



Ministry
of Defence

**JSP 886
DEFENCE LOGISTIC SUPPORT CHAIN MANUAL**

**VOLUME 3
SUPPLY CHAIN MANAGEMENT**

**PART 13
RETURN OF MATERIEL AND EQUIPMENT**

**THE MASTER VERSION OF JSP 886 IS PUBLISHED ON
THE DEFENCE INTRANET.**

**FOR TECHNICAL REASONS, EXTERNAL LINKS ON THIS
INTERNET VERSION HAVE BEEN REMOVED.**

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CHAPTER 1: INTRODUCTION

INTRODUCTION

1. This instruction details the Policy, Processes and Procedures for the management of materiel held on unit accounts utilising the Reverse Supply Chain (RSC) when;
 - a. The item is unserviceable and requires transit to a repair facility or return to stock in accordance with Project Team (PT) returns instructions.
 - b. The item has been recalled by the PT or the manufacturer (via the PT).
 - c. The item is serviceable and surplus to requirement at its current location.
2. The return of Repairable Materiel is to comply with JSP 886 Volume 3 Part 12: Contractor Logistic Support (CLS); this has yet to migrate to Electronic Business Capability (EBC), Contracting for Availability (CfA) and Contracting for Capability (CfC) support arrangements. Project specific disposal considerations should be contained in the Through Life Management Plan (TLMP) and AESP Cat 111: Equipment Support Policy Directive (ESPD) for Land managed equipment, as well as detailed within equipment specific Service Support Instructions (SSIs). The aim is to ensure that:
 - a. Unserviceable assets are identified and placed into the repair loop or returned to stock.
 - b. Surplus serviceable materiel is identified for reallocation then:
 - (1) Returned to depot or
 - (2) Declared for disposal from the MOD, by the owning PT, via the Disposal Services Authority (DSA). The disposal of materiel from the ownership of the MOD is covered in:
 - (a) JSP 886 Volume 2 Part 404: Disposal of Inventory.
 - (b) JSP 886 Volume 3 Part 16: Unit Disposal.
 - (c) JSP 886 Volume 4 Part 9: Gifting of MOD Materiel.
3. This policy applies to all personnel involved in the Return of Materiel and Repairables through the RSC.

EXCLUSIONS

4. This document does not cover the RSC with regard to the following:
 - a. **Commodities.** The different commodities of ammunition, fuel & lubricants, NBC clothing, operational ration packs, clothing and medical equipment are covered in JSP 886 Volume 6: Commodity Supply Management.
 - b. **Platforms.** This document does not cover the RSC for ships, vehicles and aircraft. The management of vehicles will be covered in JSP 886 Volume 6 Part 7: Vehicle Management.

OWNERSHIP AND POINTS OF CONTACT

5. The policy, processes and procedures described in the Defence Logistics Support Chain Manual (JSP 886) is owned by Director Joint Support Chain (DJSC). Management of the JSC policy is the responsibility of Head Supply Chain Management (SCM-Hd) on behalf of DJSC.

- a. This instruction is sponsored by DES JSC SCM-SCPol-SupPolDev, who are to be approached in case of technical enquiries about the content of this document:

DES JSC SCM-SCPol-SupPolDev2
Tel: Mil: 9679 Ext 80960. Civ: 030679 80960

- b. Enquiries concerning the accessibility and presentation of this instruction should be addressed to:

DES JSC SCM-SCPol-JSP886 Editorial Team
Tel: Mil: 9679 Ext 80953. Civ: 030679 80953

GLOSSARY

6. A Glossary Support Chain terms are at JSP 886 Volume 1 Part 1A - Glossary.

LINKED PUBLICATIONS

7. The following publications are linked to this instruction:

- a. JSP 384: Management of Defence Accommodation Stores.
- b. JSP 440: Defence Manual of Security.
- c. JSP 456: Defence Catering Manual.
- d. JSP 482: MOD Explosives Regulations.
- e. JSP 515: Hazardous Stores Information System.
- f. JSP 800: Defence Movements and Transportation Regulations.
- g. JSP 886: Defence Logistic Support Chain Manual.
 - (1) Volume 2: Inventory Management.
 - (a) Part 2: Project Team Inventory Planning.
 - (b) Part 404: Disposal of Inventory.
 - (2) Volume 3: Supply Chain Management.
 - (a) Part 2: Contractor Logistic Support.
 - (b) Part 7: Consignment Tracking.
 - (c) Part 15: Supply Chain Transactions.

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- (d) Part 16: Unit Disposals.
- (3) Volume 4: Materiel Accounting.
 - (a) Part 4: Government Furnished Materiel.
 - (b) Part 9: Gifting of MOD Materiel.
- (4) Volume 6: Commodity Supply Management.
 - (a) Part 1: Munitions.
 - (b) Part 6: Supply of Medical, Dental and Veterinary Equipment.
 - (c) Part 7: Vehicle Management.
- (5) Volume 7: Supportability Engineering.
 - (a) Part 2: ILS Management.
 - (b) Part 8.02: Packaging, Handling, Storage & Transportation.

SUPERSEDED PUBLICATIONS

- 8. The following publications are superseded by this instruction:
 - a. JSP 886 Volume 3 Part 8: Reverse Supply Chain.
 - b. JSP 886 Volume 3 Part 102: Internal Return of Materiel.

CHAPTER 2: POLICY

GENERAL

1. Responsibility for returning an item does not end until the item has been confirmed as received by the next accounting unit.
2. The Management of the Joint Deployed Inventory (MJDI) has been specifically designed to converge the different environmental and commodity based processes and procedures into a simplified and standard format that provides the operational commander with visibility and therefore enables him/her to make best use of the deployed inventory to achieve the mission. MJDI supports Level 1 to Level 4 repair, which means that there is a disparity between the JSC and Military Air Environment (MAE) policy, which uses a forward and depth repair construct. MJDI can, however, be configured to meet any mix of CLS repair arrangements, including the forward-depth repair model. Successful configuration/migration to MJDI is dependent on PTs ensuring that they reflect the materiel condition (MATCON) and repair arrangements for each of their CLS contracts. For non MJDI Units current policy is in Chapter 4 Annex E.
3. Until the introduction of a single Base Inventory System (BIS), units will receive BIS centric forms. A list of the current forms can be found in Chapter 5. All BIS-generated forms are to be completed in accordance with procedures in Chapter 5.

POLICY

4. It is MOD policy that all those engaged in the management of Repairables or the return of materiel consider the requirement to transit items through the RSC as part of routine formal logistics planning and ensure that provision is made for the timely return of materiel when required to meet the needs of the operational commander.
5. This Chapter applies to all personnel who operate within the RSC. It is to be applied in conjunction with the Operational Logistics Directives and Mounting Instructions issued for specific operations where relevant.
6. **Formation HQ.** Formation HQs are responsible for monitoring units and ensuring their compliance in the Return of Materiel. In the context of this document, the term Formation HQ represents the appropriate higher-level headquarters in the chain of command and could be any 1 to 4 star HQ in the MOD. The responsibilities of a Formation HQ are given in detail at Annex A.
7. **Operational Theatres.** The PT is to produce a list of essential items it deems to be eligible for the Theatre Priority Return List (TPRL), detailing those items related to those equipments deemed to be the most important to maintain the repair loop in order to satisfy the operational requirement, as directed by the operational commander. The list is to be dynamic and of a size that is manageable in order for it to be of value when it is submitted to DSCOM. The list is to be reviewed at timings agreed between the PT and DSCOM.
8. **Units.** Units are responsible for carrying out the following:
 - a. To declare all surplus assets at the earliest opportunity to the PT, including updating of Log IS, in order to obtain maximum benefit from the inventory.
 - b. To return materiel in accordance with instructions received from the PT / JSC in order to maximise the efficiency of the RSC.

Support Chain Management

9. One of the key SCM activities within the PT is to maintain an appropriate supply of Repairable Items / Equipments, taking into account the requirement of the FLC and where appropriate operational commander, attrition rates and the capacity of the JSC.
10. Where Repairables are required to be returned via the RSC at a higher than routine priority, it is essential that PTs engage with the Formation HQ and DSCOM. Failure to engage appropriately will result in either the item not being returned in accordance with PT instructions or at a greater cost to the MOD.
11. Where the LogIS does not provide the automated advice and guidance on the management of Repairables, all processes, movement and handling are to be in accordance with Chapter 5.
12. Adequate instructions for the reallocation of materiel are to be issued promptly; and in accordance with MOD Policy. Items subject to control mechanisms (eg HAZMAT or ACTO items) are to be managed in accordance with relevant instructions.
13. Where contractors are used for repair tasks, PTs are to ensure that a suitable repair contract exists and that the contract parameters (such as repair turnaround times and outputs) are agreed with the Repairer. These parameters are to be accurately reflected on the relevant management system in order to facilitate, where possible, the automated management of Repairables. As part of Repairable management activity, the PT is responsible for maintaining a workable relationship with Industry monitoring and hastening the return of any item that is issued to a Repairer, in order to meet the Defence requirement.

Inventory Planning

14. The letting of contracts for the management of Repairables is to take due consideration of the fact that the RSC will generally operate at a slower velocity flow to the Forward Supply Chain (FSC). For operational theatres, the RSC can be affected by the nature of the operation, conditions and tactical and strategic considerations. When setting inventory levels, over-reliance on the Standard Priority System, (ie buying fewer to take 'advantage' of higher priority) is to be avoided as this places strain on the capacity and operation of the RSC with the resultant impact on the timely return of Repairables and Materiel. In an operational theatre, the TPRL is to show the actual level of priority afforded to those items deemed to be the most important. Further Guidance on Inventory Planning can be found within the Support Solutions Envelope, JSP 886 Volume 2 Part 2: Project Team Inventory Planning and JSP 886 Volume 7 Part 2: ILS Management.
15. Responsibility for the management of Repairable, Recalled and Surplus arisings rests with PTs. Instructions will be issued through MJDI or direct from the BIS using one of the relevant forms shown in Chapter 5. Instructions are also issued to Users/Maintainers/ES Mat Staff etc through the equipment ESPD and Service Support Instructions (SSIs). The option exists to use administrative means such as Defence Instructions and Notices (DINs) and written instructions. Where the facility exists to record, the SPC for the return of materiel on a BIS, PTs are to regularly review their items to ensure the appropriate SPC is recorded.

REQUEST FOR RETURN AUTHORITY / INSTRUCTION

Repair

16. Items are not to be returned to depot or repair contractor without prior issue authority. The procedure for obtaining return authority is detailed in Chapter 4.

Recall

17. Formal requests are not required from units to recall materiel. Notification of a recall will be provided by the relevant PT using Log IS, fax or email etc. The procedure for recall authority is detailed in Chapter 4.

Surplus

18. All cases of surplus materiel are to be notified to the JSC. The information will be routed to the appropriate PT through the relevant Base Inventory System (BIS) who will issue the necessary instructions. The procedure for obtaining returned surplus materiel is detailed in Chapter 4.

19. The processes to use for the return of Repairable, Recalled and Surplus Assets are shown in the Process Maps at Chapter 3. The associated forms are detailed in Chapter 5.

Disposal

20. The term 'disposal' refers to the removal of items from the ownership of the MOD and this is controlled by the owning PT. Detailed information on disposal is contained in JSP 886 Volume 3 Part 16: Unit Disposals. Units requesting 'disposal instructions' are in fact asking for instructions for reallocation (authority to issue from account) of an item which can be one of the following:

- a. **Cross-Servicing.** The issue of an item to another unit.
- b. **Return to Depot.** The item is to be returned to the depot.
- c. **Disposal.** The Project Team (PT) will generate the response of 'Dispose Locally'. The unit to declare the materiel to the Disposal Services Authority (DSA).

RETURN PRIORITY

21. Detailed instructions concerning the application of the Standard Priority System (SPS) and the Reverse Supply Chain Pipeline Times applicable to the RSC can be found in JSP 886 Volume 3 Part 1: Standard Priority System. The default priority is SPC 13/16 unless specified otherwise on the Theatre Returns Priority List (TRPL) or authorised in accordance with JSP 886 Volume 3 Part 1.

MATERIEL CONDITION

22. All items designated for return are to be allocated the appropriate Materiel Condition (MATCON) codes in accordance with JSP 886 Volume 3 Part 15: Supply Chain Transactions. In addition, the appropriate conditioning labels and supporting paperwork must be present for all returning items; this is especially relevant for the return of Repairable items.

WARLIKE AND ACTO ITEMS

23. Warlike Materiel includes all ranges of military materiel associated with weapons or items that may be Attractive to Criminal or Terrorist Organisations (ACTO). The Disposal Services Authority (DSA) will provide further advice on application.

24. It is the responsibility of the Operational Theatres Command to compile a detailed 'specific to theatre' list of warlike materiel in accordance with JSP 440: Defence Manual of Security and, together with PJHQ, provide direction to units.

DAMAGE AND DEFICIENCIES

25. Where damage or deficiencies of Repairables, attachments or components is known or is obvious to the dispatching unit, vouchers and / or the Log IS entries relating to such equipment are to be endorsed accordingly and, when appropriate, show the cause. Copies of any relevant documentation eg. Inspection / Damage Reports, Safety Data Sheets etc are to be securely attached to the unit issue vouchers to prevent the initiation of further Discrepancy Reports by the Consignee. Under increasing reliance upon CLS 1st to 4th Line repair, it is becoming more important for Users to supply an AF G8267: Equipment Failure Report EFR) with the E0 Line Replaceable Unit (LRU). For major repairable assemblies such as engines/gearboxes, due to CLS contractual implications, PTs often have to manage the receipt of EFRs from units prior to issuing A1 replacements.

PACKAGING

Minimum Packaging Requirements

26. Materiel must not be offered for transport unless it has been properly conditioned, packaged, labelled, placarded, described and certified as in a safe condition for carriage, as required by the relevant regulations for the mode of transport used. Where facilities exist, the policy contained in JSP 886 Volume 7 Part 8.02: Packaging, Handling, Storage and Transportation is to be applied.

27. The following are also to be considered:

- a. Prevention of damage.
- b. Hazardous nature of the item to be returned.
- c. The circumstances and nature of the route to be used for the return of the item.
- d. Materiel handling of the item at each node.
- e. Degradation of Components.
- f. Preservation of engines and major assemblies (E&MAs).
- g. Dehumidification requirements.
- h. Restraint requirements.

SPECIAL HANDLING

28. Special consideration is to be given to Dangerous or Hazardous Goods. Specific instructions and related JSPs can be found in Annex D to Chapter 4.

CONSIGNMENT TRACKING

29. All items entering the RSC are subject to Consignment Tracking in accordance with JSP 886 Volume 3 Part 7: Consignment Tracking.

NON-CONFORMING RETURNS FROM UNITS

30. Returns from units that fail to meet the required documentation, packaging or routing requirements will be investigated and dealt with under the guidelines in [Chapter 6: Non-Conforming Returns from Units](#).

ANNEX A TO CHAPTER 2: FORMATION HQ RESPONSIBILITIES

1. Formation HQs are responsible for the following:
 - a. The application of RSC policy.
 - b. Prioritising freight in accordance with the local management of the TRPL.
 - c. Nominating POCs within theatre for all units returning stores via the RSC.
 - d. The authority over allocation, priority and the optimised use of air, sea and road spare capacity in conjunction with the Operational Commander's directive and RSC Policy to ensure proper RSC management is maintained.
 - e. Mitigation of any potential surge of stores for return through early engagement with the PTs and Defence Support Chain Operations and Movements (DSCOM) Log Ops who will advise on priorities. The default SPC for returns is 13/16. This is likely to involve the Operational Planning Group Redeployment (OPGR) process.
 - f. Linkage with the Forces Movement Control Centre (FMCC), Air Point of Disembarkation (APOD) and Sea Point of Disembarkation (SPOD) for cargo to be called forward.
 - g. Identifying process improvements.
 - h. Monitoring in-theatre RSC performance whilst maintaining links with DSCOM and DLOC Ops to identify friction points at either the POD or POE.
 - i. Monitoring the Consignment Tracking E2E process in liaison with DSCOM and DLOC.
 - j. Awareness of contractual commitments and limitations for the return of unserviceable assets.
 - k. Management of RSC handling capabilities including:
 - (1) The ability to centrally and locally trigger RSC activity in conjunction with unit / ship / Joint Operating Base push and Inventory Management pull.
 - (2) Automatic identification of organisations tasked with checking and returning items to their operational state (eg Repairing, cleaning etc) for items entering the JSC using data links with appropriate Engineering and Asset Management systems.
 - (3) Where the RSC outlet flow is significantly disrupted by repatriation and/or aero-med requirements, recommendation of dedicated air charter for RSC.
 - (4) Ensuring Repairables are processed for return without delay. The practice of delaying containers until full is prohibited.
 - (5) Ensuring that units are classing and labelling items as Serviceable or Unserviceable and are not mixing these classes within the same packaging or container.

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- (6) Ensuring units adhere to packing requirements in order to prevent damage and delay in entering, transiting and leaving the JSC.
 - (7) An ability to deal with abnormal loads entering the RSC.
 - (8) The ability for the HQ and / or units to hold items for transportation until the required Special to Type Containers (STCs) or lift capability is available, to avoid creating an unnecessary burden on the RSC. It is important that the wait time associated with such a 'holding' process is minimised so as not to delay the return of critical/priority items.
- l. Identifying all items entering the RSC utilising the relevant LogIS applications in accordance with the appropriate user guides.
- m. Managing RSC capabilities for materiel handling processes:
- (1) Manage special handling requirements originated in theatre (eg CBRN, Biohazards, enemy equipment or tank hit by Depleted Uranium round).
 - (2) Reduce operational footprint by preventing stockpiling to reduce surge effect, and ensure essential flow of Repairables through the RSC.
 - (3) Be aware of the impact of tactical (such as convoy Force Protection) and strategic limitations (for example use of intra-theatre lift).

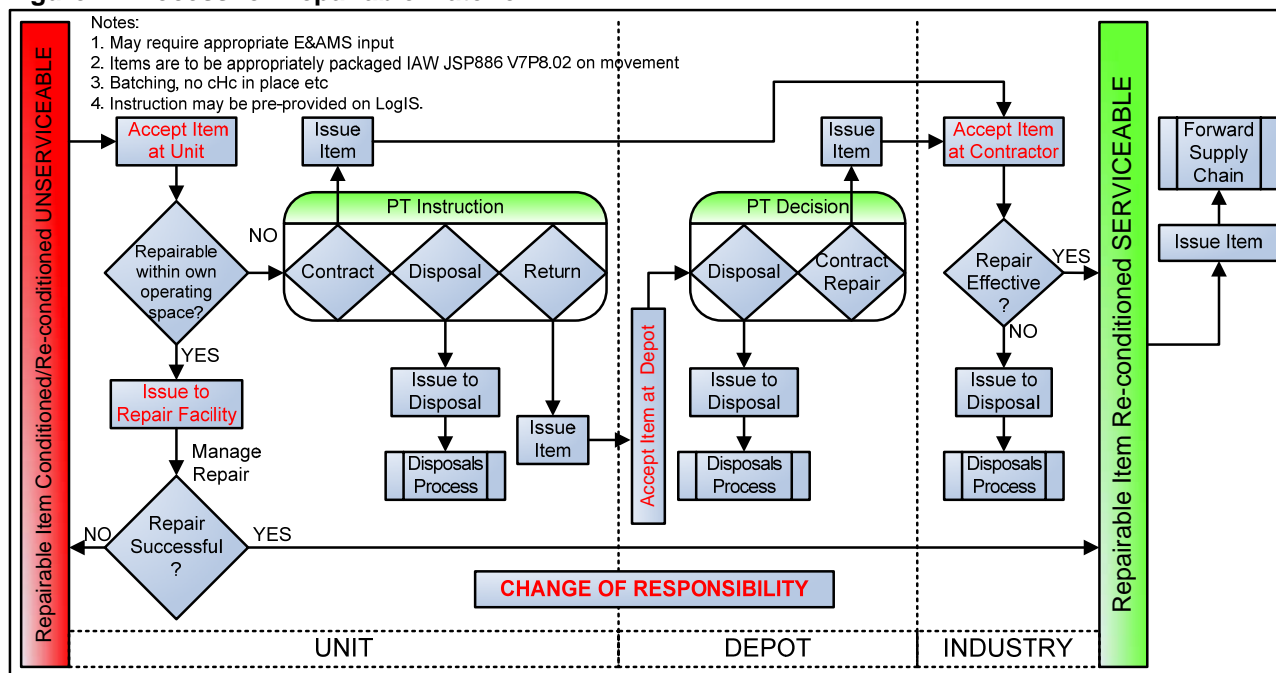
CHAPTER 3: PROCESSES

1. The following process maps outline the generic E2E processes for the return of repairable, recalled or surplus items and equipment.

PROCESS FOR REPAIRABLE MATERIEL

2. The process for returning repairable items is determined by which repairable materiel is withdrawn and where it is to be returned to either Depot or Industry. The return of repairables is initiated by either the Planned Repair program, refurbishing, servicing, maintaining, modifying, enhancing or by converting higher assemblies. The general format in which to carry out the Repair Procedure can be found in Annex A to Chapter 4.

Figure 1: Process for Repairable Materiel

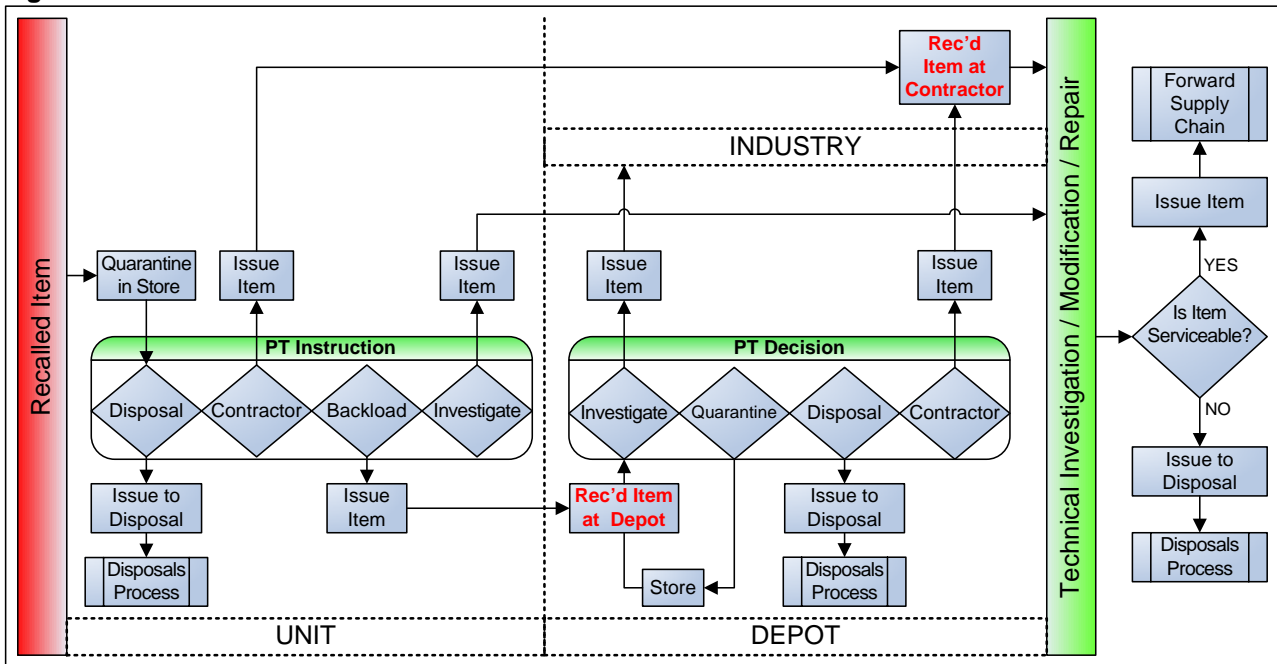


PROCESS FOR RECALLED ITEMS / EQUIPMENT

3. Recall is the process by which Materiel is withdrawn and returned to either depot or industry. The recall of Materiel will be initiated and managed by the owning PT. The potential range of circumstances for recalls precludes a single, detailed recall procedure. The general format in which to carry out a Recall is at Annex B to Chapter 4.

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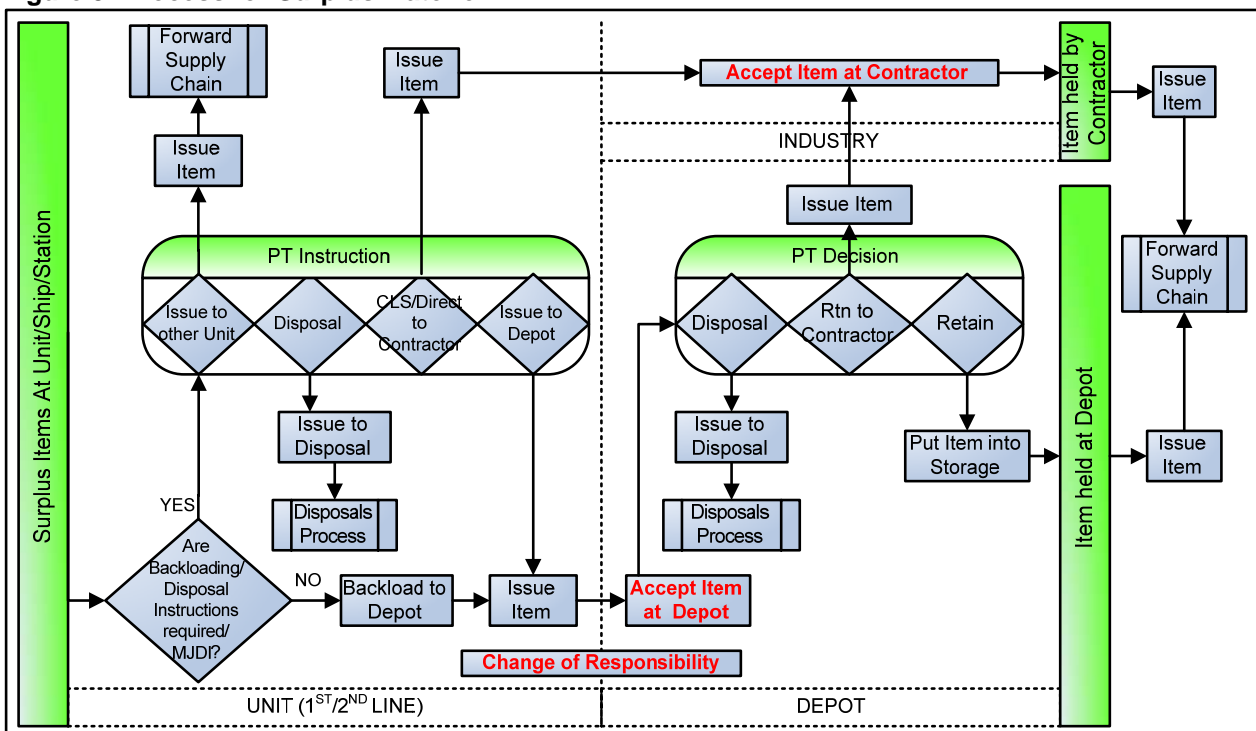
Figure 2: Process for Recalled Materiel



PROCESS FOR SURPLUS ITEMS / EQUIPMENT

4. A surplus item is materiel or equipment that is no longer required or is above the entitlement of a unit and therefore available for reallocation via the RSC (the reallocation can take the form of return to depot, cross service to another unit or disposal in accordance with PT instructions). The general format in which to carry out the return of surplus can be found in Annex C to Chapter 4.

Figure 3: Process for Surplus Materiel



CHAPTER 4: PROCEDURES FOR RETURN OF REPAIRABLE, RECALLED AND SURPLUS MATERIEL

NOTIFICATION

1. The means of initiating a Return of Materiel differs depending on the type of Return. A Return may be initiated automatically by JSC staff, by a unit, a PT or a contractor. Procedures for Non-MJDI Units are in Annex E to this chapter. The procedures for Repairable, Recalled and Surplus materiel are detailed below:

Repairable

2. The notification for the return of a Repairable Item can be given in a number of ways. The method used may be in the shape of a manual Form or it could be Log IS-generated. Until a single Base Inventory System is introduced the method of notification will fall into one or more of the categories below:

- a. For SS3-managed items the recurring demand for a Repairable Item is the notification that the unserviceable item is to be returned, thereby initiating the return instructions from the relevant PT. These return instructions are either manual on one of the forms shown at Chapter 5 and or electronic as detailed in the MJDI Information Exchange Requirement (IER). Units are to ensure that the correct RFD is entered when demanding repairable items. Where no repairable instructions are received after 28 days the unit is to hasten the owning PT by letter, fax or e-mail. Detailed instructions for the return of repairable Items are shown at Annex A.
- b. For all other items, instructions will be received via either MJDI, fax, signal or email.

Recall

3. Recall Instructions are at Annex B.

Surplus

4. Surplus instructions are at Annex C. Where no instructions are received after 28 days the unit is to hasten the appropriate PT by letter, fax or e-mail. Detailed instructions for the return of Surplus Materiel are at Annex C.

5. **CRISP Procedures.** Notification will not be received for CRISP and ASTRID managed items. Maritime procedures can be found in Annex A to this chapter.

REGISTERED NUMBER EQUIPMENTS (RNE)

6. RNE management is dealt with in JSP 886 Volume 6 Part 7: Vehicle Management.

ITEMS SUBJECT TO DEFECT INVESTIGATION

7. **SS3 Managed Items.** Land-managed items subject to investigation are to be dealt with in accordance with JSP 886 Volume 5 Part 2: Land Equipment Support.

8. **SCCS Managed Items.** Items subject to defect investigation are to be managed in accordance with the procedures detailed in MAP 01.

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9. **CRISP Managed Items.** Defective items of materiel subject to defect investigation report by the technical departments (except Air Stores) are to be dealt with as follows:

- a. **Items Subject to Technical Investigation.** All items to be landed for investigation of defects reported on RN Form S2022 are to be suitably labelled to include the serial number and date of the relevant RN Form S2022. This information is to be annotated on MOD Form 731 inside a red triangle, the sides of which must be at least four inches long.
- b. **Endorsement of RN Form S2022.** The Logistics Officer is to endorse the Form S2022 with the voucher number of the relevant Form U050: External Issue Voucher (or S331S for non-MJDI units) and the name of the consignee. Separate forms are to be raised in respect of each NSN. The U050 is to be endorsed 'Item subject to investigation' and 'S2022 Serial No dated refers'.
- c. **Direct Delivery.** Where the item has been received by Direct Delivery from the Contractor and has failed on first time use in Service, the authority for Direct Delivery should be quoted on both forms to enable the possibility of seeking free rectification / replacement to be considered.
- d. **Stores Defective on Receipt (SDOR).** SDOR items are to be landed using Form U050 and accompanied by RN Form S2022SDOR. It should be noted that this voucher will be used as a means of transit only. The original issue will be abated and the returned item quarantined for subsequent investigation by the owning PT. Abatement action will ensure that Ships are not charged for the issue of defective materiel.
- e. **Form U050: External Issue Voucher.** Form U050 must not be processed with ordinary returns and, to ensure that Forms U050 can be clearly identified within Base Return Points, Ships' staff are to ensure that:
 - (1) MOD Form 731 carries both the RN Form S2022 and U050 serial numbers.
 - (2) The correct side of the MOD Form 731 carries the red warning triangle necessary to ensure speedy identification and quarantining following landing of the defective item.
 - (3) U050 are to show details of original demand and the supplying base's issue voucher.
 - (4) SDOR items are physically segregated from ordinary returns.
 - (5) Copy 3 of RN Form S2022 is attached to the U050.

NAVAL AIR STORES

10. **Air Stores Returns Facilities (ASRF).** ASRF are available at HM Naval Bases Portsmouth and Devonport. The primary purpose of these facilities is to receive returned Air Stores from Ships regardless of Base Port and to arrange onward transit in accordance with PT Instructions. Returning units are to ensure that Air Stores are returned only to an ASRF and not to the Base Returns Processing Facilities (eg 29 Store at HMNB Portsmouth).

FEED-IN RATES TO REPAIR LOOP

11. In order to avoid the financial penalties associated with excess feed-in of arisings against repair contracts, or the loss of valuable assets through lack of adequate asset tracking, units are to await receipt of PT instructions and to follow those instructions without deviation. In particular, units are not to:

- a. Issue equipment to a repair contractor or to a Logistic Commodities and Services (LCS) depot without PT instructions.
- b. Anticipate PT instructions by feeding into previously known contracts.
- c. Feed-in a quantity other than that originally reported.
- d. Reduce to Scrap without prior instruction from the PT unless already instructed to do so on an individual LRU basis.

INTERNAL RECEIPT ACTION

12. All items are to be clean and rendered safe for handling before being accepted into unit stores for entry into the RSC or before being placed in an STC, if applicable.

13. The following checks are to be carried out prior to receipt into the store:

- a. Is the materiel clean and rendered safe for handling?
- b. Have all liquids been drained, where required?
- c. Are all orifices properly plugged?
- d. Is all relevant paperwork (eg Equipment Failure Report [AF G8267], Certificate of Conformity, Conditioning, decontamination certificate, etc) firmly attached?
- e. Has any preservation work, if applicable, been carried out?

14. Items are to be brought on charge in accordance with the MJDI User Guide. The automated nature of the system means that the correct recording of the MATCON is essential.

UNIT ISSUE ACTION

15. On receipt of the Return Instruction, the item is to be issued to the UIN annotated in the instruction, in accordance with Log IS User Guide for the relevant Log IS.

16. The item is to be prepared for movement, taking into account any of the special requirements detailed at Annex D.

17. All Returns of Materiel are to be issued without delay in order to maintain maximum benefit from the deployed inventory.

18. All items irrespective of the type of return are to be correctly packaged and labelled prior to entry into the RSC in accordance with Annex D.

19. Ensure the Materiel is subject to Consignment Tracking in accordance with Consignment Tracking Policy and RIDELS / VITAL / TAV User Guides.

DEPOT RECEIPT ACTION

20. Record the arrival on the Consignment Tracking system.
21. Complete the Receipt to Depot account in accordance with JSP 886 Volume 3 Part 15: Supply Chain Transactions.
22. Once receipted the relevant PT will decide whether the item is to be issued for Disposal or Contract Repair; in either case the item is then to be issued, as directed by the PT within the agreed timeframe.

INDUSTRY RECEIPT ACTION

23. Record arrival on Consignment Tracking system, if available and formally acknowledge receipt to MOD issuing unit.

UNITS NOT ISSUED WITH MJDI

24. For units not yet issued with MJDI, the procedures for requesting and generating the authority for the return of equipment and materiel for SS3 managed items are at Annex E.

ANNEX A TO CHAPTER 4: REPAIR PROCEDURE

1. **Purpose.** The purpose of this Annex is to identify the key elements that any repair will address. It is the responsibility of the managing PT to tailor this process to the requirements of the environmental repair task. Until Defence introduces a single Base Inventory System (BIS) there will be instances when a specific environment may be required to handle materiel managed by a different Base Inventory System. To aid clarity this annex shows environmental procedures with links to Chapter 5, which provides detailed procedures relating to the BIS generated forms. Environmental repair tasks fall into three categories as shown below:

SS3 Managed Items

2. **Identification of SS3 Managed Planned Repair Items.** All Repairable Items (items subject to a planned repair programme) can be identified by interrogation of the Micromated Master Parts Index (MMPI) spreadsheets available on the SCM Support Services (Land) Data Management website or on OLIVER for the Inventory Classification Code (ICC). If the ICC is alphabetic then the item is subject to Planned Repair.

3. **Planned Repair System.** The Land (SS3) Planned Repair System (AF G8883 process) is a computerised system designed to assist the relevant PT in concentrating repair resources on items that are subject to high usage and are cost effective to repair, or are most operationally urgent and in short supply. Interrogation of the MJDI catalogue may also be used to identify items subject to the Planned Repair Process. The items involved are maintained in service by repair rather than by purchase of replacements from trade, as they may be difficult and/or expensive to procure quickly.

4. **Items Managed.** The items managed by the Planned Repair System are:

- a. Major assemblies.
- b. Minor assemblies.
- c. Technical equipment, including small arms and optical instruments.
- d. High Priority Repairable Items and Line Replaceable Units (LRUs).
- e. Capital Spares.

5. **Registered Number Equipments (RNE).** RNE are not subject to the AF G8883 Planned Repair system.

6. **High Priority Repairable Items.** High Priority Repairable Items are called-in by a fax or signal notification in addition to a computer-generated AF G8883. The fax or signal call-in notification contains the necessary information to complete a Manual Consignment Voucher (AF G8883 (M)). AF G8883 (M) is available from LSC, PO Box 2, Bicester OX25 2LD; demands for this form should be placed through normal stationery channels. If the item is known to be a High Priority Repair Item, which is called-in by fax/signal, and there is a problem or specific query, the unit is to make prompt contact with Formation ES Mat who will contact the relevant Provision Section.

7. **Overseas Units.** Where possible, overseas operations / detachments are to use computer-generated AF G8883. Where this is not possible, fax / signal call-in notifications

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are to be used for all Planned Repair items that are returned to the UK. This should be taken into account when assessing the quantity of AF G8883(M) required.

8. **Units Demanding Electronically.** For units demanding Land environment Planned Repair Items electronically, the AF G8883 will be generated automatically by SS3 to MJDI.

9. **Generation of Return Instructions for Planned Repair Items.** Planned Repair items are subject to recall by either electronic message to unit Log IS from SS3 or computer-generated AF G8883, which in this context is forwarded to the stockholder by post, or by a fax / signal call-in notification, but only after a Reason For Demand (RFD) Code 1 has been placed on SS3 or an AF G8621 has been submitted, noting that:

- a. The output of recall documentation is independent of replacement issue action and still occurs even if the demand results in 'Dues Out' or similar action.
- b. If a RFD Code 1 demand has been placed for a Planned Repair item units should not apply for Return Instructions on AF G8621. This will result in the receipt of two AF G8883s for the same carcass where one of these will have to be cancelled.

10. **Action on Receipt of Return / Disposal Instructions.** On receipt of return/disposal instructions AF G8883: Consignment Voucher for Fit or Unfit Repairable Items, which consists of five parts, units are to complete and distribute the form in accordance with Chapter 5.

11. **Direct to Repairer (DTR).** When equipment for repair is to be despatched directly to a repair agency, the AF G8883 / fax or signal call-in notification will state the address to which the unserviceable item is to be sent. The unit is then to issue the equipment in accordance with Chapter 5. Units are to ensure that, where required, they comply with International Traffic in Arms Regulations (ITAR).

12. **Non-Receipt of Return/Disposal Instructions.** If return / disposal instructions are not received within 28 working days of notification of issue of items from depot or demand placed in dues out, and the item has appeared on the unit's next QGF or MIR 226 hastening print, then the non receipt / lost AF G8883 procedure below is to be used. If the item does not appear on the QGF hastening print, the unit concerned is to seek the advice of the appropriate division or equivalent formation ES Mat representative for advice. The ES Mat representative will interrogate Log IS to see if an AF G8883 is outstanding before advising the unit on action to take to avoid the risk of a duplicate Dues-In Identification Number (DIIN).

13. **Hastening Action following AF G8883 Recall.** Where a repairable item is not notified as being 'in transit (RDIC Code T)', or is actually received within the required timeframes, automatic hastening action will be initiated by SS3. Programmed SS3 hastening by hard copy to units (QGF Print) and by electronic means to Army HQ (QGG/MIR 226) is conducted on a 28-day cycle as follows:

- a. UK / NWE Theatre:
 - (1) If the Due-In is more than 20 days overdue output to unit.
 - (2) If the Due-In is more than 47 days overdue output to unit and Army HQ.
 - (3) If the Due-In is more than 61 days overdue output to unit, Army HQ and PT.

b. Other Theatres:

- (1) If the Due-In is more than 75 days overdue output to unit.
- (2) If the Due-In is more than 89 days overdue output to unit and Army HQ.
- (3) If the Due-In is more than 117 days overdue output to unit, Army HQ and PT.

c. On receipt of a hastener for an AF G8883, the unit is to take action as detailed in Chapter 5.

14. Procedure in Case of Loss or Non-Receipt of Original AF G8883. If, on receiving a QGF hastening print, it is identified that no AF G8883 has been received for an item, the unit is to complete an AF G8883 (M) (Consignment Voucher for Fit or Unfit Repairable Items (Manual)) in accordance with Chapter 5 ensuring that the correct DIIN details are entered. If the unit is in any doubt they are to seek advice from the Formation ES Mat WO.

CRISP Managed Items

15. There is no automated recall system in place for items managed on CRISP. Unless otherwise instructed in writing by an individual PT, all accountable (Permanent and Limited), regardless of MATCON, and surplus non-accountable items are to be returned to the nearest Returns Facility. Processing at the Returns Facility determines the action that should be taken.

16. The Returns Invoice Record (RIR) is the temporary record set up on CRISP by input of the Return Voucher showing details of the return. The RIR remains on the CRISP account until it is cleared.

17. The function of the RIR is to:

- a. Monitor returns, and ensure they are brought to account promptly.
- b. Provide an audit trail.

18. **Returns Routing Document (RRD).** The RRD is produced at the same time as the establishment of the RIR as a result of the input of the return voucher (CRISP only). The RRD contains information about the returned materiel, including the returns reference, stock number, line / gross value, and instructions for the treatment of both serviceable and repairable items via the Returns Acceptance Code (RAC).

19. **Returns Acceptance Code (RAC).** This coding identifies the acceptance criteria for returned materiel. Details are:

- a. The RAC is set at item introduction by the PT Inventory Manager or, thereafter, by a TAL input in accordance with CRISP JIS 0610 (To Amend IDR by General Purpose Amendment Inputs). Details of RAC categories (Dynamic and Fixed) are shown below, together with information on how the categories are shown on output from CRISP.
- b. The parameters that dictate acceptance or rejection of returns for items subject to Dynamic RAC are set at either IMC or PT Range level - IMC values take

preference. These parameter settings are detailed in CRISP JIS 2309 (Dynamic Returns Acceptance Parameters) and are input to CRISP by DDE inputs PWF (PT level) and PWG (IMC level).

c. Particular attention must be paid to the appropriate setting of the RAC (either Fixed or Dynamic) in order to ensure that the proper method of assessing returns is chosen for a given item, since failure to do so may result in the disposal of items which are required.

20. **Dynamic (Alpha) RAC.** The Dynamic (Alpha) RAC is designed to eliminate the need for Inventory Managers to review and update codes in the Item Data Record (IDR), and this is to be used unless there are good reasons for selecting an alternative, management set, Fixed RAC.

a. The Dynamic RAC takes into account stock, dues in, dues out and other relevant factors, so that the decision to accept or reject returned items is determined on the basis of the current assets situation. The Dynamic RAC is designed to take account of various aspects of an item's status, and the process ensures that:

- (1) Return of items, which are 'life of type buys' will be accepted.
- (2) Return of serviceable stock will not be allowed to build up over the retention level.
- (3) Return of obsolete items will be rejected.
- (4) Return of items with shelf life considerations and / or suspect stock levels are taken into account.

b. The Dynamic RAC is calculated at the time of production of a RRD.

c. As with any computer procedure, the correct operation of the system depends on the quality of the database. The effectiveness of the Dynamic RAC process is dependent upon the accuracy of the following records:

- (1) Dues-in.
- (2) Monthly Demand Rate.
- (3) Date of introduction.
- (4) Item Status Code.
- (5) Repairable Item Code.
- (6) Life of Type Buys (delegated management Item Code 3 or 4).
- (7) Shelf Life.
- (8) Unit Prices.
- (9) The RAC categories. These are as follows:
 - (a) A1 – Accept all returns, including Beyond Economical Repair (BER).

- (b) B2 – Accept all returns, except BER.
- (c) C3 – Accept serviceable returns only.
- (d) D4 – Accept no returns.
- (e) X5 – Refer to office.

21. **Fixed (Numeric) RAC.** In contrast to the Dynamic RAC, the Fixed (Numeric) RAC provides one of a range of Standard instructions for return action, regardless of asset position.

a. The selection should be exceptional but there are some circumstances where a Fixed RAC is deemed to be a more suitable option. These include:

- (1) Repairable Items costing under £500. The Dynamic RAC process will reject repairable returns for these items so a Fixed Value must be used.
- (2) Items identified as solely Repairable. As repair is supposedly the only Source of Supply then a Fixed RAC should be used to ensure Repairable returns are accepted.
- (3) Items with small monthly demand rates especially if they are expensive and potentially critical.
- (4) Items without a monthly demand rate.
- (5) IMCs specifically excluded from the Dynamic RAC process.

b. To assist Returns stores staff who may believe that an item is being disposed of incorrectly (eg. high value), an asterisk (*) is printed immediately above the RAC on the RRD to indicate that the RAC has been produced via the Dynamic RAC process.

c. When the RAC value is either X (Fixed) or 5 (Dynamic), the No 4 copy of the RRD is forwarded with a covering proforma through the office Returns Section at the landing base to the DE&S Inventory Manager; alternatively this information may be sent by e-mail. The Inventory Manager will decide whether the returns should be accepted or rejected. Replies must be actioned immediately to avoid congestion in the Return Store.

22. **Checking Dynamic RAC Values.** The Dynamic RAC is calculated at the time of production of a RRD. However, the CRISP 'REZ' enquiry enables Inventory Managers to interrogate the returns system at other times to see what the Dynamic RAC value would be if a return was being made at the time of the enquiry. This information can only be accessed via this enquiry as the IDR setting will retain and show only a value of 'R' for any item subject to the dynamic RAC. It should be noted that a different REZ message could be displayed for a higher or lower quantity entered on screen.

SCCS Managed Items

23. **General Identification and Responsibility of SCCS Managed Items.** SCCS managed items can be identified by using the Interrogations, Item Record, Air Catalogue Tab on MJDI. Responsibility for the clearance of repairable arisings and the reallocation of surplus serviceable equipment rests with PTs. Instructions will normally be issued through

MJDI (see Paragraph 28 below), although the option remains to use administrative means such as DINs and written instructions (see Paragraph 29 below).

24. Repairable Arisings MATCON R4. When a P-Class item is brought to account on MJDI at MATCON R4, the system will either generate an automatic 'disposal'/'return' instruction in accordance with pre-loaded PT instructions or alert the PT to the requirement to raise such instructions. Disposal / return instructions will normally be issued by means of an MJDI unsolicited output (UNSOL) (See Paragraph 29 below).

- a. Materiel categorised as MATCON R4 is to be retained and accounted for on main stock records until cleared by the PT instructions.
- b. Where no 'disposal' / 'return' instructions are received after 28 days the unit is to hasten the appropriate PT by letter, Fax or E-mail.
- c. Because of the automated nature of the system, correct recording of an Item's MATCON is essential.

25. Repairable Arisings MATCON R2. When an item is brought to account on MJDI at MATCON R2, the system will not generate an automatic 'disposal' / 'return' instruction nor alert the PT to raise such instructions. Initially units are to check their local repair policy / arrangements and action accordingly. If no local policy / arrangement is in place then a check to see if there is any disposal or external repair information recorded in the "Special Instructions" block on the "Unit Catalogue" tab in "Item Stock Interrogation" on MJDI and follow them. If no instructions have been recorded then Units are to request 'disposal' / 'return' instructions from the relevant PT using the RAF Form 4384 (See Paragraph 27).

26. Request for Disposal / Return of Surplus Serviceable Items. Request for disposal /return instructions are to be applied for as follows:

- a. **MJDI.** A disposal request transaction is to be input to MJDI using the "Asset Management" facility (Asset Management, Management, Disposal). The response to an MJDI disposal request can be either a computer output (See Paragraph 28 below) or an instruction direct from the appropriate PT. When disposal instructions have been received, the unit is to request the appropriate issue or disposal voucher. Units are to review Scale Over-riding Factors (SOFs) that replace Establishment Variation Factors (EVFs), when applying for disposal or return of surplus materiel. Appropriate references can be found in the SCCS and MJDI (POC) User Guides.
- b. **Non-Codified Equipment.** For Non-codified equipment RAF Form 4384 is to be submitted to the PT (See Paragraph 27 below).
- c. **Direct Exchange.** The calibration and 3rd Line repair of certain items is undertaken at nominated Repair Units. Mostly these schemes effect a one-for-one direct exchange at the users' location utilising special delivery / collection runs with dedicated vehicles. The procedures for the Direct Exchange schemes are detailed in the SCCS and MJDI (POC) User Guide.

27. Method of Completion – RAF Form 4384 - Request for Disposal / Return Instructions - Surplus Equipment. The form is to be raised in 3 copies and separate forms are to be used for each Management Code, one PT and one condition of equipment. A separate entry is to be made for related storage and transportation media. The reporting unit is to complete columns 1 to 6 of the form, retain one copy and send the other two copies to the appropriate PT. One copy of the form will be returned to the unit with

disposal instructions; the other will be retained by the PT. When 'disposal'/'return' instructions have been received the unit is to process the appropriate issue or disposal voucher on MJDI. The response to an MJDI 'disposal' / 'return' request, for a R2 L-Class item, will be an instruction direct from the managing PT. If the PT has instructed that an L-Class R2 item is to be sent to depot then a copy of the authority and the PTs POC is to accompany the issue paperwork.

28. Unsolicited Notification of Return / Disposal Instructions. Following a transaction bringing on charge to MJDI an item categorised as MATCON R3 or R4, one of the following instructions will be issued to the unit by means of an output U31 in the batched unsolicited output process:

- a. Retain the item.
- b. Despatch the item to one of the following:
 - (1) Contractor, as shown in the special instructions block.
 - (2) Contractor, as shown in DINs.
 - (3) LCS depot.
 - (4) Nominated SRU (R3 arisings only).
- c. Dispose of the item as detailed in JSP 886 Volume 3 Part 16: Unit Disposal.

29. DIN or Written Instruction of Return / Disposal Instructions. Stores returned to or disposed of in response to a DIN are to be consigned to the UIN as instructed. Unless instructed otherwise, all Air Stores are to be consigned to UIN F4125A.

30. Feed-In Rates. In order to avoid the financial penalties associated with excess feed-in of arisings against repair contracts, or the loss of valuable assets through lack of adequate asset tracking, units are to await PT instructions and to follow them without deviation. In particular, units are not to:

- a. Issue equipment to a repair contractor or LCS depot without PT instructions.
- b. Feeding into previously known contracts or contractors.
- c. Feeding in a quantity other than that originally reported.
- d. Reduce to Scrap without prior instruction from the PT.

31. Items Subject to Defect Investigation. Items subject to defect investigation are to be managed in accordance with single service instructions.

ANNEX B TO CHAPTER 4: RECALL PROCEDURE

1. **Purpose.** The purpose of this Annex is to identify the key elements that any Recall will address. It is the responsibility of the recalling PT to tailor this process to the requirements of the specific Recall case.
2. **Responsibility for Recall Action.** While Recall action may initially be generated by a contractor, responsibility for the management of the recall of materiel within the Defence Inventory lies with the owning PT.
3. **Scope of Recall.** A recall may cover the totality of a NSN or Manufacturer and Part number combination or be focussed on a specific list defined by details such as batch / lot / serial number, etc. The scope of the recall must be specified in the recall notification (see Paragraph 6).
4. **Communication.** Early and effective communication with all stakeholders is essential to an effective recall. Stakeholders to be consulted will include:
 - a. The user and forward stockholding community directly or through Formation Headquarters as appropriate.
 - b. LCS, for the recall of materiel held in storage at LCS sites.
 - c. Contractor/supplier, where materiel is being recalled for repair, upgrade or replacement under contract.
5. **Identification of Stockholders / Users.** The initiating PT is responsible for identifying Service and Industry customers who have had the specific materiel issued to them and who now hold, or may hold stock. Log IS and, where appropriate supplier or other off-line records will be used to establish the location of affected items; this is particularly relevant for non-codified items.
6. **Recall Notification Requirements.** The recalling PT is to promulgate the recall by administrative means appropriate to the priority of the recall action. The minimum data required on a recall notification is:
 - a. DMC / IMC (codified items only).
 - b. NSN (codified items only).
 - c. Manufacturer's Part Number.
 - d. Ammunition Descriptive Asset Code (ADAC).
 - e. DIIN for relevant BIS.
 - f. Description.
 - g. Quantity.
 - h. Issue details (as appropriate).
 - i. Serial Number(s) (as appropriate).
 - j. Batch / Lot Number(s) (as appropriate).

- k. Reason for recall including details of any related Incident report.
- l. Receiving unit (Service / Industry) that the recalled materiel is to be returned.
- m. Contact details in the initiating PT.
- n. Unique, PT-generated Recall Reference Number.
- o. Contract and Recall Authority details to be quoted on the return paperwork (where appropriate).
- p. Cross-reference to any parallel technical instruction.

7. **Fitted and In-Service Stock.** A recall notice issued in accordance with this instruction does not constitute authority to remove items from in-service equipment. Where a Recall Notice applies to in-service equipment, the equipment technical authority will issue a parallel instruction to authorise the inspection, removal and replacement as appropriate of the in-service item(s). In these circumstances, the recall notice is to contain an explicit cross-reference to the appropriate technical instruction. Where the recall applies only to not-in-use stock, this will be clearly stated on the Recall Notice.

8. **Return Details.** The PT is to notify the receiving unit of the details at paragraph 6 to ensure identification and capture of the materiel. Clear instructions are to be given to both issuing and receiving units on any segregation, labelling, conditioning and other actions required.

9. **Documentation.** The returning units must ensure the return documentation is clearly endorsed with 'Materiel Recall' and details of the Recall Reference Number and Date to ensure the returned materiel does not get processed through existing routine returns processes. Returning units are to inform the initiating PT and the receiving unit of the return details. The appropriate stores documentation is:

- a. **Maritime.** U050: External Issue Voucher (MJDI Units) or S331 / S331S Stores Return Note (Non-MJDI Units).
- b. **Land.** U050: External Issue Voucher (MJDI Units) or AF G1033: Issue and Receipt Voucher (Non MJDI Units).
- c. **Air.** U050: External Issue Voucher as well as the RAF Form 603 – for issues to other than MOD Units.
- d. **Industry.** MOD Form 650: Contractor's Advice and Receipt Note.

10. **Management of Recalled Items.** Receiving units are to ensure that:

- a. Adequate surveillance is in place to ensure recalled items are captured and brought on charge against an appropriate MATCON code; this will vary according to the Stores Inventory System used by the receiving unit and the instructions issued by the initiating PT.
- b. Existing stocks are transferred to the appropriate MATCON/Restriction Code (Maritime items) and the initiating PT is advised of the action taken. If the nominated receiving unit is in Industry then the initiating PT and Industry are to ensure that

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materiel transferred to industry is accounted for in accordance with the Terms of the Contract under which the recall is actioned.

c. Once accounting action has been completed receiving units are to report details to the initiating PT.

11. **Documentation.** The issuing unit is to ensure that all relevant documentation is produced concerning dangerous goods, hazardous goods or any other materiel requiring special handling instructions in accordance with Annex D.

ANNEX C TO CHAPTER 4: RETURN OF SURPLUS MATERIEL PROCEDURE

Purpose

1. The purpose of this Annex is to outline the procedure that is to be carried out by any unit that has materiel that is surplus to requirement.

Surplus Materiel

2. Any materiel held a unit that is not required to meet forecast requirements or liabilities or is a storage embarrassment is deemed surplus. It is a unit responsibility to [request return instructions using:](#)

- a. The MJDI 'asset management' facility (Amendments, Disposal, Request) in accordance with MJDI user instructions.
- b. A manual request, using AF G8621 for SS3 managed materiel.
- c. A spreadsheet request.

3. The PT is responsible for notifying units of the action to be taken with surplus materiel. The responses are: send to repairer, dispose locally, re-distribute or return to depot. This annex deals with the latter. [The response will be sent to the unit electronically or by post.](#)

Documentation

4. The PT is to notify the unit to return the materiel to the depot. This response will be either on a case by case basis or generated by the BIS automatically based on preset LogIS parameters. The unit is to prepare the materiel for dispatch and include the relevant documentation.

5. [Procedures for surplus materiel, managed on SS3, to be returned to depot are given at AF G8618: Voucher for Surplus Stores Required by Depot.](#)

ANNEX D TO CHAPTER 4: PREPARATION OF MATERIEL FOR RETURN

1. This Annex gives the procedures to be applied when preparing and consigning equipment and materiel through the RSC.
2. Any individual item of materiel that does not bear correctly prepared labels and / or is not signed by an authorised person, or which has not been correctly prepared for transit is not to be accepted into the RSC for onward movement.

Special Handling

3. Certain items require special handling; to enable these items to be dealt with safely and securely the following classes of stores are to be separately consigned and not mixed with other stores, neither are items to be mixed with each other:
 - a. Classified Equipments. The procedures setting out the security standards for equipment classified CONFIDENTIAL or above are laid down in command security instructions. Units required to hold, store or dispose of classified materiel are to seek advice from the appropriate formation security staff. The responsibility for approving the measures for the security protection of equipment being moved rests with the Formation HQ or subordinate HQ to which such responsibilities have been delegated.
 - b. Weapons components and spares, both serviceable and unserviceable.
 - c. Mercury, Nickel Cadmium and Lithium batteries; see JSP 800: Defence Movements and Transportation Regulations Volumes 4A and 4B, Dangerous Goods.
 - d. Modification kits.
 - e. Laser equipments.

Security Furniture, Containers and Safes

4. Before any security container or safe is returned to depot / HMNB, or transferred to another unit, the authorised holder is to ensure that the item is correctly labelled (MOD Form 425) and prepared for movement in accordance with JSP 440 Part 7 Chapter 2 and JSP 384 Chapter 22.

Classified and Attractive to Criminal and Terrorist Organisations (ACTO) Items

5. Special attention is to be given to the accounting, custody and transportation of classified and ACTO stores to safeguard against theft or misuse. JSP 440, Part 7, Chapter 1 provides further direction.
6. Security classified items are to be returned with the appropriate escort.
7. Security classified items are not to be mixed with non-classified materiel unless prior authorisation has been granted by the Formation HQ. Security classified and ACTO items are to be listed separately and returned on appropriate LogIS documentation. Classified and unclassified items are not to be returned on the same form. This information is required to be manually input by the operator.

8. Careful scrutiny must be paid to all security regulations when transferring or returning classified equipment, in particular JSP 440. Those responsible for dispatching these items are to be aware of the equipment's classification and the requisite physical security measures to be adopted for their return.

9. When these items are received for onward movement and no previous record of activity is shown on the stores account ie from fittings and not previously exchanged, a comparison is to be made against known Lists of Security Classified Items, to check for any security requirements.

Complete Equipment Schedule (CES)

10. Complete Equipment Schedule (CES) and associated items. The CES number including the latest amendment number are to be recorded on the unit issue voucher, supported by an AF G6530 (CES Equipment Deficiency State).

11. Ideally, CES and associated non-fitted items will be packed in a case or carton clearly marked with the registration mark or serial number of the parent equipment. The packages will, where possible, be secured to the parent equipment and the number of packages recorded on the Issue Voucher and appropriate movement documentation. CES and associated items fitted to the parent equipment, but easily removable, such as driving mirrors, canopy, spare wheel etc, will also be recorded on the appropriate movement documentation.

12. When it is necessary to dispatch CES or associated items separate from the parent equipment, eg when equipment is moved direct from a workshop and the CES or associated items are dispatched from the unit location, the consignor is to advise the consignee of the contents of each consignment. This is to be achieved by the dispatching unit completing and enfacing the Issue Voucher 'CES AND / OR ASSOCIATED ITEMS AS PER ATTACHED MEMO / VOUCHER HAVE BEEN DISPATCHED SEPARATELY'. Unless this documentation is properly completed a Discrepancy Report may be raised against the consignor by the receiving depot.

13. The dispatching unit is to prepare three copies of the U050 or AF G1033 (for non-MJDI units) as a supporting voucher for items being dispatched separately from the parent equipment, listing items by CES number and CES item number, or by NSN and quantity. The Equipment Registration Mark (ERM) or serial number of the parent equipment and the consignment note reference and date, with the method of dispatch, is to be endorsed on the AF G1033 which is then to be distributed as follows:

- a. **Copy No 1.** Packed with items listed.
- b. **Copy No 2.** Securely attached to the Issue Voucher for the parent equipment.
- c. **Copy No 3.** Retained by the dispatching unit attached to the unit accounting copy of the parent equipment Issue Voucher.

Dangerous Goods

14. All materiel classified as Dangerous Goods is to be prepared and moved in accordance with JSP 800 Volume 4 A (Air) and 4B (Surface) and the appropriate civil legislation, eg International Air Transport Association (IATA), International Maritime Dangerous Goods (IMDG), Accord Dangerous Routier (ADR) etc. The preparation and movement of Dangerous Goods to be conducted by a qualified person.

Hazardous Items

15. All hazardous items are to be accompanied by and moved in accordance with the relevant Safety Data Sheet/s, JSP 515: Hazardous Stores Information System (HSIS).
16. For Gas Turbine Equipment managed on CRISP (IMCs E001-E004) a RN Form S3020 is to be prepared by the returning Technical Officer.

Contaminated Items

17. All materiel contaminated or potentially contaminated with hazardous substances must be cleaned (where safe to do so) and rendered safe for handling. A completed MOD Form 3206 'Certificate for Items Contaminated with Hazardous Substances' is to be attached, see Chapter 5 for details. The person completing the MOD Form 3206 is to seek advice from a competent authority to ensure the contamination details are correct.

Certified Free From Explosives (FFE)

18. All weapon components, ammunition containers and ammunition salvage is to be certified Free From Explosives (FFE) in accordance with JSP 886 Volume 6 Part 1: Munitions and JSP 482: MOD Explosives Regulations.

Military Specification Multi Purpose Oxygen Generators (MilSpec MPOG)

19. All MPOGs and associated igniters being prepared for return are to be considered as materiel condition E0 (Unserviceable) regardless of their apparent condition. Associated Forms U050 External Issue Voucher (or S331 for non-MJDI Units) and MOD F731 are to be clearly and unambiguously marked 'UNSERVICEABLE' as is any over packaging. The strict instructions contained in Fleet Wide Equipment Directive No 1 are to be followed.

Medical Items

20. All special handling and transportation requirements appertaining to Medical Stores can be found in JSP 886 Volume 6 Part 6.

Food Items (ORP, Fresh Rations)

21. All special handling and transportation requirements appertaining to food items can be found in JSP 456: Defence Catering Manual.

Warlike Materiel

22. All special handling and transportation requirements appertaining to warlike materiel can be found in JSP 440: The Defence Manual of Security.

ANNEX E TO CHAPTER 4: NON MJDI PROCEDURES FOR REQUESTING AND GENERATING THE AUTHORITY FOR THE RETURN OF EQUIPMENT AND MATERIEL - LAND PT MANAGED

Request for Disposal Instructions

1. **Methods of Application for Disposal Instructions.** The AF G8621 is the principal method by which units obtain disposal / return instructions from Stores System 3 (SS3). The AF G8621 are to be processed via the Log IS (GLOBAL / UNICOM) enabled processes where available, email submission where not or on disk for large numbers of items and manual submission by post as the last resort. It should be noted that the request for 'disposal Instructions' is asking for reallocation instructions of which disposal is one option. Details on carrying out these different methods are as follows:

a. Electronic or Soft Copy AF G8621 for up to 5 line entries. Soft copy versions of the AF G8621 are to be emailed to the P&I group mailbox at: DES LCS LS-Ops DOCS Help Desk (MULTIUSER).

(1) Units with LOG IS (GLOBAL / UNICOM) can request disposal instructions automatically using GLOBAL and / or UNICOM Q.

(2) Electronic AF G8621 is available from the JSC Forms Bank.

(3) Spreadsheet Format for large numbers of different items. Details for requesting return instructions using the spreadsheet format are at Annex E.

(4) Manual AF G8621 for up to 5 line entries. Where hard copy inputs are required the completed AF G8621 is to be submitted to the LS P&I Operations Centre, PO Box 2, Bicester, Oxon OX25 2LD. Units are to add a contact telephone number to the UIN Stamp Box on the AF G8621.

2. **Exceptions.** Units are to use AF G8621 when applying for disposal instructions for surplus materiel except:

a. For Registered Number Equipments (RNE), see Annex A.

b. For items subject to Planned Repair, less items surplus to unit requirement see Annex A.

c. For Contractor Logistic Support (CLS) Arrangements, see Chapter 2, Paragraph 7 and relevant CLS Supply Support Instruction (SSI).

3. **UORs.** Equipment brought into service under UOR terms but subsequently managed on SS3, the provisions of Paragraph 1 apply. For other UOR equipment, see JSP 886 Volume 4 Part 10: Discrepancies.

4. **Special Arrangements.** Units / Ships / Joint Operating Bases with a major return or disposal task arising out of restructuring, re-equipping, redeployment or disbandment are to seek advice from their Formation HQ (Logistic Support (Log Sp)) staff, as soon as possible after notification of the change, to enable special arrangements to be made.

5. **Un-Catalogued Materiel.** Applications in respect of un-catalogued materiel, ie those for which the NATO Stock Number (NSN) is not known, are to be submitted, with a full description of the materiel and quantity held, to their Formation HQ (Log Sp) staff.

6. **Equipment Casualty Report (ECR) and Equipment Failure Report (EFR).** For Registered Numbered Equipments (RNE) only, see Annex A to this Chapter.

Procedures for Requesting Reallocation Instructions Using Spreadsheet Format (Non MJDI Units)

7. **Introduction.** This procedure is for units undertaking major returns of spares, after approval of the Equipment Sponsor and / or Army HQ Log Sp or ES branch (dependent upon unit and type of equipment / spares). This procedure is also available for Maritime and RAF units conducting major De-stores OSU / Decommissioning or Closure for Land-managed items.

8. **Unit Action.** The information in the spreadsheet is to be in Comma Separated Variables (CSV) consisting of 35 characters in the following format: UIN, NSN, Unit of Issue (UI) (UI replaces Denomination of Quantity (DofQ)), Quantity, MATCON, for example: A4406A,3010997203106,EA,0000007,A1.

a. The file must be saved in text format with no headers or footers. Any file received not in the above format will be returned to the originator and therefore input will be delayed.

b. Units are to submit the spreadsheet by e-mail attachment to the P&I group mailbox at: DES DSDA-Bic-Ops InvProc40 (MULTIUSER). If it is not possible to use email then the spreadsheet can be submitted on disk together with a covering letter to Logistics Services, P&I, C16, C Site, Lower Arncott Oxon OX25 2LD. The email or covering letter is to contain full unit details including Point of Contact (POC) and is to be submitted, with all surplus arisings. Units are to follow the regulations on receipt of disposal instructions at Chapter 2 Paragraph 6 of this pamphlet. Further guidance can be obtained by contacting LCS Bicester P&I.

CHAPTER 5: ASSOCIATED FORMS FOR THE RETURN OF MATERIEL

1. Until Defence introduce a single Base Inventory System (BIS) there will be a requirement to complete a number of forms produced by the BIS. This chapter gives guidance on the completion and management of the forms.
2. The following forms are associated with applying for the Return of Materiel:
 - a. [AF G8621: Request for Disposal / Return Instructions.](#)
 - b. MOD Form 654: Application for Disposal of Cast / Surplus Vehicle. The Application for Disposal of Cast/Surplus Vehicle (MOD Form 654) is contained in JSP 886 Volume 6 Part 7: Vehicle Management.
 - c. Equipment Casualty Report (ECR) signal format. The ECR is contained in JSP 886 Volume 6 Part 7: Vehicle Management.
 - d. AF G8267 A/B: Equipment Failure Report (EFR). The EFR is contained in JSP 886 Volume 5 Part 2: Land Equipment Support.
3. The following vouchers are associated with the return of materiel:
 - a. AF G8883: Consignment Voucher for Fit or Unfit Repairable Items.
 - b. AF G8618: Voucher for Surplus Stores Required By Depot.
 - c. AF G8609: Voucher for Surplus Materiel (Stores) Not Required by Depot.
 - d. AF G8850: Equipment Issue Voucher and Convoy Note.
 - e. AF G8851: Registered Number Equipment Issue & Receipt Voucher (Manual).
 - f. U050: External Issue Voucher for MJDI.
 - g. RAF Form 603: Issue Voucher.
 - h. AF G8635: Issue of RNE from a Repair Agency.
 - i. RN Form D83: Stores Return Note.
 - j. RN Form D2663: Returns Routing Document.
 - k. MOD Form 650: Advice and Receipt Note.
 - l. RN Form D3004: Modified MOD Form 650 for Dockyard Contractors.
 - m. RN Form S331S (Manual): Stores Return Note.
 - n. MOD Form 3206: Certificate for Items Contaminated With or Potentially Contaminated with Hazardous Substances, is associated with the return of contaminated materiel.

AF G8621: REQUEST FOR DISPOSAL / RETURN INSTRUCTIONS

4. The AF G8621 is used to by units to obtain computer-generated disposal or return instructions from Stores System 3 (SS3). Units with MJDI will submit AF G8621 electronically in message format. Where hard copy inputs are required, the completed AF G8621 is to be submitted to the supporting Secondary Depot (Army units Only) or, if unsupported, direct to the LCS Operations Centre, PO Box 2, Bicester, Oxon OX25 2LD. Units are to add a contact telephone number to the UIN Stamp box on the AF G8621. Units are to use AF G8621 when applying for disposal instructions for surplus materiel except:

- a. For Registered Number Equipments (RNE).
- b. For items subject to Planned Repair (excluding authorised surplus PR Items).
- c. For Contractor Logistic Support (CLS) Arrangements, see CLS Service Support Instruction (SSI).

5. Where a hard copy unit AF G8621 is returned, and written against one or more of the line entries is 'DISPOSE OF IN ACCORDANCE WITH' with other entries being deleted, the deleted entries indicate that the items concerned are being processed separately and AF G8618, AF G8883, AF G8609 or CSIO will be issued subsequently.

Action on Notification of Return Instructions

6. **Returns Instructions.** Once the return decision has been made by SS3 on receipt of an AF G8621 or MJDI message format equivalent the unit will receive either AF G8883, AF G8618, AF G8609 or a Cross Service Issue Order (CSIO) as appropriate. For Maritime items disposal instructions are determined by processing returned items at Bases/Depots. The forms are not used in response to an Equipment Casualty Report (ECR) signal, for which a letter of authority will be sent to the unit giving disposal instructions for the RNE (Inventory Category 1A(1)). The meaning for the different types of Disposal Restriction Codes can be found in the ASSUG, Part 12: Return Stores & Disposals, which are also used by MJDI. Inventory managers without IS facilities issue disposal instructions in accordance with local procedures.

7. **Engineering Report.** Any assembly returned through the RSC for repair must be accompanied by an Engineering Report (Army to use AF G1043 or JAMES Failure Report) from the relevant technical authority. These are to be completed in accordance with the relevant engineering management User Guides.

8. **Cross-Servicing.** Centrally controlled Cross-Servicing procedures are at JSP 886 Volume 3 Part 15: Supply Chain Transactions.

9. **Retention of Stores.** If a unit needs to retain some or all of the items for which disposal instructions are anticipated, the procedures outlined in Annex A to this chapter are to be followed.

AF G8883: CONSIGNMENT VOUCHER FOR FIT OR UNFIT REPAIRABLE ITEMS

10. **Return.** Return instructions are issued on AF G8883 or by fax / signal for the call-in of priority repairable items. An example of AF G8883 is shown in Paragraph 25, Figure 4. This form is forwarded to units for both serviceable and unserviceable Planned Repair

items which are required for return to depot stock. Unit action is detailed in Annex A to Chapter 4.

Unit Action on Receipt of AF G8883

11. **Consignment Voucher for Fit or Unfit Repairable Items.** This form consists of 5 pages and is produced to call-in all Planned Repair items according to the MATCONs shown in JSP 886 Volume 3 Part 15: Supply Chain Transactions. The form will be output by SS3 in response to a 'Reason for Demand Code 1' demand from a unit, for a Planned Repair item or in response to an AF G8621. Serial numbers will appear on AF G8883 as a Dues In Identification Number (DIIN) to enable cross-reference with unit records. A 'Hastener' for AF G8883 may be received, indicating that the despatch of stores has not been notified to SS3 and the stores have not been received. Unit action on receipt of hasteners is described further on in this chapter.

12. **Action Required.** Complete the line marked with an arrow as follows:

- a. **Quantity Returned.** Enter the quantity being returned.
- b. **Condition and Repair Decision.** This information should be extracted from the Engineer's Report and entered in the relevant boxes (eg A1, A2 or E0).
- c. **Serial / Modification Number.** The box is to be completed if empty/requested.
- d. **Date of Dispatch.** Enter the date item entered RSC.
- e. **Method of Dispatch.** Enter type of transport used.
- f. **AF G1043 (or equivalent) Details.** Enter serial number and date.
- g. **Issue Voucher Number.** Enter Unit IV No.
- h. **Confirm Quantity.** Check that the quantity despatched agrees with the quantity shown in the 'stores to be returned' area of the top line of AF G8883. Never consign a quantity greater than that required. When none of the quantity required is available, return AF G8883 (to originator) giving reasons for the non-availability together with any supporting documentation.
- i. **Distribution of AF G8883 copies:**

(1) Copy No 1 is processed on-line or for off-line issues only, Copy No 1 is to be faxed to Bicester Mil: 94240 Ext 2026, Civ: 01869 252026 or posted to LCS Ops Centre, Building C16, Lower Arcott, Bicester, Oxon OX25 2LD.

(2) Copy No 2 is attached to the outside of the packaging using either Bag PVC Black (H4/8105-99-225-3840) or Document Pouch Adhesive (H4/7510-99-869-3264) (plastic film with orange surround) or, on wooden boxes, a Protector Packing List (H4/8105-99-125-5503). The Bags' PVC will give protection from sunlight; however, users are to ensure that they are correctly sealed to protect against water. Remove any old markings on the packaging to avoid confusion. Despatch package in accordance with the Standard Priority Code printed on AF G8883.

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(3) Ensure Copies No 3 and 4 are suitably protected from oil and grease etc and placed inside the STC with the stores. Mark the package with full address for the stores as shown on AF G8883 (this may be a depot, repairer or transit address for civilian contractor) and Priority markings from the JSP 886 Volume 3 Part 1: Standard Priority System.

(4) Detach Copy No 5 for retention by unit until Receipt (Copy No 3) is received.

j. **Subsequent Linked Returns.** If the remaining stores subsequently become available, then return them on the additional AF G8883 which will be sent automatically to you when only a part consignment is returned. If this balance is no longer available for return this additional AF G8883 must be returned to the Provision Section (Provision section can be obtained using the DMC query on item of supply information system (ISIS)) for cancellation, annotated with reason for non-return.

Completion of AF G8883(M)

13. This form is to be manually completed in unit lines, from details received on a fax/signal call-in notification sent direct to the unit from SS3.

a. **Action Required.** As for AF G8883, except that a copy of the Fax/Signal should be attached to the No 1 and No 2 copy of the AF G8883(M).

b. **Distribution.** As for AF G8883.

Hastener for AF G8883 – Unit Action

14. A 'Hastener' for AF G8883 may be received indicating that the despatch of stores has not been notified to the SS3 (by return of the No 1 copy of the AF G8883) and the stores have not been received. On receipt of a hastener for an AF G8883, the unit is to:

a. Annotate hastener with IV No and date of despatch and, if held, depot receipt details and return hastener to the address stated.

b. Annotate hastener with reason for error, eg use of incorrect RFD on demand or AF G8621 completed in error.

c. If no AF G8883 has been received for item on hastener, complete AF G8883(M) using the Loss or Non-Receipt of Original AF G8883 procedure further on in this chapter.

15. **Distribution.** Units should be aware that hasteners are distributed by SS3 once the equipment is overdue for return, as follows:

a. **UK / Germany Units.** At 1 day overdue and every 56 days thereafter.

b. **Equipment Directorate, Army HQ.** At 56 days overdue and every 56 days thereafter.

c. **Project Team.** At 62 days, 118 days for theatres other than UK or UKSC(G).

d. **Theatres other than UK / Germany Units.** At 56 days overdue and every 56 days thereafter.

- e. **ES Br, Formation HQ.** At 48 days; 70 days for theatres other than UK or UKSC(G).

16. When the Reason Due In Code (RDIC) changes from R (Required for Planned Repair - Item in unit hands) to T (Planned Repair Item in transit) the responsibility for hastening and raising Discrepancy Reports (DRs) changes from the sender (the unit) to the receiver (the depot or contractor). This change in RDIC will occur when the unit actions the electronic AF G8883 on unit IS or when the AF G8883 Copy 1, sent by the unit, is processed onto SS3.

17. Where a unit has not received a cleared voucher or a DR from the consignee within the DR timeframe as specified in JSP886 Volume 4 Part 10: Discrepancies, the unit can assume the IV as cleared. Proof of despatch is to be attached and the following statement annotated on the unit's copy and endorsed by a minimum rank of a SNCO or equivalent:

'No DR has been received within the DR timeframe. Voucher deemed cleared in accordance with JSP 886 Volume 4 Part 10: Discrepancies'.

Incorrect Completion and Submission of Planned Repair Vouchers AF G8883 / AF G8883(M)

18. The incorrect completion of Planned Repair Vouchers will delay the SS3 processing procedures. Common errors / misuse of the vouchers and actions taken by LCS Ops Centre and PTs to rectify the situation are listed further on in this chapter.

- a. **Background.** In order to accurately account for repairable materiel, SS3 relies on a simple asset tracking system of Dues-In Identification Numbers (DIIN). DIIN form part of AF G8883 / AF G8883(M) (Consignment Voucher for Fit or Unfit Repairable Items), the documentation used to return this type of materiel.

- b. **Issue.** Problems frequently arise when units submit incomplete or incorrectly completed AF G8883 / AF G8883(M), as all information, including the DIIN, has to be manually entered. This results in significant remedial work to be undertaken by units, PTs and the wider JSC, work that can be considerably reduced if units note the following common errors and adhere to the procedures detailed at Paragraph 22.

19. **Common Errors by Units.** All of the errors detailed below will result in the voucher being rejected by SS3 and passed to LCS (Processing and Investigations) for resolution. To prevent this units are to:

- a. Complete the voucher, particularly noting the following are correct:
 - (1) Quantity Returned (Boxes 29-35), and in particular, amending the pre-printed quantity on AF G8883.
 - (2) MATCON (Boxes 36-37).
 - (3) Serial / Modification Number (Boxes 38-50).
 - (4) The actual Date of Despatch (Boxes 51-56), rather than a future date of despatch.
 - (5) Method of Dispatch (Boxes 57-60).

(6) Ensure faxed documents are readable.

b. Check that:

(1) Ensure any manual data is entered legibly and in black ink.

(2) Clearly annotate unit contact details in the 'Signature Block' field on the voucher (rank, name, appointment and telephone number).

(3) Ensure that vouchers are checked by a supervisor, to ensure the correct data has been transcribed from the Fax/Signal Call-In Notification, prior to submission.

(4) Attach a copy of the Fax/Signal Call-In Notification to the No 2 Copy of the AF G8883(M) voucher.

(5) Never, under any circumstances, return a repairable to LCS on any voucher other than an AF G8883 or 8883(M). These will all be treated as Non Conforming Return from Units (NCRU) in accordance with Chapter 6.

(6) Repairable items are not to be returned unless authority has been received on an AF G8883, Fax/Signal Call-In Notification or a QGF Hastening Print.

(7) Endorse the Package ID (if the unit has VITAL) in Box 1 of the voucher (under the last line of the Unit Address). This is not mandatory, but its use will enable LCS (P&I) to resolve any issues without further reference to the unit.

(8) Ensure that the recorded Date of Despatch (Box 51 to 56) is the actual date of despatch of the materiel, and not a future anticipated date of despatch.

(9) Retain the No 5 (Purple) copy voucher (required for accounting purposes) in order to assist in the resolution of enquiries.

(10) Ensure copies No 3 & 4 of the AF G8333 are placed inside the packaging / STC to protect them from grease and oils.

20. **Resolution of Errors.** In spite of these safeguards there will inevitably be times when errors and omissions occur. On these occasions LCS (P&I) will:

a. Attempt to resolve the error, either with LogIS or by phoning the unit, and amending the voucher as necessary to enable it to be processed on SS3.

b. If the error is an 'anticipated date of despatch' error, and the date is less than 10 days hence, LCS will hold the voucher until this date is reached and then process it. If the 'anticipated date' is more than 10 days hence the action in the next paragraph will take place.

c. If the error cannot be resolved through the process above then the voucher will be returned to the unit, together with an accompanying letter detailing what further remedial action is to be taken by the unit.

21. **Further Advice.** Assistance regarding the correct procedures for completion and submission of both AF G8883 and AF G8883 (M) can be obtained through the Chain of

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Box A	Your unit's address and UIN	
Box B	Address and UIN for return, the UIN of the consignee is printed on the QGF print immediately after NSN. See table below for guidance:	
	CA061L	Bldg B9, LCS Donnington
	CA050J	Bldg C2, LCS Bicester
	CA060G	Bldg B54, LCS Donnington
	CA060H	Bldg B47, LCS Donnington
	CA060J	Bldg B5, LCS Donnington
	CA061M	Bldg B9, LCS Donnington
	Any other UIN	If you have access to OLIVER use txn 'MCH', to find address or contact RLC SD if supported or Unit Locations on Bicester Mil: Ext 2262
Box C	Enter 'LHR' (or 'MGH' if item is going direct to a repairer).	
Box D	NSN from QGF print.	
Box E	DIIN from QGF print.	
Box F	Qty. Use Qty due from QGF print.	
Box G	MATCON of item to be returned (ie E0 or A1).	
Box H	Leave blank.	
Box J	Date you dispatch item.	
Box K	Method of dispatch.	
Box L	Enter 'SPC 13'.	
Box O	Enter engineering report Serial No and date.	

AF G8618: VOUCHER FOR SURPLUS STORES REQUIRED BY DEPOT

24. Following an application on AF G8621 or by MJDI, units with surplus materiel managed on SS3 that is required to be returned to depot will receive return instructions for, both serviceable and unserviceable items, not subject to Planned Repair, on an AF G8618 or the fax equivalent for priority returns. For applications generated on MJDI there will be an electronic response in addition to the 3 copies of the AF G8618 "Voucher for Surplus Stores required by Depot". Units are to take the following action:

a. **MJDI Account.** Units are not to dispatch surplus materiel until the hardcopy AF G8618 arrives.

(1) **Electronic Response.** Although MJDI will receive an electronic message back from SS3 and convert this to an external issue request 'XC' (if external issues are not inhibited) MJDI will automatically produce an 050 "External Issue Voucher". Until such time as LCS accepts the MJDI 050 "External Issue Voucher" for return of SS3 materiel, units are to retain the voucher until the AF G8618 arrives. The unit is to transcribe the IV Number from the U050 onto the AF G8618 and enclose the top 2 copies with the materiel that is to be dispatched to the address on the AF G8618. The third copy of the AF G8618 is to be retained by the unit pending return of the receipted copy by the consignee. There is no requirement to retain the U050.

(2) **Manual Response.** Where a non -electronic request has been made, on receipt of the AF G8618 the unit is to issue the surplus materiel using the GEO Transaction: "Without Issue Request" using the details on the AF G8618. This will result in the creation of 2 vouchers: U050 (Packed with Item) and U515 (Used to Consignment Tracking action). The unit is to transcribe the IV Number from the U050 onto the AF G8618 and enclose the top 2 copies with the materiel that is to be dispatched to the address on the AF G8618. The third

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copy of the AF G8618 is to be retained by the unit pending return of the receipted copy by the consignee. There is no requirement to retain the U050.

- b. **Non-MJDI Accounts.** The top 2 copies of AF G8618 are to be packed with the materiel that is to be dispatched to the address on the AF G8618. The third copy of the AF G8618 is to be retained by the unit pending return of the receipted copy by the consignee.

25. If A1 or A2 stock is offered for return by the unit on AF G8621 and the Inventory Classification Code is not 3 (ie it is ICC 2 or Alpha), a message will be printed on the Voucher for Surplus Stores required by Depot stating 'IF NO LONGER A1, STOCK SHOULD BE RETURNED IN THE REPAIRABLE STATE'.

AF G8609: VOUCHER FOR SURPLUS MATERIEL (STORES) NOT REQUIRED BY DEPOT

26. Following an application on AF G8621 or MJDI, return instructions for both serviceable and unserviceable items, not subject to Planned Repair and managed on SS3 will be issued using an AF G8609. Units are to declare the items for disposal on the Disposal Services Authority (DSA) website using the JSP 886 Volume 3 Part 16: Unit Disposals.

RN FORM D83: STORES RETURN NOTE

27. RN Form D83 is used by technical and internal organisations within HM Naval Bases (not operating OASIS or MJDI Articles in Use Accounts) to return materiel to Naval Base Return Facilities (NBRF). RN Form D83 should only be raised for CRISP-Managed items. RN Form D83 is to be raised by unit in 4 copies and distributed as follows:

- a. **Copy 1 & 3: Accounting and Receipt copy.** Sent with the materiel to the NBRF.
- b. **Copy 2: Advice copy.** Posted directly to the Office Returns Section of the consignee NBRF.
- c. **Copy 4: Copy.** Retained within the RN Form D83 pad and compared with the receipt copy one return from the NBRF.

RN FORM S331S (MANUAL OR OASIS EQUIVALENT): STORES RETURN NOTE

28. RN Form S331S is used by non-MJDI Units to return CRISP-Managed Items to NBRFs. It can also be used by MJDI Units in lieu of U050 External Issue Voucher where there is no access to LogIS. For example, when a ship has sailed leaving stores on the jetty for return. RN Form S331S (Manual) is to be completed in accordance with the instructions shown on the cover.

- a. The MATCON of the items being returned must be shown on form S331S. Only Serviceable 'S' or Unserviceable 'U/S' are to be used, other annotations such as 'No Longer Required' or 'In Excess of Allowance' are not to be included.
- b. Serviceable items may be listed in any order and items of different accounting classifications may be entered on the same form. Returns of unserviceable items are to be documented on separate Forms S331S according to accounting classifications.

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Exceptionally, separate Forms S331S are to be used for accommodation stores, under Management Code 0095, Attractive or Security Classified items.

Figure 5: Distribution of Forms S331S

Copy	Distribution
S331/1	To accompany stores on return to the Return Authority.
S331/2	Advance copy. Only required if the stores listed are NOT being landed direct with the receiving Base/Depot OR stores are UID, V&A, Classified, High Value (over £5,000) and returns from abroad.
S331/3	To accompany stores on return to Return Authority is receipted and returned to the Unit.
S331/4	Retained by the returning Unit until receipted S331/3 is received, then destroyed.

RN FORM D2663: RETURNS ROUTING DOCUMENT (RRD)

29. RN Form D2663 is produced by CRISP as a result of input of details on Return Notes raised for routine returns, Destore or Operational Support Update (OSU) activities conducted by Maritime Units. RN Form D2663 can be used in lieu of RN Form S331S: Stores Returns Note for Destore and OSU activities.

MOD FORM 650: ADVICE AND RECEIPT NOTE

30. MOD Form 650 is used by Contractors to return items supplied under Government Furnished Equipment procedures in accordance with JSP 886 Volume 4 Part 4: Government Furnished Equipment. For receipts from Contractors see JSP886 Volume 3 Part 15: Supply Chain Transactions.

RN FORM D3004: MODIFIED MOD FORM 650 FOR DOCKYARD CONTRACTORS

31. RN Form D3004 is used by Dockyard Commercial Contractors in lieu of MOD Form 650.

MOD FORM 3206: CERTIFICATE FOR ITEMS CONTAMINATED WITH OR POTENTIALLY CONTAMINATED WITH HAZARDOUS SUBSTANCES

32. The form is to be used across defence and by contractors returning materiel for repair, storage, or recall. Instructions for Completion and link to MOD Form 3206.

- a. **Section A: Details of Items Returned.** Enter the NATO Stock Number (NSN), Serial Number (if applicable), Quantity Returned and a brief description of the item. Large numbers of identical small items without serial numbers may be returned under cover of a single MOD Form 3206. Large items of equipment with no serial numbers require a separate MOD Form 3206.
- b. **Section B: Details of Contamination.** Enter details of any contamination or potential contamination and indicate if a Safety Data Sheet (SDS) for each substance listed is attached to the MOD Form 3206. SDSs, where they exist, should be printed off from the Hazardous Stores Information System (HSIS) or obtained from the manufacturer / supplier or Defence HSIS Team and attached to the form. It should be noted that SDSs may not exist for certain contaminants eg. sewage, blood etc.
- c. **Section C: Declaration by Person Returning Contaminated Item.** Enter details of person completing the form.

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d. **General Guidance.** The form is to be completed by the user department (eg. ships staff etc) and passed to the person returning the items for repair, storage or recall, when the items are contaminated or potentially contaminated with hazardous substances. The form is not required for items which normally contain hazardous substances and where these substances will not present a contamination risk during normal handling. The person completing the form should seek advice from a competent authority if they are unsure of the details to be entered in Section B.

**ANNEX A TO CHAPTER 5: RETENTION OF STORES FOLLOWING RETURN
INSTRUCTIONS – LAND ENVIRONMENT ITEMS**

1. **Retention of Stores.** If a unit needs to retain some or all of the items for which disposal instructions are anticipated. The unit is to wait until AF G8618, AF G8883 or AF G8609 is received then do the following:

a. **AF G8618 (Voucher for Surplus Stores Required by Depot).** If the total quantity on the AF G8618 is required, or is no longer available, retain the items and return the document to the PT with an explanation.

b. **AF G8883 (Consignment Voucher for Fit or Unfit Repairable Items):**

(1) If the total quantity on AF G8883 cannot be returned for any reason, the documents must be returned to the initiating agency with a reason for cancellation. Failure to return the AF G8883 for the quantities outstanding will result in continuous output of hasteners to the unit.

(2) If only part of the quantity is returned, a further AF G8883 or fax/signal notification will be generated for the quantity still outstanding. If the outstanding quantity cannot be returned the document should be returned to the Provision Section detailed on the AF G8883, with a reason for cancellation. Failure to return the AF G8883 for the quantities outstanding will result in continuous output of hasteners to the unit. Provision section can be obtained using the DMC query on item of supply information system (ISIS).

(3) Planned Repair items are not to be repaired in unit lines or through local contract without the authority of the owning PT. However, if following the submission of a replacement demand, an AF G8883 has been received and the item which was unserviceable has been repaired, an AF G8621 (Request for Disposal Instructions) is to be completed for the item that has been repaired. The original AF G8883 is to be immediately returned for cancellation to the Provision Section detailed on the AF G8883, endorsed with the Serial No and date of the AF G8621, and annotated 'REPAIRED LOCALLY IN ERROR - PLEASE CANCEL'. Every effort is to be made to prevent any recurrence.

(4) The receipt of two separate AF G8883s or fax/signal call-in notifications for the same carcass indicates that both an application for the return has been made on AF G8621 together with an RFD 1 demand. In this case the unit is to cancel one of the AF G8883 or Fax / Signal call-in notifications by annotating the document: 'PLEASE CANCEL - REQUESTED IN ERROR', cross referencing both the returned and retained documents with the Dues In Identification Number (DIIN). Cancelled AF G8883 or fax/signal call-in notifications are to be returned to the Investigation Cell, PO Box 2, Bicester, OX25 2LD. Where possible, units are to cancel the AF G8883 or Fax / Signal call-in notification generated as a result of applying for disposal instructions.

c. **AF G8621 (Request for Disposal Instructions)** enfaced 'Dispose of in accordance with JSP 886 Volume 3 Part 13'. If the total quantity of the items enfaced 'Dispose of in accordance with JSP 886 Volume 3 Part 13' is required, destroy the document and retain the item(s).

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d. **AF G8609 (Voucher for Surplus Materiel (Stores) not required by Depot).** If the total quantity on the AF G8609 is required, destroy the document and retain the item(s).

e. **Cross-Service Issue Order (CSIO).** If the item quantity is no longer available, the receiving unit and initiating authority must be contacted immediately by the unit nominated in the CSIO, by telephone, fax, or signal, with a notification and explanation of the change.

2. On completion of carrying out the actions for 'Retention of Stores' all units are to conduct a provision review on the items concerned.

CHAPTER 6: MANAGEMENT OF NON-CONFORMING RETURNS FROM UNITS (NCRU)

INTRODUCTION

1. A Non-Conforming Return from Units (NCRU) is a deficiency with packaging, labelling, paperwork, process or other shortfall which requires rectification before an item can be processed adequately by the Logistics Services (LS) depot through the relevant part of the Support Chain.
2. As well as causing additional work and costs to be incurred by LS depots to rectify a NCRU, the potential delays caused by the inability to process certain items of materiel can have a direct impact on operational effectiveness and the ability of LS to meet their timeline targets for processing receipts. Therefore, a robust NCRU management and reporting process is essential to ensure that the level of non-conformance is measured and reported to enable rectification action to be taken by the returning unit or their representative, and to influence changes in both training and culture. Figure 8 contains a list of what constitutes a NCRU that are to be used for reporting and the actions to be taken by LS. The NCRU failure codes align with those used for Trade NCRs where possible

POLICY AND IMPLEMENTATION

3. It is MOD policy that:
 - a. All items of materiel returned by Units to LS depots are presented in a satisfactory state, with correct documentation and proper authorisation to enable prompt and efficient processing through the Reverse Supply Chain (RSC) in accordance to the instruction within this document.
 - b. Specific categories of non-conformance (see Figure 8) are to be rectified by the returning Unit, or an alternative unit specified by the relevant higher authorising TLB.
4. This policy applies to MOD Units who return items, LS Depots who process returns from MOD Units, and the Project Teams (PTs), Front Line Commands (FLCs) and any other TLBs (eg Centre) who have responsibility for directing the actions of Units when returning items.
5. The mandatory implementation of the NCRU process is currently restricted to materiel being presented for return to LS depots. Other MOD locations who deal with items returned from Units (eg Naval Base Returns Facilities) are encouraged to adopt this process where possible, with consideration given to any existing commercial logistic support contracts.

PROCESS

6. When a NCRU is identified the LS depot will decide, in accordance with Figure 8, what action is to be taken to resolve it. The action to be taken when a NCRU has been identified is dependant on the specific reason for the non-conformity and the impact on LS. These actions fall into the following categories:
 - a. **Accept.** LS will accept the NCRU and take any rectification action required.

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b. **Liaise.** LS will liaise directly with the Units, FLCs or PTs regarding the NCRU. Where appropriate this may include the submission of Quality Observation Reports (QORs). Where it is identified that a specific unit has submitted multiple NCRs of a particular type, a single consolidated QOR is to be raised by LS to bring the matter to the attention of the Unit's Chain of Command. This QOR will allow the Unit to target the underlying reasons for failure, particularly where personnel failings are apparent.

c. **Return (to Unit).** LS will return the NCRU to the relevant accounting unit for rectification, indicating the reason for non-conformance. The exceptions are:

(1) Weapons and Munitions.

(2) Medical Supply Items.

(3) Hazardous Items.

(4) Where movement would result in the use of a strategic or commercial Coupling Bridge. RN Ships, Submarines and Maritime units designated as Force Designator 1, and operating outside of UK Territorial waters, are considered as operational and will use a strategic or commercial Coupling Bridge. RN Units in UK territorial waters which are also designated for high readiness contingent tasking, such as TAPs or FRE, are also considered operational.

d. **Discrepancies.** Discrepancies (DRs) are to be dealt with in accordance JSP 886 Volume 4 Part 10: Discrepancies.

7. When a Stores Issue Voucher (SIV) from a Unit covers multiple items, any single instance of non-conformance within the items listed on the SIV will result in the entire contents of the SIV being deemed as non-conformant, ie. LS will not split the contents of an SIV and will not accept and account for the conforming elements.

8. NCRUs being returned to Units will be returned on the next routine transport for that Unit. However, the return of NCRUs will not be given precedence for transport over forward supply items; only 'spare' space in routine transport will be utilised for NCRUs that are being returned from LS to Units.

9. If an NCRU is identified to have come from a Unit that has closed down or been decommissioned, and the receipt code is such that return to Unit (or Unit action) is required for rectification, LS will consult with the FLC (or other TLB) to nominate an alternative unit or identify the account custodian to deal with the NCRU.

MATERIEL ACCOUNTING

10. Items deemed non-conforming by LS and returned to the relevant Unit with relevant documentation (in accordance with the codes and actions at Figure 8), will not be subject to any materiel accounting procedures at LS. They will remain on the account of the returning Unit until rectified by the Unit and re-transited to LS in a conforming state.

TIMELINES

11. As stated, items received by LS from units will be assessed by LS staff for conformity to the Returns policy. From an item's arrival at the LS depot, LS will work to a target time of 25 working days (or 35 calendar days) to identify any non-conformance, allocate a

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receipt code in accordance with Figure 10, and raise the relevant non-conformity documentation if required ('Rejection of Returned Stores' forms - see Figure 6 and Figure 7). The Rejection of Returned Stores forms will include details of the non-conformance (receipt code and failure description), a unique warehouse number and a specific point of contact within LS for that NCRU.

Figure 6: LS G0021a: Rejection of Returned Stores from Units

LS g 0021a	
Warehouse Reference Number: RSG-NCD/0001	
To: UIN Unit Title Unit Address	From: Site Warehouse Contact Number <div style="text-align: right;">Date</div>

REJECTION OF RETURNED STORES FROM UNITS

Reference: JSP 886 Volume 2 Part 1 and LS NESBS Policy for Non Conforming Returned Stores

Thank you for the recent consignment of returned stores. In accordance with the subject policy the item below has been rejected for the following reason:

Issue Voucher	DMC / SMB	NSN	Failure Description
123456	A1	1234 99 123 4567	AF G1033 only received

Comments

Unauthorised return.

This material has been returned for your action. All materiel must be rectified before resubmission to LS. Please note that this rejection has been recorded and will be used for trend analysis which will be forwarded to HQ Navy / Army / Air and may result in the raising of formal Customer Complaints / Quality Occurrence Reports in the future.

12. For items that are returned to Units by LS, no deadlines will be imposed for the Units to re-transit the item back to LS. However, certain items may have PT-imposed time requirements; in such cases it is a Unit responsibility to contact PTs and ascertain any time/date targets for rectification and re-transit to LS. The only exception to this is for NCRUs that require draining / venting. Units are to contact LS as soon as possible; rectification (ie draining / venting of the item(s)) is to be completed within 10 days of receiving the 'Rejection of Returned Stores' form.

Figure 7: LS G0021b: Notification of Quarantined Stores – Items Require Draining/Venting

LS g 0021b	
Warehouse Reference Number: RSG-NCD/0001	
To: UIN Unit Title Unit Address	From: Site Warehouse Contact Number <div style="text-align: right;">Date</div>

NOTIFICATION OF QUARANTINED STORES FROM UNITS – ITEMS REQUIRE DRAINING / VENTING

Reference: JSP 886 Volume 2 Part 1 and LS NESBS Policy for Non Conforming Returned Stores

Thank you for the recent consignment of returned stores. In accordance with the subject policy the item below has been rejected for the following reason:

Issue Voucher	DMC / SMB	NSN	Failure Description
123456	A1	1234 99 123 4567	Item contains fuel and/or lubricants

Comments

Unauthorised return.

This material has been returned for your action. All materiel must be rectified before resubmission to LS. Please note that this rejection has been recorded and will be used for trend analysis which will be forwarded to HQ Navy / Army / Air and may result in the raising of formal Customer Complaints / Quality Occurrence Reports in the future.

Rectification is required by: **DD-Mmm-YY**

RECORDING AND REPORTING

13. LS are to maintain a record of NCRUs and the action taken. This is to be made available to FLCs and OCs (and other applicable TLBs) on a monthly basis for the following purposes:

- a. **LS.** To determine the percentage of all Unit receipts that are non-conforming against total receipts.
- b. **FLC / TLBs / OCs.** To monitor the percentage of NCRUs and monitor trends to identify shortfalls in training or target specific units which continuously fail to comply.

14. Where there are disagreements over the NCRU classification and/or no agreement can be reached as to where any fault may lie, the final decision is to be made by SCM SO2 Supply Policy Development 1, keeping LS Non-Explosive Storage Business Stream and the respective FLC / TLB informed.

COMPLETION

15. The NCRU process is considered to be completed when the NCRU item is rectified and taken on account by LS or disposed of in accordance with disposal policy or PT instructions.

Figure 8: Non-Conforming Returns from Units (NCRU) – Receipt Codes, Definitions and LS Actions

Receipt Code	Code Description	Definition	Action to be Taken by LS
LZ	IIN lacks lead zeros	Due to MJDI system problems, the IIN on a voucher or certificate lacks the leading zeros.	ACCEPT
CN	Incorrect NSN	Stores NSN does not match the NSN on the paperwork.	RETURN
PQ	Incomplete PPQ	The received item is not a multiple of its PPQ ie. 10 items received in 1 packet where the PPQ is 50.	ACCEPT
ER	Technical Examination Required	Item referred to technical staff as it is suspected that the condition on the units voucher and/or MOD Form 731 or MOD Form 3910 does not match the item condition.	ACCEPT
IL	Not Labelled	The product is not labelled with the NSN, short item name, quantity & batch number (where required).	RETURN
IM	Incorrect MATCON	The units voucher states 1 condition and the MOD Form 731 or MOD Form 3910 states another.	RETURN
MN	Mixed NSN	The stores received have multiple NSNs, but the unit's voucher only covers 1 NSN.	RETURN the incorrect items DR to be raised for the other item
NC	Non-Codified Item	The items received are not codified; they have no NSN.	LIAISE with Unit and PT
ND	No Dues-In	The receipt has no dues in (applicable to planned repair receipts and ex loan materiel only).	ACCEPT
NE	No Engineering Record Card	No equipment engineering record card received where the warehouse management system advises one is required.	RETURN – Air-managed Items LIAISE – all other FLCs
CL	No Cert of Conformity / Test Certificate	No test certificate or certificate of conformity received with stores where the warehouse management system advises one is required.	RETURN
NP	No Paperwork	No units voucher received from a known unit.	RETURN
SE	Shelf life expired on receipt	Shelf life expired on receipt.	LIAISE with PT
OP	Out of PPM life	Equipment has been received out of PPM life.	RETURN – Air-managed items only

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Receipt Code	Code Description	Definition	Action to be Taken by LS
CD	Incorrect Serial Number(s)	The serial number stated on the units voucher differs from the serial number received.	DR to be raised
UA	No MOD Form 731	P or L class item is not in original manufacturers packaging and no MOD Form 731 has been received.	RETURN
UB	Incomplete MOD Form 731	The MOD Form 731 has been incorrectly completed or there are insufficient individual MOD Form 731s.	RETURN
UC	No MOD Form 3910	C class item not in original manufacturers packaging are and no MOD Form 3910 has been received.	RETURN
UD	Incomplete MOD Form 3910	The MOD Form 3910 has been incorrectly completed.	RETURN
UF	R2 Equipment Returned to Depot	The items are vouched or the MOD Form 731 states the items have been returned as R2.	LIAISE with PT
UG	No STC Received	The item has not been returned in an STC. System states an STC is required.	LIAISE with PT
IB	Incorrectly Backloaded Unit Return	Land managed items backloaded on RAF/Navy unit voucher only.	RETURN
IU	Backloaded to incorrect UIN	The receipt has been backloaded to the incorrect UIN	RETURN
LR	L Class repairable returned	The items are L class and have been returned R2, R3 or R4.	LIAISE with PT
UN	No paperwork from an unknown unit	No paperwork from an unknown unit.	ACCEPT
IP	Incorrect / inadequately packed	The item is received inadequately packed i.e. it is highly likely that the item could have experienced damage in transit or could experience damage whilst in storage.	DPR to be raised (LIAISE)
DG	Not packaged IAW with Dangerous Goods Regulations	The equipment is hazardous for movement and/or storage and have not been labelled or packed IAW Dangerous Goods Regulations.	DPR to be raised (LIAISE)
FL	Items contains fuel and or lubricants	The equipment contains fuel and/or lubricants that should have been decanted	LIAISE with Unit/FLC (request Unit to rectify)
CB	Equipment contains batteries	The equipment contains batteries that should have been removed.	ACCEPT
MA	AF G1033 only received	The unit has returned the stores with an AF G1033 only.	RETURN
PR	AF G8883 not on outside of box	The AF G8883 has not been attached to the outside of the box	ACCEPT
IQ	Incorrect Quantity - Deficiency	The quantity on the unit voucher is more than what has been received	DR to be raised
NS	Incorrect Quantity - Surplus	The quantity on the units voucher is less than what has been received	DR to be raised
CS	Incomplete to CES	Item incomplete to CES check with no stated deficiencies	DR to be raised
LN	No ISPM Wood used	Wood that is not ISPM 15 compliant has been used to package/transport the equipment	ACCEPT
IV	Incorrect paperwork	Item received without the correct paperwork ie no GEO (MJDI Form U050, AF G8883, AF G8618 etc.	RETURN
JS	Materiel received on original SIV (LS AF G8614A)	Materiel received on original SIV (LS AF G8614A)	RETURN
Note: If the action is detailed as RETURN, this means LS will return to units in UK/NWE where use of an operational or commercial coupling bridge is not required. This will not include ships operating in Europe (outside of RN base ports), or any units deployed on operations. In such cases, LS will accept the NCRU and inform the Unit/FLC as appropriate.			