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Ministry
of Defence

JSP 886
DEFENCE LOGISTICS SUPPORT CHAIN MANUAL

VOLUME 3
SUPPLY CHAIN MANAGEMENT

PART 15
SUPPLY CHAIN TRANSACTIONS

VERSION RECORD		
Version Number	Version Date	Version Description
1.14	04 Jul 12	Changes to Chap 4, Para 16, Pg 43: Seeking Assistance from PTs and FLCs. Changes to Chap 6 Para 14, Pg 59: Issues as Part of Exchanges.
1.15	14 Sep 12	Deletion of Chapter 8 - Materiel Conditioning. Now in Volume 4, Part 10.
1.16	21 Sep 12	Deletion of Chapter 7 (Discrepancies) / Re-instatement of new Chapter 7 (Materiel Conditioning).
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1.23	02 Jan 14	Replace ' Special Instructions ' with 'Customer's Own Reference Field'. Changes to Figure 10 .
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CHAPTER 1: INTRODUCTION

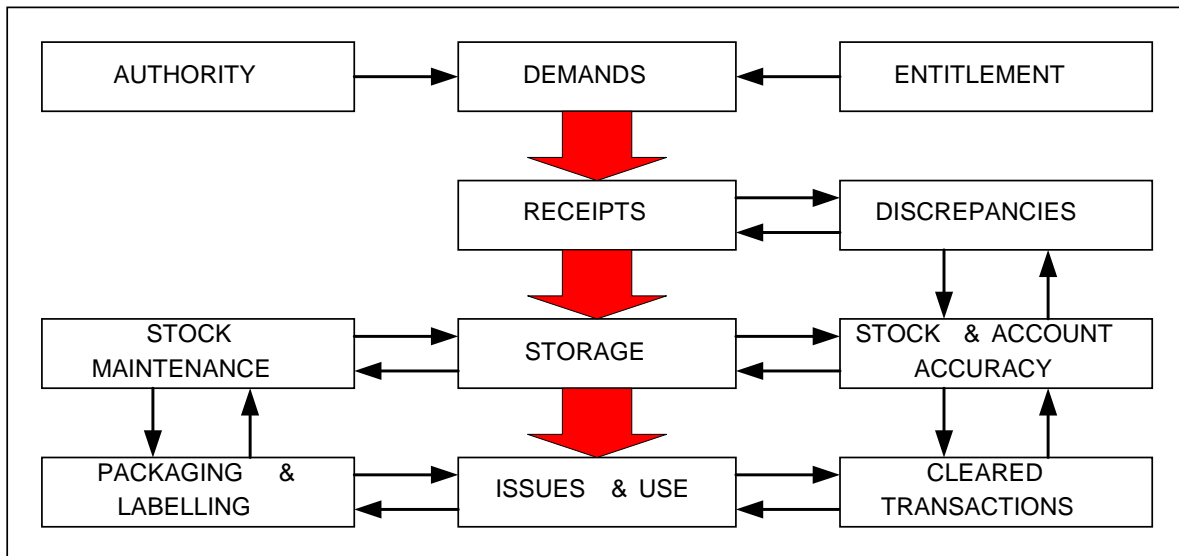
INTRODUCTION

1. This document deals with the policy and processes associated with the demand, receipts, storage, management and issue of materiel by Defence establishments and units. In general the detailed procedures are contained in the LogIS User Manuals. The diagram at Figure 1 illustrates the relationship between Supply Chain functions.
2. This document does not include the policy and processes for:
 - a. **Inventory Management.** The policy and processes associated with the Project Team’s (PTs) responsibilities for the inventory management of their materiel is contained in [JSP 886 Volume 2: Inventory Management](#).
 - b. **Government Furnished Equipment (GFE).** The policy and processes associated with PTs and Industry’s responsibilities for the management of GFE is contained in [JSP 886 Volume 4 Part 4: GFE](#).

POLICY

3. It is MOD Policy that Service units or contractors are only to demand and store materiel that they are formally entitled to. Guidance on entitlement is at Chapter 2: Entitlement.

Figure 1: Illustrative Diagram of Supply Chain Functions



PURPOSE AND SCOPE

4. The responsibilities of a Materiel Account Owner, normally the Head of an Establishment, in relation to public equipment and stores are given in Queen’s Regulations for the Royal Navy, Queen’s Regulations for the Army and Queen’s Regulations for the Royal Air Force. Materiel Account Owners are to ensure all equipment and stores known to be public property are properly accounted for in accordance with these regulations.

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5. Defence personnel in possession of Defence materiel are responsible for its safe keeping and control. Receipts are to be obtained for all accountable articles when issued either permanently or on loan.

6. In this document the term 'unit' is used to describe an establishment that is self accounting for materiel. Typically these units will have an 'A' suffix on their Unit Identification Number (UIN), ie D1234A although there a significant number of non-suffix 'A' UINs that are self accounting.

7. This document uses the Defence logistic roles; the service equivalents are shown in Figure 2.

Figure 2: Logistic Roles

Defence	RN	Army	RAF
Materiel Account Owner	Commanding Officer	Commanding Officer / Officer Commanding	Officer Commanding
Materiel Account Holder	Logistic Officer	Quartermaster	Supply Officer
Materiel Accounting Staff	Logistic (Supply Chain)	QM Staff / Logistic Specialist (Supply)	Logistics (Supplier)

8. All documentation is to be conducted in a legible manner using permanent ink and is to be dated. Corrections are to be carried out by a single strikethrough, which leaves the underlying text legible, and with the new text written alongside. The use of correction fluid is prohibited. Documentation is to be retained for the period specified in [JSP 886 Volume 4 Part 1: Fundamentals of Materiel Accounting](#). Authorising signatures and initials are to be identifiable.

OWNERSHIP AND POINTS OF CONTACT

9. The policy, processes and procedures described in JSP 886, the Defence Logistics Support Chain Manual are owned by ACDS LOGOPS. ACDS LOGOPS-Log Strat and Pol DH is responsible for the management of JSC policy on behalf of ACDS LOGOPS.. Enquiries concerning this document should be addressed to:

- a. Regarding the content to the policy Sponsor:

ACDS LOGOPS-Supply Policy 1 SO2
Tel: Mil: 9679 Ext 80960, Civ: 030679 80960
Email: <mailto:ACDSLOGOPS-SupplyPoll1SO2@mod.uk>

- b. Regarding the accessibility of the document:

ACDS LOGOPS-Def Log Pol-ET1
Tel: Mil: 9679 Ext: 80953. Civ: 030679 80953.
Email: <mailto:ACDSLOGOPS-JSP886ET1C2@mod.uk>

GLOSSARY

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

LINKED PUBLICATIONS

11. The following documents provide additional information:

- a. [MAP-01: Military Aviation Engineering Policy Regulation & Documentation](#).

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- b. [JSP 307: Joint Service Catalogue of Accommodation Stores.](#)
- c. [JSP 308: Joint Service Scales of Accommodation Stores.](#)
- d. [JSP 329: Information Coherence for Defence.](#)
- e. [JSP 332: Low Value Purchasing Manual.](#)
- f. [JSP 375: MOD Health & Safety Handbook.](#)
- g. [JSP 384: Defence Accommodation Stores Policy and Procedures.](#)
- h. [JSP 418: MOD Sustainable Development and Environment Manual.](#)
- i. [JSP 440: The Defence Manual of Security.](#)
- j. [JSP 490: Defence Cryptosecurity Operating Instructions.](#)
- k. [JSP 515: Hazardous Stores Information System.](#)
- l. [JSP 755: Tri Service Positions and Assignments - Instructions.](#)
- m. [JSP 800: Defence Movement & Transport Policy. Chapter 5: Road Transport.](#)
- n. [JSP 832: Guide to Service Inquiries.](#)
- o. [JSP 886 Volume 3 Part 1: Standard Priority System.](#)
- p. [JSP 886 Volume 4 Part 1: Fundamentals of Materiel Accounting.](#)
- q. [JSP 886 Volume 4 Part 2: Defence Stocktaking.](#)
- r. [JSP 886 Volume 4 Part 4: Government Furnished Equipment.](#)
- s. [JSP 886 Volume 4 Part 6: Losses.](#)
- t. [DEFSTAN 05-99: Managing Government Furnished Equipment in Industry.](#)

SUPERSEDED PUBLICATIONS

12. Documents subsumed by this document are shown at Figure 3 below. In addition a 'where are they now' table is also maintained on the JSP 886 Website. Where the remarks state 'Duplicate content redacted' the donor document is still available but the details that now appear in Supply Chain Transaction have been deleted.

Figure 3: JSP 886 Parts Subsumed by Supply Chain Transactions

Volume	Part	Title	Remarks
2	100	Allowances and Stores Documentation ... (Partial).	Duplicate content redacted.
2	103	Review of Holdings.	
2	307	MT Provision and Supply.	
3	1	Standard Priority System (SPS) (Partial).	Duplicate content redacted.
3	103	External Return of Materiel.	
3	104	Returns to Naval Bases.	
3	317	Squadron Stores.	
4	8	Transactions.	
4	100	Receipt of Materiel.	

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Volume	Part	Title	Remarks
4	101	Issue of Materiel (Partial).	Duplicate content redacted.
4	105	Main Store Account (Partial).	Duplicate content redacted.
4	106	Receipts.	
4	107	Receipting.	
4	108	Issues.	
4	110	Discrepancy Reporting Procedures.	
4	111	Receipts – Commercial Contractors.	
4	200	Supply of Materiel to Land Units.	Duplicate content redacted.
4	201	Management & Accounting for Materiel in Land (Partial).	Duplicate content redacted.
4	205	Issue Transaction Summary Manual Completion.	
4	300	Modifications - General Information.	
4	301	Modifications - Support Management Actions.	
4	302	Modification - Procedures at Commands, Maintenance	
4	303	Attractive Items.	
4	308	Principal Director Pricing Quality Services Equipment	
4	309	Spare Price Challenges and Procedure.	
4	314	Supply Accounting Records and Forms.	
4	321	Demand Procedures.	
4	322	Issue Procedures.	
4	323	Receipts.	
4	326	Demand and Accounting Procedures for Army Ranges.	
4	330	Claims against Carriers for Loss ... of Stores in Transit.	

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CHAPTER 2: ENTITLEMENT

GENERAL

1. A unit must be entitled to demand and hold Defence Materiel. This entitlement is granted in the following discrete ways:
 - a. A positive statement where the unit composition of manpower and equipment is stated.
 - b. An implicit requirement based on the unit composition. The unit is entitled to demand and hold materiel needed to allow the operation and maintenance of the manpower and equipments stated in the formal entitlement.
 - c. Support units entitled to hold materiel in support of its dependency or a stated contingency.

EXPLICIT ENTITLEMENT

2. Formal entitlements are set by Single Service procedures and promulgated using the following documents:
 - a. **Royal Navy.** Also see [Annex A](#): Authorised RN & RM Entitlements.
 - (1) **JPA Establishment.** This is the RN authority for manpower. Establishment and replaces the term Scheme of Complement in Naval usage. (JSP 755: Tri Service Positions and Assignments - Instructions).
 - (2) **RN Equipment System and Function List (ESFL).**
 - (3) **RN Electronic Management of Munitions Allowances.**
 - (4) **Consolidated Allowance List (CAL).** [2009DIN04-223](#) provides further information on the Platform Specific Consolidated Allowances List (PSCAL) methodology. Additional details are available from the [Platform Support Group](#) website.
 - (5) **BR 3: Naval Personnel Management.** Part 2: Establishment Administration.
 - (6) **BR 81: Naval Service Uniform Regulations.** To be absorbed into BR 3 in the future.
 - (7) **JSP 308: Joint Service Scales of Accommodation Stores.**
 - (8) **Medical Equipment Table for Service Afloat (METSA).**
 - (9) **JSP 886 Volume 3 Part 13: Deployable Stocks.** Deployed Support Packs (DSP) for All Rotary Wing Embarked Aviation Aircraft.
 - (10) **JSP 886 Volume 2 Part 100: Allowances and Stores Documentation, Initial Supply of Stock and Stock Levels.** Elements of this document have been retained until current authoritative guidance can be identified.

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b. **Army.**

- (1) **System for Liability Information Management (SLIM).** This is the Army authority for manpower; the SLIM information is replicated on JPA.
- (2) **AF C8005 Army Establishment Table (AET).** This states the quantity and rank structure of the manpower and lists key equipments including vehicles and weapons. Guidance on AF C8005 management is given in [Army Liability Staffing Instruction \(ALSI\)](#) which is sponsored by DGS.
- (3) **Equipment Table (ET).** This is an explicit statement of the materiel entitlement of a unit and includes Equipment Table (ET) Scales, Equipment Table (ET) Schedules and Special Tools and Test Equipment (STTE) Scales. Further guidance is at JSP886 Volume 4 Part 204: Compilation of Equipment Tables and Associated Documents.
- (4) **Clothing Scales for the Army and Army Supported Civilians.**
- (5) **JSP 308: Joint Service Scales of Accommodation Stores.**
- (6) **JSP 886 Volume 3 Part 13: Deployable Stocks.** Priming Equipment Packs (PEPs).

c. **Royal Air Force.**

- (1) **JPA Establishment.** This is the RAF authority for manpower. The unit manpower establishments are created and amended using the processes contained in AP 3390: RAF Manpower Establishments.
- (2) **AP 1827: RAF Expeditionary Operations Field Equipment Capability.** Scales of Technical and Domestic equipment requirements for RAFPAs.
- (3) **AP 1358: RAF Dress Regulations.**
- (4) **JSP 308: Joint Service Scales of Accommodation Stores.**
- (5) **AP100C-75: RAF Logistic Support for Operations.** The detail for RAF Priming Equipment Packs (PEPs) is given at Part 3, Chapter 14.
- (6) **Platform Specific Equipment.** For aviation and RAF units, the Platform PT is to take the lead in identifying all P and L Class equipment required to support FLC identified platform activity worldwide. The Platform PT, in consultation with the FLC, is to produce sufficient scales to cover each formation established to operate, support or maintain the Platform. The FLC is to determine the format to be adopted.
- (7) **Vehicle and Ground Support Equipment (V&SE).** The V&SE Role Office is to be approached.

IMPLICIT ENTITLEMENT

3. Units are entitled to demand and store materiel based on the following criteria:
 - a. **General Stores.** A range and quantity commensurate with the unit role and activity.

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- b. **Ammunition.** In line with guidance from D Weapons in consultation with FLCs.
- c. **Materiel.** Equipment, stores, supplies and spares to allow the unit to operate and maintain the equipment on charge, in line with the unit role and activity.
- d. **Clothing.** A range and quantity commensurate with the manpower level, unit role and activity. Clothing scales are available from Defence Clothing Project Team (DC PT).
- e. **Fuels, Lubricants & Gases (FL&G).** Units are to hold an agreed stock of FL&G to allow the unit to operate and maintain the equipment on charge in line with the unit role and activity.
- f. **Support Units.** Units providing secondary materiel support to units or formations are entitled to carry materiel. The range and scale of the materiel held by the supporting unit is to be calculated and justified using criteria agreed between the FLC and DE&S. This can include the use of agreed embedded provisioning algorithms and formal ranging and scaling exercises.

OTHER ALLOWANCES

- 4. If additional Accounting Classes Permanent (P) and Limited (L) equipment is required by a unit to allow it to complete its role; the unit is to discuss the requirement with the Chain of Command. The discussion should consider if the requirement is temporary or permanent, the quantity required and any additional training and maintenance load. The unit is then to submit a loan request or establishment change prior to submitting a demand for the equipment.
- 5. Additional consumable items (Accounting Class C) can be demanded by a unit as long as they are required to fulfil the unit's role. The quantity demanded should be a balance between the minimum to support the unit's role and the avoidance of overly frequent replenishment demands.

OTHER REQUIREMENTS

Defence Accommodation Stores (DAS)

- 6. DAS is managed on a single service basis in accordance with JSP 384: Defence Accommodation Stores Policy and Procedures. Details of DAS and allowances are given in JSP 307: Joint Service Catalogue of Accommodation Stores and JSP 308: Joint Service Scales of Accommodation Stores. Ships' allowances for DAS are calculated and included in On Board Documentation (OBD).

Forms and Publications

- 7. Details on the demand and automated issue of publications are at [JSC Services Forms & Publications](#). Forms and Publications are to be demanded using MOD Form 999 which is available on the LCS website.

Office Machinery, Supplies & Services

- 8. Details on the demanding of Office Machinery is at [Office Supplies & Services](#). Units are to obtain all requirements against a budget allocated by their Top Level Budget (TLB).

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REVIEW OF SPARES HOLDINGS

9. Unit holdings of spares are to be dynamic to cater for changes in role of the unit, the intensity of unit activity and changes in reliability of equipment. Holdings of Permanent and Limited items are normally advised to the unit in the form of allowances. Allowances are normally calculated and agreed between DE&S and FLCs. Holdings of Consumable items are calculated by the unit, normally by the embedded LogIS or manually:

- a. Maritime Environment allowances are known as Allowances.
- b. Land Environment allowances are promulgated as Forward Repair Pools (FRP).
- c. Military Aviation Environment allowances Establishment Variation Factors (EVF).

10. The review of holdings are made for the following reasons:

- a. Notification of significant changes in allowance; see Change in Allowance below.
- b. When changes to the unit's employment or role suggest that the stock holding requires to be changed.
- c. To anticipate requirements for planned events.
- d. At external direction.
- e. At routine intervals:
 - (1) To identify excessive stocks and initiate return action if required.
 - (2) To ensure that stocks are adequate to meet usage and initiate replenishment if required.
 - (3) To review allowances and to apply for changes if appropriate.

Review of Supported Equipment

11. Prior to any review of spares holdings the Materiel Account holder is to confirm that the equipment dependency for which the items are authorised in the allowances are still correct and take into account any changes in equipment fitted or removed during in-depth repair (Upkeep, Overhaul or Depth Repair).

Change in Allowance

12. On receipt of an amended allowance the following action is to be taken:

- a. Amend details of allowances on stock records, raising new stock records for additional items as necessary and quoting, where appropriate, the authority for the change in allowance.
- b. Raise demands for any additional items or quantities to fill the revised allowance, quoting the authority for supply, except for:
 - (1) Where advised that PTs will make issues.

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- (2) Where the items are already in the allowance for another equipment.
13. Cancel any 'dues in' outstanding for items in excess of the revised allowances.
14. If the unit wishes to retain stock in excess of allowances the unit is to formally request a change of allowance to the authority advising the allowance.

Review of Special Duties Allowances

15. When units cease to be employed on special duties for which an additional range or quantity of items have been supplied, the following action should be taken:
- a. Withdraw additional items and request return advice in accordance with the instructions in JSP 886 Volume 3 Part 13: Return of Equipment and Materiel.
 - b. Cancel any outstanding 'dues in'.
16. As directed by NCHQ Emergency Relief Stores (ERS) can be carried by ships to support Humanitarian Relief operations. The issue, use, transfer or return of ERS is to be authorised by NCHQ. When held, ERS items are to be formally accounted for.

Review on Issue of Consumable Items

17. Stockholdings of consumable items are to be reviewed when issues are made.
- a. To prevent a stock-out situation.
 - b. To allow replenishment action within the Supply Chain Pipeline Time (SCPT).
 - c. The minimum stock is to be based on the average expected expenditure over the period for which the minimum stock level has been set.
18. Whenever demands are raised, the following stock review action should be taken:
- a. Demands for replenishment calculated using the average monthly usage rate based on demands over a 12 months period.
 - b. Demands to meet immediate known requirement based on the predicted requirement minus current stocks and dues in.

Return of Stores

19. Items identified as surplus by the unit are to be declared and returned in accordance with the instructions in JSP 886 Volume 3 Part 13: Return of Equipment and Materiel. Additional procedures for the return of specialist clothing are contained in JSP 886 Volume 6 Part 5: Clothing.

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ANNEX A: AUTHORISED ROYAL NAVY AND ROYAL MARINE ENTITLEMENTS

[Introduced at Paragraph 2a.](#)

1. Requests from RN units to increase or decrease allowances of accountable items in the Naval, Weapon Engineering, Defence Accommodation (Ships only), Marine Engineering, Clothing and Air stores ranges should be submitted using RN Form S130 available from the [PSG Website](#). The S130 can also be used by Platform Support Group (PSG) Officers or Unit Logistic/Technical staffs to challenge OBD content when it is assessed that onboard allowances may be inadequate or excessive, either in quantity or nature of the items concerned. Unless such anomalies are addressed, operational support could be impaired or considerable additional support costs incurred for unnecessary items, and their transportation, handling and return.
2. Completed Form S130 should be submitted, by email, to the following focal points:
 - a. Naval, Weapon Engineering, Defence Accommodation (Ships only), Marine Engineering, and Air stores ranges as well as those items managed on Stores System 3 (SS3) to the PSG S130 desk. Email DES MSI-S130Desk (MULTIUSER).
 - b. General Purpose Test and Measuring Equipment (GPTME) to Land Equipment, General Support Group. Email DES LE GSG-DSTE-TEMM Eng Cal.
 - c. Clothing Ranges to the Defence Clothing PT (DCPT). Email DES DC-CSTCSORN.
 - d. Strategic Weapon System (SWS) and Strategic Weapon Support System (SWSS) to the Base Logistics Commander, HM Naval Base Clyde. Email DES NBCC-BLC-ASCM-Strat6.
 - e. Armament Items should be forwarded to: Email FLEET-CAP LOG SSM EMMA.
3. **RM Units.** Proposed Increases in the allowances for RM Units are to be submitted to the Royal Marines Stores Officer (RMSTO) at HQNC. Applications for all Stores Ranges, with the exception of SS3 managed items, are to be submitted on S130. Applications for Army Range Items must be submitted on the Army Form AF G8088, and registered as RN Form S130 within the Voucher Register System. These applications will then be forwarded by the RMSTO to the respective PT.
4. **Consumables Items.** S130s for Consumable items associated with E Lists / PSs will be accepted, however, these should only be submitted for items of an extreme costly or bulky nature, which may have a consequential impact on storage on onboard holdings. S130s should not be submitted for Consumable G Scale items, but PSG will accept an email asking for changes in quantities or to amend an SRS allowance to a Compartment Issue.

Completion of the RN Form S130

5. Forms S130 are to be raised by Unit Logistics Officers (LO), Quarter Masters (QM) or LO (Tenders) for tendered Units and allocated with a sequential Unit Registration Number. Where raised on behalf of the Unit by PSG Officers, the Unit will be requested to supply the next sequential number and supplied with a copy of the completed form for record purposes.

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6. It is essential that the form is completed correctly and contains as much detail as possible to enable the PSG and Project Team (PT) to identify the appropriate technical authority and for that authority to make a decision on the change requested. In particular the following should be noted:

- a. **Part A:** Only one IMC / DMC per form.
- b. **Part B:** Equipment Reference, E List / PS and or scale number are mandatory
- c. **Part C:** Value of the individual item only
- d. **Part D:** An explanation of the reason for change, including details of any anticipated benefits. Notwithstanding individual unit requests for additional items, class considerations are to apply to minimise individual Form S130 traffic where possible.

7. Forms S130 are to be signed in original at Part D either by the Commanding Officer, an Officer with direct responsibility for the equipment or, for RN tendered Units, the LO (Tenders) at the Units parent Naval Base prior to despatch to the appropriate focal point. It should be noted that this will be the POC to which the PT may require further information.

8. Following consideration, the relevant PT is to complete Part F of Form S130 and return it to the originator via the focal point. Whether application is approved or not, a copy of the completed Form S130 is to be retained within unit accounts for two years or until the PSCAL reflects revised allowances.

OASIS Accounting Action

9. When an S130 form is raised for an increase in allowance, an Application for Over Allowance (APOVAL) indicator should be set on OASIS and the OASIS registered number entered in the Remarks field as the proposed change reference. However, no changes are to be made to the OASIS Allowance figure until PSG has notified formal agreement to the change. Once the approval has been received, the APOVAL indicator should be removed.

10. Exceptionally, when an S130 form is raised for a reduction in an allowance, the OASIS Allowance figure should be reduced as appropriate to avoid the item falling into the Replenishment system and being re-demanded. Although not strictly applicable, an APOVAL indicator should still be set, to give management oversight, with the OASIS registered S130 number being entered in the Remarks field as the proposed change reference. Once confirmation for the change has been received, the APOVAL indicator should be removed.

Management of the Process

11. PSG maintains a database for all Forms S130s formally submitted to PTs, which enables response times to be monitored and hastening action to be taken as required. If urgent hastening is required the Unit concerned can directly approach the item sponsors to expedite matters (copying "DES MSI-S130Desk (MULTIUSER)" with any written correspondence).

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Applications for Temporary Increases to Authorised Entitlements (Temporary Issues)

12. Accountable items required for a period not exceeding twelve months are to be demanded by Materiel Demand from the appropriate Source of Supply using Reason for Demand Code Y. Each demand is to be supported by Form S130, authorised by the Unit's Commanding Officer and endorsed 'Temporary Issue'. Separate Forms S130T are required for each individual demand.

13. RN Forms S130T are to be registered in a separate series from applications for permanent increases and are to contain the full reasons for the requirement.

14. Such requests are not applicable to Uniform and Specialist Clothing. DCPT maintain specific environmental and climatic scales of clothing which are to be drawn by deploying Units. Additionally, Land Forces Loan pool resources are to be utilised for exercise or training requirements (See LFSO 4407).

15. Inventory managers may authorise such issues for up to a maximum of 12 months. CRISP issues are to be made as Ordinary Loans and entered in the Loan account in accordance with SCMI 12.1.

16. The LO is to maintain a BU system to identify temporary issues and is to arrange for the return of items held within the prescribed period of twelve months. Return vouchers are to be endorsed 'Ex Temporary Issue' and quote the original demand reference number.

17. If the items are required for a further period, application is to be made on RN Form S130 for permanent retention.

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CHAPTER 3: DEMANDS

ENTITLEMENT

1. Units are only to raise demands for entitled materiel unless formally authorised by the Chain of Command.

AUTHORISATION

2. Demands are to be authorised by the Materiel Account Holder or a delegated representative who is to ensure that:
- a. Standard Priority Code (SPC) is appropriate for the requirement and that the unit has the authorisation to use the SPC.
 - b. The unit is entitled to demand the item and that the quantity demanded is reasonable.
 - c. The correct SOC or SEC has been used for Operational and Exercise demands.
 - d. For munitions where Contractors (non-MOD staff) are involved in the demand process, then the MOD Head of Establishment is to confirm that they comply with the relevant legislation as stated in JSP 482, Volume 1, Chapter 3, Annex B. Any non-Crown body (Civilian Contractor and sub-Contractor) holding or having access to military ammunition and / or explosives is, where required, to be in possession of:
 - (1) Control of Explosives Regulations (COER) Certificate.
 - (2) Registered Firearms Dealer Certificate.
 - (3) Section Five Firearms Act Authority.

AUDIT TRAIL OF DEMAND AUTHORISATION

3. Demands are the result of identification of a 'need event' at a unit; this could be spares to repair an item, replacement items for those that have been used, worn out or lost, or a new need. It is the importance and urgency of this 'need' that drives the demand process. The 'need' is presented to the LogIS as a materiel request, typically on paper or as transfer of information from Engineering LogIS.

Identification of Materiel Requirement

4. Departments, Sub Units and Inventory Holders are to submit their materiel requirements, identified to satisfy the need event, to the LogIS centre. The use of books and forms ensures that the correct information is passed to the centre and the responses are recorded. The current books and forms used for this purpose are:
- a. **MOD Form 2251:** Defence Internal Materiel Request.
 - b. **RN Form S3015:** Demand Book for Departmental Stores.
 - c. **Local List:** Replenishment or 'Laundry' List.
 - d. **RAF Form 7109:** RAF Supply Demand Proforma (Internal).

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5. All unit logistic personnel, who are authorised to sign requests, are to insert their names in block letters beneath their signatures. Electronic demand procedures will need to conform to system user manuals with regard to accountability and maintenance of audit trails. RAF Inventory holders are to nominate individuals as authorised to demand equipment; OC Supply is to maintain and make available to staff inputting demands a list of authorised individuals.

URGENCY OF NEED

6. All demands are to show the Urgency of Need by the use of the appropriate Standard Priority Code (SPC), Required Delivery Dates (RDD) and RDD ESSENTIAL as directed in JSP 886 Volume 3 Part 1: Standard Priority System.

CAPABILITY LOSS INDICATOR (CLI)

7. The Capability Loss Indicator (CLI) is a Yes / No indicator that can be used on materiel demands to indicate the use of Operational Deficiency (OPDEF), Operationally Vital Item (OVI) or Aircraft on Ground (AOG) Single Service procedures. Further detail of the criteria for CLI use is in JSP 886 Volume 3 Part 1: Standard Priority System.

PREPARATION OF DEMANDS

8. Demands are to be prepared and submitted on LogIS unless the unit is on manual accounting, or the LogIS or the communication links are not available. Internal paper demands can be sent locally by post or by hand. External manual demands may be sent by E-Mail, Fax or Signal to:

- a. RN units to the Naval Base Customer Liaison (CL) or appropriate Air Station.
- b. Land units to LCS Operations.
- c. RAF units to their host Main Operating Base (MOB).

Demand Submission

9. The demand requirements are to be submitted on one of the following demand forms to the local Supply Chain focus.

a. **Demand Forms.**

RN Form S145:	Standard Materiel Demand.
AF G890:	REME Spares Requisition.
AF G891:	Aircraft Spares Demand.
AF G8213:	Stores Requisition Note.
AF G8215:	MT Vehicles Demand.
AF G8620:	Demand for Materiel.

b. **Signal.** Signal demands are to be in Materiel Demand (MATDEM) format, see Annex A.

c. **Email.** Demands can be submitted by email. All the details required on the normal demand form are provided; where available an electronic version of the demand form should be used. The email is to have the rank, name and phone

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number of the unit point of contact. The email subject is to be: DEMAND UIN SPC, for example "DEMAND A1234A SPC 9". The email is to be sent to an address agreed with the Chain of Command. The demanding unit is to confirm that the email demand has been received and is being actioned.

- d. **LogIS.** Any suitable LogIS such as MJDI, OASIS, GLOBAL, etc.

No Item Record (NIR)

10. Where the NSN is not known or where the NSN is not on the local LogIS, the item is known as No Item Record (NIR); these were previously known as Not In Vocab (NIV) items. The management of NIR demands by Project Teams (PTs) is covered in JSP 886 Volume 2 Part 1 Chapter 2 Annex A. Units are to raise a manual demand for NIR items with the Special Instructions including:

- a. Equipment.
- b. Manufacturer's Part Number (MPN).
- c. Technical Documentation (TD). Include the TD identifying reference, page and item numbers.
- d. Unit Point of Contact. Name, telephone and email.
- e. Equipment Registration Mark (ERM) or Serial Number.

ROYAL NAVY OUT OF HOURS COVER (OOHC) PROCEDURES

11. Demands from ships in FLEET time, which may require OOHC, must be authorised by CINCFLEET (SMA: CINCFLEET for FOMO). Such demands received without this authority will not be processed. OOHC is defined as 1615 - 0800 hours on weekdays and from 1200 hours Friday to 0800 hours Monday at weekends (all times are UK local). UK National holidays are to be regarded as Out of Hours. OOHC is only normally granted for stores ranges WES / MES / MEE / GNS and Air Stores. Exceptionally, Clothing, Fuel and Armament Stores may be included.

12. All requests for OOHC are to be initiated by raising an IMMEDIATE precedence MATDEM / DEMSUP, accompanied by either an IMMEDIATE precedence OPDEF or OPDEF SITREP. CINC FLEET for FOMO is the action addressee for all units.

13. The following criteria must be met prior to the approval of OOHC:

- a. Item(s) involved must be codified and available for issue from Base stocks.
- b. Demands must be in support of OPDEF categories A1, B1, A2, and B2. OPDEF / OPDEF SITREPs must emphasise the effect on Operational Capability and highlights the Ships current tasking.
- c. Demands must be for IMMEDIATE or PRIORITY SPC requirements. Additionally, non-Operational units are to annotate the demand with one of the following justification codes in the remarks (Paragraph 11 of the MATDEM signal):

- (1) **J1.** Where statutory requirements would otherwise be breached eg Health & Safety, Food or COSHH.

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(2) **J2.** Where contractual agreements would otherwise be breached or penalties incurred, eg Fishery Protection, Survey, Other Government Departments, Repair, Refit, and Trials but only for Government Furnished Equipment (GFE) in the case of repair, refit or trials.

(3) **J3.** Where operational tasks in support of the three defence roles of the UK would otherwise not be achieved eg Current Tasks, Military aid to civil power, NATO exercises. This may include units in preparation for these tasks (eg OST, PDT).

14. LOI (Lack of Item) statements must reflect the effect on Operational Capability (Line 5 of OPDEF / SITREP signal) and where a lack of OOHC will adversely affect the capability of the unit to undertake its current / future tasking, this must be stated in remarks (Paragraph 11 of MATDEM signal).

15. Approval is based on current and future tasking together with the effect on Operational Capability. As OOHC enables the issue and movement of 'available' stock from service sources, it will not expedite the issue of non-Codified items or items NAAB (Not Available at Any Base) and therefore will be refused on those occasions.

16. OOHC APPROVED or NOT APPROVED signals will be sent to all relevant SMAs by CINCFLEET FSCC staff. A brief explanation will be given for OOHC requests not approved.

UNIT IDENTIFICATION NUMBER (UIN)

17. Units are to include their Unit Identification Number (UIN), which normally will be in an ANNNNA¹ format, on all their demands and all subsequent related correspondence such as cancellation, amendment and progression messages. These UINs are managed on SLIM and creations, amendments and deletions are to be in accordance with [JSP 329: Information Coherence for Defence](#), Chapter 7: UIN Policy and Management.

Custodial Account Unit Identification Number (CA UINs)

18. CA UINs are associated with the Land environment Base Inventory System (BIS), Stores System 3 (SS3). The CA UINs are used by Land stock holding units and contractors to account for Defence materiel. The allocation of a CA UIN to a contractor allows it to place demands on SS3.

19. Authority for Allocation.

a. **FLCs.** The FLCs are responsible for authorising LCS Unit Locations to allocate a CA UIN to units under their command.

20. **Contractors.** DE&S organisations (PTs) are to apply to SCM Support Services for a CA UIN to be allocated to a contractor. If appropriate SCM Support Services will authorise LCS Unit Locations to allocate a CA UIN. The PT will be responsible for arranging a governance and assurance regime to ensure compliance with current regulations; this could be in the form of a Joint Business Agreement (JBA) with the FLC.

21. **Maintenance of the CA UIN Data Base.** JSC Services Unit Locations is responsible for the allocation of all CA UINs providing the correct authorisation is given. They are to

¹ A=Alphabetic Character and N= Numeric Character.

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maintain the CA UIN data base, ensuring that unit titles, account status and unit address are kept up to date.

Special Operation, Special Exercise and Returned Stores Codes

22. If the unit is Operational or on Special Exercise then the appropriate Special Operation Code (SOC) / Special Exercise Code (SEC) must be quoted in the Customer's Own Reference field on all demands.

23. Special Operations Codes (SOC), Special Exercise Codes (SEC) and Returned Stores Codes (RSC) enable issues and returns to particular operations or exercises to be authorised, identified or costed. The SOC / SEC / RSC is in the format '***' followed by 2 numbers, and are to be used as the first 4 characters in the Customer's Own Reference field of the demand.

24. Units authorised to use operational SPCs 1, 2 & 3 within theatre code A (UK) must use the relevant SOC on demands, failure to do so will result in the demand being processed as a non-operational demand.

25. Front Line Commands (FLC), Central Staff and DE&S Staff can request the use of an SOC / SEC / RSC by application, through the Chain of Command, to Joint Manoeuvre 5 (JM5) Directorate of Joint Capability (D Jt Cap).

Permanent Moves

Units subject to a permanent move are to amend the location details for their UIN by submitting a completed MOD Form 942: Application to Create, Amend or Delete a Defence UIN in accordance with [DIN 2006DIN05-060](#). This amendment will be cascaded to the LogIS but unit Logistic Staff are to ensure that the location change is also notified to the relevant JSC nodes. Army Stockholding units using Charlie Alpha (CAxxxx) UINs are to ensure that LCS Locations are notified of any permanent location change.

Supported and Non-Supported Units

26. This terminology describes the relationship of units in the JSC. Units will be either:

a. **Supported Unit.** These are the units that are supported by a Support Unit (RFA, Sup Sqn, MOB, etc). The demands placed by these dependant units are used to calculate the holdings of the Support Unit.

b. **Non-Supported Unit.** These are units and sub-units that are not associated with a Support Unit. Depending on local Logistic Support advice an unsupported unit can either demand direct on to LCS Ops or place demands on an assigned Support Unit. The demands placed by unsupported units are not to be used to calculate the Support Unit holdings.

PARAMETERS FOR DEMAND

27. The following parameters and codes are to be entered on the demand if the default settings need to be changed.

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Matériel Condition (MATCON)

28. The default MATCON = A1: Serviceable - New for all demands. Demands for other MATCONs are to be carefully considered and an explanation given in Special Instructions. Details of the MATCONs used on LogIS are at Chapter 7: Matériel Conditions.

Non Standard Address (NSA)

29. If stores are required to be delivered to a different address than the one associated with the UIN on the demand, then a NSA is to be inserted in the correct postal format.

Unit Collect

30. Unit Collect describes the process where a unit collects an item direct from LCS or another base organisation, where normally the item would have been delivered using scheduled transport such as the Freight Delivery Service (FDS). Units are to request Unit Collect by using the NSA Indicator with UNIT COLLECT and are to contact:

- a. **Unit Collect from LCS.** LCS Ops Customer Services Help Desk on (9)4240 2052 requesting authorisation prior to the unit collect providing the following details: UIN, Date of demand, Demand and line number and issue details if known. Unit collects will only normally be agreed to meet an urgent Out of Hours Requirement or where the unit is away from its normal location and a NSA is not suitable.
- b. **Other Unit Collects.** The collecting unit is to make contact with the issuing unit to arrange collection details.

Figure 4: Reason for Demand (RFD) Codes

RFD	Short Description	Long Description
1	Replace Unserviceable Item	To replace items u/s through fair, wear and tear or consumed in use.
2	Recurring Repair, Modification or Test Programme	Spares in support of maintenance, fair wear and tear, recurring repair / modification / test / programme.
3	Stock Replenishment	To replenish stocks at store holding units to authorised levels.
6	Clothing Initial Kitting	Initial kitting with clothing items, issues on promotion, requirements for overseas drafts and reinforcements.
7	Replace Item Robbed From Articles in Use (AinU)	To replace item from fittings donated to satisfy STOROB.
9	Replace Item Robbed From Stock	To replace an item from ship's stock donated to satisfy STOROB action.
A	Initial Issue To Scale (Excl First Outfit)	To complete authorised initial or revised entitlement (other than RN First Outfit).
B	CRISP ONLY	Required on Loan.
C	Required in Excess of Authorised Scale	Required in excess of authorised scales with the prior approval of appropriate authority.
G	Replace Items Lost, Stolen or Damaged By Neglect	To replace matériel lost, stolen, damaged or destroyed by neglect.
H	CRISP ONLY	Same as RFD 3 except for a store holding unit.
J	Non Recurring Repair, Modification or Test	Spares in support of non-recurring repair / modification / test / programme.
N	Embodiment IAW contract quoted in Special Instructions	For embodiment IAW contract quoted in remarks box. See related paragraph about conditions of use.
W	Replace Unscaled Item Consumed In Use	To demand an item that does not appear in the Authorised Allowance List but which is required to replace an item consumed in use, or to replace an item rendered unserviceable through fair wear and tear.
X	CRISP ONLY	Same as RFD W but OPDEF related.
Y	Temporary Requirements	For temporary requirements.
Z	RN First Outfits	To complete RN First Outfits and Operational Support Updates (RN only).

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Reason for Demand (RFD) Codes

31. Each demand is to have a Reason for Demand (RFD) code selected from Figure 4.
32. RFD N (Embodiment Loan) is not to be used without specific authority from the Project Team owning the items. Units are also to obtain direction from DES JSC SCM-Support Services about the supply and accounting for the items. All items issued to Contractors are to be formally accounted for using the procedures contained in DEFSTAN 05-99 and [JSP 886 Volume 4 Part 4: Government Furnished Equipment \(GFE\)](#).
33. Figure 5 illustrates the mapping of the RFD input onto the Base Inventory Systems.

Figure 5: RFD Variations and Mappings

Variations and Mappings				
TYPE	MJDI	CRISP	SS3	SCCS
Recurring	1	1	1	DNR or DNG (User Selection dependent at Direct Interface Units) DAG (Indirect Interface Units)
Recurring	2	2	2	
Recurring	3	3	3	
Recurring	6	6	6	
Recurring	7	7	1	
Recurring	9	9	1	
Non Recurring	A	A	A	DNN (Direct Interface Units) DAN (Indirect Interface Units)
Non Recurring	C	C	C	
Non Recurring	G	G	G	
Non Recurring	J	J	J	
Non Recurring	N	N	N	
Non Recurring	W	W if CLI = N X if CLI = Y	B if CLI = N H if CLI = Y	
Non Recurring	Y	Y	C	
Non Recurring	Z	Z	A	

Theatre Code

34. The demand is to be allocated the relevant Theatre Code. The Theatre Code will be the one used to calculate the Supply Chain Pipeline Time (SCPT) for the unit. The current Theatre Codes are contained in [JSP886 Volume 3 Part 1: Standard Priority System](#).

Ships are to use either Theatre Code A for delivery to a UK destination, Theatre Code Z for all non UK destinations except the Falkland Islands that are to use Theatre Code M.

Item Demanded Qualification (IDQ)

35. Figure 6 below, gives the IDQ values, the default IDQ value is 0 (zero).

Figure 6: Item Demanded Qualification (IDQ) Values

Code	Description
0	Superseding, superseded or substitute item acceptable. Retain as Dues Out if not available.
1	Superseding, superseded or substitute item acceptable. Cancel demand if issue cannot be made.
2	Item specified must be supplied. Retain as Dues Out if not available.
3	Item specified must be supplied. Cancel demand if issue cannot be made.
For Air-Managed items demanded through SCCS, the following additional values are available on MJDI:	
4	Diversion Order (DO) and Unconditional Alternative (UA) proposals acceptable but do not offer Conditional Alternative (CA) proposals.
5	UA and CA proposals acceptable; inhibit DO proposals.
6	Inhibit UA, CA and DO proposals.
7	UA proposals acceptable; inhibit CA and DO proposals.
9	[For SPC 13/16 demands only], DO proposal is acceptable but inhibit UA and CA proposals.

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Response Required Code (RRC)

36. Only RRC = 0 is acceptable.

Quantity Demanded Qualification (QDQ)

37. Figure 7 gives the QDQ values, the default QDQ value is 0 (zero). When partial issues are offered and accepted by a unit, the transaction will be considered complete and the unit will have to re-demand the balance, if required. The default position is that part issues will be made unless a specific Quantity Demanded Qualification (QDQ) has been set.

Figure 7: Quantity Demanded Qualification (QDQ) Values

Code	Description
0	Partial issue acceptable.
1	Partial issue not acceptable.
For Maritime-Managed items demanded through CRISP, the following additional values will be available:	
2	Do not exceed ordered quantity, but delivery is acceptable in multiples of PPQ to the nearest amount not exceeding the ordered quantity.
3	Partial issue is not acceptable and demand must be met from a single source.
4	Ordered quantity must be delivered, the balance after any initial part delivery must be retained as Dues Out and delivered when available.

RECORDING OF DEMANDS

38. All demands are to be recorded by the demanding unit Materiel Account holder either using the provided JSC LogIS systems or manually. The record is to have a unique demand number for each Materiel Account, item description, reason for demand and date item received or demand cancelled.

Manual Recording

39. Manual demands are to be recorded by the demanding unit in the following documents.

- RN Form S3015: Demand Book for Departmental Stores.
- Army Form B595: Unit Demand Book.
- RAF Form 1640M: Manual Stock Record Card.

40. Manual Demands are to be given a demand number from a manuscript demand register, which is to be maintained throughout the accounting year, 1 Apr to 31 Mar. A separate demand record is to be maintained for each Materiel Account. Records of the demand dues in are to be entered in the appropriate dues column of the register.

SPECIAL INSTRUCTIONS

Stores System 3 (SS3) - Condemnation Details

41. All recurring demands for Accounting Class P and L items managed on SS3 must include the condemnation details in the Special Instructions. The text is to start with **AF G1043** and be followed by the condemnation details and date.

42. The owner unit is authorised to demand replacement equipment on receipt of Beyond Local Repair (BLR) documentation. Guidance on who is authorised to decide whether an

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item is BLR or not is given in: [DEME\(A\) Policy Note CD CSS/04/09/10: Authority and Competence of REME Personnel to Issue AF G1043: Report on Materiel and Condemnation Certificate.](#)

RN Additional Authorised Items

43. Additional items authorised by Defence Instructions and Notices (DIN) or MOD letter (including modifications to portable fitting items). Unless the DIN or MOD letter introducing the new allowance states that supply will be made without demand, ships, etc, are to quote in the Special Instructions box: 'In accordance with DIN.....' or 'MOD letter Ref..... dated....' when forwarding demands for the additional stores.

CREATE DUES IN

44. When a demand is raised a dues in is to be created on the Materiel Account, normally for a LogIS account this will be carried out automatically.

ANTICIPATED REQUIREMENTS

45. Units can demand reasonable quantities of items in anticipation of infrequent events although advice should be obtained from the Chain of Command.

46. Ships departing port, particularly UK ports for overseas, are to embark additional quantities of bulky consumable items, other than air stores and items for which fixed allowances or scales are set, of which there is a regular expenditure, as far as practicable within the limitations of available storage space. Consideration should be taken to utilise stowage space on accompanying Auxiliary Fleet Support (AFS), Auxiliary Oiler and Replenishment (AOR) or sea freight containers.

47. Ships are to avoid frequent casual replenishment demands. The extension of the range of consumable items carried on board is to be restricted to:

- a. Items required by departmental officers for immediate use.
- b. Items, which it is essential to hold in stock, being of such importance that even a short delay in supply is not acceptable.
- c. Items for which prior approval is not required to increase the range or quantity authorised in the Consolidated Allowance List (CAL).
- d. Discretion is to be exercised in replenishing stocks of items liable to deterioration, particularly in hot climates.

SUBSTITUTIONS - ALTERNATIVE ITEMS AND SUPERSESSIONS

48. The PT IM maintains records of alternative items. These are classified as:

- a. **Unconditional Alternatives (UA).** An UA item is normally introduced into the inventory by the Configuration Change Management (CCM) process. This process will determine that while the items require different NSNs there is no restriction in their use and are completely interchangeable. Items linked in an UA chain will be managed by the same PT. The items are linked on the BIS as a supersession chain.

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- b. **Conditional Alternatives (CA).** A CA item is one that has restrictions on its use for the some or all tasks. CA items may not be managed by the same PT. The items may be identified on the Base Inventory Systems (BIS) but will not be linked in a supersession chain. CAs may include higher or lower assemblies.

Automatic Substitution

49. When an item is demanded that is part of a supersession chain, regardless of the NSN demanded the oldest item will be issued. If the demand is qualified by either an IDQ or the Special Instructions 'DEMANDED NSN ONLY' then only that NSN will be issued.

Manual Substitutions

50. In response to a demand inability a CA may be offered to a unit. If the unit decides to accept a CA proposal, a new demand is to be input for the CA item. The use of IDQ will inhibit CA proposals. The decision to accept a CA must be made by the demand originator.

MODIFICATIONS

51. A Modification Set is a selection of items that allows the alteration of an equipment in accordance with a Modification Leaflet. The Modification Set will not normally include shelf life items (adhesives, lubricants) or special tools and may not include service supply items required to embody the modification. Units demanding Modification Sets are to check that these items are also available.

- a. **Maritime.** Guidance on Maritime environment modifications is given in [BR8593\(17\) Addition and Alteration \(A&A\) Procedures and Modifications](#).
- b. **Land.** Guidance on Land environment modifications is given in [JSP 886 Volume 5 Part 2A: Configuration Management - Land Modifications](#). Modifications Sets are only to be demanded on engineering advice.
- c. **Air.** Guidance on Air environment modifications is given in [MAP-01 Chapter 10: Modifications](#). Modification Sets are identified on the item record as either Code 1 (Can be demanded) or Code 2 (Cannot be demanded). Code 2 sets will be subject to automatic issue procedures and demands are not to be placed.

52. **Codification.** PTs are to codify all Modification Sets that are going to be supplied to units, these sets are to be codified and demanded and managed on LogIS. Items making up the Modification Set are to be codified if they are going to be supplied as spares; Technical Documentation (TD) is to be amended to include these NSNs. Units are to manage all Modification Sets on LogIS.

53. **Service Supplied Items.** Prior to installation of the modification units are to demand service supplied and shelf life items stated in the Modification Leaflet. These items are to be held with the Modification Set.

54. **Review of Modification Sets.** Units are review holdings of Modification Sets and request return instructions from PT Inventory Management (IM) where it is anticipated that the sets will not be used.

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MISCELLANEOUS

Primary Package Quantity (PPQ)

55. The PPQ is the number of items included within the primary packaging when delivered from Industry. Demands satisfied by the LCS Depots will normally have the quantity supplied rounded up to the nearest PPQ whereas demands satisfied by other sources will normally be the demanded quantity regardless of the PPQ. See Figure 7: Quantity Demanded Qualification to see how the issue quantity can be amended.

56. PTs are to ensure that:

- a. The calculation of the quantity for PPQs is based on the most commonly demanded quantity.
- b. Relevant and valid PPQs are contracted for delivery into the Defence Inventory.
- c. PPQs are applied to C Class items within the Defence Inventory.
- d. Returns to the LCS Depot are in PPQ quantities.

57. In circumstances where PTs are not able to influence the achievement or inclusion of PPQs within contractual arrangements, for example, NETMA, PTs are to make arrangements to have items re-packaged and labelled into the correct PPQ. Solutions could be third party handler, delivering to Unit staff to resolve or deploy Unit staff to resolve at Depot.

RECONCILIATION OF UNIT ACCOUNT WITH BASE INVENTORY SYSTEM

58. There is a requirement to ensure that the Unit Dues In are reconciled with the BIS² Dues Out at regular intervals to ensure that true supply position is maintained.

Requirement Verification

59. Every 3 months and prior to deployment for Ships, a list of all demands held in Dues Out on CRISP and SS3, including CLS managed on SS3, for more than 90 days will be sent to units on a MOD Form 459A: Requirement Verification, see below for an example.

Figure 8: MOD Form 459A: Requirement Verification

From: LCS Operations Centre											
1. The demands listed are held as outstanding requirements. Please respond to the sender, by return, inserting in the Y/N Indicator column against the relevant demand. 'Y' to extend the demand for six months, 'N' if the item is no longer required.											
To:		2. Failure to respond to this verification request will lead to automatic cancellation of the demand after 30* days from the date of output unless the demands has already been satisfied. *60 days for ships and all units outside NW Europe.				Return completed form to:			Output Date:		
99 Regt RA BFPO 1001						SCM (Support Services) Land LCS Operations Centre PO Box 2, Bicester OX25 1LP			25 10 08		
Input Code	Demand Reference			Y/N Ind	MOD Stock Reference		DofQ	Quantity	AIC	Customers Ref MAC or Task No	Forecast Date of Availability
	UIN	Date	Serial No		DMC	NSN or other Reference					
13	49	1015	1621	22							
LQD	A0810A	250908	622102	Y	CN	8465 99 973 6010	EA	0000010	C		290509
LQD	A0810A	250908	622104	Y	CN	8465 99 120 7155	EA	0000010	C		130409
LQD	A0810A	230308	627503	Y	CN	8465 99 973 6218	EA	0000020	L		070209
Signature: A Limber		Rank/Grade: WO2				Date: 15 10 08					

² Principally CRISP, SS3, SCCS, ASTRID and MERLIN but all dues in should be checked against the corresponding dues out at routine intervals.

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60. The unit is to annotate the form in the Y/N Indicator column, Y for item still required and N for not required, and return the completed form to LCS Operations Centre within 30 days, 60 days for HM Ships and overseas units, of the output date printed on the form. Failure to do so will result in demands being cancelled except for those detailed at [Cancellation of RN First Outfit Demands](#).

61. MOD Forms 459A are not sent for Dues Out:

- a. To RAF on-line units.
- b. As a result of Issue Orders.
- c. For transactions from Secondary Depots (process is automated).

62. When it is necessary to cancel or amend a demand, and a notification of dispatch has not been received, the unit is to submit a request to cancel / amend the demand. Should the stores be received by the unit they are to be receipted and either retained for future use or return instructions are to be requested.

Unit Reconciliations

63. Units wanting to carry out a full or partial reconciliation of Dues In are to request Dues Out prints as follows:

- a. Units which have Dues In from CRISP are to contact their Naval Base Customer Liaison (CL) to obtain a Dues Out print from CRISP.
- b. Units that have Dues In from SS3 are to contact the LCS Operations Centre stating their UIN to obtain a Dues Out print from SS3. RN units can also obtain this information from their Naval Base Customer Liaison (CL). Army units can also obtain this information from their formation Log Sp staff.
- c. Units using MJDI can self-source information concerning outstanding demands.
- d. Ships can obtain Dues Out information for Air Stores demands from:
 - (1) IMMEDIATE and PRIORITY demands from the relevant Typed Air Station.
 - (2) ROUTINE demands from Embarked Aviation, HMS Heron, RNAS Yeovilton, YEOVIL BA22 8HT.

64. Land units are to apply to the Unit Locations Section at LCS Operations Centre or formation Log Sp staff for a Dues Out print 30 days before the start of a unit tour away from a permanent station, and 30 days before the end of the tour. Units are to return the print to the Unit Locations Section, indicating which of the demands in Dues-Out are to be transferred to the UIN of the relieving or other unit, or cancelled, or maintained for delivery to the new location. Annotated prints should be returned promptly to avoid unwanted stores being issued or sent to the incorrect address.

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ISSUE TRANSACTION SUMMARY (ITS)

General

65. The ITS is a consolidated list of materiel issued, excluding fresh and frozen provisions, made to a unit from the BIS including CLS items managed on BIS or other LogIS, including those received by direct supply off contract from the manufacturer. Each UIN has its own serially numbered series of ITS which are sent to units at the end of each 7 day period (14 day period for CRISP); unless there were no issues during the period.

66. 'RN Units may also receive a statement of transactions that have not been processed on BIS. Copies of relevant issue vouchers are forwarded with RN Form D723: Statement of Stores Transactions.

67. Units that receive ITS outputs are to examine them, including the reporting of discrepancies and defects. Normally the ITS will be reconciled automatically by the LogIS. The ITS is to be retained in serial number and date order. The ITS is to be checked and signed by the Materiel Account Holder or a nominated representative who is a supervisory member of the Materiel Accounting Staff. The ITS is an accountable document and is to be retained for the period specified in JSP 886 Volume 4 Part 1: Fundamentals of Materiel Accounting.

Description

68. The SS3 ITS comprises of a paper print (MOD Form 458) consisting of two elements:

a. **Detail Sheet.** This lists the issues to the UIN, including demands, issue orders and replenishment. Separate pages of the SS3 ITS are produced for each change of the first digit of the demand number. Units using SS3 must not sub-divide blocks of 1000 numbers between different accounts within the same UIN, otherwise an ITS page may include issues to more than one account.

b. **Summary Sheet.** Two copies are issued; the second should be destroyed if it is not required.

69. The CRISP ITS comprises of a paper print (MOD Form 458).

Monitoring the ITS

70. The ITS is to be monitored as follows:

a. Ensure that the ITS is received complete and in numerical sequence. Check that the serial number follows the last ITS received.

b. Initiate a Discrepancy Report (DR) or claim action if consignments are not received in time. Special attention is to be paid to issues of Cryptographic Equipment, see below.

c. Enter the RV and / or DR reference against each line entry.

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Erroneous Entries on ITS

71. Units may receive materiel which was not demanded or released by an Issue Order as a result of incorrect demand completion or UIN input error. In such cases the following action is to be taken:

- a. **Materiel Received.** The materiel is to be taken on charge, an RV No inserted against the ITS entry, and retained when the items can be utilised by the unit. If not required returns action is to be taken.
- b. **Materiel Not Received.** DR action is to be taken by the consignee.

Missing ITS

72. A copy of a missing ITS can be obtained by contacting the following quoting the UIN, Serial Number of missing ITS, Week ended date (if known) and Page Numbers (if known):

- a. **CRISP Units.** DES IMOC SCP-CONV1a1-Data, Tel: Civ: 01225 709142.
- b. **SS3 Units.** Missing SS3 ITS can be obtained from the formation Log Sp staff representative or:

LCS Operations Customer Services, Building C16, MOD Bicester OX25 2LD.
Tel: Mil: 94240 Ext 2052. Civ: 01869 256052.
Email: DESLCSLS-OpsDOCShelpDesk@mod.uk

Cryptographic Equipment

73. On receipt of an ITS which indicates issue of Cryptographic Equipment and before initiating any Discrepancy Report (DR) action, the investigator is to contact the Cryptographic Distribution Agency (CDA), confirm dispatch details and inform the unit Custodian Officer.

74. When the CDA issues the equipment to the unit Custodian Officer, the Materiel Account holder is to be notified of its receipt and enter the details against the appropriate line entry on the ITS.

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ANNEX A: SUPPLY MESSAGE FORMATS

Introduction

1. Demands will normally be placed and progressed using the LogIS. Signals can be used for placing and progressing demands by all units although for the majority of units this needs to be discussed with and agreed by the Chain of Command. Signals are to be used for IMMEDIATE and PRIORITY demands by Ships.
2. The message formats in this annex are to be used for placing demands and demand progression. ROUTINE materiel demands from Ships should be placed using the OASIS email facility in accordance with the OASIS User Guide Chapter.
3. Messages are to be prepared in accordance with Defence (Allied Communications Publication (ACP) 121 UK Supplement 2: Introduction to Signal Messages for Originators) and single service instructions such as [Royal Navy Communication Publication \(RNCPd\) 9: Signal Message Writing Instructions \(ACP 121 RN Supp-1\)](#).
4. Supply Response messages are to be sent to the demanding ship by signal. Demanding unit / supply base / depot and the Air Freight Centre must be included as essential addressees. NCHQ will issue separate instructions regarding additional information and the administrative or operational authorities, which need to be included as message addressees.
5. The following message text formats are included in this annex:
 - a. **Materiel Demand (MATDEM).**
 - b. **Available in Course of Supply (AVICOS).**
 - c. **Not Available Action in Hand to Obtain (NAAIHTO).**
 - d. **Combined AVICOS and NAAIHTO.** Mixed AVICOS / NAAIHTO information may be consolidated onto one message.
 - e. **Demand Progress Enquiry.**
 - f. **Demand Feedback.**
 - g. **Change of SPC Demand.**
 - h. **Demand Cancellation.**
 - i. **Stores Available Delivery Option Request (HOWSHIP).** Allows the consignee to seek the current consigning instruction.
 - j. **Equipment Sent (EQUIPSENT).**
 - k. **Stores Not Received (EQUIPADRIFT).** The EQUIPADRIFT message is to be used by demanding units to notify non-receipt of stores by the advised RDD / end of PLOT for which an AVICOS or an EQUIPSENT message has been sent.
 - l. **High Priority MATDEM Stores Received (EQUIPREC).** The EQUIPREC message is to be used by demanding units to notify the supplying authority of the

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receipt of any stores demanded by IMMEDIATE or PRIORITY MATDEM, to include all OPDEF, DEFREP, STOROB and Air Stores State related stores.

Addressees and Precedence

6. **Timing and Precedence.** Where possible IMMEDIATE demands should be placed by email or telephone and confirmed by signal. The follow up MATDEM must state in the remarks that the demand has already been placed by email or telephone.

7. **Signal Message Addressees (SMA).** See Figure 9 below.

Figure 9: Addresses for Supply Signal:

	Remarks	Addresses
ACTION	Ships	Naval Base Customer Liaison (CL) or appropriate Typed Air Station. CINCFLEET for Out of Hours Cover (OOHC) Requests. Class Output Management (COM). ie T45 or HUNT COM.
	Other Units	Nominated unit that will provide to supply support.
INFO	Ships	Naval Base Customer Liaison (CL) or Typed Air Station if not Action Address. DE&S for appropriate PT. FOST if on Sea Training. ACACUK ABBEYWOOD (Air Freight Centre (AFC) if air freight involved.) Parent Air Stations / Squadrons / Flotilla.
	Ships for all OPDEF related messages	CINCFLEET where OOHC not requested Administrative Authority / OPCON / OPCOM NESS PORTSMOUTH Superintendent Fleet Maintenance (SFM) of the Base Port

8. **Signal Precedence.**

a. **Action Addressees.** IMMEDIATE for SPC 1 and 5 demands. PRIORITY: for SPC 2, and 9. ROUTINE: for SPC 3 / 4 and 13 / 16.

9. Information Addressees. ROUTINE unless justified by operational circumstances.

10. **Security Classification.** Reference to ship's movements or operational defects will normally require a classification of at least RESTRICTED. MATDEMs above RESTRICTED cannot be handled therefore amplifying information such as Lack of Item (LOI) penalty requiring a higher classification is to be sent separately to a limited distribution.

11. **Subject Indicator Code (SIC).** Messages are to have at least one SIC. Where appropriate additional SICs can be added. SICs are used to route the message to the correct desk(s) in Headquarters and DE&S; where possible advice should be obtained on which SICs are applicable to the equipment. The SICs are to be chosen from:

a. [Allied Communications Publication \(ACP\) 117 NATO SUPP-2 \(B\): NATO Subject Indicator System \(NASIS\).](#)

b. [ACP 117 UK SUPP-2: NATO Subject Indicator System.](#)

c. Suggested core SICs are:

(1) NAM: Logistic Support Requirements / Technical Support / Demand.

(2) QDA: Movements and Transportation / Freight Services / General.

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(3) QGA: Air Cargo Movements / Freight Services / Baggage Transportation / Postal Services.

Materiel Demand (MATDEM)

12. The MATDEM is the signal equivalent of the Demand Form. The signal will normally be used by the recipient to input the item request into LogIS. When in doubt the originator should supply all the information required to input the demand into LogIS.

Figure 10: Materiel Demand (MATDEM) Message Format

From:	SIC Note 1	Notes: 1. Use appropriate SICs. 2. If required include details of specific posts that must receive the message. 3. MATDEM, if OPDEF related see Paragraph 13 below. 4. Can be set out in tabulated format with maximum of 9 entries A to I for RN and 5 entries A to E for Army and RAF on each signal demand. 5. These fields are only to be used if non default values of IDQ or QDQ are required. 6. This field is for the Special Instructions that would have been inserted on a manuscript demand. Include OPDEF details if relevant - to quote the OPDEF No / CAT / Allowed or Not Allowed and DTG. The number of characters is restricted to the number available on the relevant LogIS. 7. For RN include brief Lack of Item statement. 8. For demands placed on SS3, the NSA address is limited to 68 characters. 9. Include SOC/SEC details if relevant. RN only. Main Equipment details. 10. Further details including airfreight justification, further technical details, Point of Contact (Name, Tel, Email)
To:		
Info:		
FOR Note 2		
MATDEM Note 3		
1. STANDARD PRIORITY CODE (SPC)		
2. REQUIRED DELIVERY DATE (RDD)		
3. UNIT IDENTITY NUMBER (UIN)		
4. DATE OF DEMAND (DD MMM YY)		
5A. DEMAND SERIAL NUMBER (DSN)		
5B. SECONDARY DEPOT CODE (SDC) ARMY ONLY		
5C. THEATRE CODE		
6A.(1) DEMAND LINE NUMBER Note 4		
(2) DOMESTIC/INVENTORY MANAGEMENT CODE (DMC/IMC) AND NATO STOCK NUMBER (NSN)		
(3) SHORT ITEM NAME (SIN)		
(4) QUANTITY OF ISSUE		
(5) QUANTITY REQUIRED		
(6) REASON FOR DEMAND CODE		
(7) ITEM DEMAND QUALIFIER (IDQ) Note 5		
(8) QUANTITY DEMANDED QUALIFIER (QDQ) Note 5		
(9) DMC		
(10) ALR/PLR NUMBER OR STOCK LOCATION RN ONLY		
7A. SPECIAL INSTRUCTIONS Note 6		
7B. LACK OF ITEM (LOI) STATEMENT Note 7		
8. ACCOUNTING UIN IF DIFFERENT TO SERIAL 3 ABOVE		
9A. NONE STANDARD ADDRESS (NSA) YES OR NO		
9B. NSA ADDRESS Note 8.		
9C. POSTCODE OR BFPO		
9D. NSA EXPIRY DATE (DD MMM YY)		
10. CUSTOMER REFERENCE Note 9		
11. REMARKS Note 10		

13. MATDEM OOHc REQUEST. Ships are required to request Out of Hours Cover (OOHC) from CINCFLEET in accordance with JSP886 Volume 3 Part 1 Chapter 2 for all IMMEDIATE, PRIORITY or OPDEF related MATDEMs which may result in an Out of Hours Cover requirement. The MATDEM is to be prepared as above but the MATDEM title line (see Note 3) is to be changed to MATDEM REQUEST OOHc. Action address is CINCFLEET.

14. MATDEM becomes OPDEF Related. When a demand that has already been submitted becomes OPDEF related the entire MATDEM is to be re-transmitted to all relevant OPDEF SMAs, using the SICs from both the original MATDEM and the OPDEF signal. The MATDEM title line is to read: **THIS MATDEM IS NOW OPDEF RELATED** and

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the DTG of the original MATDEM is to be quoted as a reference and OPDEF details included at Serial 7A.

Available in Course of Supply (AVICOS) Message Format

15. In the case of Ships demands the MATDEM action addressee is to notify the originator of the MATDEM of progress in satisfying the demand. If the item is in course of issue the AVICOS message format should be used. If despatch details are available these are to be included in the message.

16. The AVICOS message informs the demanding unit that supply should be made within the SCPT or RDD unless there is a specific comment to the contrary. If any subsequent delay occurs in the issue procedure the information is to be past to the demanding unit and a new RDD agreed if necessary.

Figure 11: Available in Course of Supply (AVICOS) Message

From:	SIC Note 1	Notes: 1. Use same SICs as that used in the original demand. 2. Addressees should be the same as on the original MATDEM. 3. Include PT and details of other required posts that must receive the message. 4. To include Issue Voucher details, source of supply if different from the original addressee of the MATDEM, point of contact and telephone number. 5. Movement details if known at time of making response. If not known - to be advised.
To: Note 2		
Info: Note 3		
AVICOS		
A. ORIGINAL MATDEM SICs and DTG		
B. ORIGINAL DSN		
C. REMARKS Note 4		
D. MOVEMENT DETAILS Note 5		

Not Available Action in Hand to Obtain (NAAIHTO) Message

17. A NAAIHTO message response is to be sent within half of the total SCPT or RDD by the MATDEM action addressee (usually Customer Liaison) for items not available at first presentation or when the RDD may be exceeded. NAAIHTO message is only be used for demands referred to Project Teams.

18. Progressive negative feedback (notifying change of delivery forecasts) is to be provided by the PT for IMMEDIATE, PRIORITY and all OPDEF related demands.

Figure 12: Not Available Action in Hand to Obtain (NAAIHTO) Message

From:	SIC Note 1	Notes: 1. Use same SICs as that used in the original demand. 2. Addressees should be the same as on the original MATDEM. 3. If required include details of specific posts that must receive the message.
To: Note 2		
Info:		
FOR Note 3		
NAAIHTO		
A. ORIGINAL MATDEM SICs and DTG		
B. ORIGINAL DSN		
C. NSN AND QUANTITY		
D. EQUIPMENT USED ON		
E. REMARKS		
FOR PT ACTION		
F. REQUEST SUPPLY DF OR ASOS DIRECT TO SHIP		
G. LACK OF ITEM (LOI) STATEMENT AS PER ORIGINAL MATDEM		

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Combined NAAIHTO / AVICOS Message

19. A joint NAAIHTO and AVICOS message when appropriate.

Figure 13: Combined NAAIHTO / AVICOS Message

From:	SIC Note 1
To: 2	
Info:	
FOR PT Note 3	
COMBINED NAAIHTO AND AVICOS	
A. ORIGINAL MATDEM SICs and DTG	
B. AVICOS	
C. ORIGINAL DSN AVICOS	
D. ISSUE DETAILS	
D. EQUIPMENT USED ON	
E. NAAIHTO	
F. DSN OF NON AVAILABLE ITEM	
G. NSN AND QUANTITY OF NON AVAILABLE ITEM	
FOR PT ACTION	
H. REQUEST SUPPLY DF OR ASOS DIRECT TO SHIP FOR NON AVAILABLE DSN	
I. LACK OF ITEM (LOI) STATEMENT AS PER ORIGINAL MATDEM	
J. REMARKS	

Notes:
1. Use same SICs as that used in the original demand.
2. Addressees should be the same as on the original MATDEM.
3. Include PT and details of other required posts that must receive the message.

Demand Progress Enquiry (DEMAND PROGRESS ENQUIRY) Message

20. The MATDEM originator can request demand progress information using the DEMAND PROGRESS message.

Figure 14: Demand Progress Enquiry Message

From:	SIC Note 1
To:	
Info:	
FOR PT Note 3	
DEMAND PROGRESS ENQUIRY	
A. ORIGINAL MATDEM SICs, DTG and DSN	
B. NSN AND QUANTITY	
C. SIC AND DTG OF LATEST FEEDBACK	
D. REQUEST LATEST SUPPLY POSITION (RLSP)	

Notes:
1. Use same SICs as that used in the original demand.
2. Addressees should be the same as on the original MATDEM.
3. If required include details of specific posts that must receive the message.

Demand Feedback (DEMAND FEEDBACK) Message

21. Demand Feedback messages are originated by the Customer Liaison section or PT to notify the MATDEM originator of the supply position.

Figure 15: Demand Feedback Message

From:	SIC Note 1
To: Note 2	
Info:	
FOR PT Note 3	
DEMAND FEEDBACK	
A. ORIGINAL MATDEM SICs and DTG Note 4	
B. ORIGINAL DSN	
C. NAAIHTO SIC AND DTG Note 5	
D. NSN AND QUANTITY	

Notes:
1. Use same SICs as that used in the original demand.
2. Addressees should be the same as on the original MATDEM.
3. If required include details of specific posts that must receive the message.
4. Original MATDEM reference and, if OPDEF related, OPDEF number and category.

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E. DELIVERY FORECAST	5. Details of NAAIHTO message.
F. REMARKS Note 6	6. To include details of diversion order, alternative source of supply, etc

Change of SPC Demand (DEMSUP)

22. DEMSUP messages are used to upgrade or downgrade the SPC and / or RDD for existing demands. A maximum of nine line entries may be used on each message, provided that they are all on the same source of supply, except in the case of OPDEF related demands which must be reported individually.

23. When action to supply items against the original list has already been completed and the stores are in the course of transit to meet the delivery requirement of the original demand, the supply base will take the following action:

- a. When the requirement has been downgraded, the DEMSUP signal will be cancelled and the demanding unit advised of the action taken to supply against the original demand.
- b. When the requirement has been upgraded, the supply base/depot will attempt to accelerate the delivery to meet the revised delivery date.

Figure 16: Change of SPC Demand (DEMSUP) Message

From:	SIC	Notes: 1. Use same SICs as that used in the original demand. 2. Addressees should be the same as on the original MATDEM. Include AFC if EQUIPSENT signal indicates airfreight. 3. If required include details of specific posts that must receive the message. 4. Two digits except SPC 01, which is to be written as 'ZERO ONE'. 5. Expressed as a DTG) theatre Code and delivery point (if appropriate) and non Standard Address (NSA) expiry date. 6. If appropriate. 7. Change of accounting unit code, consignee code, RFD and LOI remarks.
To: 2	Note 1	
Info:		
FOR Note 3		
DEMSUP		
A. ORIGINAL MATDEM SICs, DTG and DSN		
B. NEW DSN		
C. NEW SPC Note 4		
D. NSN AND QUANTITY		
E. NEW RDD Note 5		
F. OPDEF SERIAL NUMBER AND CATEGORY Note 6		
G. REMARKS Note 7		

Demand Cancellation (DEMAND CANCELLATION) Message

24. Units are to use the DEMAND CANCELLATION message format to cancel demands.

Figure 17: Demand Cancellation Message

From:	SIC	Notes: 1. Use same SICs as that used in the original demand. 2. Addressees should be the same as on the original MATDEM. 3. If required include details of specific posts that must receive the message. 4. UIN used on original demand. 5. Demand Details of up to 5 demands using the format 2B(1), 2B(2), etc.
To: 2	Note 1	
Info:		
FOR Note 3		
DEMAND CANCELLATION		
1. UIN Note 4		
2A(1). DEMAND DATE (DD MMM YY) Note 5		
2A(2). DEMAND NUMBER		
2A(3). LINE NUMBER		

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Stores Available (HOWSHIP) Message

25. When an item on an outstanding demand becomes available after the RDD or when the despatch instructions have expired (Original MATDEM or subsequent updates), a HOWSHIP signal is to be sent to the Ship to seek the current consigning instructions.

Figure 18: Stores Available (HOWSHIP) Message

From:	SIC Note 1	Notes: 1. Use same SICs as that used in the original demand. 2. Addressees should be the same as on the original MATDEM. 3. If required include details of specific posts that must receive the message. 4. If applicable.
To: 2		
Info:		
FOR Note 3		
HOWSHIP		
A. ORIGINAL MATDEM SICs, DTG AND DSN		
B. ORIGINAL DSN		
C. NSN AND QUANTITY		
D. BRIEF ITEM DESCRIPTION		
E. DIVERSION ORDER NUMBER Note 4		
F. REMARKS		

Equipment Sent (EQUIPSENT) Message Format

26. The consignor will despatch an EQUIPSENT message for the following:

- a. All IMMEDIATE and PRIORITY issues consigned by airfreight.
- b. All IMMEDIATE and PRIORITY unusual issues, ie bulky or hazardous items.

27. DSCOM AFC will inform the demanding unit in the event of a consignment missing the declared flight. Delivery to ships and units overseas should include RNLO, BRITNAVAT, MILREP, etc, if quoted in original MATDEM. 'For messages routed through FCO COMCENs are to use DESKBY procedures if appropriate.

Figure 19: Equipment Sent (EQUIPSENT) Message Format

From:	SIC Note 1	Notes: 1. Use same SICs as that used in the original demand. 2. Addressees should be the same as on the original MATDEM. 3. If required include details of specific posts that must receive the message. 4. Multiple DSNs may be included on one message, but receipt of part quantities must be clearly indicated. 5. Service air, civil air, air parce, road, rail, courier. 6. Serial F is to include the text 'REPORTED FOR AIR FREIGHT' together with Air Waybill (RAF Form 1380) details. 7. RDD and delivery point details are to be included.
To: 2		
Info:		
FOR Note 3		
EQUIPSENT		
A. ORIGINAL MATDEM SICs and DTGs		
B. ORIGINAL UIN		
C. ORIGINAL DSN and LINE NUMBER Note 4		
D. ISSUE VOUCHER NUMBER, DIVERSION ORDER NUMBER, DMC, NSN and QUANTITY		
E. METHOD OF DESPATCH Note 5		
F. TRI-SERVICE MOVEMENT REFERENCE NUMBER, AIR WAYBILL, FSO, LCL NUMBER Note 6		
G. ETA AT DESTINATION		
H. ADDITIONAL DETAILS OF HEAVY, BULK OR HAZARDOUS ITEMS		
I. REMARKS Note 7		

Equipment Not Received (EQUIPADRIFT) Message

28. The EQUIPADRIFT message is to be used by demanding units to notify non-receipt of stores by the advised RDD for which an AVICOS message. The EQUIPADRIFT

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message is to be sent promptly after the expiry of the SCPT / RDD, to permit early investigation. Where investigations following an EQUIPADRIFT message do not resolve the situation, discrepancy reports must quote relevant EQUIPADRIFT message DTG, to avoid duplication of investigation.

Figure 20: Equipment Not Received (EQUIPADRIFT) Message

From:	SIC Note 1	Notes: 1. Use same SICs as that used in the original demand. 2. Addressees should be the same as on the original MATDEM. 3. If required include details of specific posts that must receive the message.
To: 2		
Info:		
FOR Note 3		
EQUIPADRIFT		
A. AVICOS / EQUIPSENT / AFC CIVAIR SICs AND DTGs		
B. ORIGINAL MATDEM SICs, DTG AND DSN		
C. ORIGINAL DSN DATE OF DEMAND (DD MMM YY)		
D. PACKAGE NUMBER, CONSIGNMENT TRACKING REFERENCE, AIR WAYBILL NUMBER		
E. TRACER ACTION TAKEN BY CONSIGNEE		
F. REVISED RDD		
G. REMARKS		

Equipment Received (EQUIPREC) Message

29. An EQUIPREC message is to be sent by the Demanding Unit to report the receipt of materiel to satisfy any IMMEDIATE or PRIORITY demands and all OPDEF, DEFREP, STOROB and Aircraft State Demands. The message is to be sent at IMMEDIATE precedence.

Figure 21: Receipt of Equipment (EQUIPREC) Message

From:	SIC Note 1	Notes: 1. Use same SICs as that used in the original demand. 2. Addressees should be the same as on the original MATDEM. 3. If required include details of specific posts that must receive the message. 4. Multiple DSNs may be included on one message, but receipt of part quantities must be clearly indicated. 5. To include DTG received, Part Quantity details, POC etc
To: 2		
Info:		
FOR Note 3		
EQUIPREC		
A. ORIGINAL MATDEM SICs		
B. ORIGINAL MATDEM DTGs and OPDEF DETAILS		
C. ORIGINAL DSN Note 4		
D. REMARKS Note 5		

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CHAPTER 4: DEMAND FEEDBACK

INTRODUCTION

1. In general the demand originator for all demands that are not going to be satisfied by the RDD are to be kept informed of the demand status and the Forecast Date of Availability (FDA). In addition the unit and supporting JSC units can monitor the progress the demand using LogIS.

DEMAND FEEDBACK

2. All demands submitted on LogIS and not satisfied from local stock will produce advice outputs stating the action being taken to satisfy the demand. Supply responses indicating inability to satisfy any demand are to be communicated to the demander promptly, and no later than half of the SCPT or RDD. The demand number stated on the initial demand advice output will be used on subsequent outputs and can also be used to identify the demand status using the [Joint Demand Tracking System \(JDTS\)](#). The action to be taken with these advice outputs is system dependant and is contained in LogIS User Guides.

3. **Feedback to Ships.** Feedback, whether positive or negative, will be provided in response to IMMEDIATE or PRIORITY MATDEMs placed on the Naval Base Customer Liaison (CL) or the Typed Air Station (TAS) for the relevant aircraft type.

4. **Demand Confirmation.** All units can ask for positive demand feedback for demands by including "POSITIVE DEMAND FEEDBACK REQUIRED" in the Special Instructions Box. They can also track the progress of their demands using JDTS.

5. A summary of the Demand Feedback required by Service and SPC is at Figure 22.

Figure 22: Demand Feedback by SPC and Service

SPC	Type of Information				Method
	Ships	Other RN	Army	RAF	
Immediate	+ve, -ve	-ve	-ve	-ve	Telephone and / or IMMEDIATE Signal
Priority	+ve, -ve	-ve	-ve	-ve	PRIORITY Signal
Routine	-ve	-ve	-ve	-ve	MOD Form 457, see Figure 24

+ve indicates that feedback is required for all issues satisfying the demand requirement and timescale.
-ve indicates that feedback is required only one or more of the demand and timescale requirements is not going to be met.

SUPPLY INFORMATION

6. Supply information will be provided as follows:

- a. **Cancellation by Inventory Management Staff.** When a demand has been referred to a PT and has consequently been cancelled an output will be made at the LogIS demanding terminal giving the reason for the cancellation.
- b. **Stores System 3 (SS3) Observation on Demand.** PTs using SS3 can query a demands using a Supply Form 356 (Sup F356) and asking the demanding unit for more information. If the unit fails to respond within RDD, the demand is cancelled. If the demand has been raised on SS3, it is annotated, 'Cancelled – no response to Sup F356'.

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- c. **Delay Advice.** Whenever there is a delay in handling a demand at any point within the JSC, which will prevent delivery within the SCPT, it is the responsibility of the staff where the delay becomes apparent to bring this to the attention of the LogIS terminal submitting the demand.
- d. **Delayed Issue for Ships.** Naval Base Shipping sections are to send a HOWSHIP signal when issues are delayed for Ships at Sea past RDD or where the NSA has expired to see where the item should be consigned to.
- e. **Air Movement Information.** Flight details in respect of freight moved by air will be provided to consignors by Air Freight Centre (AFC). Consignors can track consignments on VITAL or demands by using JDTS.
- f. **Method of Delivery.** Consignments for units abroad at SPCs 1, 2, 5 and 9 will generally be despatched by airfreight and airmail, except for certain materiel issued by LCS to units in Germany. The method of despatch for maritime high priority OPDEF related demands is airfreight only, unless the ship is alongside in the UK. Where it is not possible to arrange delivery within the SCPT because of the absence of a suitable service or civil aircraft scheduled flight or due to the hazardous or other nature of the item, the JSC is to inform the demanding unit immediately, followed by a confirmatory fax or signal message.

DEMAND REFERRAL AND REALLOCATION

7. A demand is referred to the PT for action when there is no available free stock to satisfy the demand or when stock is available but being controlled. It is the PT's responsibility to advise the demander of how the demand will be satisfied; normally this is either by releasing protected stock, advising an alternative item, diverting stock from a contract or Buy as Required (BAR). The demander is to be notified within the SCPT for the demand.

Asset Reallocation

8. When there is no prospect of finding an asset from Industry or the JSC to meet a demand in an acceptable timescale then consideration needs to be given to reallocating an asset that is fitted or committed to another equipment.

9. In the event of non-availability or demand feedback with an unacceptable delivery forecast the unit, chain of command and the PT are to investigate other practicable means of meeting the requirement. Detailed instruction on the procedures for Asset Reallocation including Cannibalisation, STOROB and transfer action is provided in [JSP 886 Volume 3 Part 14: Transfer of Spares between Units, Cannibalisation, STOROB and Reclamation](#).

Issue Requests

10. The LogIS can allow demands to be satisfied by Issue Requests on another unit. Demanding Units can hasten the Issuing Unit to action the outstanding Issue Requests, but are to be aware that the Issuing Unit does not have to agree to make the issue. However if it does agree to the issue then the demand is to be satisfied within SCPT.

DEMAND REVIEW AND PROGRESSION

11. Demand information is normally held on the respective Service LogIS from the date the demand is received until a period of 9 months has elapsed after either the dispatch or

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cancellation date. The JDTS or MMIT systems can be used to progress demands, units without access may request demand information by submitting a signal, fax, email or electronic request for the appropriate inventory system; see Chapter 3 Annex A for the signal, fax, email and electronic format. Additionally, an AF G8628 Demand Progress Enquiry (DPE) for demands placed on SS3 may also be submitted. See Figure 23 below.

Changing the SPC, RDD or Other Details of a Demand

12. The SPC, RDD and other details, including cancellation, of a demand can be changed providing the item has not been selected and has not entered the distribution chain. If a demanding unit requires either earlier or later delivery of an item previously demanded, the following process is to apply:

- a. JDTS systems are to be used in order to establish the demand status; for example, at the demand processing, materiel handling or distribution stages.
- b. If at the demand processing stage, the original demand is to be cancelled and a new demand submitted with a revised SPC or RDD.
- c. Cancellation or amendment of a demand is to be in the same manner as the original, ie if the demand was a signal MATDEM, the amendment should also be sent by signal. If the original demand was placed using LogIS, then the amendment should be passed to the same LogIS terminal.
- d. If the item is in depot or at the distribution stage (ie the item has been allocated an issue number and / or tri-Service Movement Reference Number) the RDD may be amended on the Consignment Tracking (CT) systems, appropriate User Manual.

13. PTs are not to change demand details without notifying the demanding unit and in the cases where the issue instruction has been passed to the stock holder, notifying the stock holder.

Cancellation of RN Issues

14. Generally, demands on CRISP for the following item categories will remain in force until issued, and will only be cancelled when units go out of commission, or by agreement with the demanding services:

- a. Initial supplies of items to units, including supplies of spares under the radio storing procedure and tasks.
- b. New or additional items authorised by PTs, including allocations.
- c. Items for specific aircraft.
- d. Headquarters controlled items.
- e. Demands for Marine Engineering Stores modification sets.
- f. Deferred and earmarked requirements.
- g. All requirements for Trident submarines (TSSBNs).
- h. Items managed or controlled locally by the depot or Naval Base warehouse.

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Cancellation of Royal Navy First Outfit Demands

15. First Outfit and Operational Support Update (OSU) demands raised in accordance with the allowances authorised by the PT as On Board Spares in E Lists and Provisioning Schedules are only to be cancelled by the following authorised personnel:

- a. Chief of Materiel (Fleet)'s On Board Documentation (OBD) Team at DESMSI-PS1B1@MOD.UK.
- b. The Trident team at DESNBCC-SCM@mod.uk, at Faslane, are the only authority for the cancellation of Trident RFD 'Z' demands".

Seeking Assistance from Project Teams and FLCs

16. Units are to initially progress demands through the Customer Liaison sections, ES Mat / Log Sp Cells, Role Offices and Priority Progression Cells (PPCs) [although later, Unit Logistic staff may progress directly with the Project Team](#). The FLCs, including Role Offices and PPCs, are to ensure that all their dependant units' available assets have been fully utilised.

Demand Progress Enquiry

Figure 23: Example AF G8628: Demand Progress Enquiry Form

TXN CODE	DEMAND REFERENCE																				MOD STOCK REFERENCE										ROYAL NAVY USE ONLY				Unit Identity Number for Response		E T M				
	Unit Identity Number								DATE								Serial Number		Line No																						
1	3	4					9	10					15	16					19	20	21	22						34	35			39	40					45	46		
L	T	B	A	1	2	3	4	B	1	0	0	4	0	2	0	0	3	6	0	4	2	6	1	0	9	9	8	0	9	3	2	7	7	V		V					
			A	1	2	3	4	B	1	5	0	4	0	2	0	0	5	9	0	2	2	6	1	0	9	9	8	2	1	3	4	4	4	V		V					
			A	1	2	3	4	B	1	7	0	4	0	2	0	0	6	7	0	1	2	5	3	0	9	9	8	0	5	5	9	4	1	V		V					

Figure 24: MOD Form 457: Supply Response

From: Bicester														
To: HMLS Goblet UIN D1234B			Response Type			Customers own Reference or PE Project Code			Task Number		Date Printed 25 10 08			
Demand/Enquiry Reference		MOD Stock Reference					DofQ	Qty	Mat Con	Alt* Item	DDC*	Del'y* F'cast	Sup* Info	REMARKS
02A 21 1008 312305		CN 8465-99-973-6010 Carrier 58 Patt					EA	3	A1		15	1	NA	Not yet available FOA 120609

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CHAPTER 5: RECEIPTS AND STORAGE

INTRODUCTION

1. A receipt is the acceptance of an item from an internal MOD source or Industry in satisfaction of a demand or a contract. The Receipt of Materiel involves the physical handling, checking for identity, quantity and condition and acceptance.
2. It is important that all receipts are actioned correctly and speedily to avoid:
 - a. Late delivery of IMMEDIATE and PRIORITY items to users.
 - b. Over-provisioning due to re-demands.
 - c. Financial costs due to late payment.
 - d. Demurrage charges for retaining carriers' vehicles.
 - e. Failure to process discrepancies within specified timescales.
3. It is the responsibility of the supplier to ensure that stores supplied are fit for purpose and, if applicable, in accordance with contract conditions. All receipts will be subjected to basic checks on delivery to confirm that there is a valid order; that the correct stores have been supplied; that the quantity is correct; that there is no damage or deterioration, and that the stores are accompanied by the appropriate documentation, including where required that the serial numbers of the items correspond to those on the vouchers.

Receipt Process

4. Unload goods, unpack and check the consignment for damage and discrepancies against the consignor issue voucher, initiating discrepancy action in accordance with [JSP 886 Volume 4 Part 10: Discrepancies](#) if required. Enter quantity received and condition on voucher.
5. Demanding units are to bring items on charge and annotate source document with receipt voucher number, stock location, stock balance and / or Issue details if Dues-Out actioned. Locate stock or issue to user against dues-out and return of repairables.
6. Demanding units are to check that the receipt was demanded by the unit and identify if a substitute item has been supplied. If it has:
 - a. A note is to be made identifying that the two items, that demanded and that supplied, are alternatives. If appropriate, that the Illustrated Parts Catalogue (IPC) is marked to indicate the alternative item.
 - b. The end user is notified of the change.
7. For munitions, and where Contractors (non-MOD staff) are involved in the demand process, then the MOD Head of Establishment is to confirm that they comply with the relevant legislation as stated in JSP 482, Volume 1, Chapter 3, Annex B. Any non-Crown body (Civilian Contractor and sub-Contractor) holding or having access to military ammunition and / or explosives is to be in possession of the following, where required:
 - a. Control of Explosives Regulations (COER) Certificate.

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- b. Registered Firearms Dealer Certificate.
- c. Section Five Firearms Act Authority.

Consistent Failure to Meet the SCPT

8. Demanding units are responsible for reporting any continued failures of the JSC and particularly failures to meet SCPT for particular destinations. Where the inability is likely to be long term, and inter-Service supply is involved, the facts are to be reported to the relevant single-Service HQs for investigation.

Record of Receipts

9. There is to be an audit trail to enable a receipt to be traced through receipts system from delivery until brought to account or finalisation of discrepancy action. Immediately on delivery a record of all receipts is to be maintained. The materiel accounting documents are to be retained for the periods laid down in JSP886 Volume 4 Part 1: Fundamentals of Materiel Accounting.

Trade Receipts

10. Trade receipts are normally vouched using a MOD Form 640. Trade receipts are to be processed promptly to enable the MOD to pay Industry within 30 days of receipt. If the items cannot be immediately checked, the MOD Form 640 is to be signed and qualified “conditional” so as not to delay processing for payment.

11. Trade Receipts that do not comply with the MOD’s contractual requirements are to be treated as [Non-Conforming Trade Receipts \(NCTR\)](#).

Exceptions

12. This document identifies the MOD generic receipt process; there is further guidance on particular commodities in the following documents:

Figure 25: Exceptions to the MOD Generic Receipt Process

Commodity	Authority
Low Value Purchases	JSP 332
Defence Accommodation Stores (DAS)	JSP 384
Payment to Purchase (P2P)	JSP 886 Volume 2 Part 7
Explosives	JSP 886 Volume 6 Part 1
Fuels, Lubricants & Gases	JSP 886 Volume 6 Part 2
Operational Ration Packs (ORP)	JSP 886 Volume 6 Part 4
Clothing	JSP 886 Volume 6 Part 5
Medical, Dental & Veterinary	JSP 886 Volume 6 Part 6
Loan Receipts	JSP 886 Volume 4 Part 7
Simplified Purchasing & Payment Process	JSP 895

ARRANGEMENTS FOR RECEIPT

13. Units are to have contingency arrangements for out of hours receipt of any materiel demanded by them at IMMEDIATE.

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14. All deliveries of PRIORITY and ROUTINE receipts, to Non Operational units, are to be made during normal local working hours, unless agreed in advance, and are to take account of local public holidays.

15. Suppliers of materiel normally advise consignees of the despatch of items by an advice voucher. This information can be used to plan of the receipt procedure:

- a. Consider the Safety and Security Precautions including protective clothing, handling aids, hazards and manpower requirements.
- b. Make adequate space for receipt, unpacking, checking and security.
- c. Prepare the stock location.
- d. Advise the demander of Forecast Date of Availability (FDA), particularly for urgently required items and consider direct delivery to avoid double handling.

Unloading

16. The stores will be delivered as a package(s) by sea, land or air to the unit. The unit is to check that the number of packages delivered agrees with the convoy note, or equivalent, before signing for the consignment and releasing the transport.

Demurrage

17. Demurrage is charged by delivery contractors on containers that are not unloaded and returned within prescribed free periods. Therefore, it is important that road and rail containers belonging to contractors are cleared and returned within the free periods.

Special to Contents Containers (STCC)

18. Special to Contents Containers (STCC) and other special purpose containers are to be treated as Accounting Class P items. When empty they are to be managed using the NSN of the STCC. Filled STCC's are to be managed using the NSN of the contents. Surplus STCC's are to be declared and returned using the procedures in JSP 886 Volume 3 Part 13: Return of Equipment and Materiel. The protective outer casing for acid jars used when transporting hydrochloric, nitric and sulphuric acid to units, are to be returned to the issuing depot when no longer required.

Contractors' Chargeable Containers

19. Certain containers are charged and their value is refunded by the contractor on their return in good condition. Such packages are shown on MOD Form 640 and / or marked by the contractor CREDIT ON RETURN. Chargeable containers are not to be passed through the accounts of Units. When empty they are to be returned direct to the contractor or through the Joint Support Chain (JSC).

20. Details of the chargeable packages received and of those returned to the contractor are to be noted on the RED MOD Form 640. Any credit notes received from contractors are to be annotated with the Unit's details, UIN and date of certification of the relevant MOD Form 640 and forwarded to the Financial Management Shared Service Centre (FMSSC).

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Receipt of Classified Materiel

21. When items classified CONFIDENTIAL and above are despatched from Supply Sources, separate notification giving shipping details will be forwarded to ensure suitable arrangements for reception are made. It is the Materiel Account Holder's responsibility to ensure that the Unit Security Officer is made aware of the impending delivery.

Cryptographic and Security Materiel

22. Cryptographic Materiel. Incoming cryptographic equipment and materiel is to be taken on charge of the Materiel Account and then issued to the Cryptographic Custodian who is to account for them in accordance with [JSP 490: Defence Cryptosecurity Operating Instructions](#). Items that require transfer to another unit or to repair are to be formally receipted back to the Materiel Account and issued from there.

23. **Security Keys.** Where keys are accounted for by supply staff, normally only the RN, they are only to be issued to personnel as authorised in JSP 440: The Defence Manual of Security, Part 7, Section 4: Rooms, Containers and Locks.

24. **Classified Materiel.** All Classified materiel is to be protected in accordance with JSP 440: Defence Manual of Security, Part 7, Section 2: Baseline Principles.

Technical Documentation

25. All receipts of materiel which are subject to Engineering Record Card (ERC) procedures are to be accompanied by the relevant ERC. Items received without an ERC are to be subject to DR action.

26. All receipts of materiel which require technical documentation such as Safe Working Load (SWL) certificates are to be accompanied by the relevant Technical Documentation. Items received without Technical Documentation are to be subject to DR action.

Hazardous Stores

27. Receipts of items defined as hazardous will have a hazard warning indicator output on the consignor's issue voucher. Advice on the control of Hazardous Substances is contained in [JSP 515: Hazardous Stores Information System](#).

Attractive Items

28. On receipt of an attractive item at a unit or depot, the Attractive Store or the warehouse for Attractive Items is to be informed immediately. Attractive materiel is generally items that are portable and valuable; examples are electrical portable hand tools, clocks, watches, thermometers, barometers, binoculars, cameras, compasses, projectors, precious metals and designated publicly owned antique or historic items.

- a. **Responsibility.** Attractive items are to be adequately safeguarded in a secure area with controlled access from time of receipt until issue. A named individual, nominated by the Materiel Owner, is to be in charge of the Attractive Store. If the nominated individual is absent the duties are to be handed over to another nominated individual. Inventory holders are responsible that attractive items in use are adequately safeguarded whilst in their custody. A named receipt is to be given on every occasion that an attractive item passes from one individual to another.

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b. **Documentation.** All documents connected with the demanding, receipt and issue of attractive items are to be annotated with the word ATTRACTIVE. Attractive items with serial numbers are to have the serial numbers recorded on all documents.

c. **Consignment.** Attractive items are to be despatched in separate containers from non attractive items. Cases containing attractive items are not to have external case markings identifying that attractive items are contained in it. The packing of all attractive items is to be witnessed by the named individual running the Attractive Store, who is to certify the Issue Voucher. When attractive items are to be despatched other than by parcel post, the containers in which they are packed are to be banded with steel strapping stapled to containers.

UNPACKING

29. The consignment is to be unpacked identifying the items and paperwork contained in it. Packages identified as containing IMMEDIATE and PRIORITY items are to be unpacked first. Where appropriate the packaging materiel is to be retained for reuse; before the return or disposal of packing materiel they are to be checked to ensure no items are contained in them and that external markings are cancelled.

30. Receipts of materiel at a unit are to be checked for quantity and description according to the two copies of the Issue Voucher accompanying the delivery. After the annotation the Issue Voucher is to be posted across the account to allow the items to be taken on charge and to identify any Dues Out that can be satisfied. Issue Vouchers are:

a. Forms:

- (1) Army Form G1033: Issue and Receipt Voucher.
- (2) Army Form G8614: Supply Issue Voucher. (GLOBAL).
- (3) Army Form G8629: Post-Posted Issue Voucher.
- (4) Army Form G8634: Master Task List.
- (5) RN Form D1200: Supply Issue Voucher.
- (6) RN Form D2919: By Pass Issue Voucher.
- (7) RN Form S22: Voucher for Local Purchase.
- (8) RN Form S145: Standard Materiel Demand.
- (9) RN Form S549: Demand Transfer Loan and Repayment Voucher.
- (10) MOD Form 640: Advice and Inspection Note.
- (11) MOD Form 650: Advice and Receipt Note.
- (12) MOD Form 1142: MOD Freight Movement Note.
- (13) MOD Form 7768: Combined Demand, Receipt & Accounting Fuels Voucher.

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- b. For manual accounting a receipted Issue Voucher is to be returned to the issuing unit. This is not required for units maintaining their account on LogIS.

Examination

- 31. The general arrangements for examination of receipts is as follows:
 - a. If no specialised technical knowledge is required the receipts staff are to examine the materiel and certify the advice and inspection note.
 - b. When specialised knowledge is required the survey is to be undertaken by a Technical Officer in possession of the relevant background knowledge. Records of all items sent for test must be maintained and receipts obtained from the technical department.
 - c. Samples of materiel requiring analytical testing are forwarded to the appropriate testing authority. A demand for the quantity removed for test is to be raised and attached to the package copy of the advice and inspection note. When the materiel is brought on charge the demand can be processed.
 - d. All Attractive to Criminal and Terrorist Organisations (ACTO), Classified and Attractive items are to have 100% of the consignment physically checked, to ensure that the item in the package is as invoiced.
 - e. Quality assured materiel must not be processed until the relevant QA documentation is received and checked against the materiel received. Quality assured materiel for which QA documentation has not been received is to be placed in quarantine pending acquisition of the documentation.

Temporary Location

- 32. Where receipts are placed in a temporary location; the location is to be noted on the vouchers.

RECEIPTS GENERAL

Inability to Complete Full Receipt Process

- 33. When a delivery is made to a unit that is unable to complete the receipt process within the timescales, the unit is to provide a 'consignment not examined' endorsed receipt. Any discrepancy identified later is to be endorsed with an explanation for the delay.

Receipts from Contractors

- 34. In cases of direct delivery from a contractor, either to meet an initial supply or against a unit's demand, the unit will receive a copy of the order or appropriate dues in will have been created. This may be:
 - a. Trade receipts from MOD Contractors are normally vouched on MOD Form 640 unless delivered against contractors' statements. The delivery will be made to the unit because:

- (1) The unit is the designated delivery address stated in the contract.

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(2) A MOD Form 199: Diversion Order has been raised against a contract to divert the delivery to the unit.

b. Deliveries of Low Value Purchase Order items will normally be delivered against the contractor's paperwork. The contractor's invoice endorsed with the unit stamp is to be signed and passed to the finance office for payment.

35. MOD Forms 640: Advice and Inspection Note, MOD Form 650: Contractor's Advice and Receipt Note and DEFFORM 129J: Electronic Business Delivery Form. Materiel supplied under fixed, running and repair contracts are invoiced by contractors on either a MOD Form 640 or DEFFORM 129J, for items that the MOD is required to pay for or MOD Form 650, where the MOD does not have to pay, ie Free of Charge (FOC) replacements or items being returned off loan. Units are to register MOD Form 640 / 650s and DEFFORM 129Js in the Receipts Register. The purpose of the individual elements of the MOD Form 640 is described at Figure 26 below. The following special points should be noted:

a. Full signatures accompanied by the signatory's name in block capitals are to be endorsed on MOD Form 640 / 650.

b. Instructions to consignees are printed on the reverse of the GREEN and RED copies of MOD Form 640 / 650.

36. MOD Form 639: Advice and Inspection Note. Missing copies of MOD Form 640 can be replaced by raising MOD Form 639 except for the BROWN copy that may only be raised by the Bill Payment Authority from data supplied by the contractor. If the RED MOD Form 640 is missing but its number is known a substitute RED MOD Form 639 is to be raised. If the number is not known and no copies of the MOD Form 640 are available, MOD Form 639 should be raised from information provided by package markings and other available data.

Figure 26: MOD Form 640 Distribution

640 Copy	Description
RED	Package Copy. Accompanies the materiel when dispatched by the contractor. It is the Accounting copy and is used to check the consignment, and after signature is used to bring items on charge, clear dues in, release payment copy and filed for record / audit requirements.
YELLOW	Contractor's copy. Retained by contractor.
BROWN	Payment copy. Forwarded to the consignee by post. On clearance of the RED copy the BROWN copy is signed and returned to the contractor to support the claim for payment.
MAUVE	Information copy. Distributed according to contract requirements. Generally used to advise production or inspection authorities.
GREEN	Advice copy. Forwarded to consignee by post, normally with the BROWN copy. Affords the opportunity to identify non-delivery and initiate discrepancy action as necessary.
BLUE	Extra Advice Copy. This is not part of the serially numbered five-part MOD 640 set, but is available to contractors in separate pad form for use when an extra advice copy is called for.

37. MOD Form 640 Procedure Summary. Outline arrangements for processing MOD Forms 640 covering normal deliveries are as follows:

a. The unit may receive the GREEN and / or the BROWN MOD Form 640s prior to receipt of the item. Units are to record their arrival and file pending receipt of materiel.

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- b. Receive materiel with RED MOD Form 640, check contents of packages and if required by the PT, arrange the technical inspection of the materiel. The RED copy is to be retained by the unit.
- c. Annotate the RED, GREEN and BROWN copies as necessary, in accordance with instructions on reverse. Sign and date RED copy.
- d. If received, stamp and sign the BROWN MOD Form 640 and return immediately to the contractor, using first-class post if necessary to meet the 15 calendar day maximum timescale for the receipting process. Record the date of its return.
- e. If received send the GREEN MOD Form 640 or a photocopy of the RED MOD Form 640 to the appropriate PT. The PT require either the GREEN or a copy of the RED MOD Form 640 to confirm receipt of the item, clear contract dues in and confirm payment.

38. **Authorisation of Payments.** Financial Management Shared Service Centre (FMSSC) will carry out checks with regard to the prices quoted on the invoice. Once they are satisfied that all details are correct, payment of the invoices will be processed. Where it is decided not to certify or authorise payment, notify the contractor immediately and explain the reasons.

Non-Conforming Trade Receipts (NCTR)

39. A NCTR is a Trade Receipt which does not meet the contractual requirement because there is a deficiency with the item condition, packaging, labelling or documentation that requires rectification before an item can be processed through the supply chain. NCTRs relate exclusively to items destined for shelf stock. Cases where the physical quantity received is different to the quantity stated on the paperwork are to be reported using MOD Form 445: Discrepancy Report (DR), see Chapter 7. NCTR procedures do not cover receipts that are non-compliant with Consignment Tracking policy.

40. Trade Receipts that do not meet the required contractual standards are to be identified and rectified promptly. The MOD receiving unit is to process all Trade Receipts within 5 working days and when a NCTR is identified it is to be reported in accordance with [JSP 886 Volume 2 Part 1: Inventory Management](#) using [MOD Form 2249: Non Conforming Trade Receipt Proforma](#) or JSC Services G 0013: Trade Receipt Non Conformance Notification.

Late Payment of Commercial Debts (Interest) Act 1998

41. Government legislation states that payment must be made to the supplier within 30 calendar days (Late Payment of Commercial Debts [Interest] Act 1998). The legislation allows suppliers to claim interest on bills which are not paid promptly, at Bank of England Base rate plus 8% for each further day's delay. Government Accounting 2000 requires confirmation that goods or services have been received before payment is authorised. This certification process will count towards the 30 calendar day credit period.

42. Certification of receipt does not imply acceptance that the contractual requirements have been satisfied; therefore certification should be a relatively straightforward check that the delivery reflects the order. A contractor has up to 6 years to make a claim for interest on late payment. Receipt records are to be retained for the period stated in JSP 886 Volume 4 Part 1: Fundamentals of Materiel Accounting. Contract terms and the general

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law offer the proper remedy for goods that fail the acceptance procedures. Under the terms of new payment conditions, the credit period will operate as follows:

- a. **MOD Form 640 or Equivalent.** Clock starts on receipt of both the BROWN MOD Form 640 or equivalent and delivery to MOD of the goods/services. Clock stops when the certified bill reaches the contractor. Clock re-starts on receipt of the invoice by the Financial Management Shared Service Centre (FMSSC). Clock stops on the date the invoice is paid.
- b. **Ex Works Delivery.** Up to an extra 5 calendar days (for collection of the goods) to be added to the credit but thereafter the timetable will be as above.

43. To avoid charges for late payment the following processes have been agreed for MOD Form 640s with overseas consignees:-

- a. **Brown Copy:**
 - (1) PTs, and / or overseas detachment where appropriate, are required to send notification to all suppliers with points of contact and a forwarding address for the Brown Copy of MOD Form 640s to be sent. Suppliers will then send Brown MOD Form 640s direct to the consignee.
 - (2) If the equipment has not been received:
 - (a) The consignee is to regularly check VITAL for consignment tracking information to confirm the arrival of the consignment at a MOD establishment for onward transportation.
 - (b) VITAL Tracking information is to be annotated on the original Brown MOD Form 640 which is then to be duplicated.
 - (c) The original Brown MOD Form 640 is to be returned to the supplier. The duplicate copy is to be retained pending receipt of the equipment and red copy of the MOD Form 640.
 - (d) If the equipment has been received, on receipt of the Brown MOD Form 640 the consignee is to confirm receipt of the item on Log IS.
- b. **Red Copy:**
 - (1) Suppliers will send the Red Copy of MOD Form 640s with the goods to the MOD point of receipt for onward movement to consignee.
 - (2) The MOD point of receipt will ensure the equipment is placed on VITAL for consignment tracking purposes.
 - (3) On receipt of the equipment by the consignee, the Red MOD Form 640 will be annotated with receipt details and is to be attached to the duplicate copy of the Brown MOD Form 640 and retained for filing and audit purposes.
 - (4) If there are any discrepancies with the order when brought on charge, the PT is to be contacted immediately with full details of any discrepancy. The PT will then provide instructions for the DR process.

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PRICE CHALLENGES

44. If the unit believes the price to be excessive or they are aware that the item can be obtained from a cheaper source, they are to alert the managing PT using MOD Form 941: Spares Price Challenge.

RECEIPTS FROM OTHER SOURCES

45. Materiel received from non MOD sources for use by a unit is to be accounted for manually and comprehensive records maintained explaining the reasons for the receipt, the source of the receipt (foreign military force, contractor, etc) and the type of transaction (gift, loan, sale, etc). All the details of the transaction are to be notified to the Civ Sec / J8 organisation as soon as practicable.

46. Material left by non-MOD visitors remains the property of the owner of the equipment and is to be accounted for manually marked in red 'Property of 'and is not to be merged with MOD stocks. Except as otherwise directed, if the equipment is not collected within 3 months, the MOD unit is to inform DSA who will request disposal instructions. DSA is to advise the MOD Unit of the requirement, including repayment movement of the materiel or the disposal instructions for items not required by the owner.

ITEMS RECEIVED WITHOUT VOUCHERS

47. If no vouchers are received with the consignment, this is to be reported to the consignor. The processing of receipts is not to be delayed until replacement vouchers are received. Receipts are to be taken on charge as follows:

- a. Details from the advice copy, if one is held, are to be used.
- b. Items which have been notified as 'due-in', are to be taken on charge using any details obtainable from the packing note, where applicable, the customer order number. The supply source registered number should be used if obtainable from the packing note; otherwise the Unit's demand serial number is to be used.
- c. Receipts from unknown external sources to be taken on charge using a voucher containing any known details.

48. When issue vouchers are subsequently received they must be cross referred to the temporary paperwork.

ACCOUNT ACTION

49. **Consolidated Receipts.** In the case of receipts of consolidated demands, units are not to bring on charge the total consolidated quantity, but are to interrogate the unit record and action the individual demand quantities separately.

50. **Urgent Dues Out.** All receipts are to be screened against the IMMEDIATE and PRIORITY Dues Out. Issues are to be made where appropriate.

PUT TO STOCK

51. Where possible items are to be collocated with existing stocks of the same item except where random storage methods are in use. Items which are Attractive to Criminal

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and Terrorists Organisations (ACTO), Controlled Drugs and Accountable Drugs, Classified and Attractive items are to be stored securely.

Permanent Stock Location

52. Where a unit is the sole Defence stockholding site for items of strategic importance and items that merit special storage arrangements is to be stored in two or more locations to avoid total loss due to fire, flood or contamination. Further guidance is available in [JSP 886 Volume 8 Part 2: Stock Segregation](#).

53. All items that have supplementary documentation, ie Safe Working Load Certificates, Equipment Record Cards, etc, are to be located so that the identification reference, serial number, batch number, etc can be clearly identified without having to move the item in its storage location.

Items Found

54. When items are been found outside of normal supply working or storage areas they are to be investigated to reveal the cause of the apparent surplus. Items valued below £2000 should attract the minimum level of investigation, but must include:

- a. A check of all outstanding Discrepancy reports, both in and out.
- b. A check of all outstanding or completed Material Loss Reports.
- c. A check of all Stocktaking differences.

55. Items valued above £2000 and those involving Security Classified (Confidential and above), Attractive, hazardous or ACTO items should be investigated to conclusion and may need to be reported to the appropriate MOD authorities.

56. If, after investigation, no accounting error or discrepancy is revealed as the cause, the item is to be conditioned and brought to charge. Vouchers are to be approved by the Materiel Account Holder. Surplus items are to be dealt with in accordance with JSP 886 Volume 3 Part 13: Return of Materiel and Equipment.

57. Items found within recognised supply working or storage areas are to be dealt with in accordance with JSP 886 Volume 4 Part 2: Defence Stocktaking Policy.

Change of Stock Location

58. All internal changes of Unit stock location are to be recorded on a MOD Form 2265: Internal Movement Sheet (IMS) at the time of the move. The details of the stock move are to be recorded on the stock account promptly. MOD Form 2265 is available on the JSC Forms Bank on the Defence Intranet.

STORAGE MEDIA

Provision of Storage Media

59. The Storage location and media are to be sufficient to ensure that the condition of materiel is maintained. The use of specialised storage media should be considered for all fixed storage locations and the majority of deployable stores. Details on storage

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requirements are at JSP 886 Volume 7 Part 8.02: Packaging, Handling, Storage and Transportation.

Stock Maintenance

60. Stock is to be routinely inspected to ensure that it remains fit to issue. In particular the following points should be noted:

- a. **Dangerous Goods.** Stores which are hazardous are to be handled and stored in accordance with the guidance on the Safety Data Sheet (SDS).
- b. **Lifed Materiel.** 'Shelf-lifed' materiel is to be managed so that, where possible, items are used before their shelf life has expired and the principle of 'issue oldest stock first' applied. Where a significant quantity of shelf lifed items cannot be used before life expiry the managing PT is to be advised before any disposal action is considered.
- c. **Suspect Stock.** Stock that is suspect is to be physically segregated from fit stock, preferably by moving it to a new location, and the Materiel Condition is to be changed or an issue restriction imposed while the investigation is carried. Suspect stock is not to be removed from the account until authorised.
- d. **Labelling and Re-labelling.** Labelling of stores is to be in accordance with DEFCON 129 and must be adequate to allow identification of the materiel, the contract information and in manufacturing date. When stock is repackaged or split the resulting packages are all to be correctly labelled.
- e. **Packaging.** Packaging is to be in accordance with JSP 886 Volume 7 Part 8.2: Packaging, Handling, Storage and Transportation. Packaging in storage is to be sufficient to avoid deterioration of the materiel.

CONVERSION OF MATERIEL

61. Occasionally there is a requirement to break down an item in store to its constituent parts or to assembly an item from piece part spares. In Materiel Accounting terms this involves the issuing of a component(s) from the account and the subsequent receipt of the converted component(s). The physical conversion is to be undertaken by a suitably qualified tradesman. The MOD Form 2267: Conversion Form should be used to record the authority for the conversion, the details of the tradesman undertaking the physical conversion and the materiel accounting actions taken.

STOCKTAKING AND STOCK CHECKS

62. Stocktaking is a formal stock verification process undertaken at set intervals where the results of the Stocktake are formally reported annually up the designated chain of command. The policy and procedures for Stocktaking are contained in JSP 886 Volume 4 Part 2: Defence Stocktaking Policy.

63. Stock Checks are to be undertaken as part of normal Account Supervision by Management or to investigate stock abnormalities revealed by normal work.

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CHAPTER 6: ISSUES

INTRODUCTION

Summary

1. The purpose of this chapter is to describe the policy and process for making materiel issues and the related requirements for traceability and audit. Figure 27 shows the commodities that have separate instructions.

Figure 27: Commodities with Separate Issue Procedures

Commodity	Reference
Contractor Logistic Support (CLS) Arrangements	JSP 886 Volume 3 Part 2: Contractor Logistic Support
Government Furnished Equipment (GFE)	JSP 886 Volume 4 Part 4: Government Furnished Equipment (GFE)
Loans	JSP 886 Volume 4 Part 7: Loans
Munitions	JSP 886 Volume 6 Part 1: Munitions, JSP 482 – Military Explosives Regulations.
Fuel, Lubricants & Gases	JSP 886 Volume 6 Part 2: Fuel, Lubricants & Gases
Clothing	JSP 886 Volume 6 Part 3: Clothing
Gifting	JSP 886 Volume 9 Part 9: Gifting of Surplus MOD Property
Defence Accommodation Stores (DAS)	JSP 384: Defence Accommodation Stores Policy and Procedures

Definitions

2. An issue is defined as a transaction in which materiel is supplied to a customer to meet an authorised requirement.

POLICY

3. It is a mandated requirement that all issues are correctly authorised. The authority to request an issue in most cases is a demand or requisition received from a recognised source or customer.

Rules for Issues

4. The following rules govern an issue:
- a. All issues are to be authorised. Logistic Staff are to ensure that materiel is issued only for official purposes against entitlement and that the quantities are reasonable. Logistic Staff are to monitor issues for apparent excessive or unusually repetitive requirements.
 - b. A receipt is to be obtained for all issues, except:
 - (1) Class C items being issued to the end user (unless an instruction has been given to the contrary).
 - (2) Items of the same catalogue number issued on a one for one exchange basis but not bearing serial numbers.
 - c. Oldest stocks or shortest shelf life items are to be issued first except where specific instructions are given to the contrary.

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5. Particular care must be taken with security classified and ACTO stores, receipts are to be obtained on the spot for all transactions. The serial and registered numbers of guns, classified and ACTO stores are to be quoted on all vouchers and documents.

- a. Issues of Accountable materiel are made in the following circumstances:
- (1) For Items where the Serial Numbers are to be recorded.
 - (2) Initial Issues on First Fitting Out and Restoring.
 - (3) **Outright Issue of Accountable Items to Portable Fittings, Embodiment in Aircraft or Equipment.** The demander is to annotate the demand form with particulars of the equipment for which the item is required and the authority for the item.
 - (4) **Issues of Class P & L Items for Instructional, Experimental, Trials or Exercise Purpose.** The demanding Officer is to endorse the demand form 'Certified that the items will be used to destruction or embodied in other equipment or expended and not recovered', and quote the approving authority.
 - (5) **RN Only - Issues to Other Than PLR.** When a Class P or L item is issued as a replacement for a defective item which has not been returned, the item is to be issued on Temporary Loan until the defective item is returned. On return of the defective item the Temporary Loan is to be converted to a permanent issue and the defective item returned.
 - (6) **RN Only - Issues of Tools for Vehicle Tool Kits.** Accountable items in Vehicle tool kits are to be issued on Permanent Loan to the MT officer. Non-accountable items are to be issued outright.
 - (7) **RN Only - Issues of Replacement Tool Kit Components.** Class P & L items are to be issued on a one-for-one exchange basis and Class C items are replaced on demand. Items deemed by the Materiel Account Holder to require additional control can be subject to local control.

Issue Voucher Information

6. All issue transactions must be accompanied by the appropriate issue voucher and the physical issue must match the Quantity and Materiel Condition (MATCON) on the issue documentation.

7. **Advice Messages.** Issue vouchers may contain the following automatically generated item related advice messages:

- a. **Technical Documentation.** Engineering Record Cards (ERCs), Log Cards, Safe Working Load (SWL) certificates and other documentation essential for the use of the materiel are to be issued with the equipment. Issue vouchers are to be endorsed "ERC / Log Card / History Sheet / Equipment List issued with the items". Exceptions are:
- (1) **Flying Clothing.** The log cards for flying clothing, including those held on personal loan, are to be held by the Survival Officer (SURVO).

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(2) **Boat Equipment Lists.** Receipted equipment lists for boats are to be retained with the Materiel Account Holder's copy of the Permanent Loan Record.

b. **Special to Contents Containers (STCC).** Those items requiring STCC containers will have the statement 'STC REQD' output in the special instructions of the voucher.

c. **Mission Essential.** The advice statement '*ME*' will be displayed for all equipment considered to be mission essential.

d. **Attractive Items.** For items that are classed as attractive the advice statement 'V & A' will be output.

e. **Serial Numbered Items.** For items where the Serial Number is to be recorded details are to be shown on the Issue Voucher.

f. **Hazardous Substances.** Issues of items defined as hazardous will have a hazard warning indicator output on the voucher. The Procedures for the control of hazardous substances are contained in JSP 375, JSP 418 and JSP 515.

8. **Voucher Cross-Reference.** Where both electronically and manually produced vouchers are used on the same transaction, they are to be appropriately cross-referred.

Issue Adjustment

9. If it is necessary to adjust the issue for practical reasons; for example an inability to find the full issue quantity or that some of the stock is not fit to issue, the issue is not to be delayed. Instead issue control is to be notified and documentation amended for the quantity of items being issued. The demanding unit is to be notified of the short issue and to be asked if the balance is required or not. The issuing unit is to investigate and rectify the discrepancy between the account and stock.

Bypass or Post Posted Issues

10. Where physical stock is available but it does not show on the account, Bypass or Post Posted Issues can be made. This is a process where manual Issue documentation is raised that is posted to the account once the stock appears on the account.

Advice of Despatch

11. A copy of the issue voucher is to be sent as advice of issue, immediately after despatch of the equipment; this copy is not to be sent before the materiel leaves the unit.

Repairable Items

12. The instructions for the receipt, issue and accounting of repairable items is contained [JSP 886 Volume 3 Part 13: Return of Materiel and Equipment](#).

Warranty / Guaranteed Defect

13. If the replacement of a failed item is believed to be covered by a specific Warranty, Guaranteed Defect scheme or the Sales of Goods Agreement (SOGA) the unit is to contact the relevant Project Team (PT) or Naval Base and ask advice on the repair of the

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item. Units are to be aware that repair prior to Industry agreeing the defect can invalidate the warranty. Once the local repair of the defect has been agreed, spares from the JSC can be used if available.

INTERNAL ISSUES

14. Internal issue transactions are those to the immediate dependency of the unit; ie issues to departments, sub-units or inventories. Cleared receipts are not required. Issue Vouchers will be raised because of:

- a. A demand input for an item that has free stock at the Supply Unit.
- b. Creation of free stock for a demand held as a Dues Out. This can be due to a receipt, reclassification of stock, return of loans, or a reduction of an earmark.

15. **Issues as Part of an Exchange.** For P and L Class items, the issue and receipt aspects of an exchange transaction are to be input separately to the computer. A demand will create an internal due-in, for a repairable or scrap item to be returned. As the demand number is used to link the issue and receipt parts of the exchange, the demand transaction is always to be input before the receipt transaction. The exchange item is to be returned expeditiously as failure to return the exchanged item within a given period will initiate hastening procedures (21 days by default or as set by the AinU Clerk on creation of the [AinU](#)).

EXTERNAL ISSUES

16. External issues transactions are those to other MOD units, Other Government Departments (OGDs), Foreign Forces, Industry and Individuals. Cleared receipts are required to prove that the items have been issued to the stated user.

17. **Issues to Industry and Contractors.** All issues to Industry and Contractors are to be made in accordance with [JSP 886 Volume 4 Part 4: Government Furnished Equipment](#).

18. **Issues to non MOD Organisations.** Issues to non-MOD organisations include the issue to Other Government Departments (OGDs), Foreign and Commonwealth Military and Private Individuals. Normally these issues will be specifically authorised by the PT and administered by DES JSC SCM-Support Services. In an emergency, authority for an issue can be granted locally but the action must be reported immediately to the PT.

- a. **Terms of Issue.** All issues to non-MOD organisations are to be on prepayment or repayment terms unless specific guidance has been given otherwise. Details of the issue are to be passed to the Civ Sec / J8 organisation for financial recovery.
- b. **Signature on Receipt.** Before issue the authority of the personnel collecting the materiel is to be confirmed. A signature is to be obtained on all copies of the issue voucher with the name of the collector and other relevant details being entered in block letters.

REPAYMENT ISSUES

19. When MOD has specified that issues to a unit or establishment of another Defence unit or Government Department are to be on repayment terms, the Logistics Unit is to prepare 5 copies of the schedules showing the issues made during each month and

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forward these to the relevant Accountant Officer. A separate schedule is to be prepared for each of the following categories:

- a. Technical Equipment.
- b. Accommodation Stores.
- c. Clothing.
- d. Fuels, Lubricants and Gases.

PACKING AND LABELLING

20. Items are to be packed and, where appropriate, placed in transit containers or over-packed to maintain the condition of the materiel in transit to the consignee. Items and consolidated stores are to be labelled to enable Consignment Tracking (CT).

ISSUE ORDER, TASKED ISSUES AND PROGRAMMED ISSUES

21. The use of Issue Orders allows the PT, and occasionally FLCs, to issue materiel to units to meet specific tasks. These issues can be used to support planned repair, the activation of high readiness units and provision of operational enhancements. PTs are to allocate a SPC consistent with the guidance in [JSP 886 Volume 3 Part 1: Standard Priority System](#); and avoid over prioritisation.

The Issue Order

22. An Issue Order is used by PTs and FLCs to arrange for the issue of materiel, normally from a primary depot, to a unit or Industry. The PT / FLC raising the Issue Order is either to be the owner of the materiel or to have notified all the owning PTs of the proposed issue. The Issue Order is to be sent to the relevant DES SCM-SS cell for action. A specimen Issue Order is at Figure 28, this is to be produced locally and may have continuation sheets.

Figure 28: Specimen Issue Order

ISSUE ORDER:				
PT:		ISSUE ORDER NO:		
TYPE OF ISSUE:	ISSUE CLASS CODE:	RDD:		
ISSUE AUTHORITY:	SPC:	METHOD OF TRANSIT:		
ISSUE TO UIN:				
CONSIGN TO UIN:		MATCON / QUANTITY		
NSN	DESIGNATION	A1	A2	R4
REMARKS:				
SPECIAL INSTRUCTIONS:				
AUTHORITY: Name / Rank, Telephone No, Signature, Date				
ACTION:		INFORMATION:		
DES JSC SCM-SS		Destination Unit		
Notes:				
1. Issue Order Number. Use own PT numbering sequence.				
2. Type of Issue. Select from: 'Recurring', 'Non Recurring', 'Loan', 'Repayment' or other reason.				
3. Issue Class Code. RECURRING or NON RECURRING				
4. Required Delivery Date (RDD). The required delivery date of the stores at the unit / contractor.				
5. Issue Authority. Use own PT reference.				
6. Method of Transit. Leave blank for SCM-SS to use based on SPC and RDD.				
7. Consign to UIN. If different from 'Issue to UIN'.				
8. NSN, Designation, MATCON and Quantity. Use continuation sheet if required.				

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23. **Embodiment Loans.** The issue of items to Industry is to be in accordance with JSP 886 Volume 4 Part 4: Government Furnished Equipment.

24. **Controlled Stores.** The issue of Controlled Stores (Operational Reserves and Earmarked Stock) is only to be authorised by the nominated custodian.

25. **Collated Issues.** Normally issues off an Issue Order will be made as the stock becomes available; if the issue needs to be dispatched as one consignment then the Special Instructions are to include COLLATED ISSUE. The requirements for the issue are to be discussed with LCS Operations.

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CHAPTER 7: MATERIEL CONDITIONING

POLICY

1. It is MOD policy that the condition of materiel in the Supply Chain is determined and recorded.

PROCESS

2. The processes documented in this chapter concerning the conditioning of materiel, the authority for conducting conditioning and the recording of materiel condition are being developed.

3. Materiel is to be conditioned by a person that is qualified either by technical qualification or by appointment. The condition of the materiel is to be determined and recorded.

Figure 29: Materiel Conditioning Authorities

Materiel	Conditioning Authority
Maritime Technical Materiel	Not yet formally identified
Land Environment Technical Materiel	Not yet formally identified
Air Environment Technical Materiel	MAP-01: Military Aviation Engineering Policy Regulation and Documentation. Chapter 9.5: Technical Equipment - Conditioning and Preparation for Movement or Storage.
Defence Accommodation Stores	JSP 384: Defence Accommodation Stores Policy and Procedures. Volume 1: Management of Defence Accommodation Stores (DAS) Paragraph 0902: Conditioning
Clothing	JSP 886: Defence Logistic Support Chain Manual. Volume 6: Commodity Supply Management Part 5: Clothing Section 6: Survey Conditioning and Disposal of Clothing

4. The materiel condition is to be recorded on the LogIS using the Materiel Condition Codes listed below. It is intended that as LogIS is developed that the codes will be standardised. The default materiel condition will be 'fit for use with no restrictions'.

5. Materiel Condition codes are used to codify fitness to issue, or not, of materiel. The various materiel conditions are represented on the Materiel Accounts, both manual and electronic, by the use of codes, known as MATCONs. The recognised Materiel Condition (MATCON) codes are given below:

Figure 30: Recognised Materiel Condition Codes (MATCON)

MATCON	Description
A1	Serviceable – New
A2	Serviceable – Used
A4	Serviceable - Training Munitions
R2	Repairable - On Unit
R3	Repairable - By Other MOD Unit
R4	Repairable - By Contractor
E0	Unserviceable - Unspecified Reasons
E1	Unserviceable - Ban, Quarantine or Testing
E3	Unserviceable - Under Defect Investigation

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Variations and Mappings

6. The following table shows the relationship between the recognised MATCONs and the MATCONs using in messaging by the listed LogIS.

Figure 31: MATCON Messaging

	MJDI FOC CODES	ASTRID		CRISP		SCCS		SS3	
		OUTBOUND	INBOUND	OUTBOUND	INBOUND	OUTBOUND	INBOUND	OUTBOUND	INBOUND
SERVICEABLE UNQUALIFIED	A	NO MAPPING PROVIDED - SUBJECT TO RESOLUTION UNDER RAD ISSUE 3		A1	A1	S	S	A1	A1
SERVICEABLE QUALIFIED	A2			A1		S		A2	A2
SERVICEABLE TRAINING MUNITIONS	A4			A1		S		A2	
REPAIRABLE ON UNIT	R2			E0		R2	R2	E0	
REPAIRABLE BY OTHER MOD UNIT	R3			E0		R2 NonADES R3 ADES	R3	E0	
REPAIRABLE BY CONTRACTOR	R4			E0		R4	R4	E0	
UNSERVICEABLE UNSPECIFIED	E0			E0	EO J1 K1 99	R2		E0	E0
UNSERVICEABLE, BAN, QUARANTINE OR TESTING	E1			E0		R2		E0	
UNSERVICEABLE UNDER DEFECT INVESTIGATION	E3			E0		QD	QS QD	E0	

7. The following table shows the relationship between the recognised MJDI Full Operating Capability (FOC) MATCONs and their implementation on the legacy LogIS.

Figure 32: MATCON Migration

	MJDI FOC CODES	COMIS	DEMAS	GLOBAL	MJDI POC	NON-SCC	OASIS	ORAC	OSCAR	UNICOM	
SERVICEABLE UNQUALIFIED	A	NO MAPPING PROVIDED - SUBJECT TO RESOLUTION UNDER RAD ISSUE 3	A1	A1	S	S	A1	A1	NO MAPPING PROVIDED - SUBJECT TO RESOLUTION UNDER RAD ISSUE 3	A1 D1	
SERVICEABLE QUALIFIED	A2		A2	A2				RA		A2	
SERVICEABLE TRAINING MUNITIONS	A4										
REPAIRABLE ON UNIT	R2				R2	R2		R3			
REPAIRABLE BY OTHER MOD UNIT	R3			H1	R3	R3					
REPAIRABLE BY CONTRACTOR	R4				R4	R4					
UNSERVICEABLE UNSPECIFIED	E0			E0	E0 K1 M1			E0		E0 US	E0 ZZ
UNSERVICEABLE BAN, QUARANTINE OR TESTING	E1										A3
UNSERVICEABLE UNDER DEFECT INVESTIGATION	E3					QS QD	QS QD				