



Ministry
of Defence

**JSP 886
DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 4
MATERIEL ACCOUNTING**

**PART 8
ARTICLES IN USE**

**THE MASTER VERSION OF JSP 886 IS PUBLISHED ON
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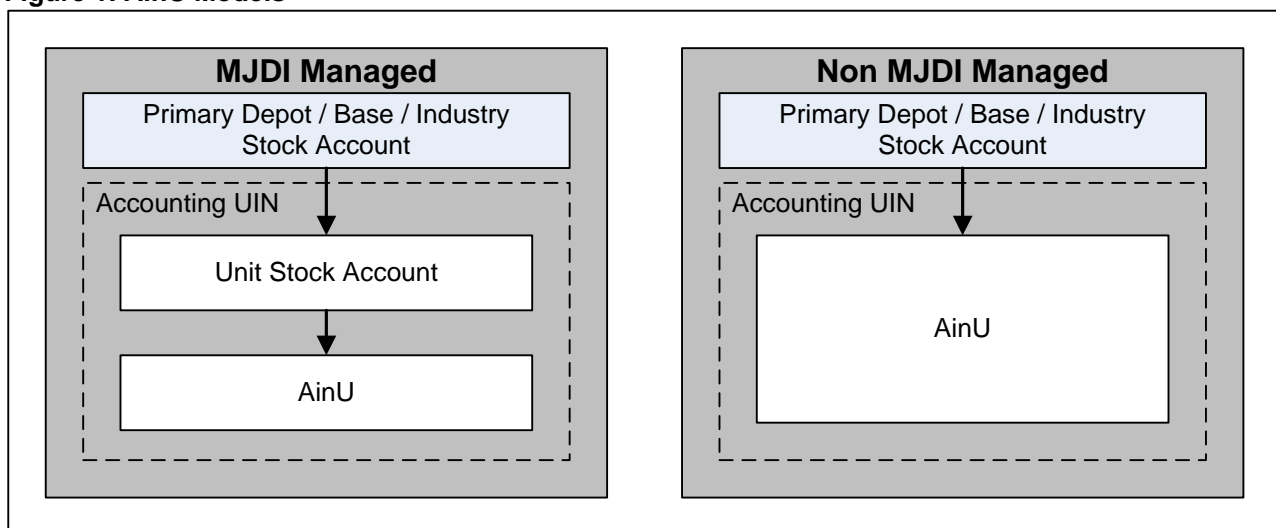
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CHAPTER 1: INTRODUCTION AND POLICY

INTRODUCTION

1. All materiel that is required to be held, in use, by an individual, sub-department or organisation to enable them to carry out a particular task or purpose is to be materially accounted for on an Articles in Use (AinU) record. Materiel held on AinU is considered to be in use and therefore not Stock Available for Issue (SAFI). AinU records can be either manual or Log IS based but must be compliant with requirements of JSP 886 Volume 4 Part 1: Fundamentals of Materiel Accounting.
2. There are two models (see Figure 1) of AinUs used across the MOD:
 - a. **MJDI Managed AinU.** Used by FLCs operating Forward Inventory Systems, these AinUs are maintained and supplied via a Stock Account residing within the same Accounting UIN boundary and are controlled by the Materiel Account Owner.
 - b. **Non-MJDI Managed AinU.** Used by organisations closer to the Base Inventory Systems and in the wider MOD community, these AinUs are maintained independently of a stock account within its own Accounting UIN. Non MJDI Managed AinU are supplied direct from Primary Depot, Naval Base or Industry Stock accounts. Where two or more AinU exist within an Establishment or HQ building these AinUs may be controlled by an AinU Controller.

Figure 1: AinU Models



3. There are three main types of AinU:
 - a. **Consuming AinU.** A type of AinU used only to record the holdings of items with Materiel Accounting Classification Codes (MACC) of Permanent (P) or Limited (L). Items with a MACC of Consumable (C) are receipted, but thereafter holdings are not recorded as they are considered to have been consumed at the point of issue.
 - b. **Non-Consuming AinU.** In addition to items with MACCs of P and L, this type of AinU also records the holdings of Consumable items. The AinU holder is responsible for reporting consumption to the Materiel Accountant.

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c. **Temporary Personal Holdings (TPH).** TPHs are used to record items issued to a specific individual for their personal use whilst assigned to a particular unit / organisation or task and which at the end of are to be surrendered.

4. The purpose of the Part is to detail the fundamental Policy, Processes, and Procedures for the Management of AinUs across Defence.

5. The Policy, Process and Procedures for with Uniform, Service kit and equipment issued to individuals as Permanent Personal Holdings are contained in JSP 886 Volume 6 Part 5: Clothing.

POLICY

6. It is MOD Policy that:

a. The following materiel is subject to subsequent materiel accounting on AinU when issued for use:

(1) Codified items:

(a) All items with a MACC of P or L.

(b) All items with a MACC of C when issued to Non-consuming AinUs.

(2) Non-codified items (including those Low value Purchased):

(a) General office machinery and equipment unless held as part of any hire contract.

(b) Mobile telephonic or business devices (mobile phones, PDAs).

(c) Objects d'art and other similar items that have been acquired or supplied, such as exhibits, brass instruments, early weapons, paintings, gate guards, ships figureheads and militaria, models, Role of Honour Boards, Senior Officer Name Boards (including those from closed units), and any other artefacts of either intrinsic or historical value (except when on loan from charities, museums or held as Mess property).

(d) All other non-codified items with an item value greater than £250.00 unless consumable in nature and issued for immediate consumption.

b. The following items are not considered Articles in Use:

(1) Items recorded on the Non-Current Asset register (except A-E asset type vehicles and P, R, W or Z asset type equipment when held on MJDI).

(2) Computer and Associated Hardware / Software forming part of a Network (e.g DII, NavyStar, QCIS) as defined in JSP472 Chapter 4 Paragraphs 4.37-8.

c. The number of AinUs and the range and scale of items held are to reflect the organisational structure, purpose and / or role of the particular Unit or Establishment.

d. AinU holders are to be appointed by Job Description or Terms of Reference and, where necessary, approved by Command.

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- e. All requisitions or demands for and issues to AinUs are to be by Entitlement, either explicit or implicit (See JSP 886 Volume 3 Part 15 Chapter 2: Entitlement).
- f. When no longer required, all surplus items are to be returned (See JSP 886 Volume 3 Part 13: Returns).
- g. AinU Holders are to confirm holdings of all items listed on their AinU by conducting a physical check (muster) on Handover / Takeover (HOTO), at periods no greater than 12 months thereafter.
- h. All loss of, or damage to items held on AinU is to be reported and investigated in accordance with JSP 886 Volume 4 Part 6: Losses.
- i. Top Level Budget (TLB) Holders may instigate further checks, including independent checks, in accordance with their specific logistics assurance regime¹.
- j. All accounting records affecting the AinU are to be annotated with the AinU ID reference.

RESPONSIBILITIES

7. **TLBs.** TLBs are responsible for ensuring that their logistics assurance regimes test compliance against these instructions. These are to include the monitoring of AinUs out of date for muster and recording the remedial action being taken or the requirement to conduct assurance musters in the form of managerial/independent checks where appropriate.

8. **Materiel Account Owner² / AinU Controller.** The Materiel Account Owner or AinU Controller is responsible for the overall management of AinU records, ensuring adherence to these instructions and that all issues are authorised. They are to authorise the allocation of new AinUs, ensuring that AinU Holders are fully aware of their responsibilities and are to provide such advice necessary to enable the efficient running of, and the security of items on AinUs. Notes for the Guidance of AinU holders can be found at Annex A and are to be used as the basis for locally produced guides expanded to reflect local circumstances.

9. **AinU Holder.** The AinU Holder is responsible for the safekeeping of equipment issued for use, and implementing processes and checks detailed in these instructions as necessary to control AinU holdings. Equipment is to be safeguarded against misuse or wrongful employment. Where held manually, AinU Holders are also responsible for the security and maintenance of the holder's copy of the AinU record.

OWNERSHIP AND POINTS OF CONTACT

10. The policy, processes and procedures described in the Defence Logistics Support Chain Manual (JSP 886) are owned by Director Joint Support Chain (DJSC). Head Supply Chain Management (SCM-Hd) is responsible for the management of JSC policy on behalf of D JSC. This instruction is sponsored by DES JSC SCM-SCPol.

- a. Enquiries about the content are to be addressed to:

¹ JSP 899 1 Chapter 4 Article 040103.

² For Defence logistics roles see JSP 886 Volume 3 Part 15 Chapter 1.

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[DES JSC SCM-PCPol-Materiel Accounting 1](#)

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- b. Enquiries concerning the accessibility and presentation are to be addressed to:

[DES JSC SCM-SCPol-Editorial Team](#)

Tel: Mil: 9679 80953, Civ: 030679 80953

GLOSSARY

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

RELATED DOCUMENTS

12. The following documents are referred to in this document:

- a. [JSP 472: Financial Accounting and Reporting Manual.](#)
- b. [JSP 886 Volume 3 Part 13: Return of Equipment and Materiel.](#)
- c. [JSP 886 Volume 3 Part 15: Supply Chain Transactions.](#)
- d. [JSP 886 Volume 4 Part 1: Fundamentals of Materiel Accounting.](#)
- e. [JSP 886 Volume 4 Part 6: Losses.](#)
- f. [JSP 886 Volume 6 Part 5: Clothing.](#)

SUPERSEDED DOCUMENTS

13. The following documents have been superseded:

- a. JSP 886 Volume 4 Part 109: AinU.
- b. JSP 886 Volume 4 Part 316: Accounting for AinU.

CHAPTER 2: PROCESS

CREATION OF AINU

1. The creation of new or additional AinUs is to be approved by the Materiel Account Holder or Head of Establishment as appropriate. Separate sequentially coded and/or serially numbered AinUs are to be maintained for:
 - a. **Headquarters or Station Equipment.** Equipment which remains in-situ.
 - b. **Unit Equipment.** Equipment which accompanies a unit or asset.
 - c. **Temporary Personal Holdings.** Equipment issued to individuals.
2. AinUs are to be limited to a size that can be conveniently and effectively controlled by the holder.

REGISTRATION OF AINU RECORDS

3. Units are to maintain a register of AinU records. This register may be held electronically or manually. This record is to show the following:
 - a. Identification Number and Name of the AinU.
 - b. Name and contact details of the AinU holder.
 - c. Date of the last Handover/Takeover or Annual and Assurance musters and date when next due.
 - d. The date of closure of any redundant AinUs.

APPOINTMENT OF AINU HOLDER

4. AinU Holders are to be appointed by Job Description or Terms of Reference and, where necessary, approved by Command. AinU Holders may nominate a Deputy AinU Holder if appropriate, but must inform the Materiel Account Holder/Head of Departments in writing and is to ensure that the deputy is capable of assuming responsibility for the AinU during temporary absence of the Holder.
5. In the Military Environment an AinU holder is to be an Officer³, WO, SNCO assigned to that particular Unit. If required a JNCO, MOD civilian or Contractor (who is acting on behalf of the MOD), may hold an AinU subject to the authority of the Commanding Officer (or delegated authority). When considering such appointment the Commanding Officer is to consider:
 - a. The suitability of the individual concerned.
 - b. The value and range of items on the AinU.
 - c. The amount of control the individual will be able to exercise over the items in their charge.

³ Including Volunteer Reserve Officers in charge of Combined Cadet Forces Units.

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- d. Consider the likelihood of gaining reimbursement for items lost or damaged, given the differing rules and procedures when seeking re-imbursement charges levied.
- e. That sufficient cover is contained within the contract to protect the MOD against loss or damage to the items whilst in the custody a Contractor.

6. In the civilian environment, the authority to hold an AinU is to be included in Job Descriptions or Terms of Reference. Individuals are to be of at least Band D Grade but Heads of Departments can appoint MOD Civilians of lower grades or MOD Contractors having considered the points at Paragraphs 5a-e.

7. When there will be an interval between the departure of an outgoing holder of an AinU and the arrival of their successor, this is to be reported to the Commanding Officer. They are to consider whether a temporary holder is to be appointed or if the AinU is to be transferred to the Deputy Holder. Where a temporary custodian is appointed, a formal HO/TO muster is to be carried out. In the event that a temporary holder cannot be appointed, the AinU is to be returned to the Materiel Account Holder.

REQUISITION FOR AND ISSUES TO AINU

8. The processes and procedures to be followed for requisition, demand or issue of items to AinUs are contained in JSP 886 Volume 3 Part 15: Supply Chain Transactions and the relevant Log IS Application user guide where applicable.

RETURN OF MATERIEL FROM AINU

9. The processes and procedures to be followed for items being returned from AinUs are contained in JSP 886 Volume 3 Part 13: Return of Equipment and Materiel and the relevant Log IS Application user guide where applicable.

LOANING OF ITEMS HELD ON AINU

10. There will be occasions when materiel held on AinU will be required to be loaned to either individuals within the same organisation or to other Units, organisations or MOD contractors. All such loans are to be authorised:

- a. **Internal Loans.** Loans to individuals within the same Accounting UIN can be approved by the AinU Holder or his deputy. Loans in excess of 5 days duration are to be conducted on TPHs. For loans less than 5 days, manual records can be maintained on MOD Form 3352A: Loan Record Book or MOD Form 3352B: Loan Record Card as preferred.
- b. **External Loans.** Loans to other Units and those external to the MOD require authorisation at formation/HQ/PT level. Such loans are subject to full Materiel Accounting Policy, Process and Procedures.

ENGINEERING MANAGED ITEMS

11. Many items materially accounted in AinUs, are also managed separately on Through Life Engineering Management Systems (TLEMS). These items are classed as Engineering Managed Items (EMI). As the level of interoperability (manual or electronic) varies depending on the systems being used, both Materiel Account Holder and AinU holder must have an understanding of how the management of EMIs on specific TLEMS

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affects the AinU and Stock Account, to ensure that a materiel accounting audit trail is maintained. The processes and procedures for managing EMLs are contained within the relevant TLEMS Application and Log IS Application User Guides.

MUSTERS

12. The purpose of a muster is to verify, by physical check, that the items listed on an AinU, which an individual has signed responsibility for, are present and in the Materiel Condition recorded. They also provide assurance that materiel accounting processes or procedures are being followed. There are three types of muster:

- a. **Handover / Takeover (Type A).** Conducted at the initial creation of an AinU or when transferring responsibility for the AinU from one individual to another. Normally these will be conducted by both the outgoing and incoming AinU holder.
- b. **Annual (Type B).** Conducted at point no greater than 12 months after a Handover/Takeover muster and are to be conducted by the AinU holder. Annual musters are not applicable to Service Family Accommodation (SFA) AinUs.
- c. **Assurance (Type C).** Conducted in accordance with TLBs specific assurance regimes. Assurance Musters can be conducted either by the AinU holder or an independent person as appropriate to that regime/instruction.

13. AinU holders must also conduct additional checks as required to safeguard items. This is especially important where the items cannot be in the direct control (under lock and key) of the holder.

DISCREPANCIES REVEALED DURING MUSTER

14. All discrepancies, both deficiencies and surpluses, revealed during muster are to be immediately investigated. Ideally, for Type A musters, the investigations are to be complete prior to the outgoing holder leaving the Unit. Discrepancies are to be dealt with as follows:

- a. **Deficiencies.** In accordance with JSP 886 Volume 4 Part 6: Losses.
- b. **Surpluses.** As Items Found in accordance with JSP 886 Volume 3 Part 15: Supply Chain Transactions.

CLOSURE OF AINU RECORDS

15. Prior to the closure of an AinU, all items held on the AinU are to be returned to stock or transferred to another AinU and all outstanding demands for the AinU are either to be cancelled, or transferred to other AinU or Units if still required. Once closed, all AinU accounting records are to be retained in accordance with JSP 886 Volume 4 Part 1: Fundamentals of Materiel Accounting. Additionally, unless separation of transaction history can be achieved, AinU ID codes are not to be reused within 2 years + current year from the date of closure.

ANNEX A: NOTES FOR THE GUIDANCE OF AINU HOLDERS

Introduction

1. The following notes are provided as a general guide to AinU holders; they are not exhaustive and should be used together with any other guidance issued by the Materiel Account Holder to meet the requirements of the particular model of AinU and local circumstances.
2. The object of an AinU is to provide a means whereby public property can be reasonably safeguarded at all times. The AinU holder is responsible for ensuring that all reasonable precautions are taken to safeguard and maintain serviceability of equipment held on AinU.

Taking Over an AinU

3. Holding an AinU is an important and responsible duty. On taking over you must physically check each item - never accept a signed Loan Card as proof of an item being present. Be careful not to count the same item twice (which will happen if you spread your check over any length of time). Ensure that all surpluses and deficiencies identified on your take-over check are recorded on a MOD Form 2262: AinU Muster and Discrepancy Certificate. Remember, a MOD Form 2262 is an official document and to sign a false declaration is a serious matter. Ensure that all of your equipment is marked with your AinU code.
4. When conducting any muster, you should pay particular attention to:
 - a. Items with a security classification of Confidential or above.
 - b. High Value Items (Valued over £15K per item).
 - c. Items classed as Attractive to Criminal and Terrorist Organisations (ACTO).
 - d. Serial Numbered Items (including Engineering Managed Items).
 - e. All items classified as Attractive.
 - f. Item on AinUs that have been created, augmented or transferred between units during the previous 12 months.
 - g. Equipment that has been, or is likely to be used on operational and training deployments.
5. If you take-over more equipment than you actually require the surplus items are to be Conditioned and returned.

Distribution and Control of AinU Items

6. You will inevitably be required to distribute items held on your AinU within your department or squadron/troop. This will take the form of items which have to be available, in situ, for use at all times (e.g Firefighting equipment) or items that need are issued to individuals for specific periods of time. Examples are tools and test equipment to an individual for a short period of time to perform a specific task or additional personal equipment issued for the duration of an operation. You will need to take differing

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approaches to each if you are to prove you took all reasonable steps to safeguard the items from loss or damage.

7. Although items may need to be in situ at all times, it is incumbent on you to conduct additional physical checks as necessary to ensure that the loss, damage or misuse is identified at the earliest opportunity. These checks need not be a formal muster or conducted by you, but a record needs to be maintained to prove that a check was carried out.

8. When you are required to loan, items on your AinUs to Individuals then either the MJDI loan functionality (for loans in excess of 5 days), MOD Form 3352A: Loan Record Book or MOD Form 3352B: Loan Record Card (For loans less than 5 days) are to be used. The quantity of items held on these loan records are then used to support the quantities held on your AinU. Any loss of, or damage to, the item whilst on loan can be attributed to the individual concerned.

9. It is recommended that items are only loaned to individuals within in your direct chain of command or control. When loaning items you must ensure that items are returned when due and any loss is reported and investigated. Checks of Loan Record Cards and books should be carried out regular intervals to ensure that the individual still has custody of the items on loan.

10. Loans to other Units and external organisations need to be authorised. These types of request should be referred to your Supply staff to ensure that the loan is approved and that the correct materiel accounting action is taken.

Losses

11. Losses of materiel should be reported to supply staff as soon as they are discovered so that Loss action can be initiated. Bear in mind that items in special categories may need the involvement of MOD or Service police and that in certain circumstances disciplinary action may be appropriate. The introduction of the Armed Forces Act 2006 and Deductions and Forfeitures Regulations 2009 now play a big part in the losses process.

Handing Over an AinU

12. You must ensure that your AinU has been handed over and that the new holder has signed for it before you clear your unit on posting, reassignment or termination. A dim view will be taken if this is not complete. This could lead to disciplinary action being taken or a proportion of any outstanding pay or terminal benefits being withheld until the matter is resolved.

CHAPTER 3: PROCEDURES

GENERAL

1. The procedures for AinUs depend on the environment and model in which the AinU is operated. The specific procedures operating Log IS based AinUs are contained in the relevant Log IS user guide.

MUSTERS

2. Where ever possible, the mustering of AinUs is to be planned. This could be achieved by the issue of a planned program of musters or by the Stock Account or AinU controller monitoring AinUs held. This is to ensure that holders are given sufficient notice of when AinUs are due for muster. Normally, this would begin one month before the due date of the Annual Muster. AinU holders are also required to allot sufficient time during HOTO programmes to complete the HOTO musters and resolve any discrepancies. The following outline procedure should be adopted for AinU musters:

- a. AinU Holder informed that a muster is due, or Holder informs Stock account/Controller that HOTO is due.
- b. AinU holder and Materiel Accounting Staff / AinU controller confirm that all accounting action is complete. Where double book accounting AinUs are in use, this includes a comparison between the holders and controllers copy of the AinU record.
- c. Using a latest Log IS printout or Holders copy of the AinU, the holder and, in the case of HOTO musters, the Holders relief are to verify that all the item listed on the AinU are physically present and are in the Materiel Condition Stated. This includes all items loaned to individuals held on Loan Record Cards / Books if in use.
- d. All discrepancies (Surpluses and Deficiencies) are to be recorded on MOD Form 2262. Once complete, MOD Form 2262 is to be signed by the Holder and, in the case of HOTO musters, the holders relief.
- e. On completion of the muster the Holder signs for the AinU with the Materiel Accounting Staff / AinU Controller.
- f. MOD Form 2262 is used to progress any discrepancies revealed (see Chapter 2 Paragraph 14 above). Once this action is complete, it is to be filed alongside the Materiel Accounting Staffs or AinU Controller's copy of the AinU, until replaced by the next complete muster.
- g. Only a single, signed, copy of the last HO/TO or Annual muster, along with any MOD Form 2262 raised, is to be retained for each AinU within the account. Copies of Assurance musters should be kept alongside these as prescribed by that check.
- h. The Register of AinUs is updated with new muster dates and, if required, new Holders details.