant issuing the RNE to the disposal contractor (UIN/NCAGE) prior to the collection of the RNE asset.

53. Once the Contractor picks up the asset, or it leaves the unit, an issue transaction is made on JAMES by the consignor to the owning PT In Use Placement Account; naming conventions dictate that the Contractor UIN and Contractor Name must be the first entries in this field to identify where the physical asset is actually held and provide a cross reference to MJDI which will record a direct issue to the Contractor UIN. Where CES accessories have been removed this must be recorded on the transaction. For UK based vehicle disposals a MOD Form 654 must be raised and accompany the vehicle; for disposals abroad a JAMES transactional print will replace the AF G8851 and accompany the vehicle.

5.6 Acknowledge receipt of Asset on MOD F654 part 3

54. The Contractor is to acknowledge receipt of the asset by returning a receipted copy of the MJDI external issue voucher to the consignor. For RNE asset types that are UK based vehicles, Part 3 of the MOD Form 654 will be signed by the Contractor who will retain copy 1 and return copies 2-4 to the consignor.

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5.7 Notify DSA and PT Delivery Complete

55. The Contractor receipt acknowledgement is referred to the owning PT by the Unit Materiel Accountant.

5.8 Process Contractor receipt against PT Holding Account

56. The Project Team will update their In Use Placement Account for the asset being disposed of on JAMES, as a result of receiving receipt acknowledgement, to show the equipment status as Awaiting Disposal. This is a searchable field that enables the asset to be filtered out of the financial feed.

5.9 Notify MOD PT Destruction Complete

57. The Contractor sends a destruction certificate to the Project Team where appropriate. Where required, this must be received before the asset is issued off the PT's In Use Placement Account on JAMES to signify final disposal.

5.10 Process Issue off JAMES account to Transactor

58. The Project Team notifies the JAMES Data Cell when the Asset has been scrapped and the JAMES Data Cell will transfer the asset out of the PT's In Use Placement Account to the Not in JAMES equipment area and will set the equipment status to Disposed. This will follow directly on from step 5.9 where a destruction certificate is required. For RNE assets that do not require a destruction certificate, the JAMES Data Cell will await a monthly sale notification report produced by the Sale Contractor at step 5.12 prior to transferring the asset out of the PT's In Use Placement Account to the Not In JAMES equipment area and setting the equipment status to Disposed. ...

5.11 Receipt Asset onto E-Dart DSA account

59. The DSA update E-Dart and include any sale progress.

5.12 Notify MOD Asset sold and amount received

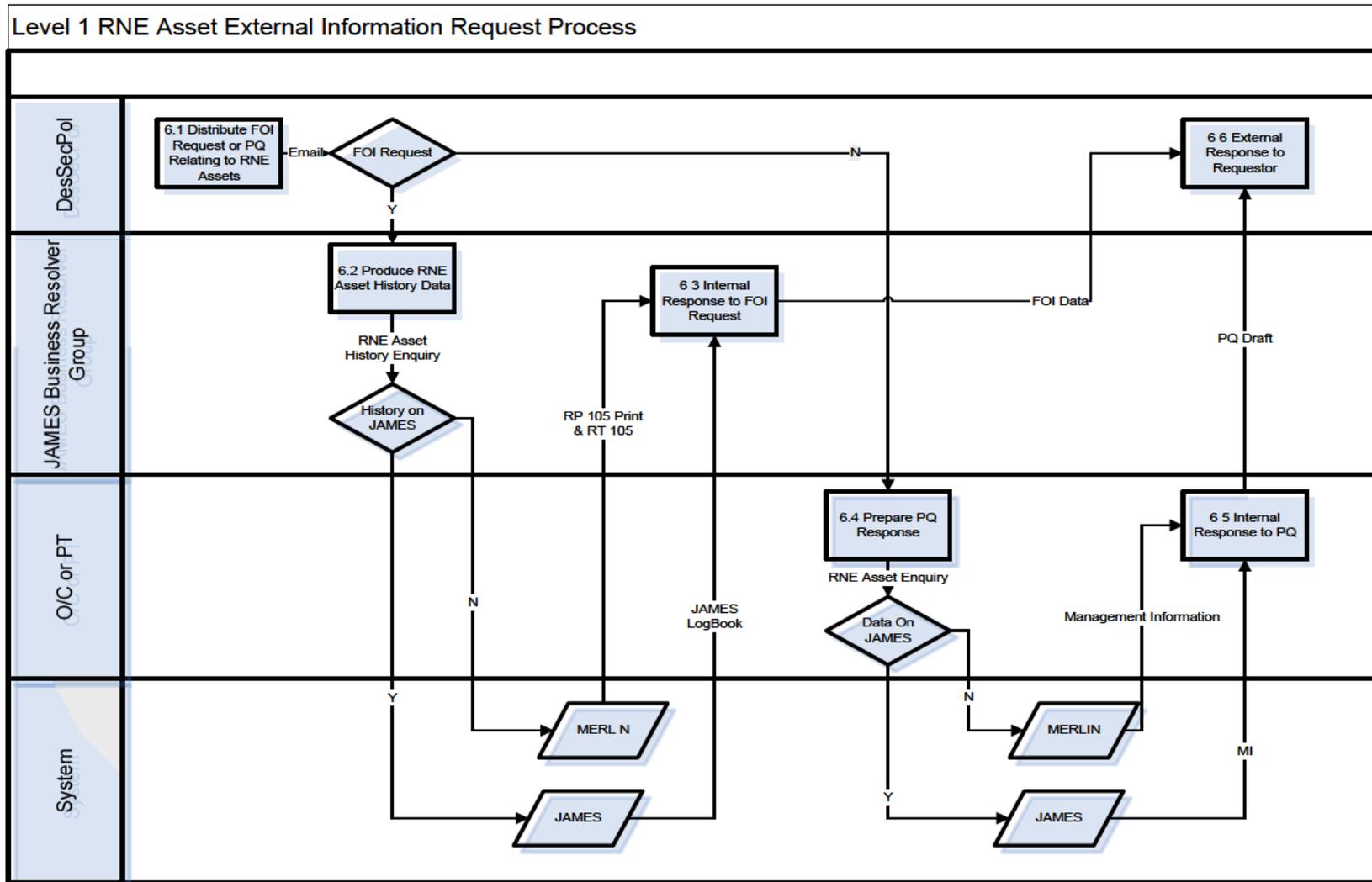
60. The Contractor provides sale details to DSA. DSA will edit the data to remove commercially sensitive information and forward to the JAMES Data Management Cell.

5.13 Issue off DSA E-Dart account

61. The MOD Fixed Asset Register (FAR) is updated following sale notification at step 5.12.

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RNE ASSET EXTERNAL INFORMATION REQUEST PROCESS DIAGRAM



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RNE ASSET EXTERNAL INFORMATION REQUEST NARRATIVE DESCRIPTION

6.1 Distribute FOI Request or PQ Relating to RNE Assets

62. Freedom of Information (FOI) requests for RNE Assets originate from new owners for ex-MOD vehicles sold at auction or Motor Club enthusiasts and can be satisfied through standard vehicle history or logbook reports as a centralised task. Parliamentary Questions will typically require a bespoke response and hence be referred by DES SEC-PolSec to the appropriate Operating Centre and Project Team owners for investigation.

6.2 Produce RNE Asset History Data

63. On receipt of an FOI referral from DES SEC-PolSec the JAMES Business Resolver Group will determine whether the history data is held on JAMES, where a JAMES logbook will be produced, or pre-dates JAMES and needs to be retrieved from the MERLIN read-only archive, in which case MERLIN reports RP and RT 105 will be utilised.

6.3 Internal Response to FOI Request

64. The JAMES LogBook and or MERLIN reports are forwarded to DES SEC-PolSec with the associated FOI request.

6.4 Prepare PQ Response

65. This activity will very often require a co-ordinated response to be prepared across Project teams using JAMES as a first port of call for the data.

6.5 Internal Response to PQ

66. The co-ordinated PQ response is forwarded to DES SEC-PolSec.

6.6 External Response to Requestor

67. DES SEC-PolSec will respond to the external FOI or PQ request and close the incident.