

Chapter 1 General

1-1. Purpose

This pamphlet provides manual procedures for requesting, receiving, accounting for, issuing, and turning in supplies.

1-2. References

Required and related publications, and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Requesting clarification and deviation of authority

a. Use the chain of command to request clarification of this pamphlet as follows:

(1) Use a memorandum when making a written request for clarification. Include in the letter the following:

- (a) Page and paragraph number in question.
- (b) Name and Defense Switching Network (DSN) phone number of the requestor.

(2) Each element in the chain of command receiving a clarification request will try to answer it. If it cannot be answered, send the request to the next higher element. This will ensure that available talent is used and that the quickest possible answers are given.

(3) When DA clarification is necessary, major Army commands (MACOMs) will send clarification requests to Commandant, U.S. Army Quartermaster Center and School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-5039.

b. Deviation from the procedures in this pamphlet will only be made with prior approval of HQDA. Use the guidance in AR 735-5 to prepare and process requests for deviation from accounting procedures. Request for deviation should explain the need for a deviation, how long it will last, how the waiver will help accomplish the mission, and how the end results will be measured. The request should include an opinion by the MACOM legal officer. Send all requests for deviation through command channels to Commandant, U.S. Army Quartermaster School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-1061.

1-5. Nonapplicability of special items

a. Unless specified by prescribing directives this pamphlet does not apply when an Army element is accounting for the following items:

- (1) American Forces Radio and Television Service Program materials using AR 360-81.
- (2) The Army Art Collection using AR 870-15.
- (3) Army national cemetery property and supplies using AR 290-5.
- (4) Clothing initial issue point stocks using AR 700-84.
- (5) Classified Communications Security (COMSEC) equipment, key software, and publications using AR 380-40 (O) and TB 380-41.
- (6) Historical properties and museum pieces using AR 870-20.
- (7) Industrial property and equipment in place using AR 735-72.
- (8) Library books or materials using AR 27-5, AR 40-2, or AR 735-17.
- (9) Military training aids using AR 350-38.
- (10) Nonappropriated fund assets using AR 215-5.
- (11) Real property and facilities engineering resources using AR 420-17.
- (12) Special purpose equipment using AR 381-143 (C).
- (13) Subsistence (class 1 supplies) using AR 30-1 or AR 30-18.
- (14) Supplies on stock record accounts, except for Class 5 supplies.
- (15) Clothing sales store resale accounts operated under AR 700-84.
- (16) Commissary resale stock record accounts operated under AR 30-19.

b. This pamphlet will be used in peacetime and wartime. Theater of operations commanders will give implementing instructions as needed when the Secretary of the Army suspends any or all of this pamphlet.

1-6. Requesting an accounting waiver

Use the guidance in AR 735-5 to request a property accounting waiver. Send requests through command channels to HQDA (DALO-SMP-U), WASH DC 20310.

1-7. Reports of supply constraint (exempt from RCS under AR 335-15)

a. Use a report of supply constraint to tell the next higher command when requests for supply of classes 2, 3 (pkg), 4, 7, 8, and 9 cannot be submitted for any reason. Two workdays are allowed to submit the report. Keep a copy of the report and responses from higher commands on file for 1 year. (ARNG and USAR units are not required to submit reports of supply constraint for unfinanced requirements if the requirements have already been identified through budget submissions).

b. Send reports of supply constraint by memorandum or message. Include in the report the following:

- (1) Reasons for the constraint.
- (2) Period of time the constraint will be in force (to be determined by the commander).
- (3) Activities involved and the limiting factors.
- (4) Impact on unit readiness.
- (5) Actions taken to remove the constraint.

c. Commanders receiving reports of constraints will take one of the following actions (2 workdays are allowed):

(1) Return the report to the submitting commander with instructions that will remove the cause for the constraint.

(2) Verify the restrictions and circumstances involved. Forward the report to the next higher command. Include a statement that resources required are not available. Also include comments and recommendations.

d. Major commanders will forward the report, when necessary, with comments and recommendations directly to the DA Staff element involved. Information copies will be furnished to HQDA, DALO-SMP-U, WASH DC 20310; and the Cdr, USAMC (AMCRE-FS), 5001 Eisenhower Ave, Alexandria, VA 22333.

e. Inspectors will review the file of reports of supply constraint. They will check the timeliness of the original submission. They will also review the actions taken by higher commands.

1-8. UIC and DODAAC changes to property accounts

When a parent unit which maintains a property book is notified that the UIC and DODAAC will be changed, take the following steps—

a. Prepare a lateral transfer using DA Form 3161 (Request for Issue or Turn-In) to transfer property from the old UIC/DODAAC to the new UIC/DODAAC.

b. Obtain the losing document number from the existing register, post to block 3 of DA Form 3161, close out the old register and start a new document register using the new UIC/DODAAC. Obtain the gaining document number from the new register and post it to block 4 of the DA Form 3161.

c. Post the losing entry to each property book page (zero the page), and prepare a new property book page for each item. Post the gaining entry from the lateral transfer to the new pages.

1-9. General instructions for using this pamphlet

Specific details on how to use, complete and distribute forms in this pamphlet will be found in the text which accompanies the form. A set of general rules is provided below. Follow these instructions unless another action is specified.

a. Spaces that do not require entries are left blank. Normally negative numbers, zero and "N/A" entries are not required.

b. All entries on forms in this pamphlet will be clearly printed or typed except personal signatures and initials. Blue or black ink will be used unless a pencil entry is specified. Repetitive information may be entered by use of a rubber stamp.

c. Only those abbreviations authorized by AR 310-50 may be used. The terms noun, and noun nomenclature are used interchangeably.

1-10. Requesting deviation authority

Deviation from the procedures in this pamphlet will only be made with prior approval of HQDA. Use the guidance in AR 735-5 to prepare and process requests for deviation from accounting procedures. Request for deviation should explain the need for a deviation, how long it will last, how the waiver will help accomplish the mission, and how the end results will be measured. The request should include an opinion by the MACOM legal officer. Send all requests for deviation through command channels to Commandant, U.S. Army Quartermaster School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-1061.

**Chapter 2
Requesting and Receiving Supplies**

**Section I
Requesting Supplies**

2-1. General

This chapter gives procedures for requesting and receiving supplies. It includes procedures for keeping the document register and due in status file, and for requesting follow-up, cancellation, or modification of open requests.

2-2. The Uniform Materiel Movement and Issue Priority System (UMMIPS)

The UMMIPS provides the means for expressing the importance of a supply request. This is done by assigning a 2-digit numeric code, ranging from 01 through 15, to the supply request. This numeric code is referred to as a priority designator (PD). The PD is based on two factors. These factors are the unit's Force/Activity Designator (FAD) and the Urgency of Need Designator (UND) of the supply request.

a. *The Force/Activity Designator.* FADs are expressed by Roman numerals I, II, III, IV, and V. The permanent orders activating the unit usually include the assigned FAD. A unit has only one FAD.

b. *Determining the Urgency of Need Designator.* The UND is determined by the using unit personnel. The UND is used to express how urgently the unit needs the requested supplies. UNDs are identified by the letters A, B, and C. Select UNDs using the following guidelines:

(1) UND A is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which the force or activity is unable to perform assigned operational missions, or such condition will occur within 15 days in the CONUS and 20 days overseas.

(b) Required for immediate installation on or repair of mission-essential materiel. Without this materiel, the unit or activity is unable to perform assigned missions.

(c) Required for immediate use for installation on or repair of direct support equipment (i.e., ground support, fire fighting) needed for the operation of mission-essential materiel.

(d) Required for immediate use in replacement or repair of mission essential training materiel. Without this materiel, the unit or activity is unable to perform its assigned training mission.

(e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without these supplies, the activity is unable to perform its assigned missions.

(f) Required for immediate use to end an existing work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g) Required for immediate use to end an existing work stoppage on a direct support (DS) or general support (GS) production line performing maintenance and repair of unserviceable, intensive management or critical items.

(2) UND B is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which the capability of the force or activity to perform assigned operational missions is impaired.

(b) Required for immediate installation on or repair of mission-essential materiel and without which the ability of the unit or activity to perform assigned operational missions is impaired.

(c) Required for immediate use for installation on or repair of auxiliary equipment.

(d) Required for immediate use in replacement or repair of mission-essential or auxiliary training equipment. Without this materiel, the ability of the unit or activity to perform assigned missions would be impaired.

(e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without this materiel, the ability of the activity to perform assigned missions is impaired.

(f) Required to prevent an expected work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g) Required to prevent an expected work stoppage on a DS/GS production line performing maintenance and repair of unserviceable, intensive management/critical items.

(h) Required for replenishment of the quantity issued that brings a line to zero balance on the PLL/combat PLL.

(3) UND C is used to request materiel meeting one or more of the following criteria:

(a) Required for on schedule repair, maintenance, manufacture, or replacement of all equipment.

(b) Required for initial issue and replenishment of stock to meet authorized stockage quantities on the PLL/combat PLL (including MPL quantities).

(c) Required for initial stockage of operational load quantities.

(d) Required for purposes not covered by any other UND.

c. *Selecting the priority designator.* The PD for a supply request is determined by relating the FAD to the UND of the needed item. Select the PD for a supply request as follows:

- (1) Determine the UND of the needed item.
- (2) Use table 2-1 to select the PD on the line that relates the unit FAD and UND.

**Table 2-1
Priority Designator Table (Relating Force/Activity Designator to Urgency of Need).**

Force/activity designators (FAD)	Urgency of need designators (UND)		
	A	B	C
I.....	01	04	11
II.....	02	05	12
III.....	03	06	13
IV.....	07	09	14