



# SUPPLY ADMINISTRATION MANUAL

Director General Materiel Systems and Supply Chain / Director Materiel Policy and Procedures (DGMSSC/DMPP) under the authority of the Assistant Deputy Minister Materiel (ADM(Mat)) publishes the Supply Administration Manual (SAM) A-LM-007-100/AG-001, the definitive source for Department of National Defence supply management policy, processes and procedures.

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For any questions, please contact MA&S Service Desk ([MASSD.CSASM@Forces.gc.ca](mailto:MASSD.CSASM@Forces.gc.ca)).

# LATEST AMENDMENTS

Date	Supply Topic	Location	Keyword or phrase
Dec 2019	Materiel re-identification authorization	2.3 Materiel Identification, para 2.28	“by the LCMM/TA” were added to clarify who has authority to request materiel re-identification for stock merge, cancelling an NSN, converting PSCN to NSN, or converting MPN into NSN.
Dec 2019	Materiel re-identification at Clothing Counter	2.3 Materiel Identification, para 2.29	Major change to the para 2.29. The most notable change is that the 10% variant of the moving average price for materiel re-identification at clothing counter is no longer a policy.
Dec 2019	Materiel re-identification Transaction/Report	2.3 Materiel Identification	DRMIS Transaction/Report TCodes added.
Dec 2019	Selection of free goods (Purchase Order)	3.1 Procurement and Acquisition	Addition of a new para 2.10 reference to policy of selection of free goods.
Dec 2019	All	3.2 Materiel Requisition	Complete review of the chapter
Dec 2019	Discrepancy report	4.1 Receipts	Minor changes; para 2.49, para 2.53 d) ii a) and para 3.2 description t-code amendments
Dec 2019	Immediate action and stocktaking file Annex A investigation form	4.3 Stocktaking	Minor changes; para 2.20, para 2.22, para 2.33 deleted b) no use for it because we mention it in g) Annex A; deleted the signature and name at the bottom and added info that this form is a guide only, not an official form.
Dec 2019	Long Term Storage	6.1 Materiel in Depot Custody	Policy changed ref Long Term Storage for Depots (para 2.54 to 2.57)
Dec 2019	Sloc for Centrally managed materiel held at contractor facilities	6.3 Government Owned Materiel at Contractor custody, para 2.43	Added sentence to clarify para. “A stocking storage location (Sloc) will be created in the Materiel Management System of Record and centrally managed materiel held at contractor facility will be accounted in that Sloc.”
Dec 2019	GFI issue to a loan	6.4 Loan, Process Flow Charts	Process Flow Chart “EP 54 Issue GFI (Publication, etc.) to a Loan”

Date	Supply Topic	Location	Keyword or phrase
			was rescinded. GFI issue to a Loan is included in Process Flow Charts “EP54 Issue to a Loan via DFPS”.
Dec 2019	Process flow	7.4 Calibration	Complete revision with related process flow.
Dec 2019	Disposal activity	8.1 Disposal, para 2.3	Added sentence to specify that Disposal activities are processed through SSO R&D section.
Dec 2019	DS and DP	8.1 Disposal, para 2.25	Para 2.25 (a) (b) (c) were amended to clarify when a DS and DP is required and when items have to be BOC.
Dec 2019	Compliance	8.1 Disposal, para 2.27 a.	Stock Codes for disposal shall be entered in the Object link of the DIR type “DSP”.
Dec 2019	End of Life(EOL)	8.1 Disposal, para 2.67	New para added. EOL promptly returned to R&D and must be accounted in Disposal Sloc.
Dec 2019	Compliance	8.1 Disposal, para 2.74	Entire para was rewritten and new compliance points were added
Dec 2019	DRMIS Transaction/Report TCodes	8.1 Disposal, para 3.2 and 3.3	TCodes added
Dec 2019	Items not referred to GCSurplus	8.1 Disposal, Annex B – Appendix 27 – Items not referred to GCSurplus, para 2	Following sentence was removed: ” However, if a base/wing/unit has a buyer for the scrap, it may be sold by the base/wing/unit if its value is less than \$100 and the proceeds forwarded to GCSurplus.”
Dec 2019	DIR Document Statuts	8.1 Disposal, Annex F – Document Info Records (DIRs)	Additional info added to define Pre-Release (PS) and Active (AC) Status for a CV01N.
Dec 2019	Ammunition definition	9.2 Ammunition and Explosives, para 1.4 d	Definition amended
Dec 2019	DND 2287 used for ammunition requisition	9.2 Ammunition and Explosives, para 2.17	DND 2287 is now mentioned in the para.
Dec 2019	A&E going for Disposal	9.2 Ammunition and Explosives, para 2.48	New para, A&E going for Disposal to be accounted in a Disposal Sloc.
Dec 2019	Compliance	9.2 Ammunition and Explosives, para 2.130 b	Sentence amended to state that issue are done in DRMIS and technical data updated in AIMS.
Dec 2019	Overage action for clothing and equipment	9.3 Clothing and Personal Equipment	Addition of new para 2.33 “Overage”.

Date	Supply Topic	Location	Keyword or phrase
Dec 2019	EMR,AMR, and Capital Assets	9.5 Controlled Equipment	1.3 Capital asset...EMR and AMR linkage 2.9-2.10 Info about Trailer purchase New EP: Purchase of Trailer Direct with Trade [Capital Asset] 2.11-2.12 Info about EMR deactivation when removed inventory.
Dec 2019	New Fuel EPs	9.8 Fuel Management	3.1 Process Flows: EP 26 National F&L Call-up S. Offer EP 28C Issue Av Fuel to AC EP 28D Issue fuel to Non DND AC
Dec 2019	Lubricants	9.10 Lubricants	Minor amendment to Pub reference para 2.14
Dec 2019	High Priority Requisitions (HPR) – After Normal Working Hours	9.12 Publications and Classified Documents, para 2.21	New sub-section added for HPR – After Normal Working Hours, including Pubs Depot POC.
Dec 2019	TASERS-Transport and shipment	9.14 Small Arms	Minor amendment to refs. in para. Annex A, TASERS, para 1.7

# AMENDMENT HISTORY

Date	Supply Topic	Location	Keyword or phrase
Aug 2019	Materiel Manager	2.4 Materiel Forecasting and Planning	Para 2.2 (last sentence) Old sentence: Normally this function is carried out jointly by a SM. New sentence: Normally this function is carried out jointly by a LCMM and SM.
Aug 2019	Migration agreement Template can be replaced by emails	2.5 Transfer of Materiel Responsibility	(Added) Annex B Para 6 The Migration Agreement Template can be replicated on an email at the discretion of the organisation. The email chain must contain all information from the template and email acknowledgement from losing and gaining TA/SM will represent the signature. Para 2.6c. Compliance Emails equivalent to the Transfer or migration agreements is acceptable
Aug 2019	Transaction Codes and Reports	2.5 Transfer of Materiel Management Responsibility	Para 3.2 and 3.3 DRMIS T-Code added
Aug 2019	Account Assignment & Compliance	3.1 Procurement and Acquisition	AA Blank, A, K in table addition and amended and added a compliance paragraph.
Aug 2019	DND 2227, STO and DRMIS Report	3.2 Materiel Requisition	New paragraphs description and purpose of DND 2227 (2.2 to 2.7); New para on STO to depots (one item per STO) ; Addition of one DRMIS report.
Aug 2019	All	4.1 Receipts	Complete review of chapter
Aug 2019	Stocktaking File and minor change in terminology	4.3 Stocktaking	Addition of a paragraph on Stocktaking file and what is require in the file; minor changes in terminology.
Aug 2019	Definition amendments, added policy ref personal insurance process	4.4 Materiel Adjustments, write-offs and Financial Reporting	Amendment to definitions; addition of a NOTE for overage subject; amendments para 2.11-2.12 + NOTE; addition in CF152 reporting frequency + minor amendments;

Date	Supply Topic	Location	Keyword or phrase
	(MLR), table of scenario as a guide		Amendments and addition of MLR para 2.28 to 2.36, personal insurance and scenario table as a guidance; addition under Compliance; Annex A addition of a NOTE for reason code 7001.
Aug 2019	Acronym minor amendment	4.6 Disposition of Excess and Dormant Stock	Para 2.5 minor amendments
Aug 2019	New	6.1 Materiel in Depot Custody	New chapter
Aug 2019	VCDS Letters	8.1 Disposal	Para 2.18 (added note) NOTE: The VCDS Letter - Request for Declaration of Surplus is produced by the Environmental Chief of Staff (ECS) in coordination with the Equipment Management Team (EMT) and DSCO 7 Disposal, Sales and Artefacts. It is imperative that the EMT and DSCO 7 are consulted to help identify what materiel will be in scope for Disposal.
Aug 2019	Stock Type Code	8.1 Disposal	Para 2.19 Table 2 Stock Type "G" (Addition): Cross Plant DRMIS transactions can be done under this Stock Type. Stock Type "D" (Addition): -Material is to be moved into a R&D Sloc -Cross Plant DRMIS transaction is not possible.
Aug 2019	Declaration of Surplus	8.1 Disposal	Para 2.25 rewritten. DS is required for all locally materiel offered through GC Transfer and/or GC Surplus.
Aug 2019	Toxic products (Asbestos) subject to additional restrictions	8.1 Disposal	Added Para 2.39 Disposal methods for restricted toxic products such as Asbestos are subject to additional restrictions. DND shall adhere to those restrictions in all cases. Annex B - Appendix 5 "Asbestos/Product containing

Date	Supply Topic	Location	Keyword or phrase
			Asbestos” of this chapter provide the references on disposal of Asbestos/Products containing Asbestos.
Aug 2019	Disposal Plan	8.1 Disposal	Para 2.52 rewritten. DP is required for all locally materiel offered through GCTransfer and/or GCSurplus.
Aug 2019	End of Life	8.1 Disposal	Para 2.66 (last sentence amended) LCMM may decide to create a Disposal Plan for certain material.
Aug 2019	Locally Managed Materiel Disposal Amplification	8.1 Disposal	Para 5. rewritten DS (CF 1303) and DP (DND 4001) is required for all materiel offered through GC Transfer and/or GC Surplus.
Aug 2019	Computers for Schools	8.1 Disposal	Annex B–Appendix 13 (added para 3) Regardless of the condition, either complete or there are components missing, all personal computer and associated equipment shall be offered to the Computer for School. Components will be used by the Computer for School to refurbished computers and associated equipment.
Aug 2019	Items IM Code 4P require authority for local purchase	9.2 Ammunition and Explosives	Para 2.16 (last 2 sentences added) For ammunition items identified with IM Code 4P, ADM (Mat)/DAEME authority has been granted for local purchase of these items as long as the purchase request is approved by a 2nd or 3rd line Ammunition Facility. No reference to ADM (Mat)/DAEME is required in this situation. Requests for purchase of ammunition that is not IM Code 4P, or have not been approved by a 2nd or 3rd line Ammunition Facility, shall be returned to the requestor with direction to follow the authorized policy above.

Date	Supply Topic	Location	Keyword or phrase
Aug 2019	Ammunition classified as Self-Contained	9.2 Ammunition and Explosives	Para 2.53 Added List of Ammunition classified as Self-Contained added.
Aug 2019	Empty ammunition containers return from Ex in USA, or from deployed Ops	9.2 Ammunition and Explosives	Para 2.95 and 2.96 Added Empty ammunition containers return shall be palletised without markings showing and placarded 'EMPTY CONTAINERS'
Aug 2019	Ammo recovered from Amnesty boxes	9.2 Ammunition and Explosives	Para 2.121 T-Code MIGO 202 to be used to BOC
Aug 2019	DRMIS T-Code	9.2 Ammunition and Explosives	Para 3.2 Table, T-Code added MIGO Mvt code 202 Unforecasted receipts of ammunition and salvage
Aug 2019	Rewording of the types of Survival Combat Rations	9.4 Combat Rations	Para 2.3c. Changes in the name description
Aug 2019	Copy of Mountain Cold Weather Ration menu available from SJS J4 Food Svcs	9.4 Combat Rations	Para 2.4 Sentence added with Email address.
Aug 2019	Combat Rations storing temperature	9.4 Combat Rations	Para 2.24 "other than 7 C and greater than 24C" was replaced by "greater than 24C"
Aug 2019	Feeding plan require to avoid waste of combat rations	9.4 Combat Rations	Para 2.28 Entire para rewritten.
Aug 2019	Temperature to store combat rations and issue	9.4 Combat Rations	Para 2.29 Sentence added to the para. The rations that have been exposed to temperatures outside of the 7C - 24C range must be issued prior to other rations that have been stored at the ideal storage temperature.
Aug 2019	Reporting of Time Expired Combat Rations	9.4 Combat Rations	Para 2.35 Sub para a & b Removed Para 2.36 added For Base Supply 2nd line holdings, the completed form must be sent to the SM DLP 6-3-5-1 six (6) months prior to the expiry date of stocked combat rations. While awaiting the

Date	Supply Topic	Location	Keyword or phrase
			<p>decision, those combat rations can still be issued as long as they are consumed prior to the original expiry date.</p> <p>Para 2.37 Address to return sample removed</p> <p>Para 2.38 The word “conservation’ replaced by “extension”</p>
Aug 2019	Deteriorated combat rations	9.4 Combat Rations	<p>Para 2.41 sub para a &amp; b Removed</p> <p>Para 2.45 &amp; 2.51 Marking label changed from “DO NOT USE OR DESTROY” to “RETAIN – DO NOT CONSUME”</p>
Aug 2019	Storage condition compliance	9.4 Combat Rations	<p>Para 2.56 f. Protect from extreme “temperature” conditions.</p>
Aug 2019	Forms for reporting	9.4 Combat Rations	<p>Annex A, C, D and E Minor changes to the forms for the Meal type: Menu A (Breakfast), Menu B (Lunch) Menu C (Supper) And added example</p>
Aug 2019	EMO	9.5 Controlled Equipment	EMO...defined
Aug 2019	Lubricants	9.10 Lubricants	New chapter
Aug 2019	Long Term Storage	9.14 Small Arms	Removed and migrated to Chapter 4.3, Stocktaking.
Aug 2019	Self-contained weapon system	9.14 Small Arms	Definition amended
Aug 2019	Tasers	9.14 Small Arms	New Annex on Tasers
Apr 2019	Support relationships	1.3 Supply Overview	Para's 2.11 to 2.13: Information added about integral and lodger units
Apr 2019	Supersession	2.1 Acct Structures	New Annex B Supersession of Log/Sup O.
Apr 2019	Material forecasting and Planning	2.4 Material Forecasting and Planning	New Chapter
Apr 2019	T-codes and reports	3.1 Procurement and Acquisition	Account Assignment table minor amendment DRMIS T-codes and reports list

Date	Supply Topic	Location	Keyword or phrase
Apr 2019	T-codes and reports QD Message/ DIRs	3.2 Materiel Requisition	Para 2.52 minor amendment DRMIS T-codes and reports list Annex A – Deletion of DIRs QD message policy/process completely changed.
Apr 2019	T-codes and reports FCA Goods Receipt	4.1 Receipts	MIGO 109 FCA new addition DRMIS T-codes and reports list
Apr 2019	T-codes and reports	4.2 Issues	DRMIS T-codes and reports list
Apr 2019	Stocktaking	4.3 Stocktaking	Para 2.5 & 2.6 minor amendments DRMIS T-codes and reports list
Apr 2019	Amendment T-codes and reports	4.4 Materiel Adjustment, Write- offs and Financial Reporting	Para 2.5 minor amendments DRMIS T-codes and reports list
Apr 2019	T-codes and reports	4.6 Disposition of Excess and Dormant Stock	DRMIS T-codes and reports list
Apr 2019	Requisitions	5.1 Mission Support	Non-Emergency Requirements during Deployment
Apr 2019	Parts removed from DND owned equipment	6.2 Contractor Owned Material in DND Custody	Acronym COM (Contractor Owned Materiel) replaced with COGC M (Contractor Owned Government Custody Material). Few changes through the chapter to support that Material removed from DND owned equipment belong to DND and will be BOC in a valuated Plant/Sloc and it is not returned to the contractor.
Apr 2019		8.1 Disposal	Annex B – Special Disposal Instructions: Organisation to contact was changed as follow:           Added: DMPP 7 Deleted: IMMRP Review of Annexes: Annex B – Appendix 3 – Ammunition, Explosives, Salvage and Associated Scrap New Annex C Appendixes (see below) : Annex C - Disposal of Ammunition, Ammunition Salvage, Munitions and Non-Munitions Scrap

Date	Supply Topic	Location	Keyword or phrase
			Appendix 4 Expanded Cartridge Cases Appendix 5 Scrap Metal Appendix 6 Scrap Plastic Appendix 7 Scrap Contaminated Appendix 10 Local Disposal of Packaging Materiel. Appendix 13 Images. Appendix 14 Terms and Conditions for Sale of Scrap Existing Appendixes were reorganized
Apr 2019	Ammunition	9.2 Ammunition and Explosives	Complete review of chapter
Apr 2019	General review	9.2 Ammunition and Explosives	New Section: “Ammunition Reservation for Contingency and Missions”. Section moved: “Local Disposal of Packaging Materiel” section was moved to SAM Chap 8.1 Disposal Annex C Appendix 10. Amendment to Section: “Ammunition Recovered from Amnesty Boxes” a few para added. Amendment to Section: “Disposal of Ammunition, Ammo Salvage, Munitions Scrap and Non-Munitions Scrap” some para were removed and para 2.125 is directing reader to SAM Chap 8.1 Disposal Annex C. Annex B – Appendix 1 – Ammunition Salvage List Stock Code 20-A0G-3173 Expended Cartridge Actuated Devices – Added to the list Annex C – DRMIS Mapping for WM A&E Tables 3 -Description of TICs for use AIMS was revamped. New Annex: Annex D – Stock Codes for SAA Recovered from Amnesty.

Date	Supply Topic	Location	Keyword or phrase
Apr 2019	Contamination	9.3 Clothing and Personal Equipment	New para added 2.98 & 2.99 Clothing contamination
Apr 2019	Responsibility table	9.8 Fuel Management	Para 1.4 New bullet ECS
Apr 2019	Authority Table	9.9 Hazardous Materiel	Addition of ADM(IE) in the authority table
Apr 2019	Road map	9.12 Publications and Classified Documents	Annex A New Publication Road Map Available in French
Apr 2019	Definitions	10.1 Glossary	Definitions added, Integral and Lodger Unit
Apr 2019	IM Advisory	10.2 Table Codes	New Comment 1B – Item Under Review for Surplus 1E – Item Subject to Special Procurement Modified Comment 1F – Insurance Item
Apr 2019	SCHC	10.2 Table Codes	Updated description and comments From: P – PCB See HMRA To: P – Prohibited/Regulated
Apr 2019	Stock Class	10.2 Table Codes	Removed all reference to the \$1000.00 criteria
Apr 2019	Accountable Materiel	10.2 Table Codes	Removed the \$1000.00 requirement for items to be identified as Accountable; IM Advisory Codes – modified 1R.
Apr 2019	IM Advisory code	10.2 Table Codes	1R- Description and comments completely changed (QD)
Apr 2019	MIMS	10.3 Acronyms and Abbreviations	Removed MIMS term: ROB.
Dec 2018	MA	2.2 Materiel Authorization	Para 2.31 Removed MIMS terminology
Dec 2018	Responsibility Table	2.3 Materiel Identification	Para 1.8 Responsibility Table ‘ensuring that proper cataloguing information is provided to the RCO when a MI is created’ is added to the responsibility of the Technical Authority / Life Cycle Materiel Manager (TA/LCMM)
Dec 2018	Reason codes	3.1 Acquisition and Procurement	Amendments to the reason code table and prohibited use of MIGO 501/502 table

Date	Supply Topic	Location	Keyword or phrase
Dec 2018	Unauthorized transaction subject under compliance paragraph	3.2 Materiel Requisition	Added a para ref access to DRMIS being revoked
Dec 2018		4.2 Issues	Entire chapter revised & changed
Dec 2018	MLR, Definitions, information related to DOA and Temp loan DND 638	4.4 Materiel Adjustment, Write offs and Financial Reporting	Added definitions (and information) for DOA signatures; CF 152 scanned copies; Addition of paragraph ref fire/theft responsibility and also ref DND 638 and MLR
Dec 2018	Mission related CF 152	5.1 Mission Support	Para 2.33b amended: Original or scanned signed copy of CF 152
Dec 2018		6.3 Government Owned Materiel in Contractor Custody	****New chapter****
Dec 2018		7.1 Repair and Maintenance of Materiel	Para 2.22 Re-allocation of In Service Materiel
Dec 2018	MLR	9.3 Clothing and Personal Equipment	Added para ref MLR (added the MLR table from the chapter 4.4), signature on the IA and MLR
Dec 2018	Combat Ration	9.4 Combat Rations	<p>Para 1.6 Responsibilities Tables: Supply Officer (or equivalent Logistics Officer) and Supply Section were amalgamated to read “Supply Officer (or equivalent Logistics Officer) / Supporting Supply Organization (SSO)”</p> <p>Para 2.35 b. Base Supply: To the Supply Manager for the NCRP one month prior to the expiry date in time to be redistributed or receive a Shelf life extension.</p> <p>New Annex F added to the chapter</p>
Dec 2018		9.5 Controlled Equipment	Para 1.21 Re-allocation of In Service Materiel
Dec 2018		SAM	DND 2354 Bulk POL form. No longer used. Removed all reference from the SAM

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# INTRODUCTION

- 1.1 Introduction to the Supply Administration Manual
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# 1.1 INTRODUCTION TO THE SUPPLY ADMINISTRATION MANUAL

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## Overview of the Defence Supply Chain

- 1.1 The Defence Supply Chain (DSC) has replaced the Canadian Forces Supply System (CFSS). The term DSC better describes the supply business and with whom we do business and interact - the entire Department of National Defence and the Canadian Armed Forces (DND/CAF). The name DSC clearly indicates that we serve all customers within DND that rely on the supply system for materiel support to perform their duties. In addition, the term DSC is meant to clarify the inclusiveness of all elements within the supply system such as; the Community of Practice (CoP); the assets; the management framework; policy and procedures; the training, as well as the Materiel Management System of Record.
- 1.2 The supply system has dramatically evolved into the DSC over the past few years. Its current Materiel Management System of Record is one of the five components of the Defence Resource Management Information System (DRMIS), the departmental Enterprise Resource Planning (ERP) solution. The former CFSS software tool and Materiel Management System of Record, Mincom Information Management System (MIMS), is now obsolete. In this transition, the Supply Administration Manual (SAM) has replaced the former Canadian Forces Supply Manual (CFSM).
- 1.3 In the DSC, we have also made some changes to the way we conduct supply business. For example many customers are now able to submit their own requirements using DRMIS, materiel requests do not need to go through a supply section or customer services for input any more. However once input they may still be subject to approvals based on Item Management Advisory codes and/or release strategies.

## Supply Administration Manual

### Introduction

- 1.4 The aim of the Supply Administration Manual (SAM) is to provide one document offering policy, process and procedures to guide DND/CAF Supply CoP.

### Organization within the Supply Administration Manual

- 1.5 In the past, The DND/CAF Supply CoP has been guided by a variety of publications. As a result of the imminent termination of the Mincom Information Management System (MIMS) as the Materiel Management System of Record, the Canadian Forces Supply Manual (CFSM) required significant revision. The SAM, A-LM-007-100/AG-001, was released in late 2013. This new document isolates policy from processes and procedures which were then updated to reflect the Defence Resource Management Information System (DRMIS) as the Materiel Management System of Record while modernized with recent organizational changes.
- 1.6 The SAM has been organized to reflect a structure that combines Materiel Acquisition and Support (MA&S) processes of Acquire, Support and Dispose; and the Supply Chain

Operations Reference (SCOR) model processes of Plan, Source, Make/Maintain, Deliver, and Return. The manual is live and is constantly being reviewed and updated.

1.7 Within each chapter there are three parts:

- a. **Policy.** A policy is an instrument to provide clear direction to departments on how to orient activities towards the achievements of results. It represents formal direction that will impose specific responsibility and within the Department;
- b. **Processes.** Process is the formal instruction or direction that obliges the department to take (or avoid) specific action. Directives explain how the department must meet the policy objective; and
- c. **Procedures.** A procedure is a set of functional measures and standards for department wide use. It reflects the standards used, specifies a Materiel Management System of Record, and provides detailed information on how the department and the CoP are expected to conduct certain aspects of their duties.

## Reference

1.8 This manual is organized by subject, chapter, section and paragraph in order for the reader to identify the life cycle stage of the topic of their choice and easily differentiate between policy, process and procedure. Within this manual, all references to other portions of the manual will cite the chapter number and title along with the paragraph number. Within the chapter number the section is identified by the whole number, while the whole number of the paragraph indicates the part. For example, if referring to para 1.22b in the Supply Overview chapter, this would appear in the manual as Chapter 1.3 Supply Overview para 1.22b.

## Questions and Feedback

1.9 The Office of Primary Interest (OPI) of this manual is mandated to continually review and maintain its contents ensuring its currency. To assist in this endeavour, suggestions for change should be sent to the [MA&S Service Desk](#).

# 1.2 SUPPLY OVERVIEW

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## POLICY

### Aim

- 1.1 The aim of this chapter is to provide an overview of the Department of National Defence (DND) and the Canadian Armed Forces (CAF) Defence Supply Chain (DSC). The DSC is from beginning to end supply functions housed within the National Defence Organizations, other government Departments and industry to deliver materiel sustainment to the Canadian Armed Forces. The key activities of the DSC are: Materiel Planning, Acquisition, Materiel Management, Custody, Repair and Maintenance and Disposal.

### Context

- 1.2 The DSC is mandated to meet the requirements as provided in Legislation, Governmental Direction, and Departmental Direction. As such, there are a series of fundamental documents that are followed. These are listed below and further clarified in the following chapters:
- a. the National Defence Act and Defence Production Act gives direction with respect to supply and issue of materiel;
  - b. the Financial Administration Act mandates accountability and details principle of financial delegation;
  - c. the Treasury Board Policy on Management of Materiel mandates that materiel be managed in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs; and
  - d. the Defence Administrative Orders and Directives (DAODs) 3000 series give direction and policies with respect to specific materiel support issues which are further detailed in the coming chapters.

### Authorities and Responsibilities Tables

#### 1.3 Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister - Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>• approve Supply Administration Manual (SAM) content as delegated to Director General Materiel Systems and Supply Chain (DGMSSC);</li> <li>• developing and managing materiel acquisition; and</li> <li>• contract for goods and services.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> </ul>

## 1.4 Responsibilities Table

The...	Is or are responsible for...
Assistant Deputy Minister – Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>the full life cycle of materiel, including management of the Materiel Acquisition and Support (MA&amp;S) process, and is accountable to the Deputy Minister</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>developing and maintaining supply policy, procedures, business processes, standards and training; and</li> <li>exercising the Materiel Management Functional Authority on behalf of ADM (Mat).</li> </ul>
Director Materiel Policy and Procedures (DMPP)	<ul style="list-style-type: none"> <li>setting the materiel management policies, processes, and procedures across the department; and</li> <li>establishing and maintaining the integrated MA&amp;S policy, standards and business processes framework across DND/CAF.</li> </ul>
Subject Matter Experts (SMEs)	<ul style="list-style-type: none"> <li>providing expert advice to Director Materiel Policies and Procedures (DMPP).</li> </ul>
Level 1 Supply Staff (L1)	<ul style="list-style-type: none"> <li>ensuring subordinate organizations follow the policy, process and procedures outlined in the SAM.</li> </ul>
Supply Officer / Logistics Officer (Sup O / Log O)	<ul style="list-style-type: none"> <li>providing local subject matter expertise and assistance on materiel management matters.</li> </ul>
Account Holder/Warehouse Manager	<ul style="list-style-type: none"> <li>following policy, process and procedures outlined in the SAM.</li> </ul>

## References

1.5 The following references were used in the development of this policy:

- a. [National Defense Act \(R.S.C., 1985, c. N-5\);](#)
- b. [Defence Production Act \(R.S.C., 1985, c. D-1\);](#)
- c. [Surplus Crown Assets Act \(R.S.C., 1985, c. S-27\);](#)
- d. [Treasury Board - Guide to Management of Materiel;](#)
- e. [CFP 219 Canadian Forces Organization and Establishment Policy;](#)
- f. [Treasury Board - Directive on Disposal of Surplus Materiel;](#)
- g. [A-FN-105-001/AG-001 Policy and Procedures for Non-public Fund Accounting;](#)
- h. [DAOD 5002-5 Canadian Forces Personnel Selection;](#)
- i. [DAOD 5045-0 Canadian Forces Personnel Support Programs;](#)
- j. [A-LM-186-001/JS-001 Warehousing and Materials Handling Manual;](#)
- k. [B-GL-300-004/FP-001 Land Force Sustainment](#)

## PROCESS

### Defence Supply Chain (DSC)

- 2.1 Materiel within the DSC is managed and tracked within the Materiel Management System of Record, which is part of the overall integrated Enterprise Resource Planning (ERP) System, currently the Defence Resource Management Information System (DRMIS).
- 2.2 The utilization of a fully integrated ERP has a two-fold effect. First, it enables the movement of materiel and/or information between the functions of Operations, Materiel Management, Sustainment and Maintenance, Procurement, Investment Plan/Finance, and Valuation and Reporting. Second, it also means that materiel management activities and performance has an immediate impact on information used for operational decision making and reporting to the Government of Canada. Knowing the location, condition and quantity of the materiel accounted for allows for robust operational and maintenance decision making (especially during conflicts and deployment) and acts as a key enabler to meeting the overall DND/CAF mandates.

### DSC Lines of Supply

- 2.3 The lines of supply represent the normal flow of materiel from acquisition through the Defence Supply Chain to the first line units. The four lines of supply are defined below:
  - a. **First Line: operational or service units** such as a ship's, squadron, Regimental Quartermaster Sergeant (RQMS), reserve units. Units at first line of supply pull a majority of their materiel directly from second line units and are entitled to hold enough materiel to be self-sufficient during exercises or missions;
  - b. **Second Line: organizations that directly support first line units** such as supply ships, service battalions, and Base/Wing Supply. These second line organizations may draw on the resources of third or fourth line organizations to replenish their holdings and to fulfilled customer demands/requests;
  - c. **Third Line: national warehousing and distribution depots.** All depots are listed below; and
  - d. **Fourth Line:** civilian industry, DND manufacture / fabrication organizations and contracted suppliers.

NOTE: Levels of Repair are not the same as lines of supply. Levels of repair are directly related to the authority, resources and capability to execute repair against specific materiel and are indicated by the reparability code as determined by the LCMM or In Service Support arrangements.

- 2.4 Historically, the first to third lines of supply were internal to DND/CAF. Modernization has moved some elements of the DSC to external contractor organizations, most often tied to support and repair contracts. These external partners may provide second or third line supply support as per the terms of their contracts.

## Depots

- 2.5 **Supply Depots:** 7 Canadian Forces Supply Depot (CFSD) Edmonton, 25 CFSD Montreal, CFB Halifax, and CFB Esquimalt. Supply Depots are responsible for the warehousing of materiel for distribution to bases/wings. In addition to their (third line) responsibilities, the Coastal Depots (CFB Halifax and CFB Esquimalt) also provide second line support to their bases/wings/units (HMC Ships).
- 2.6 **Ammunition depots:** There are four Canadian Forces Ammunition Depots (CFAD): Rocky Point, Bedford, Dundurn, and Angus. CFADs are responsible for the warehousing and distribution of ammunition and explosives (A&E).
- 2.7 **Publication depot:** The Canadian Forces Publication Depot in Ottawa, Ontario is responsible for the distribution and warehousing of standard publications managed by the Standard Publications Control section; and
- 2.8 **Central Medical Equipment depot:** The Central Medical Equipment Depot in Petawawa Ontario is responsible for the warehousing and distribution of most medical supplies.

## Supporting Supply Organization

- 2.9 The term Supporting Supply Organization (SSO) used in this manual refers to the organization established within a base/wing/unit, responsible for the provision of supply and support services. Some of the responsibilities of the SSO are:
- a. the provision of materiel, supplies and services to all units and activities assigned to or forming part of the base/wing/unit sections including assigned integral and lodger units. A lodger unit is normally dependent on its host unit for most services, but is established as part of another Chain of Command in the delivery of its primary role;
  - b. the maintenance of auditable records for materiel held in inventory and accountable materiel on distribution; and
  - c. the provision of advice and guidance to customers and supply account holders.
- 2.10 A Base/Wing Supply Section will look slightly different in each location, however Base/Wing Supply organizations are designed to meet the requirements of both integral and lodger units within the geographical area of the base.

## Relationship between Bases and Supported Units

- 2.11 Units assigned to a base for support are designated as integral or lodger units, defined IAW CFP 219, Organization and Establishment Policy:

- a. Integral Unit. A unit allocated to the same element to which the base is allocated, with both the base commander and the commanding officer of the integral unit subordinate to the same immediate superior commander in the chain of command; and
  - b. Lodger unit. A unit allocated to an element other than that to which the base is allocated, with the base commander and the commanding officer of the lodger unit responsible to different immediate superior commanders in their respective chains of command.
- 2.12 For integral units, the immediate superior commander may exercise control over that unit through the base commander. In such cases, the details of command relationships and channels of communication are promulgated by the superior commander concerned.
- 2.13 Lodger and integral units assigned to a base may be described further as on-site or satellite units. An on-site unit is located on the base or sufficiently close to the base to allow unit personnel to use base facilities. A satellite unit is remote from the assigned base, to the extent that the unit requires separate support facilities, either organic to itself or detached from the base. A satellite site may contain one or more satellite units or other elements.

### Base/Wing Supply Responsibilities

- 2.14 The Base/Wing Supply Officer (B/W Sup O) is the adviser to the Base/Wing Commander on all supply matters and is responsible for the efficient and effective management of all second line supply activities. The B/W Sup O also provides oversight of first-line supply activities to ensure compliance with policies. Base/Wing Supply responsibilities include:
- a. providing materiel and services to all units assigned to its Base/Wing;
  - b. ensuring sound stewardship of all materiel entrusted to Base/Wing Supply;
  - c. ensuring auditable records are maintained for all materiel held in stock and for all accountable materiel on distribution;
  - d. maintaining and providing, as necessary, materiel cost and price data for budgeting and financial management purposes;
  - e. ensuring all supply personnel and account holders are adequately trained to carry out their tasks;
  - f. providing training to the units to ensure supply activities are in compliance with policies;
  - g. ensuring cyclical stocktaking is completed in accordance with policy;
  - h. providing write off oversight and maintaining proper records; and
  - i. ensuring the disposal of materiel complies with procedure.

### Materiel Planning

- 2.15 Materiel planning is the initial step in proper materiel management. This process provides the necessary information to stakeholders allowing them to make an informed decisions on purchasing, allocation of stock, development or use of repair lines and disposal activities. Materiel Managers are responsible for materiel planning and forecasting, ensuring that the

right materiel and quantity is in the right place at the right time. Materiel Managers for centrally managed materiel are usually associated to the Supply Manager at National level. Warehouse Manager at Base/Wing/Unit are also refer as Materiel Manager for their warehouse.

2.16 For further details on Materiel Planning refer to Chapter 2.1 to 2.5.

## Acquisition

2.17 Materiel entering the CAF/DND inventory is managed by the Materiel Management System of Record from acquisition to final disposal. Acquisition of materiel results from planning with the following criteria:

- a. end user requirements for immediate use;
- b. recurring stock requirements; and
- c. new planned requirements.

2.18 In response to the above criteria, procurement is raised in the Materiel Management System of Record to satisfy the requirement. The majority of acquisitions are through national purchases, however for a limited range of materiel, the acquisition authority has been delegated to bases/wings/units. All materiel that will be held in inventory is to be procured through the Materiel Management Module in the Materiel Management System of Record.

2.19 For further details on Acquisition refer to Chapter 3.1 to 3.4.

## Materiel Management

2.20 When requirements have been determined and materiel procured, Equipment Program Managers (EPMs) are responsible for ensuring that a method of distribution exists to quickly and effectively satisfy warehouses and customer requisitions. Materiel moves from supplier to user by the most efficient and effective route. The distribution system encompasses the following main activities:

- a. Receipts;
- b. Issues;
- c. Stocktaking;
- d. Materiel Adjustments;
- e. Materiel Packaging; and
- f. Disposition of surplus, dormant stock or end of life items.

2.21 The nationally managed items are received by the Depots. Each depot provides a range of materiel to satisfy the customers within their established region. The bases/wings within the regions also hold stock levels of materiel to meet the needs of their customers.

- 2.22 Materiel is stocked in the depots to compensate for the uncertainties of production, to take advantage of economic order quantities, and to accommodate the fluctuations of customer requirements. Materiel may also be provided directly to the customer from the supplier by means of national and regional contracts, when it has been determined that it would not be economical to stock materiel regionally.
- 2.23 Mobile units are scaled to hold a specific range of materiel to execute their mandate, which makes them self-sufficient for a given period of time. Mobile support units, such as Service Battalions and Support Ships, provide the required support link between the customer on operation (unit, ship) and the distribution system.
- 2.24 For further details on Materiel Management refer to Chapter 4.1 to 4.6.

**Materiel Custody**

- 2.25 The CAF/DND are required to be self-sufficient and have the necessary equipment and materiel to support CAF on operations. There are different materiel custody options and capabilities available in order to ensure sufficient equipment and materiel is accessible to fulfill requirements.
  - a. Materiel owned by DND and in DND custody;
  - b. Government Owned Contractor Custody (GOCC) is materiel held outside of DND custody, often with a contractor or other service provider, however the materiel is owned by DND.
    - i. Loaned materiel is materiel owned by DND on loan to contractors when loan provisions have been previously accepted as an obligation required by a contract.
  - c. Contract Owned Government Custody (COGC) is materiel in DND custody for which DND has not paid for, and therefore has no legal title; accordingly, ownership of such materiel is retained by the Contractor.
  - d. Services where the materiel is neither owned nor held by DND.

Table 1 – Materiel Custody Arrangements

Supply Chain Model	Ownership	Custody
Government Owned Government Custody (GOGC) Materiel	DND	DND
Government Owned Contractor Custody (GOCC) Materiel	DND	Outside of DND
Contractor Owned Government Custody (COGC) Materiel	Outside of DND	DND
Services	Outside of DND	Outside of DND

- 2.26 For further details on Materiel Custody refer to Chapter 6.1 to 6.4

## Repair and Maintenance

- 2.27 Items entering the CAF inventory are classified as either repairable or non-repairable. This classification takes into consideration the cost, life expectancy and ease of replacement. Items that are undergoing repair are held in a repairable category and are considered system assets.
- 2.28 As equipment enters DSC inventory, technical directives are produced to inform users of the equipment's capability and what level of repair is to be carried out and under what circumstances. Levels are established to provide quick response to repair requirements and to ensure that the materiel is returned to the DSC inventory.
- 2.29 Repairable materiel can only be repaired up to a specific economic point. Once this point has been reached, it is considered more advantageous to dispose and replace the materiel.
- 2.30 Repair facilities may be military or civilian. Special repair accounts have been established at all repair facilities in order to ensure asset visibility.
- 2.31 Lines of repair are established as:
- a. first line – unit;
  - b. second line – base/wing/unit; and
  - c. third line – major military repair facilities and contracted civilian facilities.
- 2.32 Both first and second line repair facilities return repaired materiel to their customers, i.e., base/wing/unit supply. The third line facilities normally return repaired materiel to a depot where it again becomes a serviceable asset, or can be stocked at contractor facility under the term of certain maintenance contracts.
- 2.33 For further details on repair and maintenance refer to Chapter 6.3 and 7.1 to 7.3

## Disposal

- 2.34 Disposal is the term used to remove materiel from inventory that is of no further use to the CAF. This may occur through:
- a. materiel being declared surplus to requirements; and
  - b. materiel reaching End of Life (EOL) through the following methods:
    - i. beyond economical repair (BER);
    - ii. broken and non-repairable;
    - iii. condemned;
    - iv. consumable;
    - v. shelf-life expired and cannot be extended; and
    - vi. beyond maintenance for safety reasons.

- 2.35 When disposing of materiel, the department must ensure applicable statutes, regulations, directives, policies and instructions are followed and the disposal is carried out in a manner that obtains best value or highest net value for the Crown. Particular attention needs to be paid to any requirement for de-militarization of equipment prior to disposal.
- 2.36 GCSurplus carries out all disposal activities for all government departments. The [Surplus Crown Assets Act](#) states that whenever a department determines that property in its custody or under its control or administration is surplus to requirements, it shall make a report of such property to GCSurplus. The accounts holder shall continue to be responsible for the surplus assets until they surrender the custody or control thereof pursuant to the order of GCSurplus which are the regional distribution centres of Public Services and Procurement Canada (PSPC) disposal service.
- 2.37 For further details on disposal refer to Chapter 8.1

### Document and Records Retention and Disposition

- 2.38 Many supply documents and records are now done through the Materiel Management System of Record and copies of electronic documents held within the system are not required to be printed solely for document retention.
- 2.39 Supply document retention aids in the investigative process for materiel management problems especially with issues, receipts or stocktakings. Supply documents that are or must be printed, especially for units without access to the Materiel Management System of Record, are to be kept in accordance with the following:
- a. Current fiscal year and preceding two fiscal years, in location;
  - b. Preceding four fiscal years in archive; and
  - c. Older than seven fiscal years can be destroyed.
- 2.40 For all other records, the [Defence Subject Classification and Disposition System \(DSCDS\)](#) is a Records Disposition Authority (RDA) sanctioned by Library and Archives Canada (LAC). DND/CAF must use DSCDS standards and instructions to determine how long information is to be retained and how to dispose of information legally, under the terms and conditions of the Library and Archives of Canada Act. Guidance on instructions and procedures can be found by referring to the [DSCDS User Manual](#).

# 1.3 ROLES AND RESPONSIBILITIES (UNDER DEVELOPMENT)

# MATERIEL PLANNING

- 2.1 Account Structure
- 2.2 Materiel Authorization
- 2.3 Materiel Identification
- 2.4 Materiel Forecasting and Planning
- 2.5 Transfer of Materiel Management Responsibility

# 2.1 ACCOUNT STRUCTURE

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## POLICY

### Aim

- 1.1 The aim of this policy is to outline the Defence Supply Chain (DSC) materiel account structure. It describes the various types of materiel accounts that exist and provides information regarding materiel accounts. The purpose for the establishment of an account structure is to enable the recording and tracking of materiel through the supply distribution system, including materiel issued to individuals or organizations for use or consumption in Canadian Armed Forces operations.

### Context

- 1.2 In accordance with the Treasury Board Policy on Management of Materiel, departments must have a system in place to record inventories of materiel, control accounting records and perform physical counts. Inventories have continuing and often significant value for some time after their purchase, therefore additional requirements exist to account for and control inventory until it has been consumed in operations or otherwise disposed of. Inventory is to be accounted for in such a manner that, once issued for use, records are maintained to reflect distribution either geographically or by individual operating units.
- 1.3 In accordance with the Treasury Board Guide to Management of Materiel, departments must employ materiel management strategies that add value and support their objectives and priorities, while adhering to government policies and regulations to ensure proper stewardship.
- 1.4 Departments must consider the general requirements of management for visibility, accountability and control of assets in all financial matters. When detailed inventory records are maintained, internal controls are strengthened. Through proper accounting for inventories, financial reports can be significantly improved, custodians can be held accountable for the assets under their control, and decision making on the acquisition and utilization of assets can be facilitated.
- 1.5 Use of an account in the Materiel Management System of Record enhances stewardship, oversight and independent control over account custodians, allowing for an appropriate audit trail, ensuring that they do not write off or otherwise dispose of assets without appropriate authority.

### Definitions

- 1.6 Definitions, other than those listed below, can be found in Chapter 10.1 Glossary.
  - a. **Warehouse:** a major stock storage location within a Base/Wing/Unit.

## Authorities and Responsibilities Tables

### 1.7 Authorities Table

<b>The....</b>	<b>Has or have the authority to...</b>
Supply/Logistic Officer (Sup/LogO)	<ul style="list-style-type: none"> <li>authorize and approve the assignment of an account holder.</li> </ul>

### 1.8 Responsibilities Table

<b>The...</b>	<b>Is or are responsible for...</b>
Supporting Supply Organization (SSO)	<ul style="list-style-type: none"> <li>providing support to account holders and supply customers.</li> </ul>
Customer Support Services	<ul style="list-style-type: none"> <li>the administration of customer accounts on behalf of the account holder.</li> </ul>
Account Holder	<ul style="list-style-type: none"> <li>the care and maintenance of materiel under the account holder's custody; and</li> <li>the appointment of one or more representatives who will be empowered to act on the account holder's behalf.</li> </ul>

## References

1.9 The following references were used in the development of this policy:

- a. [Treasury Board - Policy on Management of Materiel;](#)
- b. [Treasury Board - Guide to Management of Materiel;](#)
- c. [CFP 219 Canadian Forces Organization and Establishment.](#)

## PROCESS

### Mission Customer Accounts

- 2.1 All requests to open, suspend, or close Canadian Joint Operations Command (CJOC) supported mission customer accounts, shall be authorized by CJOC. Refer to Chapter 5.1 Mission Support in this manual.

### Account Structure and Conventions – General

- 2.2 A structured system must be in place to maintain inventory management over the acquisition, usage and maintenance of DND assets. Establishment of an account structure will sustain inventory accountability. In addition, it will act as an appropriate conduit for channeling resources down to the Base/Wing/Unit that is responsible for the day-to-day control of the inventory held or used by its warehousing and/or customer accounts. The account structure allows greater efficiency in updating system inventory records by spreading record maintenance, accountability and transparency responsibilities for materiel, assets and services over a broad range of managers and users.

### Warehouse Structure

- 2.3 Information that is warehouse storage location specific includes minimum and maximum stock levels for individual stock codes, and identification of whether replenishment of stock items is performed by purchasing or by transferring the required stock from another warehouse location.
- 2.4 Base/Wing/Unit locations are divided into warehouses that track all materiel that is procured, received, warehoused and/or issued through a location in support of its assigned customers and other requirements as directed. A warehouse may use a hierarchical structure that divides it into sections and grids which may also be assigned bin locations to aid in the warehousing of stocked items.

### Customer Account Structure

- 2.5 A Customer Account (materiel in use account) is created for individual employees, groups of employees or for a specific purpose. They are authorised to use the Materiel Management System of Record in order to requisition materiel or services at public expense for use in their day-to-day tasks. A Customer Account is used to record materiel and controlled equipment. The majority of account types, detailed in this chapter, require Materiel Authorization in order to requisition and hold tracked items.
- 2.6 Sup/Log O approval is required to establish a Customer Account.

- 2.7 The Sup/Log O may designate a base/wing/unit warehouse to stock all requirements for a particular account. In these instances, the account holder forwards all requisitions to the designated warehouse.
- 2.8 When creating an account, Customer Support Services must create a file using the assigned account code for identification purposes in order to hold all applicable documentation required for audit and stocktaking purposes.

### SSO Responsibilities

- 2.9 The Supporting Supply Organization (SSO) provides general information and rules governing the use, control and maintenance of customer accounts. From time to time, it may also be necessary to open new accounts or suspend and close accounts. Customer Support Services, within the SSO, is responsible for the maintenance of customer accounts.
- 2.10 The SSO is responsible for:
- a. providing advice and direction to account holders; and
  - b. providing account holders with the necessary training and briefings to adequately fulfill their responsibilities. The SSO creates account holder information packages to be given to account holders at the time of accepting responsibility for the account. At minimum, the package details:
    - i. account holder responsibilities;
    - ii. maintenance of the account, i.e., how to handle receipts, discrepancies, write-offs, etc.;
    - iii. use of acquisition cards, specifically, purchase limitations and types of items which must be accountable;
    - iv. requirements for stocktaking;
    - v. points of contact within the supply organization; and
    - vi. complete examples of:
      - 1) DND 2227/2228 DSC Supply Document;
      - 2) DND 638 Temporary Issue to an Individual;
      - 3) CF 152 Write-Off Report;
      - 4) CF 1064 Deviation Record;
      - 5) CF 942 Materiel Condition Tag/Label;
      - 6) Miscellaneous Loss Report (MLR); and
      - 7) DND 2287 Ammo Supply Document

### Supersession of Log/Sup O within the SSO

- 2.11 This section contains procedures to be followed by a Sup O relinquishing/assuming responsibility for any first or second line supply section.
- 2.12 The supersession of the Unit Log/Sup O provides an opportunity for the CO and the incoming Log/Sup O to evaluate the efficiency and effectiveness of the unit supply section.

- 2.13 The outgoing Log/Sup O shall request a report(s) for each account as applicable, for reference during the handover.
- 2.14 The incoming Log/Sup O shall:
- a. review the supply policies in the Supply Administration Manual (SAM);
  - b. review recent command and director general audit inspection reports, and confirm that observations have been answered satisfactorily and new procedures implemented as required;
  - c. arrange to visit formation HQ (Base/Wing Sup O), the supporting Sup O and the Customer Services Section to obtain an outside appreciation of the unit's logistic operation;
  - d. review and inspect the facilities of the unit supply section and the sub-unit accounts sections with emphasis on the arrangements for receiving, storing and issuing materiel;
  - e. review the reports of the completed stocktaking of unit warehouses and stocktaking of all unit accounts;
  - f. ensure that public funds, local purchase documents (if applicable) and other serial numbered forms are properly controlled and accounted for;
  - g. prior to the departure of the outgoing Log/Sup O, stock take a representative quantity of stores. Particular attention shall be given to weapons and small arms, ammunition, clothing and attractive items;
  - h. ensure that any other stocktaking or inspection that is deemed necessary is carried out;
  - i. review outstanding discrepancy reports;
  - j. ensure that the control of serial numbered materiel (for example small arms and vehicles) is satisfactory;
  - k. review the establishment and organization of the section, and the reasons for past and impending changes;
  - l. ensure that the date on which the handover occurs is published in unit Routine Orders;
  - m. ensure that the CO is informed of any apparent or unresolved major discrepancies; and
  - n. complete and sign a locally produced Supersession Certificate, prepared in the format illustrated at Annex B.
- 2.15 If stocktaking cannot be completed prior to the departure of the outgoing officer, the certificate shall be annotated to show the incomplete items. The incoming LogO shall finalize the outstanding items within a two month period, and retain any supporting documents with the Supersession Certificate.

### Appointment of Account Holders

- 2.16 The responsibility for care and custody of materiel in use is assigned to the account holder. The account holder must be an Officer or Non-Commissioned member (NCM), normally not below the rank of Sergeant. This does not preclude junior NCMs or civilian DND members of equivalent level from being appointed account holders.

- 2.17 When the terms and conditions of a PSpC contract make a contractor responsible for all materiel and equipment entrusted to them, contractor personnel under service contract to DND may be appointed as account holders.
- 2.18 Account holders are appointed by the unit's CO or by the Officer in Charge (OIC) of the applicable base section.
- 2.19 An account holder may appoint one or more representatives who will be empowered to act on their behalf. The account holder is responsible for the actions of any appointed representatives with respect to the materiel held on that account.
- 2.20 A listing of current account holders and their appointed representatives shall be maintained and distributed by the Sup/Log O.
- 2.21 In the event that both the account holder and representative(s) are absent at the same time, the section OIC or unit CO is responsible for the control of that account.

### Responsibilities of the Account Holder

- 2.22 An account holder shall:
- a. sign for the account on completion of any required stocktaking;
  - b. safeguard materiel on the account;
  - c. ensure all accountable materiel procured with an acquisition card, and meeting any of the criteria for accountable Stock Class code "A" – Accountable stores, is reported to the supporting supply section. For further detail refer to Chapter 2.3 Materiel Identification;
  - d. verify holdings on change of account holder, or more frequently as directed by the CO;
  - e. establish an account stocktaking cycle with SSO;
  - f. report any losses immediately. Refer to Chapter 4.4 Materiel Adjustment, Write-off and Financial Reporting;
  - g. arrange for repair or replacement of unserviceable materiel;
  - h. ensure that excess materiel is returned to the supporting supply warehouse;
  - i. maintain a current Account Holdings report; and
  - j. ensure that all materiel issued on a DND 638 form (Temporary Issue to an Individual) is returned before signing the individual's clearance certificate. All temporary issues must be reviewed and re-signed annually.

### Change of an Account Holder

- 2.23 The outgoing and incoming account holders will perform a 100% stocktaking prior to the new account holder's acceptance.

- 2.24 The outgoing account holder is not cleared of his/her responsibilities until the Sup/LogO has received the signature of the incoming account holder, accepting responsibility for the account.
- 2.25 Upon completion of the account stocktaking, the incoming account holder must sign a locally produced statement of account verification form, accepting responsibility for all materiel held on account. The template for this form can be found in Annex A of this chapter.

### Stocking Account

- 2.26 A stocking account is the account in which consumable and accountable materiel is tracked and held within a warehouse.

<b>Stocking Account</b>	<b>Description</b>
Canadian Forces Supply Depot (CFSD)	<ul style="list-style-type: none"> <li>an account used for recording, stocking, and distributing materiel to bases/wings/units.</li> </ul>
Canadian Forces Ammunition Depot (CFAD)	<ul style="list-style-type: none"> <li>an account used for recording, stocking, and distributing ammunition.</li> </ul>
Canadian Forces Publication Depot (CFPD)	<ul style="list-style-type: none"> <li>an account used for recording, stocking, and distributing classified and unclassified publications.</li> </ul>
Materiel Service Account (MSA)	<ul style="list-style-type: none"> <li>an account used to record materiel that is under the control of the SupO, but not readily identifiable to a specific user.</li> <li>generally, an MSA holds materiel not open for immediate redistribution. MSAs may stock loan items or specific controlled materiel held under the SupO to support local operations e.g., clothing and personal equipment, laundry exchange, tentage, and weapons authorized for base/wing/unit defence plans.</li> </ul>
Mobile Support Unit Account (MSUA)	<ul style="list-style-type: none"> <li>an account used to record assets held by a Mobile Support Unit of the Regular force.</li> </ul>
Repairable Materiel Account (RMA)	<ul style="list-style-type: none"> <li>an account used to record assets undergoing repair, overhaul, modification, refit at vendor facilities.</li> </ul>
Regional Repairable Materiel Account (RRMA)	<ul style="list-style-type: none"> <li>an account used to record assets undergoing repair, modification and calibration at a 2nd line military maintenance facility, in support of a specific weapon system.</li> </ul>

Stocking Account	Description
	<ul style="list-style-type: none"> <li>the account would operate like a commercial RMA, except that it resides at a military establishment and is staffed by DND personnel.</li> </ul>
Contractor Repair Parts Account (CRPA)	<ul style="list-style-type: none"> <li>an account used to record the issue of government owned materiel (GOM) and contract issue spares (CIS) to 3rd line civilian vendor repair facilities that are required in support of the repairable materiel accounts (RMA).</li> </ul>

### Materiel in Use Account

2.27 A materiel in use account is an account used to record accountable materiel and controlled equipment.

Materiel in Use Account	Description
Individual Account (IA)	<ul style="list-style-type: none"> <li>used to record holdings of personal and temporary allotments of clothing and functional equipment for DND/CAF personnel.</li> </ul>
Customer Account (CA)	<ul style="list-style-type: none"> <li>created for groups of employees, and established operational units to record materiel and controlled equipment.</li> </ul>
Mobile Unit Account (MUA)	<ul style="list-style-type: none"> <li>MUA are used to record entitlements and hold accountable materiel in use for regular force units where the mobile unit is self-accounting for materiel.</li> <li>this materiel is authorized for and peculiar to the role of the MUA with entitlements to materiel published in a CFFET (Land and Air) or a SHARP (Maritime) Materiel Authorization (MA) document.</li> </ul>
Mobile Unit Sub-Account (MUSA)	<ul style="list-style-type: none"> <li>MUSA are used to record the distribution of accountable materiel in use from a MUA.</li> <li>the accumulated holdings of an item held on MUSA are validated against the total materiel authorization of the parent MUA.</li> </ul>
Equipment Program Management (EPM) Account	<ul style="list-style-type: none"> <li>used to record the issues, receipts and adjustments of DND/CAF assets to “Non-Specific” customers such as civilian organizations or companies.</li> </ul>

	<ul style="list-style-type: none"> <li>• these accounts are used to maintain system of record transactions in history, and may include the issue of materiel to foreign government forces in support of missions or training.</li> </ul>
--	--

## Equipment Program Management (EPM) Accounts

- 2.28 Within ADM (Mat), there are three service delivery divisions, each with its own area of specialization.
- 2.29 Accounts are designated to each EPM and identified in DRMIS in the following fashion:
- DGAEPM: A0LA, Plant 1000;
  - DGLEPM: A0L9, Plant 1000; and
  - DGMEPM: A0L8, Plant 1000.
- 2.30 In order to ensure a centre of accountability and financial responsibility, the respective EPM's for each Environment will be the Officer of Primary Responsibility (OPR) for their respective EPM account. All CF 152 action will be the responsibility of the concerned OPR and will be processed through respective EPM chain of command, for approval and required signatures.
- 2.31 The OPR can appoint an OPI representative to assist in managing their account. This provides better oversight and control over issues, receipts & adjustments. The Supply Community must contact their applicable EPM OPI in order to process any transactions against these accounts. Any individual modifying or performing transactions within these accounts without approval from the responsible EPM OPI will have their access revoked immediately. Re-activation will only be granted after receipt of a justification letter from Sup/Log O.
- 2.32 The OPR will designate persons authorized to perform transactions within the Materiel Management System of Record on the EPM account. Designated persons must be identified to the [MA&S Service Desk](#), to be given the appropriate access, which will enable them to execute issues, receipts and adjustments, and all appropriate transactions as required.

## Customer Account File Maintenance

- 2.33 Customer Account files are maintained by the SSO. The records in this file must be maintained in accordance with the instructions detailed within the Defence Subject Classification and Disposition System (DSCDS), local and command Standard of Operating Procedures (SOPs) and the Supply Administration Manual (SAM).
- 2.34 The file shall contain documentation for the following:

- a. the approved request to create the account, detailing:
  - i. description of account (title);
  - ii. address (for local deliveries);
  - iii. role of the account;
  - iv. assigned cost centre; and
  - v. the initial approved entitlement request, if applicable;
    - 1) the applicable scales of issue or materiel authorization (MA), stock code(s);
    - 2) the maximum quantity authorized;
    - 3) commanding officer (CO), officer in charge (OIC) or Sup/LogO letter assigning the account holder and representative(s); and
    - 4) letters authorizing changes to account holder and or representative(s);
- b. stocktaking count sheets;
- c. a signed Certification of Account (refer to Annex A of this chapter) on the initial acceptance and after subsequent verifications;
- d. signed copies of all Certificate Issue Voucher/ Certification Receipt Voucher (CIV/CRV) and CF 152 documentation; and
- e. the latest copy of the Serial Number Accounting and Control report (ZESNAC), if applicable.

### Account Naming Convention

2.35 With the implementation of DRMIS, warehouse and customer accounts are system identified as a Storage Location (SLoc). The SLocs are commonly referred to as **\_S SLoc** for Customer Account (CA), and **\_P SLoc** for a Warehouse, as within the Logistic Structure, they reside under the Materiel Requirement Planning (MRP) area which is an organizational grouping of single or multiple SLocs by Force Element (FE). A naming convention is required to maintain positive control. A maximum field of 16 characters is available to identify an SLoc. When requesting the creation of a new SLoc, either **\_S** or **\_P**, the Base/Wing/Unit is to be identified first. Acronyms should be used as often as possible. Examples of SLoc naming: HFX Cloth Whse, 1 RCR SPS Whse

### Account Creation and Close Requests

2.36 Requests for accounts are subject to SSO SupO approval. Once approved, the Customer Account Request form must be forwarded to the MA&S Service Desk for further action.

### Creating an Account

2.37 Once the account has been created, the Customer Support Section must perform the following:

- a. create the entitlement as authorized by the SSO Sup/LogO;

- b. request an Account Holdings Report, which is to be signed by the account holder accepting the account as recorded on the Materiel Management System of Record. This action certifies that entitlements were created and the account started with nil holdings; and
- c. submit requisitions against shortfalls of authorized materiel holdings.

## Account Closure

2.38 When an account is about to close, the SSO shall:

- a. maintain a close liaison with the account holder;
- b. review the stock levels of the supporting warehouse for possible adjustment;
- c. return all assets held on account and loans to applicable warehouses;
- d. arrange redistribution of EPM specific items;
- e. review local services and contracts for amendment or reduction;
- f. examine financial management information for possible reductions in funds requirements;
- g. redistribute, or otherwise arrange disposition of publications, and advise CFPD as necessary;
- h. investigate any discrepancies discovered during the return process;
- i. complete all adjustment transactions with supporting documentation for CF 152 action;
- j. if the account concerned has its own supply records, dispose of these records in accordance with the Defence Subject Classification and Disposition System (DSCDS), local and command SOPs; and
- k. if the account is an establishment of the Reserve Force, supervise all supply action, including preparation of documents, return of materiel, etc.

NOTE: Accounts established at repair facilities (military and civilian), at specific 2nd line bases or at 3rd line repair facilities, can only be created, modified, suspended and closed by DQA staff.

## Deletion or Suspension of Accounts

2.39 An account cannot be deleted if any pending accounting or financial transactions have not been completed against the account. These include issues against a requisition, receipt transactions off requisitions or purchase orders, transfers between accounts, or due to loan/temporary issues action. An account cannot be deleted until all transactions have been archived.

2.40 When extenuating circumstances exist that may lead to the deletion of an account, a trouble ticket can be submitted by the supporting Site Manager Functional (SMF) through the MA&S Service Desk, which will be processed through DSCO 2 Materiel & Distribution - Operation Services for approval. The trouble ticket request must provide full substantiation as to the reason for deletion.

- 2.41 When an individual is released from the CAF or a DND employee retires from the civil service, information related to their account as the appointed account holder, must be both suspended and cleared of all materiel holdings prior to the individual's release, or transferred to a new account holder.

### Unit Identification Code (UIC) change or closure

- 2.42 When operating in an integrated system of finance, maintenance, and HRMS all activities in DRMIS are linked with a Unit Identification Code (UIC). There will be instances where a UIC will be changed or closed. When the instruction to change or close a UIC is received, all pending transactions must be finalized and all materiel transferred to a new SLoc. The affected SSO must request a new SLoc to ensure a smooth transition from the closing of a UIC to the transfer of materiel.

### Entitlement Maintenance

- 2.43 Once a unique entitlement record has been created for an account, there are times when adjustments must be made to existing entitlements or new entitlements added. Changes can be due to:
- a. changes to CAF Scales of Issues, ECL, CFFET, MAST or other MA documents as directed by DSCO, or by command OPI that the account is authorized to use for entitlement purposes;
  - b. stock code conversions;
  - c. unit of issue (UOI) changes;
  - d. changes in allocations by higher commands;
  - e. change in role of the account (closing part of a workshop, etc.);
  - f. increase or decrease of personnel related to the customer account entitlements;
  - g. recall of equipment being removed from service; and
  - h. replacement issues for condemned items.

### Compliance

- 2.44 In order to demonstrate compliance with this chapter supporting supply organizations and account custodians are required to:
- a. maintain a file for accounts within their area of responsibility to hold all applicable documentation required for audit and stocktaking purposes;
  - b. safeguard all materiel held on account; and
  - c. conduct physical inventory counts IAW scheduled stocktaking cycles.

## PROCEDURES

3.1 Information on applicable DRMIS Procedures can be found by accessing the hyperlinks within the aforementioned Process Flows in Part 2 or by referring to DRMIS website.

### Process Flow Charts

3.2 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#"><u>EP 35 A Manage Organizational Structure</u></a>	<ul style="list-style-type: none"> <li>• creation of a new Organization;</li> <li>• obtain list of personnel; and</li> <li>• convert into a Force Element.</li> </ul>
<a href="#"><u>EP 35B Add/Modify a Customer SLoc</u></a>	<ul style="list-style-type: none"> <li>• Customer Account Request Form.</li> </ul>
<a href="#"><u>EP 35B Create/Change Warehouse SLoc</u></a>	<ul style="list-style-type: none"> <li>• Supply Storage Location Request Form.</li> </ul>
<a href="#"><u>EP 35 B Review SLoc's attached to MRP</u></a>	<ul style="list-style-type: none"> <li>• process used to display storage location MRP Area.</li> </ul>
<a href="#"><u>LSP2 How to Attach S SLoc to an object-FE</u></a>	<ul style="list-style-type: none"> <li>• step by step on how to attach a _S SLoc to an organizational structure object.</li> </ul>
<a href="#"><u>EPM Account Process</u></a>	<ul style="list-style-type: none"> <li>• order, Issue, and Receipt Process for SLoc's AOL8, AOL9, AOLA; and</li> <li>• Account List and Common Transactions used to manage materiel within a SLoc.</li> </ul>

### DRMIS Transaction Codes (Under Development)

3.3 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
	<ul style="list-style-type: none"> <li>•</li> </ul>

DRMIS Reports (Under Development)

3.4 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
	•

## ANNEX A: Certification of Account

### CERTIFICATION OF ACCOUNT

ACCOUNT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

DUE DATE: \_\_\_\_\_

Type of Verification:

Handover: \_\_\_\_\_

Special: \_\_\_\_\_

Yearly: \_\_\_\_\_

1. The subject customer account has been verified IAW Supply Administration Manual.

---

### CERTIFICATION OF OUTGOING CUSTOMER ACCOUNT HOLDER

---

2. I certify that subject account has been verified in my presence and acknowledge the discrepancies identified.

Signature of outgoing Customer Account Holder:

\_\_\_\_\_  
Date: \_\_\_\_\_

---

### CERTIFICATION OF NEW CUSTOMER ACCOUNT HOLDER

---

3. I certify, that I have completed a physical check of the subject account. All discrepancies between physical and Materiel Management System of Record holdings have been identified. (attached).

Print name and rank of new Customer Account Holder:

\_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

---

### STATEMENT OF ACCEPTANCE OF RESPONSIBILITY

---

4. Certified, that I have on this date, accepted responsibility for all materiel on Account \_\_\_\_\_, subject to the adjustment of the discrepancies identified during handover.

Print name and rank of new Customer Account Holder:

\_\_\_\_\_

SN/PRI#: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

ACCOUNT NAME/NOM DU COMPTE: \_\_\_\_\_

BLDG. ADDRESS:

MAILING ADDRESS (If different):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Cost Centre Number: \_\_\_\_\_

---

Introduction to Materiel Management

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Supply Assistance Group

The fore-mentioned has been briefed on principles and responsibilities of materiel management, IAW SAM 2.1 Account Structure.

NOTE: additional topics can be added at the discretion of the SSO.

Print name SSO Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Responsibilities of the Account Holder**

An account holder is responsible to:

- a. sign for the account on completion of any required stocktaking Ref: SAM, Chapter 4.3 Stocktaking;
- b. safeguard materiel on the account;
- c. ensure all attractive/accountable materiel procured with an acquisition card, and meeting any of the criteria for accountable Stock Class code "A" – Accountable stores, (Ref: SAM, Chapter 2.3 Materiel Identification) is reported to the supporting supply section and brought on charge against the account;
- d. verify the account on change of account holder, or more frequently as directed by the CO;
- e. establish an account stocktaking cycle with SSO;
- f. report any losses immediately. Refer to SAM, Chapter 4.3 Stocktaking;
- g. arrange for repair or replacement of unserviceable materiel;
- h. ensure that overage materiel is returned to the supporting supply warehouse;
- i. maintain a current Account Holdings report; and
- j. ensure that all materiel issued on a DND 638 form (Temporary Issue to an Individual) is returned before signing the individual's clearance certificate. All temporary issues must be reviewed and re-signed annually.

## ANNEX B - Supersession Certificate

Supersession Certificate

Unit Logistic/Supply Officer

Unit:

I, \_\_\_\_\_, (Incoming Logistic Officer) certify that I have verified or caused to be verified a representative range and quantity of valuable and attractive stock items.

I am satisfied that the stock is correct or as indicated on the reverse and I accept custody of the stores from \_\_\_\_\_ (Outgoing Logistic Officer) as of \_\_\_\_\_ (Date).

\_\_\_\_\_

Rank	Service Number	Date
------	----------------	------

### DISTRIBUTION

1. Outgoing Logistic Officer
2. Supply File
3. Commanding Officer
4. Incoming Logistic Officer

To Be Reproduced Locally

# 2.2 MATERIEL AUTHORIZATION

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## POLICY

### Aim

- 1.1 The aim of this chapter is to detail the policy and processes regarding Materiel Authorization (MA) within the Department of National Defence (DND) and Canadian Armed Forces (CAF). Materiel Authorization documents ensure that units and individuals are provided with the required equipment and kit to perform their task and mandate at home or abroad.
- 1.2 The chapter will define Materiel Authorization (MA); list the national MA documents; identify the scale/checklist categories; and
  - a. Canadian Field Force Equipment Table (CFFET);
  - b. Mobile Account Ships Tables (MAST); and
  - c. Ships Allowance Replenishment Program (SHARP);
    - i. Fitted Equipment List (FEL);
    - ii. General Stores List (GS); and
    - iii. Equipment Support Lists (ESL).

### Context

- 1.3 Materiel is supplied to the Canadian Armed Forces (CAF) and issued on the basis of established needs as outlined in the CAF Scales of Issue, Check List, Unit Equipment Tables and individual entitlement, and shall be used as prescribed by the Chief of the Defence Staff.

### Definitions

- 1.4 Definitions, other than the one listed below, can be found in Chapter 10.1 Glossary.
  - a. **Materiel Authorization Documents (MAD)** are instruments in which entitlements are authorized, established and maintained for Defense Supply Chain (DSC) assets.

### Authorities and Responsibilities Tables

#### 1.5 Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister (Materiel) (ADM (MAT))	<ul style="list-style-type: none"> <li>• manage the materiel's full life cycle, from acquisition, through maintenance and support, to disposal.</li> </ul>
Environmental Chief of Staff (ECS)	<ul style="list-style-type: none"> <li>• establish MA for centrally/nationally-managed items not already pre-established within a MA document.</li> </ul>

Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>develop and maintain supply policy, procedures, business processes, standards and training and exercises Materiel Management Functional Authority on behalf of ADM (Mat).</li> </ul>
Commanding Officer (CO)	<ul style="list-style-type: none"> <li>establish local entitlement for centrally/nationally managed items required to achieve their mission upon approval from the Environmental Chief of Staff (ECS).</li> </ul>

## 1.6 Responsibilities Table

The...	Is or are responsible for...
Environmental Chief of Staff (ECS)	<ul style="list-style-type: none"> <li>ensuring that MA document are current and that office of primary interest (OPI) are assigned at National level;</li> <li>ensuring that MA documents area adhere to.</li> </ul>
Director Materiel Policy and Procedures (DMPP)	<ul style="list-style-type: none"> <li>the establishment and maintenance of the integrated Materiel Acquisition &amp; Support policy, standards and business processes framework across the Department and the CAF.</li> </ul>
<a href="#">Director Supply Chain Operation</a> (DSCO)	<ul style="list-style-type: none"> <li>publishing and amending the approved MA documents in the Materiel Management System of Record.</li> </ul>
Supporting Supply Organization (SSO)	<ul style="list-style-type: none"> <li>providing subject matter expertise and assistance to customers; and</li> <li>ensuring that MA documents are available to customers and that policies is adhere to.</li> </ul>
Supply Manager (SM) / Life Cycle Materiel Management (LCMM)	<ul style="list-style-type: none"> <li>overseeing procurement of centrally-managed and centrally-procured items at the local level when authorized by substantiated circumstances; and</li> <li>cancelling requisitions if not approved by ECS/LCMM.</li> </ul>

MA Documents OPI	<ul style="list-style-type: none"><li>• approving requirements;</li><li>• identifying any new items to be added/deleted as well as any changes to quantities; and</li><li>• liaising with the Supply Manager and Technical authority and have DSCO establish new stock numbers in the Materiel Management System of Record.</li></ul>
------------------	---

## References

1.7 The following references were used in the development of this policy.

- a. [Treasury Board - Policy on Management of Materiel](#);
- b. [Treasury Board - Guide to Management of Materiel](#);
- c. [A-LM-505-054/JS-001, Procedures for the Production and Maintenance of Equipment Support Lists \(ESLs\)](#); and
- d. [MMI 1639 – Equipment Checklists \(ECL\)](#).

## PROCESS

### Materiel Authorization Entitlements

- 2.1 Materiel Authorization (MA) documents outline all materiel regardless of type and cataloguing that a subset of the Department of National Defence (DND) is authorized to hold. Once entitlements are authorized and assigned, customers can then requisition entitled items. All nationally managed Materiel Authorization Documents display the Office of Primary Interests' (OPI) name and designation. Only designated NDHQ/DSCO (Director Supply Chain Operations) personnel are authorized to amend national materiel authorization documents. However, materiel authorization documents can be reviewed and copied from the Materiel Management System of Record. Entitlements are established against the following:
  - a. Stock Code; or
  - b. Stock Item Group Code (SIGC); or
  - c. Equipment Group Code (EGC).
- 2.2 Only units or personnel who have a valid requirement for materiel are authorized to request the establishment of entitlement and hold that item based on the applicable MA document. Such request would be validated through their ECSs. The authorized stock holdings are not to exceed the quantities authorized by the MA document.
- 2.3 At the local level, supply organizations can establish local entitlement listings for centrally/nationally-managed items identified by Commanding Officers (CO) as being required in achieving their mission, providing that:
  - a. local funding is available;
  - b. items are not subject to restrictions;
  - c. Procurement Administration Manuel (PAM) policies are adhered to; and
  - d. items have not been pre-established in a national MA document.
- 2.4 When a centrally funded item is to be bought using command funds, the applicable SM/LCMM must be contacted to seek both procurement and entitlement approval.
- 2.5 For centrally/nationally-managed items not already pre-established within an MA document, units must seek approval through the appropriate Environmental Chief of Staff (ECS) prior to requisitioning or establishing entitlement for the item. The SM has the right to cancel requisitions that do not have ECS/LCMM approval.
- 2.6 The nationally managed MA documents, based on functional areas and operational units, are:
  - a. Canadian Forces Scales of Issue (CFS);
  - b. Canadian Field Force Equipment Tables (CFFET);
  - c. Equipment Checklists (ECL);

- d. Mobile Account Ships Tables (MAST); and
  - e. Ships Allowance Replenishment Program (SHARP).
- 2.7 The OPI for an MA document is the designated authority to determine and approve all entitlement requirements for users. The OPI is responsible for identifying any new items to be added/deleted as well as any changes to quantities.
- 2.8 When approving entitlements for new items of materiel, the OPI in consultation with the appropriate Supply Manager or project manager office must liaise with DSCO to have the stock numbers established in the Materiel Management System of Record. The OPI is responsible for providing the technical description and to initiate the request for the cataloguing process for Not in Catalogue items with DSCO. This includes the establishment of the applicable Equipment Application Code and Equipment Reference Number for the item. Following these procedures ensures that there is compliance with proper accounting and simplify the establishment of new stock number.

## Scales

- 2.9 Scales are applicable to units and personnel, providing a basis for calculating both the entitlement and the authority to requisition materiel. All units or individuals, to which a scale applies, are entitled to order and hold those items listed. The listings are comprised of either specific Stock Codes or SIGCs. Scales are grouped into the following general categories:
- a. D01 - CF Clothing and Personal Issue Equipment;
  - b. D02 - Accommodation;
  - c. D04 - General Training Schools, Support and Training Equipment;
  - d. D05 - Medical Equipment and Supplies - Regular and Reserve Force;
  - e. D06 - Tools and Equipment - Maintenance Support;
  - f. D07 - Specialized Training Schools, Support and Training Equipment;
  - g. D08 - Clothing and Equipment – Cadets;
  - h. D09 - Distinctive Group and Unit Support Materiel;
  - i. D10 - Training and Function Support Equipment - Reserve Force;
  - j. D11 - Clothing and Equipment United Nations/Peacekeeping;
  - k. D12 - Fire Fighting Equipment;
  - l. D13 - Miscellaneous Support and Functional Equipment; and
  - m. D18 - Field Engineer Stores - Militia Units.
- 2.10 The naming convention for a scale is comprised of a nine character designation (i.e. D01101CFS Navy - Basic Clothing Male and Female), broken down as a three character general category identifier (i.e. D01), a three character numeric identifier sequentially assigned (i.e. 101) and the designation "CFS."

- 2.11 Within each scale identifier is listed one or more sub categories, identified by substituting the “CFS” identifier with a sequentially assigned two alpha designator (i.e. “AA”, “AB”, etc.). These sub categories provide more specific listings of materiel within the main Scale itself (i.e. D01101AA - Naval DEU - Male, D01101AB Naval DEU - Female, D01101AC Navy DEU Maternity).
- 2.12 More than one scale may be applicable to an individual (i.e., D01120AJ - Air Force Dress Uniform - Female, D01120AL Air Force Work Dress Uniform - Female).

### Canadian Field Force Equipment Table

- 2.13 A Canadian Field Force Equipment Table (CFFET) is applicable to mobile CAF units. The CFFETs list all operational equipment and materiel, as well as the required quantities for a unit to perform their mandated mission.
- 2.14 The MA documents for a CFFET reflect the authorized entitlement for those items required by a unit to carry out its assigned operational role, and the maximum establishment entitlement. Mobile units shall hold their maximum authorized entitlement of CFFET items at all times.
- 2.15 The CFFET is maintained by DSCO based on the Unit Equipment listed on the Establishment Table of Organization and Equipment (TO&E) provided by the OPI. The TO&E provides authorization for entitlements to be established on the CFFET of a Mobile Unit Account (MUA) for a particular unit.

NOTE: The identifier code for a CFFET document uses the unit identification code (UIC) to represent the MUA and the designation “CFT.” For example, 1754CFT - Royal Canadian Dragoons).

- 2.16 The Mobile Sub Unit Accounts (MSUA) have their particular entitlements allocated from the MUA and holdings are against these Mobile Sub Unit Accounts (MSUA). The total entitlement for all MSUA does not exceed that of the MUA.

NOTE: The following are examples of CFFET description for MSUA:

- a. 1754 RCD RHQ/COMD/CO TAC / 00108390;
  - b. 1754 A SQN/SHQ/OC'S ROVER / 00108627; and
  - c. 1754 D SQN/A1 ECH/TPT/LAV AMB DET 1 / 00108628.
- 2.17 CFFET are established in the Materiel Management System of Record and use the Human Resource Management System HRMS structure to distinguish the various companies, platoons, sections, etc., within the hierarchy followed by their Force Element (FE).

## Equipment Checklists

2.18 Equipment Checklists (ECLs) list individual items that are grouped or assembled in equipment sets. Major items can be part of an ECL, but also be comprised of multiple equipment checklists.

NOTE: The following are examples:

- a. S34039ECL General Purpose Shelter with Checklist (Main NSN 3470-21-892-0624);
- b. S34039AA (sub ECL) Shelter & Ancillary Items (list of items needed to make up Main NSN - one item listed within sub ECL is NSN 5411-21-898-0327 Mod Kit Shelter); and
- c. S34039AAI001 (Include) List of items needed to make up Mod Kit Shelter (sub APL).

2.19 The purposes of grouping or assembling materiel in sets of equipment to form an ECL are:

- a. to standardize components of equipment sets and to notify the user(s) of the items authorized for issue as part of these sets;
- b. to simplify accountability procedures for the OPI and users of an ECL;
- c. to manage the replacement, addition and deletion of component items resulting in modification of sets;
- d. to reduce the size of the MA document by the use of a single stock number representing the ECL;
- e. to accelerate the issue of equipment sets by holding them under single stock numbers in the Materiel Management System of Record; and/or
- f. to authorize the creation of entitlements to and the issue of separately demandable and accountable items required making the equipment set operational and/or as support components.

2.20 The following parameters usually exclude the need for an equipment set to be represented by an ECL:

- a. assemblages with less than five items;
- b. assemblages with a total value of \$50.00 or less; and/or
- c. modification and adapter kits supported or authorized by technical documentation.

2.21 The main identifier for an ECL in the DSC is a nine character designation: S followed by a five character assigned numeric sequential designation (i.e., 10084) and the designation ECL.

NOTE: The following are examples:

- a. S10084ECL - Weapons Accessories Kit, Machine Gun, 7.62 mm, C6 - main stock code 219129000); or
- b. S10084ECL - Weapons Accessories Kit, 7,62 (main stock code 219129000).

NOTE: Additional details are contained in [MMI 1639 - Equipment Checklists](#).

- 2.22 ECL has the additional feature of Includes. It is a feature notable to the ECL and not found in other types of MA documents. Includes is a checklist within a checklist denoted by sub ECL numbers followed by the designator "I" and a three digit number. The following are:
- a. S34039AAI001 - Includes items are within ECL; and
  - b. S34039AA Equipment Checklist entitled Shelter & Ancillary Items.
- 2.23 Includes occur when a stock number assigned to an ECL also has a number of additional stock numbers assigned to it. Includes are stock numbers which are linked to a superior stock number which has been assigned a specific sub ECL of its own. These Includes items may be consumable or non-consumable, separately demandable and accountable or not. They are associated or required by the superior stock number.

NOTE: For example, a stock number for a shelter modification kit assigned to a sub ECL may have several additional stock numbers linked to it as "Includes", which are needed to complete the shelter modification kit, such as sling rope assembly sets and plate/eyebolt assemblies.

### Mobile Account Ships Tables

- 2.24 Mobile Account Ships Tables (MASTs) list accountable materiel to be held by a particular ship/submarine in order for it to fulfill its operational role.
- 2.25 The MAST identifies authorization for controlled equipment (stock classification "E"), accountable stores (stock classification "A") exclusive of spare parts, fitted equipment, ammunition or explosives. Normally items contained in MAST are of a portable, lasting nature, subject to maintenance and repair. All equipment entitlements authorized by a MAST are accounted for on the ship's MUA. Ships shall hold the maximum authorized entitlement specified in the MAST document.
- 2.26 The MA documents list authorized entitlements for the MAST, and are recorded on the CAF Materiel Management System of Record. The entitlements as identified in the MA documents are established by ships personnel on their particular accounts using the Materiel Management System of Record.

### Ships Allowance Replenishment Program

- 2.27 A Ships Allowance Replenishment Program (SHARP) provides a list of fitted equipment and associated entitlement of repair parts and general stores to support the ship/submarine. These consist of three distinct MA documents: Fitted Equipment List (FEL), General Stores List (GSL) and Equipment Support Lists (ESL).

2.28 ESL are produced as part of the initial provisioning process and are subsequently maintained as part of the post provisioning or follow on support process. They are used to identify and procure spare parts maintenance support for equipment. An ESL exists for all equipment where an operational need exists for in-service maintenance support and normally an ESL contains information on one piece of equipment or one Equipment Application Code only. The ESL document lists the header information (i.e., OPI, owner, etc.) and is identified by a six character numerically assigned character string, the designation ESL. The ESL and sub ESL contains a listing of all items associated with that ESL, and is identified by an ESL document identifier plus either a two character numeric suffix or a one character alpha suffix.

NOTE: The following are examples: 123456ESL00 and 123456ESLA. Additional information on ESL can be located in ref c.

2.29 The MA document list the authorized entitlements for the SHARP, and are recorded on the CAF Materiel Management System of Record. The entitlements as identified in the MA documents are established by ships personnel on their particular accounts using the Materiel Management System of Record.

### Regular Force Ships

2.30 The main MA document is listed using a four character description and the designation SHIP (i.e., E209SHIP - HMCS Calgary). The sub ESL documents are all identified with the four character description and the designations GS or FEL or MST. The MAST entitlements are to be established by the ships company against the MUA. However, holdings are against the MUSA. The SHARP entitlements are recorded against the particular warehouse.

NOTE: There are some examples of regular force ships MA documents:

- a. E209SHIP HMCS Calgary MA document;
- b. E209GS General Stores MA document - HMCS Calgary;
- c. E209MST MAST MA document - HMCS Calgary; and
- d. E209FEL Fitted Equipment List MA document - HMCS Calgary.

### Submarines

2.31 The main MA document is listed with the four characters, the four character description (i.e. C201), the warehouse designator (i.e. DET1) and the designation "SUB" (i.e. C201DET1SUB - HMCS Victoria). The sub APL documents are all identified with the four character description, warehouse indicator and the designations GS or FEL or MST, much in the same format as the Regular Force ships. The ESL associated with a particular submarine are identified by a six character numerically assigned character string, the designation ESL and again up to a three character numerically assigned suffix. All submarines based on the west coast have a four character description of C201 and those based on the east coast of C701. The MAST entitlements are established by the ships

Company against the MUA, but the holdings are against the MUSA. The SHARP entitlements are recorded against the particular warehouse.

NOTE: There are some examples of submarines MA documents:

- a. C201DET1SUB HMCS Victoria;
- b. C201DET1MST MAST MA document - HMCS Victoria;
- c. C201DET1GS General Stores MA document - HMCS Victoria;
- d. C201DET1FEL Fitted Equipment List MA document - HMCS Victoria; and
- e. 3815SUESL01 Contains Stock number associated with submarines (ESL limited to 999 items).

### Reserve Force Ships

2.32 The MA document for Reserve Force ships are defined by the Customer Account (CA) identifier for a particular Reserve ship along with the designation of "RSHIP". The MA document for Reserve ships authorizes entitlements to be held on a customer account. Taken together the MAST and SHARP MA documents for a particular vessel comprise four distinct listings identified using different formats depending on the type of vessel.

NOTE: There are some examples of reserve force ships MA documents:

- a. 0A3351RSHIP HMCS Kingston;
- b. 0A3351GS General Stores MA document - HMCS Kingston;
- c. 0A3351MST MAST MA document - HMCS Kingston;
- d. 0A3351FEL FEL MA document - HMCS Kingston; and
- e. 983245ESL00 ESL containing stock numbers associated with Reserve ship.

### Office of Primary Interest Responsibilities for MA Document

2.33 When an OPI receives a request to create or amend an entitlement, an investigation is initiated and the following is determined:

- a. whether the request is justified;
- b. whether assets and/or funds are available;
- c. if the amendment should apply to other users; and
- d. if an amendment to an MA document is required.

2.34 Once a decision is made, DSCO is to be advised to action the amendments to the MA document. DSCO inputs these changes in the Materiel Management System of Record.

2.35 The OPI is responsible for notifying DSCO of all other changes to MA document, including any related commentary, item or MA document descriptions, titles, item replacements, quantity changes, customer distribution and OPI information amendments. The OPI must also ensure that applicable Supply Managers and/or Life Cycle Managers are advised of approved changes which may impact on the redistribution of existing assets,

new procurement and/or subsequent changes to Repair, Maintenance and overhaul requirements.

- 2.36 DSCO is responsible for entering SIGC information into MA documents, so the OPI must clearly identify when an SIGC consumable item is to be added or amended.

### Staffing Procedures to Establish a New MA Document

- 2.37 It may be determined that amendments to existing MA documents do not suffice to satisfy unit/individual requirements. A request to establish a new MA document must include the necessary information to allow for prior approval by all affected organizations at all levels before it can be incorporated into the Materiel Management System of Record by DSCO.
- 2.38 To staff a requirement for a new MA document for an existing unit, the originator must seek approval through the chain of command or through the N4, G4, A4 or J4 at the national level. (Note that a requirement which includes locally managed and funded items only, does not need to be staffed for higher approval.) The office of approval should have the requisite authority to permit the affected unit to hold and utilize the requested items, including possible restricted items, based on the unit's mandated role and establishment table. The approving authority undertakes to:
- a. provide command/national approval for the originator to acquire and hold the requested items in the quantities indicated within the MA document;
  - b. provide approval for the type of MA document requested (Scale, ECL, CFFET, etc.);
  - c. appoint an OPI who is responsible for maintaining the currency and accuracy of the MA document including the approval of any future amendments to the document;
  - d. authorize the necessary expenditure of funding to allow for procurement of items for the requesting units if necessary;
  - e. liaise with the applicable commands to identify major procurement requirements that would be impacted for centrally managed items. This enables Supply Managers and Life Cycle Materiel Managers to manage any redistribution of existing assets, procurement of new items, as well as follow on R&O requirements. If a new item is required, the materiel identification process shall be initiated and completed before the item can be added to the MA document;
  - f. liaise with applicable organizations to obtain any necessary approval to hold items with special restrictions. That is, classified inventory, HAZMAT items, COMSEC, major equipment, ammunition and weapons;
  - g. advise unit to initiate action to establish a supply account which will correspond to the MA document;
  - h. provide a Master Implementation Plan, if assets are to be phased in due to procurement, operational or other commitments; and
  - i. staff the request to establish a new MA document to DSCO for approval and action. (This request should include information for steps a through g.).

- 2.39 Following the completion and approval of the above steps, DSCO authorizes the Materiel Authorization (MA) section DSCO to establish the MA document within the Materiel Management System of Record. Once complete, the customer is advised and entitlements based on the MA document (and the Master Implementation Plan if applicable), can be established on the corresponding unit Customer Account (CA) or Individual Account (IA) and the requisitioning process initiated.

## Entitlements and Entitlement Checking

### Assigning Entitlements to Accounts

- 2.40 In the Materiel Management System of Record, entitlements must be linked and activated against a particular Force Element (FE).

### Entitlement Checking - Application of Entitlement Validation

- 2.41 The following accounts are subject to the entitlement validation process within the Materiel Management System of Record:
- a. Mobile Unit Account (MUA) and Mobile Unit Sub-Account (MUSA);
  - b. Customer Account (CA); and
  - c. Individual Account (IA).
- 2.42 The purpose of the validation process is to ensure that account holdings are maintained within entitlement and to initiate corrective action when holdings recorded on the computer exceed entitlement. The validation process is activated by requisitions for tracking materiel, increases or decreases in balances, and increases or decreases in entitlement.

### Exceeding Entitlement

- 2.43 When a requisition is submitted for a quantity that exceeds entitlement, the customer must be contacted and only entitled quantities can be requested. This will be identified during the materiel requisition vetting process.

## Materiel Restrictions

- 2.44 Even though a MA exists, a supply manager (SM) may restrict the issue of materiel for reasons of safety, security, configuration management, limited operational assets or funding restrictions. Requisitions may be restricted by a variety of means including the assignment of an Item Management Advisory code (IM Advisory).
- 2.45 SM has the authority to return or redistribute materiel that has been procured with national funds. If a requirement exists that would necessitate the redistribution of stocks held by mobile support units, service battalions or ships, the SM must receive prior authorization from the appropriate Environmental Chiefs of Staff (ECS).

### Temporary Issues Pending MA Approval

- 2.46 When a temporary issue is authorized by a SM as a result of a pending MA document, the temporary issue is valid until such time as the MA document is actioned. If the MA document is subsequently not approved, the materiel is withdrawn immediately by the issuing activity.
- 2.47 A temporary issue may be authorized for accountable materiel, pending the approval of an applicable MA document, provided that:
- a. there is an urgent requirement for the materiel;
  - b. no new procurement is involved; and
  - c. the materiel, including rental, is available within the resources of the DSC.

### Exceptions to the Entitlement Checking Process

- 2.48 The following is a list of items/actions that are excluded from the entitlement process:
- a. Materiel Group Class 13 (Ammunition) and Group Class 14 (Guided Missiles);
  - b. items requisitioned, issued or receipted for work orders;
  - c. loan transactions and short-term Supply Customer transfers;
  - d. reservations; and
  - e. rations.

### Compliance (Under Development)

## PROCEDURES

### Process Flow charts

3.1 The following are the Process Flow charts related to this chapter.

Processes	Description
<a href="#"><u>EP 35C Manage Entitlements, Scales and Check List</u></a>	<ul style="list-style-type: none"> <li>request for new Materiel Package;</li> <li>create Materiel Packages; and</li> <li>assign Materiel Packages.</li> </ul>
<a href="#"><u>EP 35C Manage Entitlements Modify or Deactivate</u></a>	<ul style="list-style-type: none"> <li>request Modification or Deletion of Materiel Package; and</li> <li>modify or Delete Materiel Package.</li> </ul>
<a href="#"><u>EP 35C Manage Entitlements Select Materiel Packages</u></a>	<ul style="list-style-type: none"> <li>select Materiel Package; and</li> <li>create Materiel Package.</li> </ul>
<a href="#"><u>Search for Material Authorisation Doc in DRMIS</u></a>	<ul style="list-style-type: none"> <li>how to Search for A DIR to see Scale Notes and Remarks</li> </ul>
<a href="#"><u>ECL List – Active and Rescinded</u></a>	<ul style="list-style-type: none"> <li>excel spreadsheet of active and rescinded ECL's</li> </ul>
<a href="#"><u>Finding an ECL using MM03 (By lead MMR)</u></a>	<ul style="list-style-type: none"> <li>viewing equipment checklist (ECL) utilizing MM03</li> </ul>
<a href="#"><u>List of scales and descriptions</u></a>	<ul style="list-style-type: none"> <li>excel spreadsheet list of scales and description</li> </ul>

### DRMIS Transaction Codes (Under Development)

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
	<ul style="list-style-type: none"> <li></li> </ul>

### DRMIS Reports (Under Development)

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
	<ul style="list-style-type: none"> <li></li> </ul>

## 2.3 MATERIEL IDENTIFICATION

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## POLICY

### Aim

- 1.1 The aim of this chapter is to outline the policies governing supply activities effecting materiel identification. The data elements assigned determine how an item will be managed throughout its life cycle. Materiel must be managed by all federal departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs. This begins with accurate materiel identification and cataloguing processes.
- 1.2 Public Services and Procurement Canada (PSPC) and Department of National Defence (DND) share responsibility for providing materiel identification and related services to departments. DND is responsible for the administration and maintenance of the Canadian Government Cataloguing System (CGCS). It is imperative to maintain data integrity to ensure that materiel held by DND and Canadian Armed Forces (CAF) is properly accounted for and that the correct materiel is used.

### Context

- 1.3 The Ministers are accountable for the management of materiel to support the delivery of programs according to departmental mandates. Deputy Heads are accountable to the Minister and to the Treasury Board for the sound stewardship of the materiel entrusted to or used by their organizations. The Assistant Deputy Minister of Materiel (ADM (Mat)) is the departmental program authority for materiel and is accountable to the Deputy Minister for the full life cycle of materiel. It is through the policies, process, and procedures that we are able to properly account for materiel of interest.
- 1.4 Canadian federal government departments and agencies use the Canadian Government Cataloguing System (CGCS) for the codification of materiel-in-use for identification and data management assignment purposes and as an item validation tool to aid in maintaining their department/agencies' inventory management and accounting policies and practices. Departmental identification codes are assigned to each item recorded within the CGCS to identify the departments or agencies use of that item within their operations.
- 1.5 The CGCS follows the policies and procedures adopted by signatories of the North Atlantic Treaty Organization (NATO) to maintain a common, Unified Codification System throughout all members of the alliance.

### Definitions

- 1.6 Definitions can be found in Chapter 10.1 Glossary.

## Authorities and Responsibilities Tables

### 1.7 Authorities Table

The....	Has or have the authority to...
Deputy Minister (DM)	<ul style="list-style-type: none"> <li>maintain adequate records in relation to public property for which DND is responsible and shall comply with regulations of the Treasury Board governing the custody and control of public property as per Financial Administration Act Part V (Public Property) Paragraph 62 (Management of Public Property).</li> </ul>
Assistant Deputy Minister Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>be accountable to the Deputy Minister for the full life cycle of materiel, including management of the Materiel Acquisition and Support (MA&amp;S) process.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> </ul>

### 1.8 Responsibilities Table

The...	Is or are responsible for...
PSPC and DND	<ul style="list-style-type: none"> <li>providing materiel identification and related services to departments.</li> </ul>
Equipment Program Manager (EPM)	<ul style="list-style-type: none"> <li>the life cycle management;</li> <li>materiel identification (MI) management to ensure both inventory and technical expertise are provided.</li> </ul>
Director Financial Accounting (DFA) - Asset and Inventory Strategy and Analysis (AISA)	<ul style="list-style-type: none"> <li>responsible for the oversight and monitoring of capital assets and inventory.</li> </ul>
Director of Supply Chain Operations (DSCO)	<ul style="list-style-type: none"> <li>the custodianship of Canada's National Codification Bureau;</li> <li>the administration and maintenance of the Canadian Government Cataloguing System.</li> </ul>
Record Control Office (RCO)	<ul style="list-style-type: none"> <li>entering materiel data input in the Materiel Management System of Record;</li> </ul>

The...	Is or are responsible for...
	<ul style="list-style-type: none"> <li>• updating materiel identification amendments requests;</li> <li>• helping the users with DND identification processes.</li> </ul>
Technical Authority/Life Cycle Materiel Manager (TA/LCMM)	<ul style="list-style-type: none"> <li>• determining the materiel identification requirements : overview of design, engineering, acquisition, installation, modification and maintenance functions; and</li> <li>• ensuring that proper cataloguing information is provided to the RCO when a MI is created.</li> </ul>
Supply Manager (SM)	<ul style="list-style-type: none"> <li>• liaising with TA/LCMM and RCO to initiate amendments or input new data.</li> </ul>

## References

1.9 The following references were used in the development of this policy:

- a. [Treasury Board – Information Technology Standard \(TBITS 25\) Materiel Coding – Implementation Criteria](#)
- b. [NATO Codification](#);
- c. [Controlled Technology Access and Transfer \(CTAT\) – NDID C-02-007-000/AG-001](#);
- d. [FAM Chapter 1020-4 Capital Assets](#);
- e. [FAM Chapter 1020-5 Inventory](#);
- f. [MMI 1351 NATO Cataloguing of Materiel Manufactured Outside Canada](#);
- g. [MMI 1630 Initial Supply Support for New Equipment](#) ; and
- h. [A-LM-505-019/JS-001 - LCMM Handbook Chapter 9 Supply Support](#).

## PROCESS

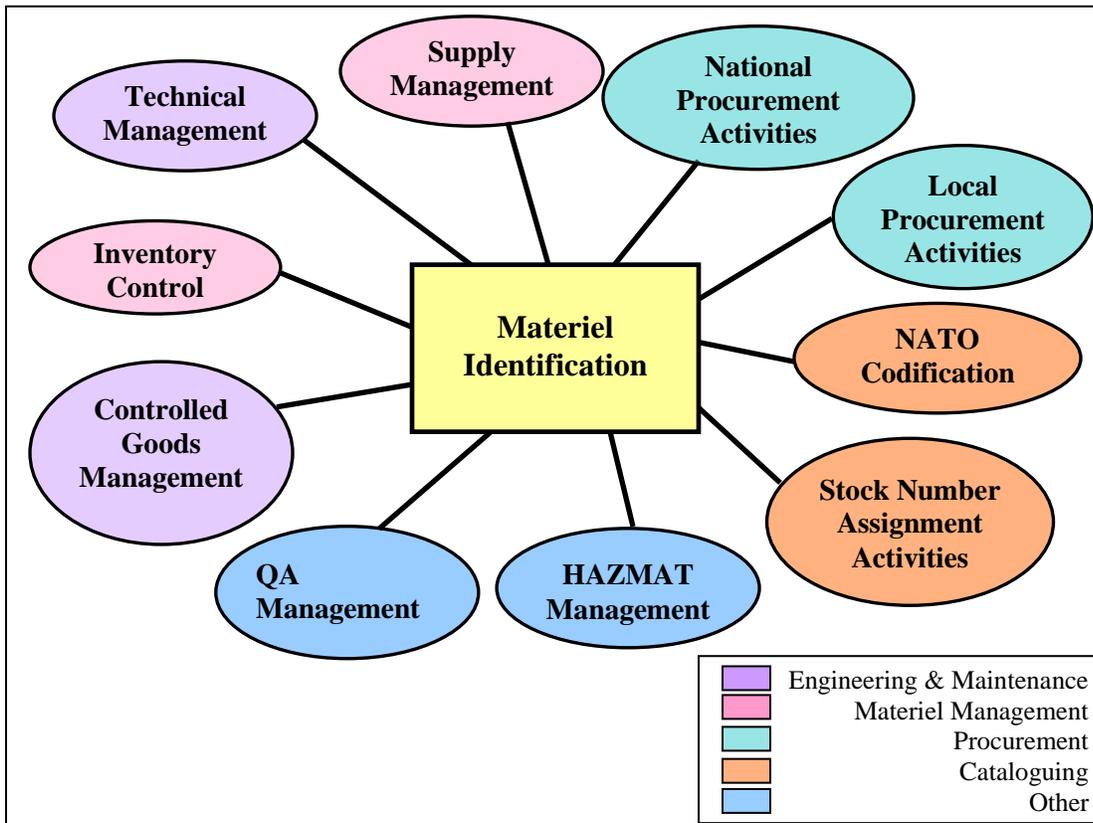
### Introduction

- 2.1 The MI process will provide collection and validation of data to identify an item, equipment, weapons system or materiel. This will result in the support of various activities, including interoperations with other NATO countries, acquisition, asset and inventory management, engineering functions, Integrated Logistic Support (ILS), project management (including Initial Provisioning (IP) and provisioning of spares), maintenance (repair and overhaul), movements, disposal, tracking and technical data management. If materiel cannot be identified, it cannot be managed.
- 2.2 It is important to define the materiel identification features that are considered essential to the Materiel Management System of Record. There are 5 reasons for describing a materiel in Materiel Management System of Record, these are as follow:
  - a. provide a uniform system for identifying materiel within the federal government;
  - b. enhance the capability to share and integrate materiel management information electronically (government-wide);
  - c. provide a basis for the development of electronic transactions;
  - d. help avoid duplication of effort therefore minimizing the cost of materiel management; and
  - e. contribute to the more efficient and economical management of materiel assets.

### Materiel Identification

- 2.3 A materiel identification (MI) is a label applied to an item that is repeatedly procured, stocked, stored, issued, and used throughout the Materiel Management System of Record. It is a unique item identifying series of numbers which aids in reducing duplicate items in the DND inventory. NSNs are an essential part of DND for use in managing, moving, storing, and disposing of materiel.
- 2.4 The Materiel Identification allows asset visibility by the end-user. The EPM will initiate all necessary actions within Materiel Management System of Record (Materiel Master Record MMR creation, Equipment Master Record and Asset Master Record data preparation) and trigger the flow of materiel identification (MI) cataloguing data to the [CGCS](#) and MI inventory data in the Materiel Management System of Record. Multiple stakeholders must provide appropriate information and data when materiel identification is initiated. It can be seen in the table below.
- 2.5 The Defence Supply Chain is key to the execution of the MI system. It is essential that the integrity of the data be maintained by the functional stakeholders and by each organization responsible for the acquisition, maintenance and disposal of the materiel.

2.6

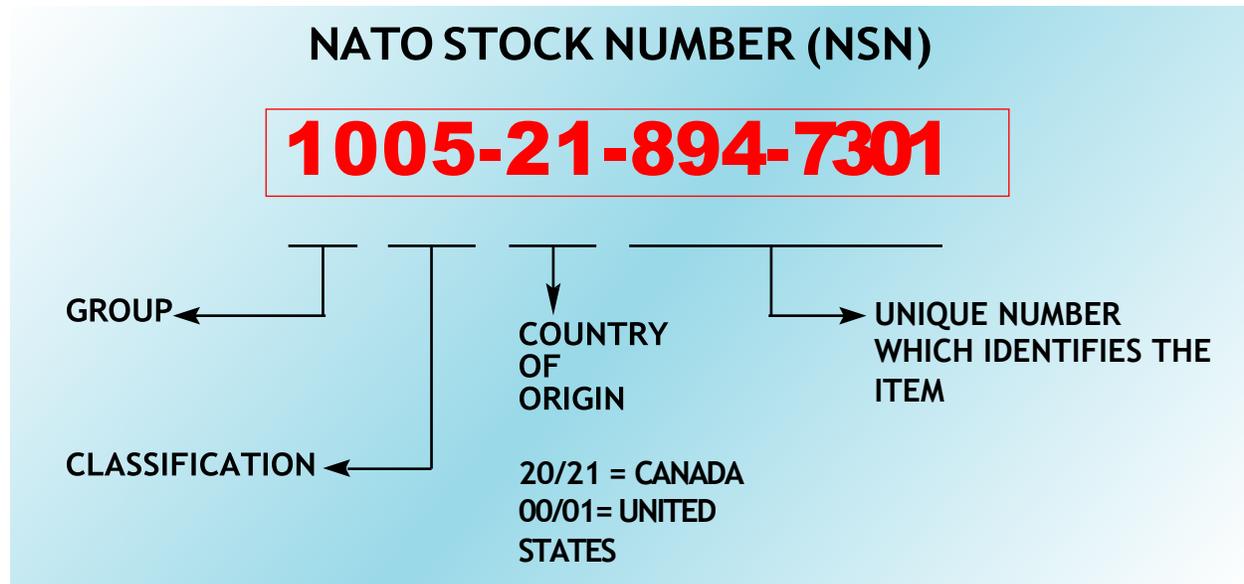


NATO

- 2.7 The full 13-digit NATO stock number must be used to identify all materiel assets which have a repetitive, recurring, or continuing supply requirement within the federal government. Where a full 13-digit NATO number is not viable, for unique or small ticket items, materiel should be identified by the NATO supply classification (the first four digits of the NSN) along with the manufacturer's or supplier's name, and the part or model number.
- 2.8 The NATO item identification code, the NSN (NATO Stock Number) will be the standard materiel asset code for departmental assets management systems in the Canadian federal government.
- 2.9 This standard must be used for the design and implementation of new materiel coding systems in the federal government. As a minimum, all new or redesigned departmental electronic materiel identification systems must contain a link to the NATO supply classification.

2.10 DND uses two distinctive stock code types to identify materiel used within the department, each consisting of 13 alphanumeric characters as follows:

- a. NATO Stock Number (NSN):
  - i. Each item of supply will have a single unique number. The Stock Number Code precedes the 13 alphanumeric characters identifying all standardized materiel items of supply. The “NSN” identifies it as a NATO stock code conforming to the NATO codification standards.



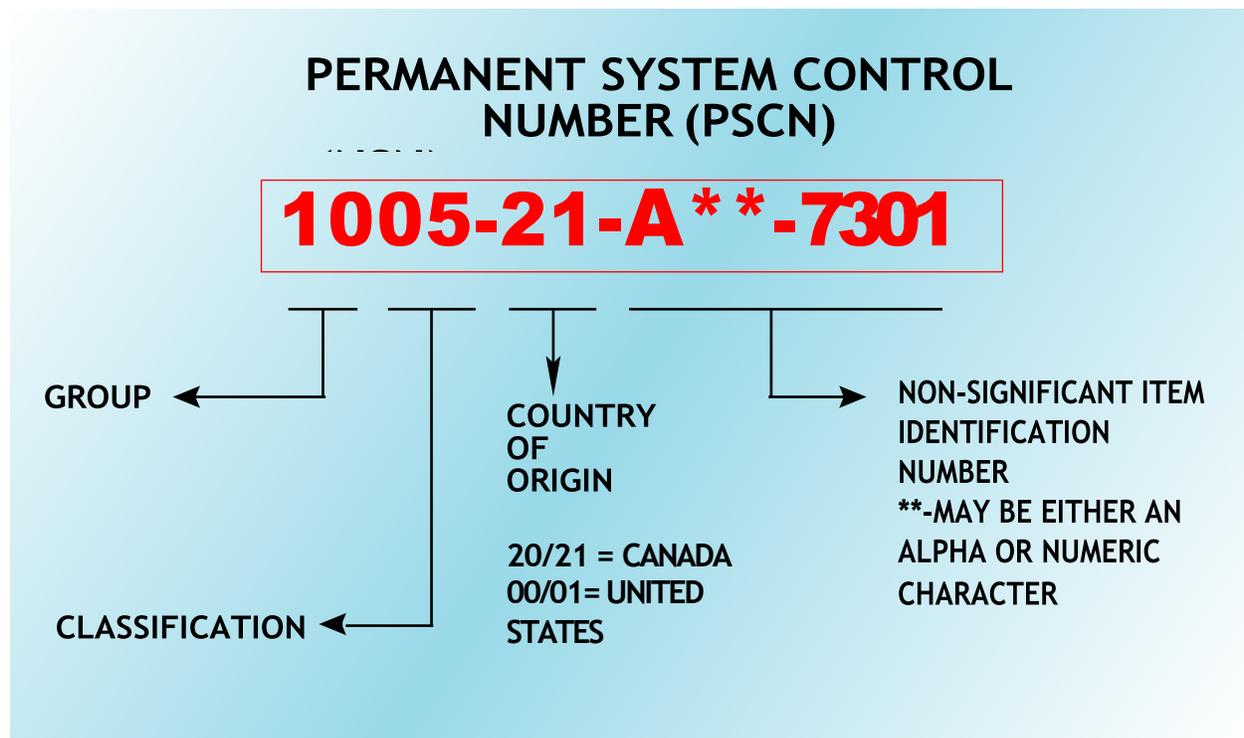
1. The first two numeric characters represent the NATO Supply Group (NSG). For example, NSG 10 Weapons;
2. The 3rd and 4th numeric characters represent the NATO Supply Classification (NSC). For example, NSC 05 Guns, through 30MM;
3. The 5th and 6th characters represent the Country of Origin. Codes 20 and 21 have been assigned to Canada for codification of materiel, where Canada is the item’s original source of design or introduction into NATO; and
4. The remaining 7 numeric characters represent the NATO Item Identification Number and are unique to the item it identifies. For example, 894-7301.

NOTE: If dashes are used, the convention is: 1005-21-894-7301.

- ii. The NATO Codification System is managed and run by a NATO Cadre Group consisting of the National Directors on Codification Allied Committee 135 (AC/135). This group, which is under the authority of the Conference of National Armament Directors, is committed to increased effectiveness and efficiency of global logistics systems and operations for participating nations

and to provide the bridge necessary to facilitate global logistics operations. Further information on NATO Codification System can be found on the [AC/135 website](#).

- b. Permanent System Control Number (PSCN):
- i. The item will be assigned a Permanent System Control Number (PSCN) of 13 alphanumeric characters when there is no requirement for a NATO Stock Number. The “PSCN” identifies a stock code that is used within Canada only and does not appear in any other alliance country’s cataloguing system.



1. The first two numeric characters represent the NSG. For example, NSG 23 - Motor Vehicles.
2. The 3rd and 4th characters represent the NSC. For example, NSC 10 - Passenger.
3. The 5th and 6th characters represent the Country of Origin; and
4. The remaining 7 characters represent the Identification Number, are system assigned and unique to that item. The Identification Number consists of one to three alpha characters and the last four characters are numeric. For example, AAQ-7301.

**NOTE:**

1. If dashes are used, the convention is: 2310-20-AAQ-7301.
2. The letter N in a NSN and the letter P in a PSCN are not displayed in the CGCS.

- 2.11 A "PSCN only" may be requested if all of the following statements apply:
- a. Locally procured, stocked, managed, and consumed;
  - b. Not subject to any technical rigor;
  - c. Materiel will never be used in NATO exercise or deployment;
  - d. Not part of Capital Project/Initial Provisioning;
  - e. If Canadian manufactured, materiel unlikely to be of interest to other Logistics organizations within NATO.
- 2.12 Requests for NATO stock codes are processed through [DSCO 5 - NATO Codification section](#) for the assignment of a NSN once completion of the Materiel Identification request is actioned.

### Cataloguing Materiel

- 2.13 New centrally managed item(s) being introduced into DND must be catalogued and brought on charge by the depots, warehouses or supply customer accounts. Refer to 2.21 of this chapter for more details.
- 2.14 New locally managed item(s) being introduced into DND must be catalogued and brought on charge by warehouses or supply customer accounts. Refer to Part 2.22 to 2.26 of this chapter for more details.

### Item Relationships – Substitution

- 2.15 Different items with the same properties (form, fit, and function) but sometimes produced by different manufacturers can be grouped together as fully interchangeable items within a common classification of interchangeable items called “form-fit-function” classification. Item relationship – substitution will be created with the approval of the LCMM. Ammunition is not subject to substitution.

### Tracked Materiel

- 2.16 DND has a requirement to formally track certain items from their introduction into DND up to and long after their final disposal from inventory. Entering serial numbers during standard transaction processing provides you with a single point of entry. This means faster, safer, simpler and smarter serial number management. For more details, refer to Chapter 9.5 Controlled Equipment.

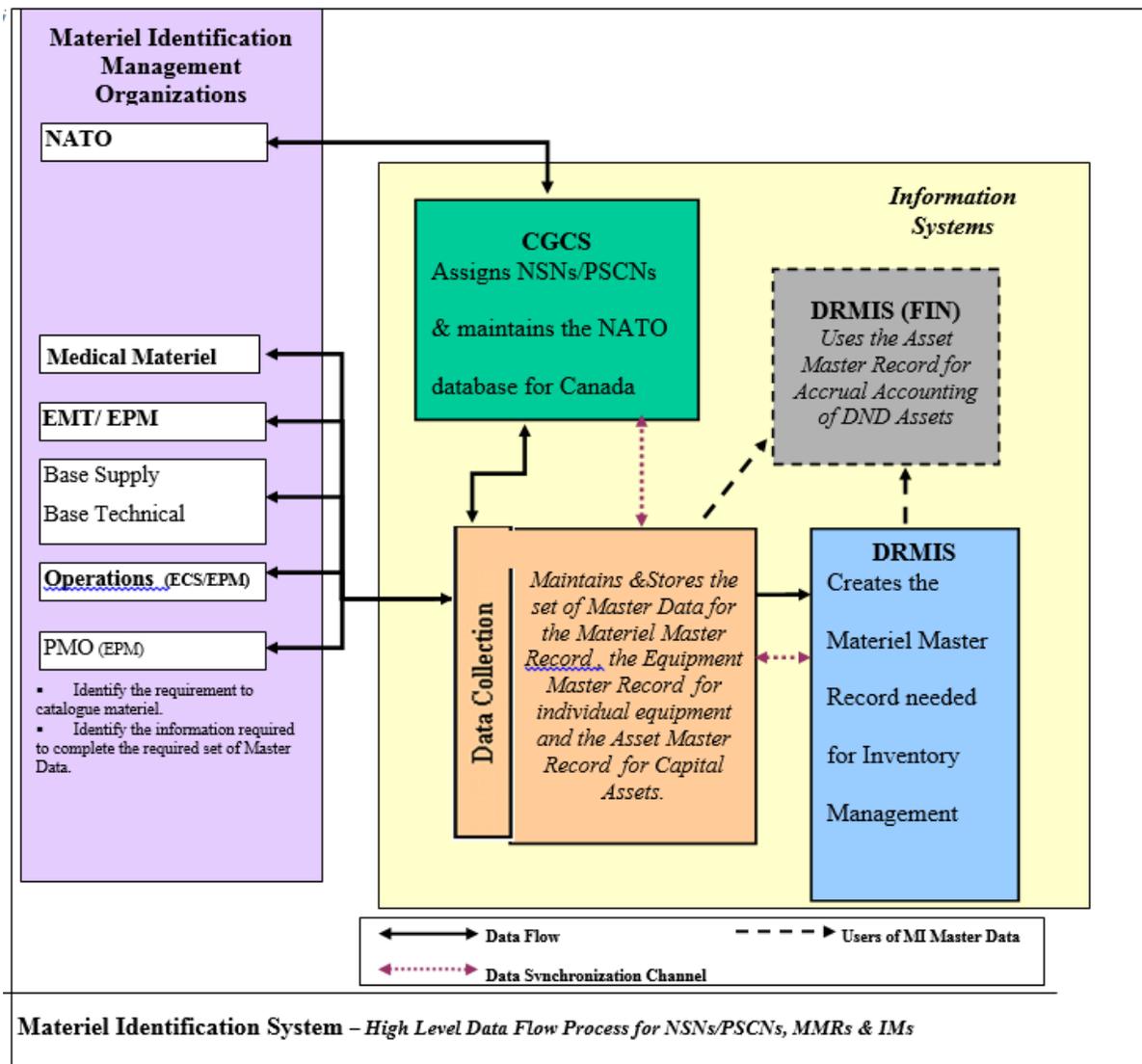
### Materiel Identification System

- 2.17 The Materiel Identification System provides a method of gathering together the required set of data needed to conclusively identify an item, equipment, weapons system, or materiel. The ability to identify materiel in such a common manner supports the

integration of a variety of activities, including; interoperations with other NATO countries, acquisition, asset and inventory management, engineering functions, Integrated Logistics Support (ILS), project management (including initial provisioning of spares), maintenance (repair and overhaul), movements, disposal, tracking and technical data management.

2.18 The MI process must be transparent to the end-user. The EPM will initiate all necessary actions within DRMIS itself (MMR creation, Equipment Master Record and Asset Master Record data preparation) and trigger the flow of MI cataloguing data to the CGCS and MI inventory data.

2.19 The illustration below shows, in a high-level view, the unique interdependencies of the information systems and the materiel stakeholders. It is essential to have a materiel identification system that addresses the needs of all the stakeholders, as well as the individual information systems they will use over the Life Cycle of the materiel. The system and sub-systems illustrated encompass the entire set of activities.



## Mandatory Cataloguing

- 2.20 The following list of materiel is restricted and must be approved by the applicable Equipment Program Manager (EPM) before the cataloguing.
- a. Any type of Ammunition;
  - b. Firearms, Weapons, Missiles;
  - c. Items containing Radioactive material;
  - d. Major equipment as defined in procedures for major equipment;
  - e. Radar equipment;
  - f. Nuclear, biological or chemical equipment;
  - g. Clothing including footwear and equipment that would normally be nationally procured IAW DND specifications and requirements;
  - h. Nationally managed telecommunications, satellite, radio, antennas, cryptographic and tempest equipment;
  - i. Fire Apparatus (PAM 3.2.9);
  - j. Secure Filing Cabinet (PAM 3.2.9);
  - k. Product containing Mercury;
  - l. CTAT or ITAR controlled items;
  - m. Special Tools and Test Equipment; and
  - n. Medical and Dental materiel.

## Materiel Identification for Centrally Managed Item

- 2.21 If any one of the following conditions applies to the item being introduced, it must be assigned as a centrally managed item and assigned to a LCMM, TA, and SM as its management team, regardless of its assigned NATO Stock Group code:
- a. have a rigid specification (data) package that must be followed during manufacture or assemble;
  - b. require technical inspection by a DND qualified inspector either at source or at destination, or must follow a stringent standard such as ISO 9000;
  - c. require demilitarization prior to disposal (CTAT or ITAR controlled);
  - d. require repair action at a regional maintenance facility (RRMA) or 3rd line maintenance facility (RMA);
  - e. be categorized as follows:
    - i. Ammunition (NSG 13);
    - ii. Chemical Biological Radiological Nuclear (CBRN);
    - iii. Missiles (NSG 14);
    - iv. Weapons (NSG 10, 69 training aids and 99 artefacts); or
    - v. Classified (IM Advisory code) 1L, 1P, or 1Q.
  - f. be classed as clothing, including all clothing items with the exception of non-metallic badges and braid;
  - g. be procured in Canada for issue to missions and used outside of Canada;
  - h. may be useful to forces of other allied nations;
  - i. meet the criteria for being classified as a capital asset;

- j. be part of a capital project or component of an initial provisioning process;
- k. item requires calibration and/or periodic maintenance; or
- l. be subject to safety regulations, i.e., safety of personnel and/or equipment.

### Materiel Identification of Locally Managed Item

- 2.22 All items with a unit cost equal to or greater than \$1,000.00 (before taxes) must be catalogued.
- 2.23 For items under \$1,000.00 (before taxes), supply practitioners must catalogue items that are accountable as defined in chapter 10.2 Table Codes, under Stock Classification code, in order to minimize materiel loss and increase visibility on materiel. In such a case, the materiel must be brought on charge.
- 2.24 Items meeting any of the conditions detailed in paragraphs 2.20, 2.21, 2.22 or 2.23 above must be catalogued before procurement action is initiated and therefore cannot be procured as a non-catalogued item.
- 2.25 Items that do not meet any of the above conditions para 2.20, 2.21, 2.22 and 2.23 may be procured locally without cataloguing action, when requested on a purchase requisition and using approved local funding.
- 2.26 If an item does not meet any of the criteria as detailed in para 2.20 and 2.21, it may be established as Locally Managed. For items designated as locally managed, the unit originating the request to establish the number is responsible for the management of that item. An item categorized as locally managed will be established as follows:
- a. Supply Manager (SM) code entered “LOC”;
  - b. Technical Authority (TA) code must be assigned:
    - i. The originating Plant shall be used as the TA for items assigned “4L”. See dropdown menu List of Authorities in the Materiel Identification Request (MIR) form for the base/unit technical inspector. The designated base/unit Technical Authority is normally the senior member of the technical team, or a Supply member with the ability and authority to assign all management and technical data.
    - ii. For items that are IM Advisory code of “4P” the TA must reflect the national level TA representing the EPM in order to maintain the engineering/technical specifications;
  - c. Item Management (IM) Advisory code is designated as:
    - i. “4L” (locally managed/locally procured and funded), or
    - ii. “4P” (nationally managed/locally procured and funded);
  - d. Demilitarization code (Demil) “A” (Not Controlled/Demil not required) is entered;
  - e. Reparability Code (RC):
    - i. “A” (Non-repairable) or
    - ii. “D” (Repair - Second line workshops only) is to be entered.

	<b>4L - Locally Managed / Locally Procured</b>	<b>4P - Nationally Managed / Locally Procured</b>
Supply Manager (SM)	LOC	LOC
Lead Technical Authority (TA)	Originating Base/Wing/Unit	TA maintaining the specification (Spec)
Demilitarization code (Demil)	A	A
Reparability Code (RC)	A or D	A or D
Storage Characteristic Handling Code (SCHC)	As applicable	As applicable

### Re-Identification of Materiel

- 2.27 Materiel re-identification is the process of converting materiel stock balances from one Materiel Master Record (MMR) to another MMR without making any changes to the physical materiel. Only authorized personnel can re-identify materiel using the appropriate transaction in the Materiel Management System of Record. Using the correct transaction ensures that the inventory valuation remains correct and auditable.
- 2.28 Materiel re-identification can only be done when authorized by the LCMM/TA, in the following specific situations: stock code merge, cancelling an NSN, converting PSCN to NSN, or converting MPN into NSN. It is prohibited to use materiel re-identification to complete an adjustment, data correction, stocktaking correction or upgrades.
- 2.29 **Clothing:** Materiel re-identification must be done using the clothing counter inside their plant & proper storage location. This process may **ONLY** occur when:
- there is a size discrepancy, meaning an item being physically returned or exchanged is a different size than what is on the member's records, or
  - there is a Stock Code discrepancy, meaning an item being physically returned or exchanged (ex. Combat shirt, combat pant, ...) underwent modernization and can be found with a different Stock Code for the same size than what is on the member's records.

NOTE: To be used only for exchanges or when a member is released. The text field must be populated with the members PRI or Svc. No.

- c. Additional criteria for re-identification are:
    - i. Not subject to CTAT regulations
    - ii. Unclassified
    - iii. Not crypto
    - iv. Not hazardous materiel
- 2.30 All re-identification must meet the specified selection criteria. For items that do not meet any of the above conditions proceed to Chap. 4.3 Stocktaking and 4.4 Materiel Adjustments, Write offs and Financial Reporting.

### Permanent System Control Number (PSCN) to NATO Stock (NSN)

- 2.31 Once an NSN has been assigned to replace a Permanent System Control Number (PSCN), or a stock code has been replaced by another stock code, the user (EPM, LCMM, RCO, and SM) must complete a manual review.
- 2.32 There is no conversion report for RCOs or Supply Managers (SM), so the user must access a Supply Strip Report (ZSUPSTRIP) weekly, or on a regular basis, DRMIS Tab, materials with X-Plant Matl Status “C6” and a particular MRP area.
- 2.33 As soon as a new NSN has been adopted in DRMIS, the RCO or SM must: complete the process of re-identification of materiel, convert the stock of the old Matl number (PSCN or NSN) in DRMIS to the new NSN; and send a TT to DDRIMS to De-activate the former PSCN or NSN.

NOTE: When there is stock on hand (SOH) under the PSCN, the TA/SM must contact the depot and relevant bases/wings/units and tell them to re-identify the effected materiel. This is important in order to ensure the correct information is maintained in the Materiel Management System of Record.

### Capital Assets

- 2.34 Materiel Identification (MI) is one of the key processes in the MA&S business cycle. It is during this process that an item is classified as either inventory (ZSTC) or a capital asset (ZCAS) in DRMIS. Inventory (ZSTC) is expensed once issued, while a capital asset (ZCAS) is amortized over its useful life.
- 2.35 Misclassification of Materiel Type could result in the wrong accounting treatment, which runs the risk of material misstatement in the Departmental Financial Statements (DFS) and the Public Accounts of Canada. To help mitigate this risk, a new procedure was introduced into the MI process. Effective March 20, 2017, new cataloguing requests that meet the specific criteria outlined below will be blocked automatically prior to the Materiel Master Record (MMR) being catalogued:

- All ZCAS

- All ZSTC over \$25K (initial price assessment) and Stock Classification “A” (accountable) or “E” (equipment tracked) and all Repairable codes, including “A”.
- 2.36 If any of the above criteria are met, the capital asset classification on the MMR will require approval from a representative of the [Asset and Inventory Strategy and Analysis \(AISA\)](#) team. This team is part of Director Financial Accounting (DFA) within ADM (Fin) and is responsible for the oversight and monitoring of capital assets and inventory. AISA is the functional authority to determine if the material type for a given MMR should be ZCAS (Capital Asset) or ZSTC (API/Inventory).

### Tracked Materiel

- 2.37 When designating items to track is selected, it is essential to consider, at a minimum:
- a. Items that require periodic test, calibration, or safety inspection;
  - b. Depot level repairable;
  - c. Other repairable items, down to and including sub-component repairable;
  - d. High-cost and high-demand non-repairable items;
  - e. Life-limited, time-controlled, and critical items;
  - f. Items under warranty;
  - g. Items susceptible to counterfeiting;
  - h. Items that require technical directive tracking;
  - i. Items with a Classified, Sensitive, or Controlled Inventory item code;
  - j. Items requiring intensive visibility and management;
  - k. Other items that are serially managed, as determined by the requiring activity.
- 2.38 In Warehousing, you can use serial numbers to track serialized items through receipts, transfers, storage, or issues, the latter of which is mandatory. You can also track serialized items back to their source. The source of a serialized item is, for example, the purchase order or the production order that caused the receipt of the serialized item, or the repair order or the work order that caused the issue of the serialized item.

### Training Aid

- 2.39 Equipment that no longer serves its intended purpose can be used in an alternate application such as a training aid. The request to downgrade this equipment must be sanctioned from the applicable Life Cycle Materiel Manager (LCMM).
- 2.40 When retention is authorized, the stock code shall be converted to the applicable training aid group classification. The original identification label shall be removed and be replaced by suitable markings to indicate the training aid status of the item. Parts found to be without markings are to be immediately removed from storage and sent to the workshops for proper identification (marking or painting). Sufficient control must be exercised to prevent misappropriation and ensure that the materiel not be misidentified as operational status.

2.41 The intended destination is responsible to ensure all associated documentation is updated to reflect the functional change of the materiel and held on charge under the new stock code. All check list equipment not essential to the function of the equipment shall be removed and returned to the supply system.

**Compliance (Under Development)**

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#"><u>EP 11 – New Materiel Identification (MI) Request</u></a>	<ul style="list-style-type: none"> <li>• Confirm Materiel Type;</li> <li>• Validate the Materiel Identification request;</li> <li>• Save and submit the MIR/MMR.</li> </ul>
<a href="#"><u>Materiel Identification (EP 11) - CANSOFCOM (JSIS)</u></a>	<ul style="list-style-type: none"> <li>• Verify item;</li> <li>• Identify Materiel type;</li> <li>• Input MIR;</li> <li>• Review and verify accuracy of submission.</li> </ul>
<a href="#"><u>Creating an MMR for ZEIE Materiel type</u></a>	<ul style="list-style-type: none"> <li>• Use to initiate data transfer on new, changed or deleted materiel from OEM database to DRMIS.</li> </ul>
<a href="#"><u>EP 11 New Materiel Identification Artefacts Process (DSCO 7)</u></a>	<ul style="list-style-type: none"> <li>• Alternate application for the Artifact process.</li> </ul>

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
MM01	<ul style="list-style-type: none"> <li>• Create a Materiel Master Record (MMR)</li> </ul>
MM02	<ul style="list-style-type: none"> <li>• Change a MMR</li> </ul>
MM03	<ul style="list-style-type: none"> <li>• Display a MMR</li> </ul>
MSC1N	<ul style="list-style-type: none"> <li>• Create a batch</li> </ul>
MSC2N	<ul style="list-style-type: none"> <li>• Change a batch</li> </ul>
MSC3N	<ul style="list-style-type: none"> <li>• Display a batch</li> </ul>

MIGO 309	<ul style="list-style-type: none"><li>• Materiel re-identification</li></ul>
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## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
MMBE	<ul style="list-style-type: none"><li>• Stock Overview for SOH for a stock code.</li></ul>
ZSUPSTRIP	<ul style="list-style-type: none"><li>• Supply Strip Report. Provides an overview of warehouse stock for a Storage Location.</li></ul>

# 2.4 MATERIEL FORECASTING AND PLANNING

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## POLICY

### Aim

- 1.1 The aim of this chapter is to detail the policy and processes regarding Materiel Forecasting and Planning within the Department of National Defence (DND) and Canadian Armed Forces (CAF). In order to contribute to the departmental obligation to demonstrate value for money, sound stewardship of materiel and program delivery the DND/CAF are required to develop materiel requirements forecasts, no less than annually, for all centrally managed items.

### Context

- 1.2 Materiel Forecasting and Planning is a foundational activity as part of overall Materiel Management. This process provides critical data to assist all stakeholders in making better informed replenishment decisions including: the quantity to buy, the most appropriate acquisition tool, positioning of materiel and the use of repair lines. The goal of Materiel Forecasting and Planning is to plan materiel requirements in a holistic manner to ensure that sufficient materiel is at the right place, in the right quantity, in advance of when it is required, while ensuring that both stock outs and excess inventory are prevented.

### Definitions

- 1.3 Definitions, other than those listed below, can be found in Chapter 10.1 Glossary:
  - a. **Materiel Manager:** the person or organization charged with identifying and coordinating materiel requirements, technical specifications and other elements of life cycle management;  
**Note:** for this chapter the Materiel Manager responsibility is normally executed by the Supply Manager.
  - b. **Maximum Stock Level:** the quantity of stock to which materiel will be replenished when the reorder level is reached or breached;
  - c. **Minimum Stock Level:** the quantity of stock at which replenishment action is initiated;
  - d. **Repair Level:** the level of serviceable stock required to meet forecast of demand during the base repair lead-time;
  - e. **Materiel Forecasting:** the process of making materiel requirements predictions for the future based on past and present data and most commonly done through analysis;
  - f. **Materiel Planning:** the process of determining and positioning the optimal quantity of materiel to meet the future materiel requirements of the organization;
  - g. **Procurement Lead Time:** The time required to procure an item beginning when a Purchase Requisition is created in DRMIS and finishing when the materiel is delivered to a DND location;

- h. **Repair Lead Time:** Time required to complete a repair which is from the time a Work Order is released until the repair is complete and the item is returned to serviceable stock; and
- i. **Safety Stock:** A quantity of stock planned to be in inventory to protect against a stockout during the normal replenishment interval due to fluctuations in demand or supply.

## Authorities and Responsibilities Tables

### 1.4 Authorities Table

The....	Has or have the authority to...
Department of National Defence (DND)	<ul style="list-style-type: none"> <li>• Approve acquisition of new Platforms, Fleets, Weapon Systems and Equipment.</li> </ul>
Assistant Deputy Minister - Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>• Authorise materiel requirement forecasts to meet DND and CAF mandate.</li> </ul>
Assistant Deputy Minister – Finance (ADM(Fin))/Chief Financial Officer (CFO)	<ul style="list-style-type: none"> <li>• Ensure that financial departmental policies and procedures related to the materiel acquisitions is clearly communicated and followed.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• Develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> </ul>

### 1.5 Responsibilities Table

The...	Is or are responsible for...
Assistant Deputy Minister - Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>• Materiel requirements and the management of the Materiel Acquisition and Support (MA&amp;S) process.</li> </ul>
Director Materiel Group Comptrollership (DMG Compt)	<ul style="list-style-type: none"> <li>• Reviewing materiel requirement costing to ensure funding is available.</li> </ul>
Level 1 organisations	<ul style="list-style-type: none"> <li>• Establishing materiel requirement forecasts.</li> </ul>
Canadian Joint Operation Command (CJOC)	<ul style="list-style-type: none"> <li>• Establishing material requirement forecast for current and upcoming operations at home and abroad.</li> </ul>
Equipment Program Managers (EPMs)	<ul style="list-style-type: none"> <li>• Establishing materiel forecast acquisition plan IAW requirements;</li> </ul>

The...	Is or are responsible for...
	<ul style="list-style-type: none"> <li>• Estimating procurement cost and prioritizing acquisition; and</li> <li>• Making effective use of the repair line to limit unnecessary procurement.</li> </ul>
<p>Life Cycle Materiel Manager (LCMM)</p>	<ul style="list-style-type: none"> <li>• Providing detailed cost for the repair to the EPM;</li> <li>• Monitoring the quantities of repairable items awaiting repair;</li> <li>• Assisting the Supply Manager in the annual review of the repair data on the Selection Notice and Priority Summary (SNAPS); and</li> <li>• Providing recommendation to the EPM on Repair contract requirement or disposal as surplus.</li> </ul>
<p>Materiel Manager (MM)/ Supply Manager (SM)</p>	<ul style="list-style-type: none"> <li>• Prepositioning materiel in order to reduce shipping cost and ensure timely availability;</li> <li>• Monitoring usage of materiel and adjust the disposition of the materiel;</li> <li>• Performing annual review with the LCMM for materiel and provide estimated requirements, or determine surplus quantities that require disposal action;</li> <li>• Performing the annual review of the repair data on the Selection Notice and Priority Summary (SNAPS) with the LCMM;</li> <li>• Providing recommendation to the LCMM about distribution, disposal and repair forecasts;</li> <li>• Ensuring that materiel procured are packaged appropriately to minimize handling at the receiving Depots; and</li> <li>• Establishing dues in in the Materiel Management System of Record to allow timely receipting at the Depots or other designated locations, making the materiel readily available for distribution.</li> </ul>
<p>Warehouse Manager</p>	<ul style="list-style-type: none"> <li>• Reviewing and establishing stock levels for locally managed materiel;</li> <li>• Engage with Materiel Managers when storage capacity issues arise or when centrally managed materiel max and min levels need to be adjusted;</li> <li>• Returning excess materiel to supporting warehouses or Depot;</li> <li>• Processing repairable materiel requiring repair; and</li> <li>• Processing materiel identified for Disposal;</li> </ul>

## References

1.6 The following references were used in the development of this policy:

- a. [Treasury Board - Policy on Management of Materiel](#)
- b. [Treasury Board - Guide to Management of Materiel](#)
- c. [MMI 1500 Chapter 11](#)
- d. [Distribution Resource Planning \(DRP\)](#)

## PROCESS

- 2.1 Materiel forecasting and planning is an iterative and ongoing process and normally linked to financial planning cycles. Even after materiel requirements are developed, ongoing changes to operational, training and maintenance requirements will result in the necessity to review and update established plans and materiel requirements.
- 2.2 Materiel Managers are charged with identifying and coordinating materiel requirements, technical specifications and other elements of life cycle management. They are the lead for materiel forecasting and are responsible to produce forecasts that will meet all operational and readiness requirements while balancing the necessary funding, storage capacity and repair requirements. Normally this function is carried out jointly by a LCMM and SM.

### Materiel Forecasting and Planning Overview

- 2.3 Forecasting and planning can be broken down into the following main steps:
  - a. Step 1: Aggregate - Determining Materiel Forecast
  - b. Step 2: Mitigate - Additional Information Influential in Plan Development
  - c. Step 3: Analyse - Identify and Evaluate Options
  - d. Step 4: Plan - Create and Initiate Materiel Plan
- 2.4 The information that follows describes each of these steps with the goal of promoting successful materiel forecasting and planning, and the successful execution of those plans.

### Materiel Forecasting

- 2.5 Materiel forecasting is the processes whereby materiel managers determine what quantities of materiel are required in order to meet the operational and readiness requirements of the DND/CAF. This involves the gathering of data from a variety of sources and conducting the necessary analysis to determine how much of each materiel will be required to meet upcoming requirements.

#### Aggregation - Determining Materiel Forecast

- 2.6 There are multiple factors to take into consideration when determining future requirements for any item of materiel. Materiel Managers must consider the **global** or **system-wide** requirement for any item for which they are the lead and include requirements from any other materiel managers who may use the same materiel.
- 2.7 Planned activities are the primary input for materiel forecasting as it identifies the upcoming operational, training and work periods which can then be used to extrapolate future materiel requirements. The following, not an exhaustive list, are the types of sources of information to be factored into consideration:

- a. planned operational schedules;
- b. current operational tempo;
- c. planned training exercises;
- d. planned work or maintenance periods, including:
  - i. refits;
  - ii. mid-life upgrades;
  - iii. sustainment;
  - iv. estimated life expectancy (ELE);
  - v. equipment configuration changes;
- e. Divestment Plans and Disposal Plans for Fleets/platforms/weapon systems; and
- f. any planned phasing out of equipment, assemblies, sub-assemblies and materiel.

2.8 A second key source of information is materiel usage, both current and historical. This can include gathering information from:

- a. system tools, such as DRP;
- b. system reports such as:
  - i. Customer Order history;
  - ii. Dormant Stock Reports; and
- c. other or secondary users of the materiel;

NOTE: Movement of materiel between stocking locations does not represent actual usage and is not to be used in the calculation of future requirements.

### Mitigation – Additional Information Influential in Plan Development

2.9 In order to finalize the forecast for materiel requirements it is important to note the current holdings and their condition or state of serviceability. Sources of information would include:

- a. stock on hand in **all** serviceable warehouse and storage locations across the DND/CAF;
- b. review of current holdings for shelf life and expiring materiel;
- c. repairable Reserve and other repairable holdings;
- d. stock in Blocked or Quarantined status, especially materiel not receipted into warehouses due to invoicing or quantity Discrepancies;
- e. dues-in from a Repair Line;
- f. dues-in from previous acquisition activities;
- g. expected Serviceable Returns;
- h. expected Loan Returns; and
- i. criticality of item.

2.10 Furthermore, there are some additional organizational and market influences that may impact the development of Materiel Plans. These include:

- a. **Lead times for delivery:** long or short lead times may influence the frequency of acquisition and the quantities that must be held on hand to meet ongoing materiel requirements between acquisitions;
- b. **Technological changes and advances in equipment:** equipment or materiel that is being upgraded or phased out in the market will influence future acquisition plans as the current materiel may not be available. If equipment is being upgraded then new supporting materiel will also need to be procured and may generate a disposal activity of the current materiel that is being phased out;
- c. **Availability of the item of materiel in the market:** frequency of production runs, limited or minimum quantity batches and increased competition may influence availability of materiel over a multi-year planning cycle;
- d. **Availability of funds/budget:** financial resources may not always be available across multiple years to meet all materiel requirements generating the requirement for risk based forecasts;
- e. **CTAT/ITAR requirement:** gaining access to controlled goods can create a time delay in acquisition if not properly included in the forecasting and planning activities;
- f. **Repair Lines:** the availability of repair and overhaul capability and the time necessary to establish that capability if it doesn't already exist will have an impact on availability of materiel;
- g. **Supply Chain Assurance:** ensuring the supply chain supporting the materiel is appropriately risked managed to enable materiel assurance, including the identification and appropriate mitigation of risk to the supply chain, the timeliness of delivery, the validity and integrity of the materiel delivered, and the cost of the materiel; and
- h. **Bulk Acquisition of Spares:** occasionally opportunities will arise where there is the possibility to obtain bulk spares at reduced prices. This will have an impact on future forecasting and budgeting as well as storage capability.

2.11 Materiel managers are not to rely on previous procurement plans nor repeat previous purchase quantities without being able to justify if the materiel is actually required and that there are existing expectations of use. Repetitive procurements can lead to excessive inventory holdings, waste of funds and a strain on materiel management resources throughout the system.

#### Non-Forecastable Materiel

2.12 Some items of materiel cannot be included in the forecasting and planning process because their requirements and usage cannot be anticipated. These items are normally unique and tied to special authorizations or provisioning requirements. Examples are specialized items of clothing; legal or moral obligations such as ergonomic or accessibility equipment; or mission specific items for unique environmental conditions.

2.13 New in-year procurements may not have been forecastable at time of initial acquisition however any ongoing or subsequent acquisitions should be justified through normal forecasting and planning processes.

## Distribution Resource Planning Tool (DRP)

- 2.14 DRP is the current forecasting tool of record and should be used as an element of consideration in the development of forecasts for materiel quantities and budgets. Information from this forecasting tool can facilitate and simplify the efforts involved in the development of forecasts and plans. Additional information is at Annex A.

## Materiel Planning

- 2.15 Materiel Planning is the process whereby Materiel Managers determine how to ensure the necessary materiel is in the right location at the right time. This includes the necessity to secure the appropriate funding through the financial planning cycles, determine where to position materiel and liaising with critical stakeholders to ensure that the materiel can be received into the materiel management system of record appropriately. Fundamentally, this includes determining the right quantity, the right locations and through which acquisitions tools in order to meet current and near future requirements.

### Analyze – Identify and Evaluate Options

- 2.16 Once the quantity requirements are determined through the forecasting process and adjusted to reflect availability of materiel on hand, there are only three overarching options for planning. These are:
- a. Acquire: There is not enough serviceable materiel to meet the expected requirements and an acquisition/contracting action needs to occur. This can include:
    - i. Procurement of more materiel;
    - ii. Opening a Repair line to repair currently unserviceable stock;
    - iii. Addressing issues for blocked or quarantined stock;
    - iv. Transferring in materiel from another Department; or
    - v. Risk managing current materiel holdings.
  - b. Manage: There is enough serviceable materiel within the system to meet expected requirements. However, it may prompt a redistribution decision in order to move materiel from central warehouses/depots to locations where the materiel is being used; or
  - c. Reduce: There is more materiel, serviceable and unserviceable than is required to meet expected requirements. This may prompt consideration for a disposal action. Refer to SAM Chapter 8.1.

### Materiel Plans – Create and Initiate

- 2.17 Once the Forecast has been developed, all mitigating factors accounted for and the best option chosen to ensure the right materiel is in the right place then Materiel Managers are responsible to develop, execute and manage the necessary Action Plans. Action plans must

achieve and support materiel readiness but also balance the requirements of value for money (procuring only what is necessary), sound stewardship (holding only what is necessary) and financial accountability.

- 2.18 Materiel Managers may end up using a combination of options to arrive at the optimal solutions to fulfill materiel requirements.

### Additional Planning Considerations

- 2.19 There are other issues that must be taken into consideration when the plan is developed and executed to align with departmental obligations, financial accounting and materiel management requirements.

### Pricing and Budgets

- 2.20 In order to estimate necessary funds to meet operational readiness requirements materiel managers must estimate not only quantity of goods necessary but the associated value.

**Value = Price X Quantity for each commodity/item of stock**

- 2.21 Pricing estimates can be determined by one of several methods:
- a. known prices from vendor catalogues less any applicable government discount; and
  - b. the weighted average of the last three Purchase Orders (See Planning Price in Annex A); and
  - c. the most recent Purchase Order price for procurements that have significant trending up or down.

NOTE: There is no time constraint policy for the PO's used for the weighted average price as each materiel may have numerous factors to consider during analysis.

- 2.22 The Price in the Materiel Management System of Record is determined by the Price Control Indicator which is set to S – Standard Unit Price for Capital Assets or to V – Moving Average Price for Inventory. This price is used to determine the **value** of inventory holdings and it reflects the composite prices over all past procurements and usage. While these system prices can give an initial idea of the anticipated costs for a procurement, they should not be used in isolation as errors in estimates will occur.

### Funds by Vote

- 2.23 As part of the budget estimate, Materiel Managers will need to determine the type of funding, Vote 1 or Vote 5, that will be necessary to meet anticipated procurement requirements. The Divisional Comptroller of the respective organization will need to be contacted to provide appropriate budget information to capture the cost of the acquisition.

## Positioning

- 2.24 A key part of planning is the determination of the best location for materiel storage, otherwise known as positioning. The aim of proper positioning is to locate the materiel close to where it will be used in order to reduce costs to the overall materiel management system and enable rapid response in times of operational urgency.
- 2.25 Factors for positioning include:
- a. Custody Arrangements: DND warehousing or Contractor Custody;
  - b. shipping direct to where materiel is most needed or most used;
  - c. availability of storage space at the depots and warehouses that are closest to the highest demand units;
  - d. splitting holdings in multiple depots if the materiel is used throughout the country;
  - e. costs of transportation from vendor to DND/CAF reception point;
  - f. costs to DND/CAF for transportation in order to internally redistribute resource;
  - g. frequency of use; and
  - h. risk managing locations when insufficient quantities are available.
- 2.26 When positioning materiel procured from a contract, the materiel must be positioned at the Depot(s) or Warehouse(s) closest to the usage points in order to support operational capability/readiness and to reduce downstream transportation costs. Reduction in contract costs by centralizing all materiel in one depot can lead to increases in overall costs borne by the supply system and in the redistribution of that materiel to more appropriate locations after receipt.

## Packaging

- 2.27 Commercial standard packaging may not be acceptable to meet storage requirements resulting in loss, damage and delays. Materiel Managers are to engage with DSCO 5 (Packaging) for the appropriate specifications and contract SACC Clauses regarding packaging. Furthermore, engagement with the depots or warehouses that are designated for storage will help identify any additional requirements to facilitate storage, for example materiel that may be stored outside or in non-temperature controlled locations.
- 2.28 Reducing costs to a contract by reducing packaging materiel may only increase costs and strain on other elements of the supply system in order to effectively shelve and store the materiel.

## Planning for Bulk Acquisition of Spares

- 2.29 Occasionally, an opportunity presents where DND/CAF can acquire large quantities of diverse spares for a single payment or series of payments. Financially, these opportunities

are of great value to the DND/CAF providing higher quantities of materiel for an overall reduced price.

- 2.30 Materiel Managers must ensure that all of the costs have been considered when determining if bulk acquisition is the correct way forward. Bulk acquisitions have associated long term costs for storage; maintenance and upkeep; shelf life limitations or expiry; impact on warehousing resources for increased stocktaking; and reporting.
- 2.31 Bulk materiel, like all materiel, must be brought on charge at the correct price to accurately reflect the overall value of inventory, details on how to calculate the price are provided Annex C.

### Planning Repair and Overhaul

- 2.32 Repair Forecasting is included in the overall Materiel Forecasting and Planning Process. Once a repair forecast is in place it will become a foundational piece for the current year and next year repair budget and an input in the overarching materiel plan.
- 2.33 A mandatory annual review is initiated by the Materiel Managers (normally the Supply Manager (SM) with the LCMM and the Procurement authority present). An annual review will always result in a current year forecast and a next year forecast. Accurate forecasted quantities of repairable materiel will also assist in determination of a contractor's workload over the year. This information will be required by the contracting authority during contract negotiations and will assist the contractor in the timely and effective procurement of the associated spare parts required during repairs.
- 2.34 See MMI 1500 Chapter 11 for guidelines when carrying out an annual review in order to plan forecasts for repair.

### Procure Instead of Repair Decisions

- 2.35 When the cost of procurement proves to be less expensive than the cost to repair materiel held within the Repairable Reserve or other unserviceable holdings, Materiel Managers are to reduce Repairable Reserve/Unserviceable holdings at no less than a one for one ratio. Therefore, for every replacement item procured, the equivalent quantity is to be disposed in accordance with Chapter 8.1 End-of-Life.

### Risk Management

- 2.36 Unfortunately, the optimal plans may not be executable given financial constraints, market limitation or other impeding factors. It is important to identify and manage any risks and where possible to develop mitigating strategies. Risk management strategies are to be communicate to the Chain of Command, especially when risks to operations exist in order to better inform operational decision making.

### Establishing Maximums and Minimums Levels

- 2.37 Materiel Managers (SM and warehouse managers) are responsible to establish Maximums (Max) and Minimums (Mins) levels for their materiel.
- 2.38 The establishment of max and min levels is a useful tool for managing appropriate levels of materiel throughout the Defence Supply Chain. The setting of these levels at specific locations allows for the system to trigger automatic replenishment activities which in turn increases efficiency and timeliness of materiel movements. It also assist with materiel forecasting and planning as it creates better data for understanding customer usage requirements and usage patterns.
- 2.39 Depending on the item of materiel the formula for determining the right level for maximums and minimums will be different. The following needs to be considered:
- a. storage space of the location as some units will not have enough storages space to hold excessive levels of materiel and will require more frequent replenishments;
  - b. lead time to move materiel to the organization from the higher level of supply (industry to depot/warehouse – depot/warehouse to 2<sup>nd</sup> line unit – 2<sup>nd</sup> line to 1<sup>st</sup> line unit);
  - c. average usage/movement within that lead time;
  - d. repair cycles;
  - e. economic Order Quantity; and
  - f. limited or controlled items.
- 2.40 Basic Formulas are:

#### **Minimum Levels**

= (Maximum lead time in weeks) X (usage per week)

or

= (Normal Consumption) X (Normal reorder period)

#### **Maximum Levels**

= (Minimum level) + (safety stock)

or

= (re-order Level) X (Re-Order Quantity) – ((Minimum consumption X Minimum re-order period))

#### **Safety Stock**

= ((Maximum usage in timeframe\*) X (Maximum Lead time)) – ((Average usage in timeframe\*) X (average lead time))

#### **Ordering Level**

= Minimum Level + consumption during lead period

or

= maximum consumption X Lead time + safety stock

or

= maximum consumption X maximum re-order period

NOTE: the timeframe\* for the calculation will change for the level of the unit. First line units might use a time frame of days, whereas second line units might be in a timeframe of weeks or months and Depots at months or years. When other information is not available the base time frame is 120 days.

- 2.41 In many instances the Materiel Management System of Record or other associated electronic tools can establish system generated Max and Mins based on historical information. Materiel Managers are required to periodically validate these levels, especially if new information will create significant changes to requirements.
- 2.42 Unit supply officers are to communicate with Materiel Managers or warehouse managers if the max and min levels established are not sustainable or need to be adjusted in order to reflect changes to operational, training or maintenance requirements or availability of storage space.

### Managing the Plan

- 2.43 Once a Materiel Plan has been developed it is the responsibility of the Materiel Manager to monitor the plan to ensure it is executed as expected. When issues arise the Materiel Manager is responsible to adjust, hasten or cancel aspects of the plan as necessary with the objective of meeting operational readiness requirements as well as minimize unnecessary materiel holdings and expenditures.

## Materiel Custodians and Materiel Users – Forecasting and Planning for Local Maintenance

### Quantity Forecasts

- 2.44 Having the right materiel on hand in order to execute regular preventive, planned and emergency maintenance is imperative for operational readiness and overall system efficiency.
- 2.45 Materiel planning is just as important at the unit level as it is at the national level. In addition to normal max and mins, entitlements and regular holdings Units are to plan their materiel requirements factoring in:
  - a. Planned work periods;
  - b. Operational tempo;
  - c. Rates of mechanical failure such as Vehicle Off Road (VOR); and
  - d. Regular usage rates.

## Materiel Planning - Required Delivery Date (RDD)

- 2.46 Units are to set a reasonable RDD as per Chapter 3.2 Materiel Requisition to allow the overall system to work as effectively as possible. Units are not to generate High Priority Requirements (HPRs) or shorter than necessary RDDs for routine and planned maintenance when appropriate planning time was available. Units must be prepared to accept the charges for any expedited shipping costs generated to meet an HPR or RDD, if it is found that the requisition is due to inappropriate planning and not for an operational requirement.
- 2.47 Setting an appropriate RDD must include consideration for:
- a. lead time necessary to distribute materiel with stock in the system;
  - b. lead time necessary to procure/source materiel with no stock in the system;  
lead time necessary to manufacture materiel internally to DND/CAF;
  - c. the time necessary to execute the actual repair or installation; and
  - d. time to execute necessary test and evaluations;
- 2.48 HPRs are for urgent situations where planning was not a possibility such as a mechanical failure of key equipment only days before a deployment or while on deployment. HPRs may also be used for requirements that may impact the safety of individuals and need to be corrected immediately.

## Compliance

- 2.49 Compliance with this chapter is demonstrated when:
- a. Materiel Forecasts are generated using available information and are retained on record for auditability;
  - b. Pricing decisions for bulk purchases, as per Annex C, are retained on file for audit purposes;
  - c. Procurement activities are reflective of the materiel forecasts and plans include consideration for quantity, positioning and packaging; and
  - d. Repair activities are reflective of the repair forecasts.

## PROCEDURES

### Process Flow Chart

3.1 The following is the Process Flow chart related to this chapter. N/A.

Process	Description
<a href="#">EP 28F National Forecasting and Planning</a>	<ul style="list-style-type: none"> <li>Describe the process flow for National Forecasting and Planning from the Operations Planning and other requirements, evaluating the current stock status for fulfilment options, and deciding on course (s) of action to meet the annual requirements. Note that the Distribution Resource Planning (DRP) can provide material requirement forecast for a specific period and can be used to execute simulation. DRP should be used as a tool to evaluate material requirements.</li> </ul>

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
MM03	<ul style="list-style-type: none"> <li>Display materiel management information</li> </ul>
ZE_MM_EXTEND	<ul style="list-style-type: none"> <li>Extend a Material Master Data for newly created stock codes to a SLoc</li> </ul>
MMSC	<ul style="list-style-type: none"> <li>Extend a Material Master Data for newly created stock codes to multiple SLocs</li> </ul>
ME51N	<ul style="list-style-type: none"> <li>Create Purchase Requisition manually</li> </ul>
ME21N	<ul style="list-style-type: none"> <li>Create Stock Transfer Order (STO)</li> </ul>
ZE_ME55	<ul style="list-style-type: none"> <li>Collective release of Purchase Requisitions.</li> </ul>
ZE_ME28	<ul style="list-style-type: none"> <li>Individual release of PO or STO</li> </ul>

<b>T-Code</b>	<b>Description</b>
ME57	<ul style="list-style-type: none"> <li>Assign and Process Preq and this allows SM to go directly to PReq, create RFQ or STO if required</li> </ul>
CV01N	<ul style="list-style-type: none"> <li>Create a Document Information Record (DIR)</li> </ul>

## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

<b>Report Code</b>	<b>Description</b>
MMBE	<ul style="list-style-type: none"> <li>Stock Overview for SOH and on order for a stock code. Give an overview of the stock balances across different Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)</li> </ul>
MB52	<ul style="list-style-type: none"> <li>List of Warehouse Stocks of Material on hand. Give an overview of the stock levels across different Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)</li> </ul>
MB51	<ul style="list-style-type: none"> <li>Provides a list of material documents, which is produced as a record of transactions that affect quantity, location or value of goods.</li> </ul>
ZSUPSTRIP	<ul style="list-style-type: none"> <li>Supply Strip Report. Provides an overview of warehouse stock levels across different Plants and storage locations for a selected MRP Area.</li> </ul>
ZEPM_ODR	<ul style="list-style-type: none"> <li>Outstanding Demands Report</li> </ul>
MD04	<ul style="list-style-type: none"> <li>Stock Requirements list. The SM can see what caused the requirement if the Work Order number (Purchase Requisition) is displayed.</li> </ul>
BI Portal (Business Intelligence Navigation / MM Reports / Outstanding Material Management Activities)	<ul style="list-style-type: none"> <li>Provides visibility on Purchase Requisitions, PO GR and PO Invoice Receipt (IR) which are the most common info of interest.</li> </ul>

Report Code	Description
BI Portal (Business Intelligence Navigation / MM Reports / Procurement / Planning Price Report)	<ul style="list-style-type: none"><li>• Provide prices paid for material or services which can be used to budget future procurement.</li></ul>
ME5A	<ul style="list-style-type: none"><li>• List the Purchase Requisitions</li></ul>
ZEMM_RO_MANAGED	<ul style="list-style-type: none"><li>• List of R&amp;O items</li></ul>

## ANNEX A - Distribution Resource Planning (DRP)

### Planning Tool for SMs and TAs - Overview

- 1.1 Distribution Resource Planning (DRP) is the functionality available to the Materiel Managers (Supply Managers (SMs) and Technical Authorities (TAs)) for the purpose of getting the right materiel to the right place at the right time in an efficient and effective way in order to support:
  - a. operational capability;
  - b. optimization of inventory;
  - c. reduction in operating costs;
  - d. increased customer satisfaction; and
  - e. improved capability to monitor/analyze inventory trends.
- 1.2 Materiel Managers should consider DRP when managing inventory for all centrally managed stock except for ammunition and a small number of classified items.
- 1.3 DRP provides alerts, in the form of Review Reasons, to identify which NSNs require immediate attention. All aspects of the NSN are available for review and evaluation in DRP, which includes:
  - a. item management data;
  - b. inventory holdings;
  - c. demand history;
  - d. Min and Max stock levels;
  - e. existing DRMIS Purchase Orders;
  - f. Work Orders;
  - g. Purchase Requisitions;
  - h. Stock Transfer Order (STO); and
  - i. all other materiel management information that is interfaced from DRMIS in real-time.
- 1.4 The enhanced capability of DRP provides global visibility of forecasts and inventory assets. DRP allows the Materiel Manager to review and evaluate the projected requirements provided by DRP along with recommendations for new procurement, repair and transfers that have been identified to meet longer range expected requirements. This capability enables the Materiel Manager to get ahead of the lead times and other replenishment factors in order to pre-position materiel to meet current and expected demands.

### Forecasting, Planning and Simulation

- 1.5 The DRP user has the ability to simulate various materiel requirement scenarios and conduct “what-if” analysis, both at the individual item level as well as for logical groupings of materiel, enhancing effective planning. When there are changes in DRMIS

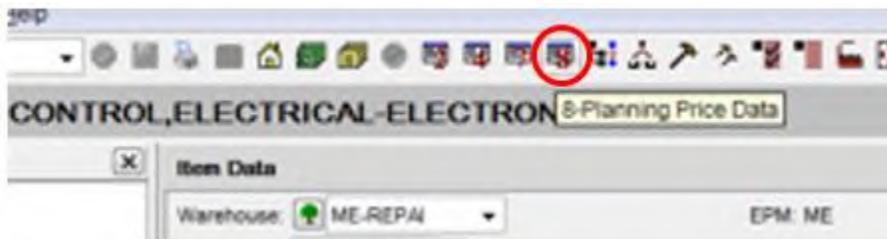
regarding an NSN, DRP immediately “re-plans” the item, adjusts the forecast, and generates new recommendations for action when required, enabling Materiel Managers to review the new data and proactively address the ever-changing landscape.

Planning Price

1.6 The Planning Price is calculated as the weighted average of the most recent three DRMIS purchase orders. The calculation is as follows:

$$\text{Planning Price} = \text{total stock value} / \text{total stock quantity based on the most recent three procurements in DRMIS.}$$

1.7 Both the Planning Price and the POs used in the calculation of the price are available in DRP by accessing the Planning Price Data Button (select #8 button on the toolbar to access the Planning Price window)



1.8 The display will provide the Planning Price, the Effective date of the calculation, as well as details of the Orders used in the calculation results, as shown in the image below:



1.9 The following table provides an example of the Planning Price calculation:

Date	Purchase Order (PO) Number	Confirmed Quantity	Price	Total Cost
30 Sep 2016	1234	10	\$3.50	\$35.00
31 Oct 2016	4567	5	\$3.75	\$18.75
30 Nov 2016	6789	30	\$3.00	\$90.00
TOTAL		45		\$143.75
Average Price Calculation or DRP Planning price			<b>\$143.75 / 45 = \$3.19</b>	

- 1.10 Considerations to support the decision making process:
- a. If the last two, or three if available, PO prices are similar and procurement has occurred recently, then the Planning Price can be used;
  - b. If the last two, or three if available, PO prices show an upward or downward movement, then an estimate can be made by the Materiel Manager based on the trend;
  - c. If only one PO price is available, and if it was done recently, then either the Planning Price can be used or the estimate can be based on the manufacturer's catalogue; and
  - d. If the latest procurement was NOT done recently, or if it is the first time that the item is being procured, then Materiel Managers can obtain a price from the manufacturer's catalogue and adjust for any Departmental discounts.

## Recommendations

- 1.11 DRP provides options for Materiel Managers to make materiel management decisions based upon recommendations which optimize total system inventory at all locations. Inventory shortages as well as excesses are taken into considerations as recommendations are automatically generated based on the principle of "use what you own" first:
- a. first - redistribute existing inventory;
  - b. second - repair broken repairable stock; and
  - c. third - buy new stock.

- 1.12 Recommendations generated from DRP are a tool for the materiel manager in the development of their overall Materiel Forecasts and Plans.

## Reporting and Advanced Analytics

- 1.13 DRP provides supply personnel with a spectrum of management reporting capabilities as well as advanced analytics through Insight, a business intelligence software that is linked to DRP.

## ANNEX B - Planning and Forecasting Concepts and Calculations

### Calculating Aggregate Requirements

- 1.1 Aggregate Requirements are made up of Recurring Requirements (or actual Customer Demands if they exceed the forecasted Recurring Requirements), Non-Recurring Requirements, Past Due Customer Demands and Safety Stock.

### Safety Stock

- 1.2 This is the level of extra stock that is maintained to prevent a stockout from occurring during the normal replenishment cycle due to uncertainties in supply and demand. Safety Stock must be considered when determining the quantities of materiel required.

	Current
<b>Aggregate Requirements</b>	<b>10</b>
Recurring Requirements (or actual Customer Demands if they exceed the forecast)	6
Non Recurring Requirements	2
Past Due Customer Demand	1
Safety Stock	1

- 1.3 All requirements are based on a combination of Location / Quantity / Time interval and must be collected and maintained separately. This provides the capability to aggregate (sum) the recurring and non-recurring requirements by location for the planning horizon, and it also provides the capability to aggregate for all locations for a given timeframe. The following table depicts this for a given stock code:

	Nov	Dec	Jan	Feb
<b>Aggregate Requirements</b>	<b>10</b>	<b>4</b>	<b>5</b>	<b>3</b>
Location 1	7	1	1	0
Location 2	1	3	1	2
Location 3	2	0	3	1

- 1.4 In simple terms, calculating aggregate requirements identifies how much serviceable inventory is needed at each location in each time period in order to support the recurring and non-recurring requirements. The following table shows materiel requirements at three

locations (25 CFSD, Shilo and Esquimalt) and also provides an aggregate value for a given Stock Code.

	Nov	Dec	Jan	Feb	Mar	Apr	May
Aggregate Requirements	10	4	5	3	14	14	14
Requirements at 25 CFSD	7	1	1	0	8	8	8
Requirements at Shilo	1	3	1	2	6	6	6
Requirements at Esquimalt	2	0	3	1	0	0	0

- 1.5 In order to plan materiel effectively, these materiel requirements must be understood for all Stock Codes under a Materiel Manager's responsibility, for all locations within the supply network – not just the depots.

### Calculating Network Supply

- 1.6 Determining the quantities of stock available in the supply network requires reviewing Stock on Hand (SOH) of all serviceable warehouse \_P Storage Locations which includes those from Repair lines. Dues in from Procurement, Loans and Serviceable Returns are also to be included.
- 1.7 The table shows the expected balances for the various sources of supply by month for a given Stock Code. The results are aggregated in the Network Supply Available and shown over the future months.

	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Network Supply Available</b>	<b>10</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>100</b>	<b>0</b>
Stock On Hand	6						
Loan Returns	2	2	0	0	0	0	0
Procurement Due In	0	0	0	0	0	100	0
Repairs Due In	2	0	2	0	2	0	0

### Producing Recommendations for Action

- 1.8 The above tables can assist in determining whether or not further action is required. Comparing the Aggregate Requirements to the Network Supply reveals whether or not

requirements can be met by the existing supply over time. The following table is a simple comparison of the balances.

	Nov	Dec	Jan	Feb	Mar	Apr	May
Network Supply Available	10	2	2	0	2	100	0
Aggregate Requirements	10	4	5	3	14	14	14
Net Result	0	-2	-3	-3	-12	86	-14
Expected On Hand Balance	0	-2	-5	-8	-20	66	52

- 1.9 It is evident that in December, there will be a shortfall of materiel, so action will be required, depending on the options available. The right decisions can only be made when there is an understanding of all of the requirements over time, compared to the available supply over time.

### Factors Affecting Long Range View of Planning

#### Reorder Point

- 1.10 The reorder point (ROP) defines the inventory quantity level, that when breached, triggers the ordering function for the depots. the Effective Levels in DRP, identify where there are potentials for improving ROP levels in DRMIS and coordinate with the depots to action changes where there are no pre-emptive reasons causing the sites to reject the Lot Size.
- 1.11 Lot Size the quantity of an item ordered for delivery on a specific date or manufactured in a single production run. A typical methodology to determine the appropriate lot size is to calculate the quantity required for a fixed future period of time. For example, the lot size to replenish any location other than the depot can be valued at one month for 2<sup>nd</sup> line warehouses. On the other hand, for depots, the lot size could be 12 months, since procurement is often conducted yearly. The exception to this is Shelf Life items which indicate the number of months that an item can be stored under specific temperature, humidity and light conditions and continue to remain suitable for its intended use. These types of items typically have lot sizes that correlate to the shelf life expiry.

#### Procurement Lead Time

- 1.12 This is the time from when a Purchase Requisition is created in DRMIS to the time that the goods are received from the supplier. This includes all internal DND and PSPC processing times. The Procurement Lead Time must be considered when determining whether or not to procure materiel that is needed for a specific timeframe.

#### Repair Lead Time

- 1.13 This is the time from when a repair facility releases a Work Order until the repair facility is expected to ship back the serviceable item. The Repair Lead Time must be considered

when determining whether or not to use repair to replenish stock that is needed for a specific timeframe.

### Repair Yield Rate

- 1.14 Not all quantities of items that are sent for repair result in the return of serviceable stock. To account for this, a yield rate is applied against the quantities sent to repair and this provides an estimate of the quantity of items that are expected to be returned from the repair line as serviceable. Specifically, the yield rate is a calculated variable that compares the quantities of an item sent to repair against the return of serviceable quantities from repair within the last 12 months of repair activity. This value is expressed as a percentage. For example, if 56 items are sent for repair, and 56 are returned, the yield rate is 100%. On the other hand, if only 20 are returned, the yield rate is 38%. The Repair Yield Rate must be considered when determining whether or not to use repair to replenish stock that is needed for a specific timeframe.

## ANNEX C - Planning for Bulk Acquisition of Spares

- 1.1 Occasionally, an opportunity arises where DND/CAF can acquire a large quantities of diverse spares for a single payment or series of payments. Financially, these opportunities are of great value to the DND/CAF providing higher quantities of materiel for an overall reduced price.
- 1.2 Supply Managers and Procurement Officers are to work with Divisional Comptrollers in order to determine the appropriate prices for bringing the materiel on charge in the materiel management system of record as per the following procedure:
  - a. Vendor price or market price of each unit of materiel will serve as the basis to proportionally allocate the total purchase cost to each unit of materiel acquired;
  - b. The decision template below is a tool to determine the correct vendor or market price to use in order to allocate total purchase price;
  - c. Users of the decision template should start at step number 1. If conditions are not met, the user should move to the next step, until the price can be determined with adequate supporting evidence;
  - d. Supporting evidence must be kept for 7 years by the Procurement Authority and be available for audit purposes; and
  - e. Decisions and relevant calculations to proportionally allocate bulk purchasing cost to materiel must be approved by the Divisional Comptroller.
- 1.3 Vendors are to provide the actual unit price of all acquired spare parts. Relying on the fair market value to estimate the cost of spare parts should only be used in exceptional circumstances, where item by item cost cannot be obtained from the vendor after reasonable effort has been made.
- 1.4 Example of Proportional Allocation:
  - a. The department purchases 3 different spare parts in bulk, named A, B and C. Total purchase price paid by the department is \$100,000;
  - b. The vendor provided the unit cost for each of the spare parts in the contract, which are as follows:
    - i. Spare part A: \$30,000
    - ii. Spare part B: \$70,000
    - iii. Spare part C: \$100,000
  - c. The total cost of materiel acquired is \$200,000 (\$30,000 + \$70,000 + \$100,000). However, the department is receiving a discount and is paying only \$100,000 for the acquisition. Therefore, the purchase cost needs to be proportionally allocated to A, B and C based on their relative fair market value;
  - d. Determine the applicable discount rate:
    - i. If the Department paid \$100,000 for \$200,000 of materiel then
    - ii. Then the Discount applied =  $100,000/200,000 = 50\%$

- e. Apply the discount rate to the price list provided by line item:
  - 1) A:  $\$30,000 \times 50\% = \$15,000$
  - 2) B:  $\$70,000 \times 50\% = \$35,000$
  - 3) C:  $\$100,000 \times 50\% = \$50,000$
  - 4) Total Paid:  $\$100,000$

1.5 The total value of materiel brought on charge must always be equal to the total cost incurred to acquire the materiel. Applying the above steps ensure that the value of materiel recorded in the department's financial system is equal to the total cost incurred in order to acquire the materiel.

### Bulk Spares Decision Template

Step	Decision	Evidence
1	Available unit cost based on existing contract where available	<ul style="list-style-type: none"> <li>• Hard copy evidence: contract, purchase order, invoice.</li> </ul>
2	Available original equipment manufacturer (OEM)/vendor unit price for item	<ul style="list-style-type: none"> <li>• OEM Hard evidence: catalogue, private information, e-mails, memos etc.</li> <li>• Needs to be available for Audit Purposes</li> </ul>
3	Use of a credible and documented source to determine fair market value for each unit of materiel acquired	<ul style="list-style-type: none"> <li>• Use of FedLog, North Atlantic Treaty Organization (NATO) Maintenance and supply Agency (NAMSA), Initial Provisioning</li> <li>• Market price quoted by a different vendor for same materiel</li> <li>• Affidavits</li> <li>• Supporting documents and evidence used to determine market price must be retained for audit purposes</li> </ul>

# 2.5 TRANSFER OF MATERIEL MANAGEMENT RESPONSIBILITY

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## POLICY

### Aim

- 1.1 The aim of this policy is to provide a framework for the transfer of responsibility of materiel to where it can be most efficiently managed and controlled. Given that the responsibility for control of materiel can change throughout its lifecycle, it is necessary to clearly identify the process to facilitate the transfer of material between Equipment Program Management (EPM) entity or from centrally managed to locally managed (and vice versa) in order to better support the end user.

### Context

- 1.2 The purpose of transferring materiel responsibility is to ensure that end users are able to get the materiel and equipment that they need in a cost effective manner and in a timely fashion; and ensure that any materiel meeting one or more of the conditions of being centrally managed is managed at the national level.

### Definitions

- 1.3 Definitions, other than those listed below, can be found in Chapter 10.1 Glossary.
  - a. **Migration:** the migration of materiel management from one Equipment Management Team to another within the Defence Resource Management Information System (DRMIS);
  - b. **Equipment Management Team (EMT):** a small, highly integrated and multi-disciplinary team supporting equipment, systems, and services. The team is responsible for the following: materiel management, technical expertise, support, planning, equipment repair and maintenance, project management, assessment, contract management, engineering, content of technical publications, engineering drawings, and disposal;

NOTE: Within DRMIS, the EMT is defined as one Supply Manager and one Technical Authority.

- c. **Equipment Registration Number (ERN):** ERNs (8 digit alpha-numeric codes) are assigned to all equipment in CAF to provide the linking code required to identify technical authorities, publications, Equipment Group Identifiers and Equipment Application Codes. ERNs are established and maintained by DSCO 5 on the Equipment Identification and Documentation Database;
- d. **Equipment Group Identifier (EGI) and Equipment Application Code (EAC):** EGIs and EACs are derived from the ERN (first 5 digits of the ERN) and assigned to all materiel in the Materiel Management System of Record inventory to identify support spares and components of equipment or systems to show their relationship for accounting, re-provisioning and disposal purposes;

- e. **Records Control Office (RCO):** an RCO has been established in each division to maintain DRMIS master data in support of DND MA&S activities, including the creation and maintenance of the DRMIS Materiel Master Records (MMR);
- f. **Technical Authority Record Control Officer (TARCO):** division TARCOs are responsible for maintaining Technical Authority Code (TAC) profiles, as well as the set of equipment (ERN) assigned to each TAC. This master data is maintained via DRMIS; and
- g. **Lead Technical Authority (LTA):** The lead TA for materiel is initially the TA who is the first user of the materiel, i.e. the TA who first requests the materiel be identified in the Materiel Management System of Record.
  - i. the lead TA shall be the TA who uses the material in the system subject to the most stringent technical specifications;
  - ii. when all Technical Authorities’ applications for the material require exactly the same level of technical specification, then the lead TA should be the one with the higher usage rate; and
  - iii. the lead TA identifies the technical authority responsible for the item. This should normally reflect the highest technical requirement.

Authorities and Responsibilities Tables

1.4 Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister Materiel (ADM (Mat)	<ul style="list-style-type: none"> <li>• approve the Migration Agreement.</li> </ul>
Materiel Group Management Committee (MGMC) in ADM (Mat)	<ul style="list-style-type: none"> <li>• assign a primary TA, if the migration cannot be agreed upon.</li> </ul>
Equipment Program Managers (EPMs)	<ul style="list-style-type: none"> <li>• approve the migration of materiel responsibility.</li> </ul>
Materiel Acquisition & Support Oversight Committee (MA&S OC)	<ul style="list-style-type: none"> <li>• approve transfers of material management; and</li> <li>• render a decision if agreement cannot be reach at Inventory Management Working Group (IMWG).</li> </ul>

1.5 Responsibilities Table

The...	Is or are responsible for...
Equipment Program Managers (EPMs), including the materiel management component of Director General Procurement Services (DG Proc Svcs)	<ul style="list-style-type: none"> <li>• reviewing the proposed change to determine impact on their business;</li> <li>• determining centralisation, in consultation with DMG Compt, if a transfer of funds from the Losing LIs is required;</li> <li>• staffing the Transfer Agreement; and</li> <li>• staffing the Migration Agreement</li> </ul>
Affected Level 1 organizations	<ul style="list-style-type: none"> <li>• reviewing the proposed change to determine impact on their business; and</li> </ul>

The...	Is or are responsible for...
	<ul style="list-style-type: none"> <li>• determining if a transfer of funds from ADM (Mat)/losing L1 is required when decentralizing.</li> </ul>
Life Cycle Materiel Manager (LCMM)	<ul style="list-style-type: none"> <li>• reviewing whether the materiel management can be transferred or migrated; and</li> <li>• providing a detailed analysis on the costing and usage of the materiel submitted for transfer or migration;</li> <li>• the data content in each MMR</li> </ul>
Supply Manager (SM)	<ul style="list-style-type: none"> <li>• liaising with LCMM/TA and Records Control Office (RCO) to initiate amendments or input new data.</li> </ul>
Directorate Supply Chain Operations (DSCO)	<ul style="list-style-type: none"> <li>• coordinating the activities between the Environmental Chiefs of Staff (ECS) and the EPMs; and</li> <li>• chairing the Inventory Management Working Group (IMWG).</li> </ul>
Director Materiel Group Comptrollership (DMG Compt)	<ul style="list-style-type: none"> <li>• submitting a copy of the Transfer Agreement (Annex A) to Director Budget (DB), requesting funds to be transferred; and</li> <li>• informing ADM (Mat) Chief of Program Division (C Prog) Analyst by sending a copy of the Transfer Agreement (Annex A).</li> </ul>
Inventory Management Working Group (IMWG)	<ul style="list-style-type: none"> <li>• reviewing the requirement and makes recommendations for Materiel Acquisition &amp; Support Oversight Committee (MA&amp;S OC) approval.</li> </ul>

## References

1.6 The following references were used in the development of this policy:

- a. [Financial Administration Act \(R.S.C., 1985, c. F-11\) \(Part V Public Property Para 62\)](#);
- b. [Treasury Board - Policy on Management of Materiel](#); and
- c. [MMI 1019 - Life Cycle Materiel Manager \(LCMM\) Activities Handbook \(A-LM-505-019/JS-001\)](#).

## PROCESS

- 2.1 Normally one LCMM/TA or LMM is the primary throughout the lifecycle of the materiel. However, if that organization is no longer best suited to represent the materiel, this results in a need for the materiel responsibility to be migrated to another organization. It is imperative that before any disposal activities are initiated that the EPM with materiel responsibilities does a consolidated review, as per SAM Chapter 8.1 Disposal, to ensure that responsibility for materiel with ongoing requirements is migrated to new Managers.
- 2.2 When transferring materiel from centrally managed to locally managed, units affected by the change must be capable of accepting the additional responsibility for the materiel. This responsibility includes the personnel, technical, and financial resources. The transfer must not compromise Department of National Defence and Canadian Armed Forces (DND/CAF) flexibility in the management and redistribution of scarce resources.
- 2.3 If a locally managed item is identified as materiel that corresponds with the list of Centrally Managed materiel, it must be transferred to Centrally Managed immediately.
- 2.4 Anyone involved with the materiel may recommend a migration of materiel responsibility to their chain of command to another LCMM/TA. For example, this may be due to a requirement for technical rigor, the current LCMM/TA no longer requiring the materiel, or another LCMM/TA needing a greater volume.
- 2.5 Details on the Process to Transfer Materiel Responsibility Central/Local can be found at Annex A. Details on the Process to Transfer Materiel Responsibility Internal to ADM(Mat) can be found at Annex B.

## Compliance

- 2.6 In order to demonstrate compliance with this chapter materiel managers are required to:
  - a. ensure materiel is managed at the appropriate level;
  - b. transfer of migration agreements are completed prior to transfer/migration of authority and/or funds; and
  - c. copies of the Transfer or Migration agreements or equivalent emails are uploaded into the Materiel Management System of Record against the Materiel Master Record.

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Process	Description
Transfer Central to Local (see Annex A para 1.6)	<ul style="list-style-type: none"> <li>Responsibility for materiel is transferred from Central to Local management. Procurement and funding becomes a Local responsibility.</li> </ul>

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
MM03	<ul style="list-style-type: none"> <li>Display materiel management information</li> </ul>
ME21N	<ul style="list-style-type: none"> <li>Create Stock Transfer Order (STO)</li> </ul>
ZE_ME28	<ul style="list-style-type: none"> <li>Individual release of PO or STO</li> </ul>
ZE_ME55	<ul style="list-style-type: none"> <li>Collective release of Purchase Requisitions.</li> </ul>
ME57	<ul style="list-style-type: none"> <li>Assign and Process Preq and this allows SM to go directly to PReq, create RFQ or STO if required</li> </ul>

### DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
MMBE	<ul style="list-style-type: none"> <li>Stock Overview for SOH and on order for a stock code. Give an overview of the stock balances across different</li> </ul>

Report Code	Description
	Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)
MB52	<ul style="list-style-type: none"> <li>List of Warehouse Stocks of Material on hand. Give an overview of the stock levels across different Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)</li> </ul>
MB51	<ul style="list-style-type: none"> <li>Provides a list of material documents, which is produced as a record of transactions that affect quantity, location or value of goods.</li> </ul>
ZSUPSTRIP	<ul style="list-style-type: none"> <li>Supply Strip Report. Provides an overview of warehouse stock levels across different Plants and storage locations for a selected MRP Area.</li> </ul>
MD04	<ul style="list-style-type: none"> <li>Stock Requirements list. The SM can see what caused the requirement if the Work Order number (Purchase Requisition) is displayed.</li> </ul>
BI Portal (Business Intelligence Navigation / MM Reports / Outstanding Material Management Activities)	<ul style="list-style-type: none"> <li>Provides visibility on Purchase Requisitions, PO GR and PO Invoice Receipt (IR) which are the reports with the most interest.</li> </ul>
BI Portal (Business Intelligence Navigation / MM Reports / Procurement / Planning Price Report)	<ul style="list-style-type: none"> <li>Provide prices paid for material or services which can be used to budget future procurement.</li> </ul>
ME5A	<ul style="list-style-type: none"> <li>List the Purchase Requisitions</li> </ul>
ZEMM_RO_MANAGED	<ul style="list-style-type: none"> <li>List of R&amp;O items</li> </ul>

## ANNEX A - Transfer Materiel Responsibility Central/Local

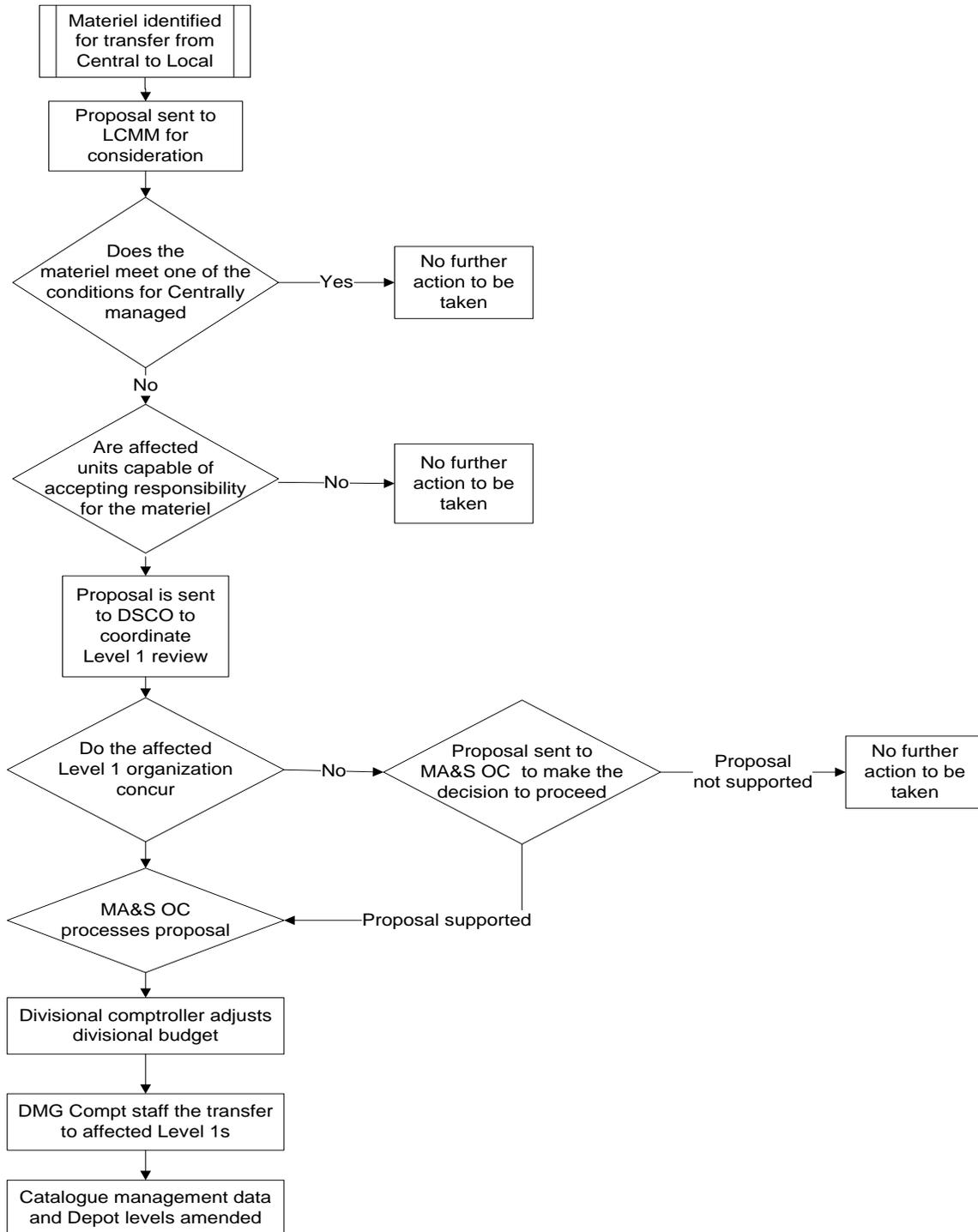
### PROCESS

#### Transferring Centrally Managed to Locally Managed

- 1.1 The request for transfer of materiel can commence at any level. The request is sent, through the requestor's chain of command to the LCMM for consideration.
- 1.2 The LCMM must review the request to determine the implications if the management level is changed. If the LCMM supports the change then the LCMM will initiate the proposal for the de-centralization process and prepare the anticipated usage requirements.
- 1.3 The proposal is sent to DSCO to Coordinate Level 1 review (Inventory Management Working Group with Level 1 reps). The receiving Level 1 organizations will review the change in order to determine the impact on their business. The receiving organizations will voice whether they agree they can take the added responsibility. Upon Level 1 concurrence the requirement is forwarded to MA&S OC to be processed. If the transfer cannot be agreed upon, DSCO will submit the requirement to MA&S OC for decision.
- 1.4 Once the effective date of transfer has been determined the Supply Manager (SM) must identify what the Item Management (IM) Advisory will be, the cancellation of min/max levels at the Depots, and they must coordinate the change of the supplier data as required. Changing the supplier data can be completed by either the SM or the process can be distributed to the effected customers.
- 1.5 The entire transfer process must not interfere with High Priority Requisition (HPRs). The SM must process all HPRs until the transfer is completed.

Flow Chart Central to Local

1.6 Process Diagram



### Transferring Locally Managed to Centrally Managed

- 1.7 When locally managed materiel meets the criteria of the listed Centrally Managed materiel, it must be transferred to Centrally Managed. Items outside of those listed may still need to be centrally managed.
- 1.8 The request is sent to DSCO to determine which EPM is best suited to review the materiel. The EPM will then identify a LCMM to review the proposed change.
- 1.9 The LCMM must review the materiel and determine if the management transfer is actually required. If yes, the process continues and the LCMM must analyse usage and forecast usage requirements. The EPM then identifies a SM. If no, the process is stopped and no further review is required.

### Program Adjustment

#### Transfer Agreement

- 1.10 Should a transfer of funds be required, a Transfer Agreement (Annex A- Appendix 1) identifying the funds to be transferred is required for each affected L1 organisation, and must be signed by ADM (Mat) and the affected L1s. It is the responsibility of the affected ADM (Mat) EPM to staff the Transfer Agreement and obtain required signatures. DMG Compt is to be consulted at the beginning of the process when decentralization is considered, in order to confirm that the funds identified are available for transfer.

The original Transfer Agreement will be retained by the Records Control Office (RCO).

#### Submission to Director Budget

- 1.11 Once the Transfer Agreement is signed by all parties, DMG Compt will coordinate with the Director Budget (DB) to have the transfer of funds effected.

#### Notification to Programme Management Board (PMB)

- 1.12 PMB will be notified in arrears. A copy of the Transfer Agreement will be sent by DMG Compt to the ADM (Mat) C Prog Analyst.

Annex A - Appendix 1

Transfer Agreement Template ADM (Mat) Transfer Agreement Programme Adjustment (External)

**Programme Adjustment**

Adjustment (In-year / Baseline)	From (L1 / L2)	To (L1 / L2)	Effective Date	C113 NP	L101 O&M	L111 SWE	Other Fund	Total
<b>Total:</b>								

**Reason for transfer**

Insert responsibilities that are being transferred.

**Recommendation of funding transfer**

Losing L2 Comptroller \_\_\_\_\_  
 Insert name \_\_\_\_\_ Date \_\_\_\_\_

Gaining L2 Comptroller \_\_\_\_\_  
 Insert name \_\_\_\_\_ Date \_\_\_\_\_

**Approval of Programme Adjustment**

Losing L1 \_\_\_\_\_  
 Insert name \_\_\_\_\_ Date \_\_\_\_\_

Gaining L1 \_\_\_\_\_  
 Insert name \_\_\_\_\_ Date \_\_\_\_\_

**Approval of funding transfer**

Losing L1 Comptroller \_\_\_\_\_  
 Insert name \_\_\_\_\_ Date \_\_\_\_\_

## ANNEX B – Transfer of Materiel Responsibility Internal to ADM(Mat)

### PROCESS

#### Materiel Migration

- 1.1 Migration of all materiel/equipment usually occurs when an LCMM/TA or Supply Manager (SM) discovers that materiel/equipment should not belong to them or when a SM discovers materiel/equipment which they believe should belong to them. The EMT who currently owns the NSN must initiate a migration request to move it from one EPM to another.

**NOTE:** Migration within an EPM, between LCMMs/TAs is managed internally in the division.

- 1.2 The proposal is sent from the “losing EMT” to the “gaining EMT” to determine who should take over materiel management of the item. “Gaining EMT” will review the change in order to determine the impact on their business. “Gaining EMT” will determine whether they agree to take on the materiel responsibility of the item. Upon consensus between the two EPMs they will coordinate the transfer of funds if required. If the migration cannot be agreed upon, the “losing EMT” will submit the requirement to the Materiel Group Management Committee (MGMC) in ADM (Mat) for decision.
- 1.3 Prior to proceeding with the management migration of an item, the “losing EMT” shall:
  - a. action all outstanding demands. Low priority demands will not be actioned by the “losing EMT” if negotiations for the migration are concluded within the time frame of 30 calendar days. If this deadline cannot be met, the “gaining EMT” has the option of extending the migration deadline. Should the “losing EMT” have insufficient funding to process all outstanding demands; the item may still be migrated if both parties agree;
  - b. ensure the stock level is reasonable to enable the “gaining EMT” to have time to become familiarized with the item (depending on lead time, three to six months of stock is recommended); and
  - c. initiate and provide the “gaining EMT” appropriate procurement documentation for all priority outstanding requisitions.

**NOTE:** The entire migration process must not interfere with High Priority Requests (HPRs). The “losing EMT” must process all HPRs until the migration is completed.

- 1.4 Once agreed upon, the “losing EMT” forwards the appropriate information (see Annex A-Appendix 1), with “gaining EMT” approval to its respective Record Control Office (RCO); however the procedure may differ depending on the division. The RCO then processes the migration via DRMIS by completing an MMR amendment. The RCO must retain the management migration substantiation on file for three years.

- 1.5 Once the date of migration has been determined the receiving EPM must make the required changes to the management data in DRMIS.
- 1.6 The “losing EMT” is to ensure that all changes have been actioned and are correct in DRMIS. If an ERN needs to be migrated from one LCMM/TA to another, the “losing EMT” must also liaise with the respective TARCO.

#### Stock Code with Single ERN

- 1.7 Management of materiel bearing a single active ERN are to be actioned in accordance with Chapter 8.1 Disposal of Materiel.

#### Stock Code with Multiple ERNs

- 1.8 Management of materiel bearing multiple active ERNs will be migrated when the “losing EMT” has identified a “gaining EMT.” Where it is difficult to determine a “gaining EMT,” the following selection criteria shall be used, listed in order of priority:
  - a. use [CGCS](#) – Canadian Government Cataloguing System, to identify the ERN(s) associated with the stock code;
  - b. analyse usage to determine which Division and/or EMT/Weapon System Manager (WSM) is responsible for the EGI with the most usage. Family relationships and next higher assembly data may assist in the review. Note that DRP data manipulation (transaction history) will be required to obtain usage; and
  - c. other selection criteria, agreement by all concerned, may be considered (i.e. HAZMAT, CTAT, etc.).

#### Stock Code Not Associated with an ERN or EGI(s)

- 1.9 Where the lead TA is not indicated in the catalogue, the SM shall determine the highest volume user from the listed EAC’s/ERN’s on the CGCS against the NSN. The LCMM/TA on this ERN should be consulted to determine if they should be the lead TA for this item.
- 1.10 Every attempt should be made to assign an applicable ERN or EGI (via DRMIS). If during the inventory review process an EGI cannot be assigned or cannot be determined for an item by a “losing EMT”, the item shall migrate to the Division with the most usage over the last sixteen quarters. **Equipment repair parts shall not be migrated without an ERN being assigned via DRMIS.** Other management options include:
  - a. retaining the item. (ex: IM Advisory code "IE' until the next demand is received allowing verification of customer end use, and assignment of an appropriate ERN/EGI); and
  - b. declaring an item surplus by following proper procedures as per Chapter 8.1 Disposal.

- 1.11 For **exceptional circumstances** where a specific technical standard is significant enough to supersede usage levels, the LCMM/TA should confirm if specifications or standards applied were developed originally for a specific environment (even though the item may currently be used by more than one environment). An item should migrate to an environment EMT/WSM based on a specific technical standard requirement where it is considered that specifications are unique or specific to a particular equipment configuration.

Annex B - Appendix 1 - Migration Agreement Template

Migration of Materiel Management  
 Between ADM (Mat) divisions  
 Processing Request

1. Check one of the following boxes:
  - Migrate all S/C associated to the following Equipment (ERN):
  - Migrate the following Stock Codes:
2. Identify ERN or S/C to be migrated (attach extra pages if required)


3. Provide pertinent information (Enter N/A if not applicable)

	FROM	TO
SMC		
SM designation		
SM Name		
Signature		
TAC		
TA designation		
TA Name		
Signature		

4. Attach agreement from gaining EMT.
5. Once complete, losing EMT to forward this form to his/her respective RCO (and TARCO if an ERN migration from one LCMM/TA to another is required) for processing via DRMIS.
6. The Migration Agreement Template can be replicated on an email at the discretion of the organisation. The email chain must contain all information from the template and email acknowledgement from losing and gaining TA/SM will represent the signature.

# ACQUISITION

- 3.1 Procurement and Acquisition
- 3.2 Materiel Requisition
- 3.3 Reservations
- 3.4 Mutual Logistics Support

# 3.1 PROCUREMENT AND ACQUISITION

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## POLICY

### Aim

- 1.1 The aim of this chapter is to explain the policies the Department of National Defence (DND) has adopted to ensure materiel and services are acquired, procured and contracted in an economical manner while supporting operational and program requirements. Government acquisition, procurement and contracting shall be conducted in a manner that will: stand the test of public scrutiny in matters of prudence and probity, facilitate access, encourage competition and reflect fairness in the spending of public funds; ensure the pre-eminence of operational requirements; support long-term industrial and regional development and other appropriate national objectives; and comply with the government's obligations.

### Context

- 1.2 Acquisition, procurement and contracting in the federal government is legislated and guided by a number of international and national trade agreements and acts, as well as policies, directives, and guidelines provided by Treasury Board (TB), the Treasury Board Secretariat (TBS) and Public Services and Procurement Canada (PSPC).
- 1.3 The use of the Materiel Management (MM) module in the Materiel Management System of Record is mandatory for all procurement of materiel which will be held in inventory.

### Definitions

- 1.4 Definitions (can also be found in PAM 1.2.2):
  - a. **Acquisition:** the acquisition process includes all related activities related to the introduction of a new materiel (for example: procurement, contracting, project management, engineering, etc.);
  - b. **Procurement:** the procurement process begins with the identification of the requirement and the approved funding. It includes all associated contracting, contract management and financial activities required to satisfy that requirement and ends when the procurement files, including associated contracting and financial activities, are closed; and
  - c. **Contracting:** contracting is a sub-process of procurement. The contracting process begins with the receipt of a requisition at PSPC or the release of the RFP (when DND uses its own delegated contracting authority) and ends when all the goods/services are delivered, the invoices paid and the contract file closed.

## Authorities and Responsibilities Tables

### 1.5 Authorities Table

<b>The ...</b>	<b>has or have the authority to...</b>
Public Services and Procurement Canada (PSPC)	<ul style="list-style-type: none"> <li>contract for all goods and services outside the department's delegated authority.</li> </ul>
Department of National Defence (DND)	<ul style="list-style-type: none"> <li>contract for services within the limits set out by Treasury Board; and</li> <li>contract for goods within the limits set out by PSPC.</li> </ul>
Assistant Deputy Minister – Finance (ADM(Fin))	<ul style="list-style-type: none"> <li>provide comptrollership and financial management services to DND and the Canadian Armed Forces (CAF).</li> </ul>
Assistant Deputy Minister – Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>deliver the materiel and services required by the CAF; and</li> <li>develop and issue policy instruments in the functional areas of materiel management including: materiel acquisition and support, including disposal; materiel management and inventory management, including write-off; materiel assurance; and procurement and contracting.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>support framework to optimize the delivery of materiel and operational support to the Canadian Armed Forces operations and departmental activities.</li> </ul>

### 1.6 Responsibilities Table

<b>The ...</b>	<b>is or are responsible for ...</b>
Person occupying a positions within the Department of National Defence (DND) as identified in the Delegation of Authorities for Financial Administration for the DND and the CAF, <a href="#">A-FN-100-002/AG-006</a>	<ul style="list-style-type: none"> <li>procuring in accordance with Delegation of Authorities for Financial Administration for the Department of National Defence (DND) and the Canadian Armed Forces (CAF) A-FN-100-002/AG-006.</li> </ul>
Deputy Minister (DM)	<ul style="list-style-type: none"> <li>maintaining adequate records in relation to public property for which DND is responsible and shall comply with regulations of the Treasury Board governing the custody and control of public property as per <a href="#">Financial Administration Act Part V (Public Property) Paragraph 62 (Management of Public Property)</a>.</li> </ul>

The ...	is or are responsible for ...
Director General Procurement Services (DG Proc Svcs)	<ul style="list-style-type: none"> <li>• delivering specialized procurement and contracting management as well as assisting, guiding and directing project teams and departmental staff on service delivery activities for the Canadian Armed Forces and the Department.</li> </ul>
Director of Materiel Policy and Procedures (DMPP)	<ul style="list-style-type: none"> <li>• establishing and maintaining the integrated Materiel Acquisition &amp; Support policy, standards and business processes framework across the Department and the Canadian Armed Forces (CAF).</li> </ul>
Director Financial Policy (DFP)	<ul style="list-style-type: none"> <li>• developing and interpreting effective and appropriate financial management policies (including tax policies), and promulgating these clearly in the form of departmental directives, and other policy instruments.</li> </ul>
Procurement Authority (PA)	<ul style="list-style-type: none"> <li>• providing procurement, materiel management, contracting and financial management advice, support and oversight related to the procurement of goods and services for DND and the CAF key activities:               <ol style="list-style-type: none"> <li>a. perform pre-procurement activities;</li> <li>b. plan procurement;</li> <li>c. execute procurement;</li> <li>d. control procurement;</li> <li>e. perform supply activities in support of the contract;</li> <li>f. manage and close procurement files; and</li> <li>g. develop and update forecasting and budgeting figures related to the projects and to the procurement activities.</li> </ol> </li> </ul>
Technical Authorities (TA)	<ul style="list-style-type: none"> <li>• providing information, guidance and advice on the technical/scientific aspect of a product.</li> </ul>
Director Quality Assurance (DQA) and Life Cycle Quality Manager (LCQM)	<ul style="list-style-type: none"> <li>• providing subject matter expertise in the domain of Quality Assurance in support of procurements and is therefore responsive to the Technical Authority/Project Manager.</li> </ul>

## References

1.7 The following references were used in the development of this policy:

- a. [Defence Production Act \(R.S.C., 1985, c.D-1\);](#)
- b. [Federal Accountability Act \(S.C.2006, c.9\);](#)
- c. [Financial Administration Act \(R.S.C., 1985, c.F-11\);](#)
- d. [Hazardous Products Act \(R.S.C., 1985, c.H-3\);](#)
- e. [Government Contracts Regulations \(SOR.87-402\);](#)
- f. [Treasury Board - Guide to Management of Materiel;](#)
- g. [Public Services and Procurement Canada \(PSPC\) Policy and Guidelines- Supply Manual;](#)
- h. [Public Services and Procurement Canada \(PSPC\) Green Procurement;](#)
- i. [Financial Administration Manual \(FAM\);](#)
- j. [A-FN-100-002/AG-006 Delegation of Authorities for Financial Administration for the Department of National Defence \(DND\) and the Canadian Armed Forces \(CAF\)](#)
- k. [DAOD 3015-0 Green Procurement;](#)
- l. [DAOD 3015-1 Management of Green Procurement;](#)
- m. [DAOD 4003-1 Hazardous Materials Management;](#)
- n. [DAOD 7021-3 Acceptance of Gifts, Hospitality and Other Benefits;](#)
- o. [A-PP-005-000/AG-002 Procurement Administration Manual \(PAM\); and](#)
- p. [CANFORGEN 134/07 ADM\(MAT\) 011/07 151855Z AUG 07 Mandating Use of Procurement Admin Manual \(PAM\)](#)

## PROCESS

- 2.1 The acquisition process includes all activities related to the introduction of new materiel (i.e. procurement, contracting, project management, engineering, etc.).
- 2.2 Procurement is the action of buying materiel and/or services to satisfy a requirement. Details of specific policies and directives can be found in the Procurement Administration Manual (PAM).
- 2.3 The Procurement process begins with the identification of a requirement and the approved funding and includes all associated contracting, contract management and financial activities required to satisfy the requirement. The procurement process ends when the procurement files, including associated contracting and financial activities are closed.
- 2.4 For more on policy, please refer to the Procurement Administration Manual (PAM).

### Procurement of Materiel

- 2.5 The use of the Materiel Management (MM) Module in DRMIS is mandatory for all procurement of materiel which will be accounted for in the Materiel Management System of Record.

NOTE: The use of the MM Module in DRMIS is encouraged for the procurement of materiel which will not be accounted for in the Materiel Management System of Record, for example PP&S (Pens, paper & stationary), other expendable materiel and for services.

- 2.6 Exceptions **may** be made in the following circumstances:
  - a. Foreign Military Sale (FMS);
  - b. CANSOFCOM;
  - c. Ammunition;
  - d. Emergency condition (Col 22 Delegation of Authority (DOA) Matrix) ;
  - e. Support Reserve/Cadets and;
  - f. Medical equipment and pharmaceuticals.

NOTE: When the procurement of materiel is done outside of the MM module or when account assignment K (see table) is used on a Purchase Order in the MM module, a reservation **MUST** be created in order to facilitate the receipt process for the materiel from a procurement action.

- 2.7 The receipt process for these exceptions will include the use of the Goods Receipt (MIGO, Movement type 501, 503, 505). Refer to SAM chapter 4.1.
- 2.8 When a MIGO transaction has been used to receipt materiel and needs to be corrected, the MIGO cancel process **MUST** be used to reverse the transaction. A manual MIGO reversal is **NOT** to be used to reverse the original transaction.

NOTE: Reason codes and text fields are mandatory. Text fields MUST include justification for using the MIGO 501, 503,505.

2.9 A reservation must be created to establish a DUES-IN prior to receipt of inventory from a procurement action with strict adherence to table 2.10. The reservation must include:

- a. the contract number if available;
- b. the quantity to be received;
- c. the extended price in Canadian dollars (CAD) when required as per table 2.10; and
- d. the reason code to be used on the receipt.

2.10 The selection of the “Free” goods on a purchase order for inventory held items is prohibited as it adjusts the moving average price below cost resulting in inventory pricing errors. In the event that inventory items have been procured improperly and must be brought on charge in the system of record; the procurement authority must create a reservation for a MIGO 501 providing; Reason for Movement 5019, the original contract #, quantity and extended purchase price (IAW 3.1 para 2.9 and table 2.10). If the purchase price is not available, the user must enter an approximation of cost such as fair market value, catalog price or similar.

Exceptions **may** be made in the following circumstances:

- a. EIE Demand and Return Processing
- b. National/Local Commercial Receipt - Over deliveries\* (when the vendor has instructed to keep the material free of charge).

NOTE: \*The original PO must be amended to add an additional line item and select “Free” IAW EP 28B Discrepancy – National/Local Commercial Receipt - Over deliveries

### Reason Codes Table

Reason for movement code, pricing and reservation requirement.

2.11 Table

Reason Code	Name	Price Required	Description	Reservation Required
5001	Defined Order Case Non COLOG Foreign Military Sales (FMS) Cases	Yes	The FMS process is controlled by the US Department of Defence and, consequently, MIGO 501 is acceptable mean to account for equipment procured through FMS cases.	Yes

Reason Code	Name	Price Required	Description	Reservation Required
5002	DQA Only	Yes	To be used to bring legacy GOM into DRMIS MM module as per the <a href="#">GOM process</a> . <u>Only</u> Director Quality Assurance representatives are allowed to use this reason code. NOT to be used by 2 <sup>nd</sup> line and 1 <sup>st</sup> line personnel.	No
5003	Receipt on Milestone	Yes	This reason code can be used to bring on charge goods delivered through milestones. For Ammo receipted on milestone use RC 5010.	Yes
5005	Manufactured part	No	The work order process is to be used instead, the MIGO 501 is only to be used when the work order process cannot.	No
5007	CANSOFCOM Interface	No	System interface use only. Restricted to CANSOFCOM interface.	No
5010	Ammunition	Yes	To be used only by Canadian Forces Ammunition Depot (CFAD).	Yes
5011	Publication	No	To be used only by Canadian Forces Publication Depot (CFPD).	No
5012	Fleet not in PM	No	To be used only when returned from Aircraft during maintenance process.  <i>As <a href="#">per Issue to Aircraft (non-Plant Maintenance fleet)</a> and <a href="#">Return from Aircraft (non-Plant Maintenance fleet)</a></i>	No
5013	Emergency condition	Yes if available	Please refer to Col 22 of the DOA matrix. To be used only in emergency situations when deployed on domestic or foreign operations.	Yes
5014	Support Reserve/ cadets	Yes	To be used only when DRMIS MM is unavailable.	Yes

Reason Code	Name	Price Required	Description	Reservation Required
5015	EMR Data Maintenance	No	Restricted for use by Central Data Management (CDM) teams.	No
5016	Inward donation	No	To be used only when directed by DSCO 7 for artefacts NOT donated by other government departments and agencies.	No
5017	Captured materiel	No	Materiel and equipment captured during CAF operations/missions.	No
5018	Sustainment Contract	Yes	Government Owned Contractor Custody (GOCC). For use to receipt materiel not previously on charge in support of sustainment (maintenance) contract for specific sustainment contracts only.	Yes
5019	Other-Justification required	Yes/No	<p>To be used only after an incorrect procurement activity occurred or because of a known system limitation in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. The procurement was completed in DRMIS MM using account assignment K for inventory items;</li> <li>2. The procurement activity was performed outside of DRMIS MM such as an inventory item purchased with a payment (FI) card; or</li> <li>3. The procurement was performed by an outside entity.</li> </ol> <p>To be used for parts being returned to Supply from classified equipment accounted for in a system other than DRMIS (I.e.</p>	<p>Yes = If the result of a procurement activity;</p> <p>No = Otherwise</p>

Reason Code	Name	Price Required	Description	Reservation Required
			classified comm suite (ADM (IM)).	

Prohibited use of MIGO 501/502

2.12 It is **PROHIBITED** to use MIGO 501/502 in the following situations:

Situation	Alternative
Discrepant Items (shortage/overage) in warehouse or on supply customer account	Initiate a stocktaking. Create PI document.
Re-Identification	Re-identification can only be done as per SAM Chapter 2.3. The re-identification is done via a MIGO 309; and MIGO 551/552 must be used only if system limitation prevent the use of MIGO 309.
As a result of the inappropriate use of Account Assignment “K” during contracting.	Ensure proper accounts assignment is used during procurement process according to table 2.14 of this chapter.
As a result of an incomplete Work Order (WO)	Complete the WO.
To add/modify or remove items to/from a kit/set.	The kitting work order process to be used.
Parts being manufactured internally	The work order process is to be used instead.  Note: The MIGO 501 is only to be used when the work order process cannot be used. The “price” for the newly manufactured materiel reflect the value of the sum of all the component parts used in the manufacturing.
Cannibalization/dismantling	The work order process must be used.
Disposal	As per SAM Chapter 8.1
To correct errors of previously completed MIGO Transactions	Perform MIGO Cancel on original MAT document. Note: Entered date must reflect the current date.
Issue a consumable item to a Cost Centre	Perform over the counter issue MIGO 201
Transfer posting	MIGO_TR Mvmt type 311 or 313 Plant to Plant Mvmt type 301 or 303

Account Assignment

- 2.13 During the procurement process an appropriate account assignment must be selected. The account assignment chosen is based on several factors including: materiel or service, the type of materiel and the purpose of that materiel.
- 2.14 The use of an appropriate account assignment is essential as it impacts materiel and financial management and materiel valuation in the Materiel Management System of Record. Account assignments determine how the cost for the procurement will be posted financially.

Account Assignment Table Code

2.15 Table

Account Assignment	Reason for use and restrictions	Master Data Required	Financial Element
Blank	<p><b>Inventory:</b> To be used for materiel that are to be held for future consumptions. These items are required to be managed and recorded in the Materiel Management System of Record and require to be accounted as inventory on the financial statements of the department.</p> <p>An MMR must be available prior to procurement as the item is subject to stock taking.</p> <p>Inventory quantity and the associated value will be updated at the time of Goods Receipt.</p> <p>Useful life is generally less than 1 year.</p> <p>Materiel type is ZSTC.</p>	<p>Materiel Master Record prior to Purchase order creation.</p> <p>Equipment Master Record as required as per <a href="#">MMI 1703</a> prior to goods receipt.</p>	<p>Vote 1</p> <p>Funds centre = Funds used upon procurement.</p> <p>When inventory used/expensed (Cost Centre).</p>
	<p><b>Asset Pool Items (API):</b> to be used for procurement of tangible capital assets and major spare parts/components, deemed API by DFA/AISA, not related to a project that are under CAD \$30,000.</p> <p>API is a method of accounting for capital assets that may be below the CAD \$30,000 threshold for capital assets individually, or</p>	<p>Materiel Master Record prior to Purchase order creation.</p> <p>Equipment Master Record as required as per MMI 1703</p>	<p>Vote 5 required.</p> <p>Funds Centre = funds used upon procurement. Cost Centre = amortization</p>

Account Assignment	Reason for use and restrictions	Master Data Required	Financial Element
	<p>major spare parts of assets, but represent significant expenditures to DND overall.</p> <p>An MMR must be available prior to procurement as the item is subject to stocktaking. Inventory quantity and the associated value will be updated at the time of Goods Receipt.</p> <p>Useful life is generally more than 1 year. Materiel type is ZSTC.</p>	<p>prior to goods receipt.</p>	<p>expense for the asset.</p>
<p>A</p>	<p>To be used for procurement of tangible capital assets not related to a project that are equal or greater than CAD \$30,000. Must include associated services, which are included in the valuation of the item to reach the \$30,000 threshold.</p> <p>Inventory quantity and the associated value will be updated at the time of Goods Receipt.</p> <p>Useful life is generally more than 1 year.</p> <p>Materiel type is ZCAS.</p>	<p>Materiel Master Record prior to Purchase order creation.</p> <p>Asset Master Record Shell prior to Purchase order creation.</p> <p>Equipment Master Record as required as per MMI 1703 prior to goods receipt.</p>	<p>Vote 5 required.</p> <p>Funds Centre = funds used upon procurement.</p> <p>Asset Master Record = historical cost at the time of Goods Receipt.</p> <p>Cost Centre = amortization expense for the asset.</p>
<p>F</p>	<p>To be used for materiel and services procured directly for a work order.</p>	<p>As applicable</p>	<p>Work Order</p> <p>Vote 5 if creating/developing a Tangible Capital Asset Internally or performing a betterment to an asset.</p>

Account Assignment	Reason for use and restrictions	Master Data Required	Financial Element
			Vote 1 for non-capitalizable activities.
K	<p>To be used for procurement of services and materiel that will not be held in the Materiel Management System of Record in inventory.</p> <p>Goods procured using this Account Assignment will not be brought on charge as they will be consumed immediately.</p> <p><b>Unacceptable</b> use of account assignment K:</p> <p>1) To circumvent the requirement for a Materiel Master Record (MMR) <b>cataloguing must be done PRIOR to purchasing and;</b></p> <p>2) To get real time reporting when an Internal Order (IO) is used, instead the IO is to be put into the BAC field on the purchase order.</p>	As applicable	<p>Permitted for activities that will use Vote 1 funds.</p> <p>Cost Center.</p>
	<p><b>EXCEPTION:</b> Small vehicles and trailers with a value less than 30,000 are Mat Type ZCAS. Account Assignment K is to be used due to the system limitations that exist with regards to the Materiel Type and what Kind of item may use AA blank.</p>	<p>Materiel Master Record prior to Purchase order creation.</p> <p>Equipment Master Record as required as per MMI 1703 prior to goods receipt.</p>	<p>Vote 5 required.</p> <p>Funds centre = Funds used upon procurement.</p> <p>Cost Center = amortization expense for the asset.</p>
P	<p>P is the equivalent to K but only for projects.</p> <p>To be used for the procurement of services and materiel for minor or major projects.</p>	As applicable	<p>May use Vote 1 or Vote 5 funds depending on the accounting treatment of</p>

Account Assignment	Reason for use and restrictions	Master Data Required	Financial Element
			the end item/or activity to be received from the project.  WBS element.
Q	<p>Q is the equivalent to “blank” but only for projects.</p> <p>To be used for the procurement of materiel that will be held in the Materiel Management System of Record as project stock.</p> <p>An MMR must be available prior to procurement as the item is subject to stock taking.</p> <p>Inventory quantity and the associated value will be updated at the time of Goods Receipt.</p>	<p>Materiel Master Record prior to Purchase order creation.</p> <p>Equipment Master Record as required as per MMI 1703 prior to goods receipt.</p>	<p>May use Vote 1 or Vote 5 funds depending on the accounting treatment of the end item/or activity to be received from the project. Funds Centre for funds usage.</p> <p>WBS element.</p>
R	<p>For Real Estate.</p> <p>Used for real property transactions (restricted to ADM (IE)).</p>		Real Estate Object.
U	<p>Unknown (un-assigned) to be used for Purchase Requisition.</p> <p>MUST be changed on Purchase order at the time of contract approval.</p>		Does not pre-commit or commit funds.

## Compliance

2.16 All procurement activities shall be in accordance with PAM. If procurement is for inventory, then PAM 5.10 and 5.10.2 must be followed. In addition, the policy and processes laid out in this chapter must be followed.

Those managing the procurement of materiel for inventory shall:

- a. use the MM module in the Materiel Management System of Record (DRMIS);
- b. use the appropriate reason codes when it is an approved exception;
- c. reservations must be created as a result of a procurement in order to do the reception of materiel; and
- d. use the appropriate Account Assignment code in accordance with the AA table above.

- e. not to conduct unauthorized transactions as it may result in the access of Materiel Management System of Record being revoked, if upon investigation users are found non-compliant with the unauthorized transaction policy.

## PROCEDURES

## Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#"><u>EP 26 Colog Preq</u></a>	<ul style="list-style-type: none"> <li>• purchase requisition for Colog items.</li> </ul>
<a href="#"><u>EP 26 National Procurement COLOG</u></a>	<ul style="list-style-type: none"> <li>• funds reservation;</li> <li>• purchase Requisition for Colog items;</li> <li>• receipt process; and</li> <li>• reports process.</li> </ul>
<a href="#"><u>EP 26 Local Procurement Goods and Services</u></a>	<ul style="list-style-type: none"> <li>• creation of a Purchase requisition;</li> <li>• verification for an existing Standing Offer Agreement;</li> <li>• request for Quotes process;</li> <li>• creation of a Local Purchase Order;</li> <li>• receipt process; and</li> <li>• invoice process.</li> </ul>
<a href="#"><u>EP 26 Local Procurement Goods Initiated from Mission supported by 3CSU</u></a>	<ul style="list-style-type: none"> <li>• goods or Services request submitted;</li> <li>• creation of a Purchase requisition;</li> <li>• request for Quotes process;</li> <li>• creation of a Local Purchase Order; and</li> <li>• invoice process, for goods initiated from Mission supported by 3 CSU.</li> </ul>
<a href="#"><u>EP 26 Local Procurement Goods or Services Initiated from Work Order</u></a>	<ul style="list-style-type: none"> <li>• creation and release of a Work Order;</li> <li>• creation of a Purchase requisition;</li> <li>• verification for an existing Standing Offer Agreement;</li> <li>• request for Quotes process;</li> <li>• creation of a Local Purchase Order; and</li> <li>• invoice process.</li> </ul>
<a href="#"><u>EP 26 Local Procurement Core returns From Payment card</u></a>	<ul style="list-style-type: none"> <li>• purchase obtained with a Payment card;</li> <li>• creation and modification of a Purchase Order to reflect the credit applied after the return of a good;</li> <li>• receipt process; and</li> <li>• invoice validation.</li> </ul>
<a href="#"><u>EP 26 Consolidated Clothing C3</u></a>	<ul style="list-style-type: none"> <li>• funds allocation;</li> <li>• price validation against the C3 Contract;</li> <li>• creation of a Purchase Requisition;</li> <li>• creation of a Purchase Order;</li> <li>• reception of Goods;</li> </ul>

Process	Description
	<ul style="list-style-type: none"> <li>• goods Receipt; and</li> <li>• invoice Process.</li> </ul>
<a href="#"><u>EP 26 National Proc for Services initiated By DND through PSPC</u></a>	<ul style="list-style-type: none"> <li>• selection the proper Contract vehicle (Contract, Standing Offer, Supply Arrangement, Task Authorization);</li> <li>• creating a contract;</li> <li>• creation of a Purchase Order;</li> <li>• receipt process; and</li> <li>• invoice process, for Services through PSPC.</li> </ul>
<a href="#"><u>EP 26 National Proc Goods Call Ups against a SO</u></a>	<ul style="list-style-type: none"> <li>• creation of a Purchase requisition;</li> <li>• creation of a Call up against a Standing Offer;</li> <li>• goods receipt process; and</li> <li>• invoice process.</li> </ul>
<a href="#"><u>EP 26 National Proc Goods Direct with Trade</u></a>	<ul style="list-style-type: none"> <li>• determining the proper contracting process;</li> <li>• creation of a Purchase requisition;</li> <li>• creation of Local Purchase Order;</li> <li>• execute Receipt process; and</li> <li>• invoice process, for goods direct with Trade.</li> </ul>
<a href="#"><u>EP 26 National Proc Goods initiated By DND through PSPC</u></a>	<ul style="list-style-type: none"> <li>• check if a Purchase requisition exist;</li> <li>• check for Funds reservation;</li> <li>• selecting proper Contract vehicle to use;</li> <li>• creation of Purchase Order;</li> <li>• goods receipt; and</li> <li>• invoice process, for goods through PSPC.</li> </ul>
<a href="#"><u>EP 26 National Proc Process for Repair Services Delinked</u></a>	<ul style="list-style-type: none"> <li>• procurement method already in place or to be created;</li> <li>• creation of Work Order;</li> <li>• creation of Task Authorization; and</li> <li>• invoice process.</li> </ul>
<a href="#"><u>EP 26 National Procurement Repair Services Linked</u></a>	<ul style="list-style-type: none"> <li>• procurement method already in place or to be created;</li> <li>• creation of Work Order;</li> <li>• creation of Task Authorisation; and</li> <li>• invoice process.</li> </ul>
<a href="#"><u>EP 26 National Procurement - Project and Overhaul</u></a>	<ul style="list-style-type: none"> <li>• project creation;</li> <li>• funds reservation;</li> <li>• contract creation;</li> <li>• purchase order – Task Authorisation creation; and</li> </ul>

Process	Description
	<ul style="list-style-type: none"> <li>• invoice process.</li> </ul>
<a href="#"><u>EP 28B Receipt Without Reference to Purchase Order</u></a>	<ul style="list-style-type: none"> <li>• procurement process;</li> <li>• create Reservation;</li> <li>• obtain goods; and</li> <li>• goods receipt without reference to a Purchase Order.</li> </ul>
<a href="#"><u>NICP Redistribution</u></a>	<ul style="list-style-type: none"> <li>• When there is no inventory at the depot and a Purchase requisition must be created.</li> </ul>

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T- Code	Description
ME51N NB	<ul style="list-style-type: none"> <li>• Create Purchase Requisition for locally managed goods &amp; services</li> </ul>
ME51N HB	<ul style="list-style-type: none"> <li>• Create stock transfer Requisition</li> </ul>
ME51N	<ul style="list-style-type: none"> <li>• Create Purchase Requisition</li> </ul>
ME52N	<ul style="list-style-type: none"> <li>• Change Purchase Requisition</li> </ul>
ME53N	<ul style="list-style-type: none"> <li>• Display Purchase Requisition</li> </ul>
ME21N	<ul style="list-style-type: none"> <li>• HPR-Create Purchase Order/ Inter District transfers</li> </ul>
ME9A	<ul style="list-style-type: none"> <li>• Print a Purchase Document</li> </ul>
ME41 920M	<ul style="list-style-type: none"> <li>• Create a PSPC Requisition (920M)</li> </ul>
ZEMMPREQ	<ul style="list-style-type: none"> <li>• Print Purchase Requisition</li> </ul>
ME5K	<ul style="list-style-type: none"> <li>• Purchase Requisitions Display by Account Assignment</li> </ul>

T- Code	Description
	WBS element and Cost Center are two criteria that could be used.
MSRV2	<ul style="list-style-type: none"> <li>• Purchase Requisition Display by Service</li> </ul> Purchasing Group could be used as criteria.

## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
BI- Business process suite of reports	<ul style="list-style-type: none"> <li>• Global Summary</li> <li>• Summary by Purchasing Group</li> <li>• Detailed overridden records information</li> <li>• Contract information report</li> <li>• Goods receipts with outstanding invoices</li> <li>• PO/ Delivery Master Query</li> <li>• POs with invoices</li> <li>• Summary of POs by Division</li> <li>• PReq Master Query</li> <li>• PReq Status Query</li> </ul> <p>These reports are available to view business process activities of MM based on PO, GR and 3 way matching overridden activities.</p>
BI- Material Management suite of reports	<ul style="list-style-type: none"> <li>• Global Summary</li> <li>• Summary FE</li> <li>• Summary PGrp</li> <li>• STO Details by FE</li> <li>• PO details (PGrp)</li> </ul> <p>These reports are for the users who would like to view outstanding Purchase Orders and Stock Transport Orders.</p>

## 3.2 MATERIEL REQUISITION

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## POLICY

### Aim

- 1.1 The aim of this chapter is to outline policies and procedures of materiel requisitions/ demands to satisfy requirements in an efficient manner.

### Context

- 1.2 The purpose of materiel requisition is to fulfill customer requirements in the most economical and timely manner possible. Additionally, 2<sup>nd</sup> line warehouses may submit a materiel requisition to replenish inventory. Each Supply Organizations are to validate and enter the requirements in the Materiel Management System of Record.
- 1.3 In order to respect the priority of the materiel requisitions generated in the Materiel Management System of Records from domestic activities and operational requirements, a Materiel Priority Code (MPC) and Required Delivery Date (RDD) are used to prioritize the fulfillment of the requisitions.

### Definitions

- 1.4 Definitions, other than those listed below, can be found in Section 10.1 Glossary:
- a. **Material Priority Code (MPC):** a system of codes that indicates the importance of a demand in terms of operational necessity and dictates the method of processing and the mode of transportation; and
  - b. **Required Delivery Date (RDD):** a date, determined by the customer, by which materiel being demanded is required to be delivered.

### Authorities and Responsibilities Tables

#### 1.5 Authorities Table

The ...	has/have the authority to...
Assistant Deputy Minister (Finance)/ Chief Financial Officer (ADM(Fin)/CFO)	<ul style="list-style-type: none"> <li>• provide comptrollership guidance and financial authorities framework and advice necessary to support the resource management process;</li> <li>• assure compliance with financial legislation; and</li> <li>• control public funds and accounting for departmental assets.</li> </ul>
Assistant Deputy Minister (Materiel) (ADM(Mat))	<ul style="list-style-type: none"> <li>• procure goods and services, materiel management, and materiel-related support;</li> <li>• manage the life cycle of materiel, including management of the Materiel Acquisition and</li> </ul>

The ...	has/have the authority to...
	Support (MA&S) process and is accountable to the Deputy Minister; <ul style="list-style-type: none"> <li>• develop and manage materiel acquisition;</li> <li>• develop and implement materiel plans in support of operations; and</li> <li>• develop policies and directives on management and handling of ammunition and explosives.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• manage the Materiel Acquisition &amp; Support framework to optimize the delivery of materiel and operational support to CAF operations and departmental activities.</li> </ul>

## 1.6 Responsibilities Table

The...	is/are responsible for...
High Priority Requisitions (HPR) Cell	<ul style="list-style-type: none"> <li>• vetting the requisitions in accordance with policies, processes and procedures;</li> <li>• transmitting requisition in the Materiel Management System of Records ; and</li> <li>• maintaining a High Priority Requisition (HPR) control register.</li> </ul>
Director Supply Chain Operations (DSCO)	<ul style="list-style-type: none"> <li>• monitoring the use of MPCs at strategic level.</li> </ul>
Commanding officer	<ul style="list-style-type: none"> <li>• ensuring compliance with the MPC and Required Delivery Date (RDD) policies under his command.</li> </ul>
Warehouse Manager	<ul style="list-style-type: none"> <li>• issuing the materiel to the customer in accordance with the MPC and RDD; and</li> <li>• ensuring appropriate replenishment of stock levels in the warehouses.</li> </ul>
Supply Officer	<ul style="list-style-type: none"> <li>• overseeing the process at the local level and monitoring to ensure HPR requirements are valid and justified; and</li> <li>• communicating proper materiel requisition discipline and taking action as necessary.</li> </ul>
Supply Manager (SM)	<ul style="list-style-type: none"> <li>• processing materiel requisitions that are controlled under their respective code;</li> <li>• ensuring HPR requisitions are promptly actioned; and</li> <li>• ensuring that there is sufficient materiel in the depots to satisfy requirements.</li> </ul>

The...	is/are responsible for...
Customer	<ul style="list-style-type: none"><li>• submitting the materiel requisitions with all required information; and</li><li>• ensuring that materiel requisitions are legitimate to avoid misuse of DND assets.</li></ul>

## References

1.7 The following references were used in the development of this policy:

- a. [Financial Administration Act \(R.S.C., 1985, c.F-11\)](#);
- b. [A-LM-158-004/AG001 - Transportation Manual Volume 4 Movement of Materiel](#);  
and
- c. [Unsatisfactory Condition Reporting System](#)

## PROCESS

### Requisition Types

- 2.1 The following types of requisitions are used in the DSC to satisfy materiel requirements:
  - a. **National Stock requisition:** This type of requisition is used to order materiel managed by NDHQ EPMs and funded at the National level (mainly for depot's inventory).
  - b. **Local Purchase requisition:** This type of requisition is used to purchase materiel designated as local procurement and is not nationally funded in the Materiel Management System of Record. It allows the procurement practitioner to procure an item utilizing the financial expense element authority within their B/W/U.

### Defense Supply Chain Supply Documents (DND 2227-2228)

- 2.2 The DSC Supply Document, [DND 2227](#) and [DND 2228](#), are the approved multi-purpose documents used to process supply transactions. It is used to identify and control materiel during requisitions, distributions, returns, transfers, adjustments and services requirements. The Supporting Supply Organization (SSO) uses the supply documents to input requests into the Materiel Management System of Record. Once transmitted, the SSO will update the supply document with the system generated requisition number and provide the customer with a copy of the supply document for retention.
- 2.3 The transaction number provides the means for control of all transactions. It is a number that is auto-generated by the Materiel Management System of Record when a requisition has been raised in the system on behalf of a customer.

### Customer Account Holders

- 2.4 The account holder responsible for a supply customer account (Storage location \_S) shall use these forms for all purchase requisitions (demands) for goods and/or services, and submit to their Supporting Supply Organization (SSO) Customer service group. The account holder should control their requisition (s) and assign a number in the "Customer control no" field intended as a method to maintain their own requisition file.

### Warehousing

- 2.5 The DND 2227 is also used by the Supply Technician/ Stores personnel working in a warehouse for the following;
  - a. distribution "over the counter" to a customer;
  - b. acknowledgement of materiel returned from a customer (I.e. Repair & Disposal);
  - c. adjustments and signature for discrepancies not found during stocktaking; and
  - d. transfer between warehouses.

- 2.6 These official supply documents provide the auditable supporting documentation for requirements that have been submitted in the DSC.

NOTE: It is **prohibited** to add/delete/change the DND 2227 form.

- 2.7 The [DND 2287](#) Ammo Supply Document shall be used for ammunition.

### Matériel Priority Codes and Required Delivery Dates

- 2.8 **Matériel Priority Codes (MPC):** The MPC is a hierarchal numerical code based on the associated risk of going without the matériel as determined by the operational urgency of the requirement. These codes are:

- a. 1 - operational critical;
- b. 2 - essential; or
- c. 3 - routine or system replenishment/redistribution.

- 2.9 **Required Delivery Date (RDD):** The RDD is a mandatory field that designates the required date of matériel delivery to the customer in order to mitigate the operational risk identified in the MPC. Shipping priorities are determined from the MPC in conjunction with the RDD to determine the most appropriate and economical mode of transportation. To the extent possible, customers should be encouraged to forecast matériel requirements well in advance of becoming a critical need and establish RDDs that align with the realistic capabilities of the Matériel Management System of Record. The DSC has been designed to establish an order of priority in the process of selecting matériel based on the RDD. The order of priority is only applicable when the selection order is as detailed in table 2.11. The table defines each MPC and if use of premium transport is authorized or not.

NOTE: For additional information regarding Matériel Forecasting and Planning, refer to chapter 2.4

- 2.10 In addition, all supply personnel should be fully aware of the selection criteria, when and how they are applied and shall ensure that their clients are also familiar with the definitions and the application of the matériel priority codes. The user must also be made aware of the transportation costs, preferential processing and the impact on the DSC.

## 2.11 MPC Table

<b>MPC</b>	<b>Description</b>	<b>RDD</b>	<b>Use of Premium Transport Authorized</b>
1	Operational Critical	1-6 days	Yes, if the RDD is, or will be violated
2	Essential	7 - 14 days	No
3	Routine System Replenishment	15 - 30 days 30 days	No

## MPC 1 – Operational Critical – RDD between 1 and 6 days

2.12 This priority is reserved for High Priority Requisition (HPR) for materiel that is required to satisfy critical operational requirements that meet one the following strict criteria:

- a. the materiel is critically required to ensure uninterrupted performance of an assigned international or domestic mission;
- b. the materiel is required to repair or replace damaged or inoperative major equipment in support of critical operational imperatives. Examples of critical major equipment are: Aircraft, Armoured Personnel Carriers, ambulances, Crash or Fire Response Vehicles or snow removal equipment in winter months;
- c. the materiel is required to repair or replace minor equipment without which critical major equipment cannot meet mission commitments;
- d. the materiel is required to repair or replace critical operational telecommunication equipment;
- e. the materiel is required in support of civil emergency purposes;
- f. the lack of materiel would jeopardize the safety of personnel; and
- g. the materiel requirement does not meet one of the above criteria but the criticality of obtaining the item on an immediate basis has been authorized in writing by the Commanding Officer (CO) or the requesting unit.

2.13 Requisitions assigned an MPC of 1 are considered HPRs and are to be handled in an expedient manner. The Base/Wing/Unit Sup O/Log O should process HPRs through an HPR cell where the requirements are reviewed, priorities are certified and supporting warehouse(s) is (are) searched for availability prior to transmission over the Materiel Management System of Record. If the setup of an HPR cell is not practical, then an individual shall be assigned to carry out these tasks. The HPR cell or designated individual should be in constant contact with the operational staff of the Unit or Formation and, where feasible, have all HPRs vetted by this group.

2.14 For all MPC 1 requirements, it is the responsibility of the Unit Commanding Officer submitting the request to ensure compliance with the above criteria. The Unit CO may designate MPC 1 signing authority in writing to his or her Senior Maintenance and/or Logistics Representatives. The Central Materiel Traffic Terminal (CMTT) will authorize the use of premium transport for MPC 1 (HPR), where necessary to achieve the stated RDD. Monitoring the use of MPCs is critical to ensuring that departmental resources are

channelled towards those requirements that carry the most impact on operations. Where abuse of the MPC 1 designation is evident, Supply Officers are responsible to communicate proper materiel requisition discipline and take actions as necessary to prevent further recurrences.

- 2.15 Units found to be misusing the MPC/RDD will be liable to pay for the priority shipping costs.

#### MPC 2 – Essential – RDD between 7 and 14 days

- 2.16 This MPC is used to designate all materiel requirements that do not meet the criteria for MPC 1 and failure to deliver the materiel by the RDD may significantly impact:
- a. mission mounting operations or exercises; and
  - b. static operations where maintenance planning and force generation tasks will be significantly affected by the failure to deliver on the requisitioned materiel requirements. Premium shipping will not be authorized for MPC 2 requirements. Depots, when and where possible, will ship on next scheduled freight run.

#### MPC 3 – Routine/System Replenishment – RDD between 15 and 30 days

- 2.17 This MPC is used for all other requirements that do not conform to MPC 1 and 2 criteria and typically describes the day-to-day static operational and training requirements. It is used for routine sustainment and replenishment both in Canada and overseas. Materiel requirements for routine, training exercises and scheduled maintenance should be processed by routine demands, which is RDD between 15 and 30 days since they will be known well in advance. This MPC is also used for system replenishment both in Canada and overseas and they have a replenishment of 30 days. Premium shipping will not be authorized for MPC 3 requirements.

### Requisition MPC Amendment/Cancellation

- 2.18 When a customer requests that a requisition be cancelled or amended, the SSO will take action accordingly. Justification will be required from the customer if a requisition MPC is upgraded to “1” (HPR).
- 2.19 Only in exceptional circumstances does the SM cancel a customer requisition or amend its priority without first advising the Customer Account holder. In such cases, the account holder must be informed, as soon as possible, via email, phone call or message from the Materiel Management System of Record.

## Requisition

### Initial Requisition Process

- 2.20 The first step in the requisition process is the customer identifying a requirement. The customer must determine and provide a DND 2227 (Supply Document) to their Supporting Supply Organization of the B/W/U with as much information as possible.
- 2.21 The DND 2228 is an extension of the DND 2227; it is used when a requisition contains three or more items for the same customer/warehouse account. Once it is received, the SSO will vet the requisition as per below:
- a. the SSO receives the materiel requisition (DND 2227/2228) from the customer and vets each item and ensures the requisition is signed by the originator and authorized, as per the customer account (CA) authorization list, which indicates all accounts and authorized personnel responsible for the account;
  - b. the CA is active;
  - c. the CA holder responsible for the account is still valid;
  - d. a stock code (NSN, PSCN or MPN), or part number should be provided with sufficient information to enable the procurement section to purchase the materiel, if applicable;
  - e. the quantity requested is acceptable;
  - f. the MPC is acceptable for the requisition. If in doubt, contact customer for clarification;
  - g. if an item has (IM) Advisory Code requiring special processing, action IAW chapter 10.2 Table Codes;
  - h. financial information (Cost Center/Internal Order) is correct; and
  - i. Materiel Authorization (MA) document reference, if applicable.

NOTE 1: Under extreme situations, materiel requisitions may be submitted using other means such as phone or email. If possible, there should be an agreement by the SSO prior to submission.

NOTE 2: If a requisition is created in the Materiel Management System of Record by the customer, responsibility still lies with the SSO to vet the requisition.

- 2.22 The SSO produces and maintains a customer account authorization list. The list contains the names of all personnel authorized to requisition on behalf of the CA.

### Requisition Generated Off Maintenance Work Order

- 2.23 When a work order is created in the Materiel Management System of Record, the materiel required to complete the repair/task are entered on the component tab. When the work order is released, the system will automatically generate a reservation in the supplying warehouse for all materiel in stock. The system will also generate a requisition against the supplying warehouse for materiel not in stock as well as a commitment to satisfy the work order.

## Requisition - Order Fulfillment

- 2.24 Requisitions are satisfied in the Materiel Management System of Record based on the support relationships. The system will search the supporting warehouse for unrestricted stock availability. If sufficient or partial available stock is found, the materiel requisition is processed for picking. Remaining quantities required will be set as a dues out in the supporting warehouse, and then other supporting warehouse will be searched, this process will continue in this manner for remaining quantities until the requisition has been satisfied or a supporting depot has been searched.
- 2.25 If there are insufficient stocks at the supporting CFSD (centrally managed items), outstanding quantities are automatically directed to the SM for action. SM may initiate redistribution from other Bases/Wings/Units, or initiate procurement.
- 2.26 All requests for changes to the supply relationship must be submitted to the [MA&S Service Desk](#) for approval.

## Unauthorized Requisitions and Stock Transfers

- 2.27 Requisitions are validated and entered into the Materiel Management System of Record. The system, based on the support relationship will determine where the requisition will be satisfied. The basic objective of the DSC is to meet supply customer requirements from local resources with limited recourse to supporting depots. The user shall not choose from where the requisition will be satisfied.
- 2.28 The system has not been configured to accommodate direct shipping to customer accounts. Therefore, requisitions and STOs for customer accounts (\_S SLoc) are not to be issued directly from depot to customer account, and are to be considered as “Unauthorized” transactions.
- 2.29 At Depot level, unauthorized requisitions and STO’s are at risk of causing an unnecessary increase in workload. It could result in materiel being sent to the wrong locations causing long delays in materiel reaching customers, and possibly result in a negative impact on operations. Additionally, these transactions will cause unnecessary transportation costs, preferential processing and otherwise negatively impact the DSC. Unauthorized requisitions and STO’s will be cancelled at the depot level.
- 2.30 Requisitions must be directed through the established supply relationship, where normal processing will take place in the system. This will reduce unnecessary workload on the depots, decrease shipping errors and increase efficiency of deliveries to customers.
- 2.31 Access to the Materiel Management System of Record may be revoked if, upon investigation users are found non-compliant.

## Stock Transport Order (STO) to Depots

- 2.32 When processing a demand that will be sourced from a Supply Depot there is to be a maximum of **one line item per STO, including HPRs**. This facilitates the Depots in their picking, consolidation and packing of materiel, which allows a continuous flow even when there are issues with one or two items from a demand. Processing materiel in this manner also gives the Traffic section the ability to determine the most appropriate way to ship materiel and alleviate major delays.
- 2.33 Multiple line items per STO will NOT be accepted and will be cancelled by the depots.

## High Priority Requisitions - Normal Procedures

- 2.34 High Priority Requisitions are limited to urgent materiel or equipment failures that will impede operational readiness or the completion of an operational tasks. The cost of satisfying an HPR is expensive in distribution, augments HR costs and causes strain on the supply system.
- 2.35 Good materiel planning and forecasting (Chapter 2.4) enables the placement of the right materiel in the right location at the right time. If units are found to be artificially increasing the MPC, RDD or abusing the HPR process, then the associated distribution costs will be charged to the unit budget.
- 2.36 A High Priority Requisition (HPR) is a requisition with a MPC of 1. All personnel involved must be fully aware of the criteria for assigning a high priority code including transportation costs, preferential processing and the impact on the DSC of submitting HPR.
- 2.37 With the implementation of DRMIS, the capability exists for maintenance personnel to submit their own orders into the Materiel Management System of Record. Maintenance personnel must not input priority requests without authorization and the knowledge of the supporting supply activity. Priority requests submitted by customers must be vetted and initialed by the SSO or delegated representative; certifying that the requirement is legitimate and local resources have been searched for inventory. Priority requisitions once raised must be transmitted immediately and monitored to completion.
- 2.38 High priority requisitions must contain a single stock number. Multiple requisitions for the same platform or system may be referred to multiple SM or warehouses SLoc for issue action. A single item requisition makes it possible for HPR cell staff to track items between organizations to better manage performance standards.
- 2.39 Priority Requisitions are not transmitted until supply personnel have ensured that the request has been validated and authorized by the appropriate authority (i.e. RQMS, ETQMS, Ops O, etc.).
- 2.40 It may be necessary to provide additional information for a HPR. Once the need and urgency of the requisition have been identified and validated, the requisition must be

processed as quickly as possible to ensure that the materiel can be delivered to the user by the date required, without incurring needless premium transportation costs. Priority requisitions submitted for customer accounts are reviewed by the HPR cell to certify that the requirement is legitimate and local warehouses have been searched for inventory. HPR must be transmitted immediately.

- 2.41 The HPR cell/SSO monitors all aspects of the HPR requisition cycle. It is their responsibility to ensure that all pertinent information is passed to the warehouse; and that all appropriate customer accounts have been notified of the requisition status. To assist in the management of these requisitions, the HPR cell should maintain a high priority status board or register. The board or register shows the current status of the requisition, record hastening action, inquiries, and communication to SM (if necessary), etc. The base/wing/unit maintenance and operational staff, must be informed of any exceptional delays in the processing of high priority requisitions. A report listing all outstanding HPRs is to be generated from the Materiel Management System of Record, as necessary.
- 2.42 Upon completion of the HPR monitoring/hastening, if it is deemed that further follow-up/hastening is required, subsequent hastening of the HPR report may be initiated. This hastening action occurs under the following circumstances:
  - a. the HPR RDD as per table 2.11 in this chapter; and
  - b. the current Estimated Delivery Date (EDD) is still unsatisfactory and the requirement significantly impacts on the current Operational situation.
- 2.43 If an urgent requirement is satisfied through a TRANREQ or Robbing then the associated HPR must be cancelled. The losing unit is to raise a new demand with a MPC/RDD appropriate to the operational/readiness of that unit/equipment/organization. An HPR in this instance is generally not warranted.

### High Priority Requisitions - After Normal Working Hours

- 2.44 Upon receipt of an authorized HPR, the Duty Supply Technician (DST) will verify if stock is held within their own warehouses and/or their supporting warehouses (i.e. a 1<sup>st</sup> line unit has no stock, then they would have to check their 2<sup>nd</sup> line support for stock) If the request cannot be satisfied, a check of other local warehouses is to be performed.
- 2.45 If the DST determines no stock is available locally, they should verify the MMBE to see if there is any stock at one of the depots. If stock is available at the depot, the depot DST must be contacted.
- 2.46 The DST at the issuing warehouse actions the issue on a priority basis, informing the receiving B/W/U of all transportation details when they become available. For MPC 1 with an IM Advisory Code of 1, the issuing base/wing/unit is required to provide details of the requisition to the Supply Manager (SM) /Life Cycle Materiel Manager (LCMM) on the next working day.

- 2.47 If a search reveals no stock is available, the requirement is to be forwarded to the HPR cell/individual, who must contact the SM / LCMM on the next working day if the item is centrally managed.

### Priority Requisitions - Off-line

- 2.48 When the Materiel Management System of Record is inoperative, bases/wings/units should submit requests for their urgent requirements to their regional Depot, either by telephone or by email. Using the downloaded data, Depots can locate the stock and initiate issue action.
- 2.49 When off-line, the following apply:
- a. Requirements submitted by telephone or email, are not followed up with a computer requisition, because the depot originates the issue requisition if stock is available; and
  - b. if the depot cannot satisfy the requirement, the Supply Technician at the originating base/wing/unit is to contact the Supply Manager.

### Supply Depot Contact Information

- 2.50 For the full contact list of Supply Depots please refer to chapter 6.1 Materiel in Depot Custody.

### Requisition Inquiries

- 2.51 All account holders may review the status of a requisition using the Materiel Management System of Record inquiry capability.
- 2.52 Reports can be used through the Materiel Management System of Record to obtain all outstanding requisitions that have not been satisfied (see para 3.2 and 3.3 in this chapter).

### Requisition Procedures for 1<sup>st</sup> Line (Units/ Squadron/Ship)

- 2.53 Requisitions from a 1<sup>st</sup> Line unit are normally satisfied from their Self-Sufficient Stock Warehouse. In cases where a requisition cannot be satisfied at the 1<sup>st</sup> Line level it should be input in the Materiel Management System of Record in order to be satisfied at either 2<sup>nd</sup> or 3<sup>rd</sup> line. QM staff vets all requisitions prior to them being submitted.

### Compliance

- 2.54 Those managing materiel requisition in the Materiel Management System of Record shall:
- a. ensure that unauthorized transactions are not transmitted. If upon investigation users are found non-compliant with the unauthorized transaction policy, access to the Materiel Management System of Record may be revoked;

- b. conduct a **thorough “vetting”** of any type of requisition before submitting it in the system to alleviate duplicate and pending demands in the system that will never be actioned and;
- c. ensure you meet the RDD of MPC 1 HPR and action when required.

NOTE: Having an ability to do a transaction in the system of record is NOT the same as having the authority.

## PROCEDURES

### Process Flow Charts

#### 3.1

Process	Description
<a href="#"><u>EP 28 F Create Customer Demand</u></a>	<ul style="list-style-type: none"> <li>• receive materiel request from customer;</li> <li>• validate materiel request and supply customers authorization list;</li> <li>• transmit materiel request; and</li> <li>• materiel procured locally or through supply relationship.</li> </ul>
<a href="#"><u>EP 28 F HPR Process</u></a>	<ul style="list-style-type: none"> <li>• receive materiel request from customer;</li> <li>• validate materiel request authority to submit HPR and supply customers authorization list;</li> <li>• verify for materiel availability from local warehouses;</li> <li>• transmit materiel request using the supporting _P warehouse as requestor, and create a reservation for the customer;</li> <li>• monitor requisition and transmit receipt upon reception; and</li> <li>• use the reservation number and issue materiel to customer.</li> </ul>
<a href="#"><u>EP 28 C Extend MMR to your SLoc</u></a>	<ul style="list-style-type: none"> <li>• stock number must be extended to the Plant/SLoc in order to process requisition;</li> <li>• extend stock number to the Plant;</li> <li>• extend stock number the _P SLoc (warehouse); and</li> <li>• materiel requisition can be transmitted.</li> </ul>
<a href="#"><u>EP 28 C Over the Counter Issue</u></a>	<ul style="list-style-type: none"> <li>• Issue materiel direct from _P to _S SLoc within same MRP; and</li> <li>• Issue materiel direct from Plant to Plant (different UIC) NOTE: Customer service only R&amp;A (6711) will be authorized to use this t-code.</li> </ul>

## DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
ME51N	<ul style="list-style-type: none"> <li>• Create Purchase Requisition</li> </ul>
ME52N	<ul style="list-style-type: none"> <li>• Change Purchase Requisition</li> </ul>
ME53N	<ul style="list-style-type: none"> <li>• Display Purchase Requisition</li> </ul>
ME21N	<ul style="list-style-type: none"> <li>• HPR - Create Purchase Order/ Inter District transfers</li> </ul>
MB25	<ul style="list-style-type: none"> <li>• Display Reservation List</li> </ul>
MB26	<ul style="list-style-type: none"> <li>• Picking list - Transaction contains a list of all open reservations demanded against a storage location.</li> </ul>
ME53N	<ul style="list-style-type: none"> <li>• Display Purchase Requisition – Using your purchase requisition number, you will be able to find the Inbound Delivery.</li> </ul>
MD04	<ul style="list-style-type: none"> <li>• Display individual stock requirement List – <ul style="list-style-type: none"> <li>• displaying exception messages;</li> <li>• displaying additional data for Materiel Requirements Planning (MRP) elements;</li> <li>• displaying additional data for the materiel; and</li> <li>• Displaying, changing or converting MRP elements.</li> </ul> </li> </ul> <p>It is necessary to view all the active documents that affect its stock situation. The Stock Requirements List provides a comprehensive listing of all demand and supply documents in one area.</p>
MB5T	<ul style="list-style-type: none"> <li>• Display Stock in Transit- To view the stock in transit in various statuses or life cycle stages.</li> </ul>
VL33N	<ul style="list-style-type: none"> <li>• Display Inbound Delivery- Using the inbound delivery number, all stock transfer orders (STOs) including those off materiel requisition are going to be displayed.</li> </ul>

T-Code	Description
VL06I	<ul style="list-style-type: none"> <li>• Display List of Inbound Delivery- To find the inbound delivery against your shipping point. This will provide an overview of the coming materiel to your location.</li> </ul>
ME5A	<ul style="list-style-type: none"> <li>• Purchase Requisition List Display- Usually, the shipping point is used.</li> </ul>
ZEMM_AGED_PREQ	<ul style="list-style-type: none"> <li>• Requisition Aged List and Status – This is normally used to list older PReqs. It will enable you to generate a list of purchase requisitions. Purchasing Group and SLoc could be used as criteria.</li> </ul>
ZEMMPREQ	<ul style="list-style-type: none"> <li>• Print Purchase Requisition</li> </ul>

## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
BI – Materiel management suite of reports	<ul style="list-style-type: none"> <li>• Global Summary</li> <li>• Summary FE</li> <li>• Summary PGrp</li> <li>• STO Details by FE</li> <li>• PO details (PGrp)</li> </ul> <p>These reports are for the users who would like to view outstanding Purchase Orders and Stock Transport Orders.</p>
ZEMM_ORDER_MONITOR	<ul style="list-style-type: none"> <li>• Order Monitor Report</li> </ul>

## ANNEX A - Substantiation requirement when ordering Restricted/Controlled items (IM Advisory code 1R)

- 1.1 IM Advisory 1R materiel and equipment is considered controlled/restricted within the department, therefore requisitions require increased scrutiny.
- 1.2 Additional information/substantiation is mandatory on Purchase Requisitions (Preq)/ Purchase Order (PO) for materiel with IM Advisory code of 1R and is to be included in the extended text field of the requisition. These PReqs/POs require release authority by the Supply Manager (SM).

NOTE 1: For deployed systems and CANSOFCOM, the information must be sent via e-mail to the Supply Manager, using the same format as the extended text field (see table below).

NOTE 2: For items requested on a work order, this requirement is not necessary as the work order itself contains all the information required for the Supply Manager to make a decision.

- 1.3 The additional information/substantiation in the extended text field in the Materiel Management System of Record requires the use of specific letters for each line containing specific information, as follows:

Line	Information required
"G"	Materiel Authorization Document.
"H"	Entitlement Quantity.
"J"	Quantity Held.
"S"	Customer's name and telephone number (commercial and CSN).
"V"	Additional information

# 3.3 RESERVATIONS

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## POLICY

### Aim

- 1.1 The aim of this chapter is to describe the policies and process governing materiel processing and related control aspects dealing with Project Stock and Reservation (PSR) within the Department of National Defence (DND) and the Canadian Armed Forces (CAF). This purpose of this chapter is to provide information on materiel needed for projects obtained through PSR.

### Context

- 1.2 In accordance with Treasury Board policy on Accounting for Inventories, departments must have a system in place to record inventories of materiel, control accounting records and perform physical counts (stocktaking). Additional requirements exist to account for and control inventory until it has been consumed or disposed. Defence Supply Chain (DSC) inventory is to be accounted for in such a manner that, once issued for use, records are maintained to reflect distribution either geographically or by individual operating units.
- 1.3 Due to the sensitive nature and potential misuse of the materiel it is essential that stringent measures are established to control their processing, custody, and accounting.

### Definitions

- 1.4 Definitions, other than those listed below can be found in Chapter 10.1 Glossary.
  - a. **Project Manager:** Person formally appointed to manage a project with specific accountability for achieving project objectives within defined resources;
  - b. **Project Stock:** materiel which has been procured from a specific project and which should only be used for work related to a project; and
  - c. **Capital Project:** the acquisition of land, the design, development, construction or acquisition of buildings, roads, works, machinery, furnishings and equipment, including major alterations or modifications which change their respective performance or capability.

Authorities and Responsibilities Tables

1.5 Authorities Table

The....	Has or have the authority to...
Director General Land Equipment Program Management (DGLPEM), Director General Aerospace Equipment Program Management (DGAPEM) and Director General Maritime Equipment Program Management (DGMEPM)	<ul style="list-style-type: none"> <li>• confirm that their element would carry materiel that is for a PSR; and</li> <li>• provide authorization, control, and supply management for all materiel.</li> </ul>
Project Manager	<ul style="list-style-type: none"> <li>• determine if a PSR is required and what will be stored in the reserve;</li> <li>• release materiel in the PSR;</li> <li>• transfer materiel to a different storage location;</li> <li>• release project stock (PS) materiel to general inventory;</li> <li>• identify the materiel they require for the project and when they will need it;</li> <li>• identify where the materiel is stored; and</li> <li>• release any excess materiel.</li> </ul>

1.6 Responsibilities Table

The...	Is or are responsible for...
Project Manager	<ul style="list-style-type: none"> <li>• establishing project reserved materiel;</li> <li>• receiving and reviewing the project/engineering change which it may affect project stock quantities;</li> <li>• maintaining PSR through the duration of the project; and</li> <li>• initiating most of the procurement process for materiel required for a project.</li> </ul>
Supply Manager	<ul style="list-style-type: none"> <li>• processing the procurement for materiel have normal usage in the Materiel Management System of Record.</li> </ul>
Supply Technician	<ul style="list-style-type: none"> <li>• receiving project stock and resolving discrepancies, if required;</li> <li>• issuing reserved stock to a CA when requested by the Project Manager; and</li> <li>• issuing stock to the PM work order only if the work order is connected to the project. A matching WBSE needs to be supplied for issue of Project Stock.</li> </ul>

## References

1.7 The following references were used in the development of this policy:

- a. [Treasury Board - Guide to Management of Materiel.](#)

## PROCESS

- 2.1 Materiel needed for projects and contingency purposes can be secured through Project Stock and Reservation (PSR) also called Project Reservation. The process starts with the engineering change or major supply refit supply list. Project Managers and supply managers are responsible for creating and maintaining the process. Supply technicians are responsible for receiving and storing the materiel.
- 2.2 As a general rule, PSR is to be used for reserving materiel required in excess of 30 days. Smaller and simpler materiel requirements should not be sourced using the PSR process; normal requisitioning procedures should be used. Project stock entered in the Project System module will be ordered only after MRP adopts the requirement. The Status of the Activity must be set to release.
- 2.3 Stock reservations fall into two categories, depending on the nature of the requirement and the degree of control required:
  - a. **Project Stock Reservations:** this category covers reservations (Account Assignment Q and P) for materiel to support projects originating at NDHQ, Level One or base levels; and
  - b. **Contingency Stock:** this category covers materiel required to meet NDHQ or Level One approved contingency plans and that will be in a specific Sloc.
- 2.4 PSR can be used in the following situations:
  - a. fill complex materiel requirements involving reserving and procuring many items over a period of time. This could include ensuring the scheduled, coordinated delivery of spare parts, tools and related items to a number of locations for a new piece of equipment, over the entire time the equipment is in-service (this is done automatically when you use Project System Module and Project Stock Tab);
  - b. track project materiel for accounting purposes; and
  - c. execute contingency plans.
- 2.5 Throughout the life of a project there will be many occasion and reasons to move materiel. There are a few ways to move the materiel from one status to another as well as into or out of a project.

### Project Stock

- 2.6 Project stock is materiel that has been procured from a specific project budget and which should only be used for work related to that specific project. The planning, procurement and delivery of required project stock should be managed using Project System capability.
- 2.7 The Project System module in the Materiel Management System of Record allows Project Managers to control the procurement from within the framework of a project, and control

the follow on use of that stock since it is reserved for the specific project that procured the inventory.

## 2.8 Benefits of Project Stock:

- a. allows for the reservation of required materials for project related activities;
- b. allows the Materiel Management System of Record to differentiate Project Stock from other inventory;
- c. increases the precision of DND's financial reports with the added categorization of Project Stock on the Balance Sheet; and
- d. allows project-related stock to be expensed at the actual time of consumption.

2.9 When a materiel component has been added to the Project Stock tab of the Project System module, and the release status is selected, the Materiel Resource Planning (MRP) capability of the Materiel Management System of Record will generate purchase requisition for the items.

2.10 All materiel's entered in the Project Stock tab will be procured or transferred from inventory to a specific Plant and storage location as project stock. From these project storage locations, materiel's can be consumed or transferred to other projects as project stock upon Project Manager Approval. Once the project stock has been received or transferred to the assigned Plant and storage location, the materiel's are now in inventory and reserved strictly for the project.

2.11 Account assignment Q is automatically assigned to the PReq generated from the PS process and will be used on procurement transactions for project stock. Project stock will be treated as project inventory on the balance sheet and will be recorded as an expense only when materiel is issued to the project.

2.12 Strict control on issuing or transferring Project Stock to general inventory must be emphasized as there may be negative consequences for the project if items are not available when required.

2.13 Projects have strict budgets and cost plans. When materiel is issued to the wrong project or outside the project, there may be negative financial consequences.

NOTE: If a part is ordered and delivery is taken, it locks the money in a pre-commitment and removes funds available for spending. If that part is given to a different project they could exceed their budget on the actual expense. Additionally, the added workload on the Finance side could cause delays in the project.

## Project Management

2.14 An NDHQ-approved project constitutes authority for the base or depot charged with carrying out the project to request the required materiel using the Project Stock capability from the Project System module. The Project Manager of the approved Project Reservation

may have to request a temporary issue of the materiel from the supply manager if stock is not available at the supporting supply facility.

### Substituted Materiel

- 2.15 Substituted items may be accepted subject to NDHQ applicable Supply Manager (SM)/Equipment Project Manager (EPM) approval.

### Creating and Maintaining PSR

- 2.16 PSR is activated and managed by the Project Manager and by supply personnel using a Materiel Management System of Record functionality to meet projected materiel needs. Materiel must often be obtained or reserved in advance to ensure that it is available when needed.
- 2.17 When PSR is initiated in the Materiel Management System of Record, the Project Manager must:
- a. open the existing project using TCode CJ20N;
  - b. create a Work Breakdown Structure (WBS) to define the materiel requirements and references it to a specific project using DRMIS project number; and
  - c. complete the Project Stock component tab for the project. Materiel received off those requisitions will be assigned a WBS element and code "Q." The item can be stored in the same bin location as normal inventory.

### Work Breakdown Structure (WBS)

- 2.18 The WBS is a collection of WBS elements, each representing phases and/or work packages.
- 2.19 WBS elements are arranged in a logical, hierarchical structure and represent the flow of work for a project.
- 2.20 Throughout the life of a project, the scope, structure and processes in each phase may change. These changes are reflected in the WBS.

### Projects Stock for Remote Supporting Base or Wing

- 2.21 When a project is located where supporting base/wing supply facilities are not available, the supporting SupO shall request through the proper approving authority the base/wing nearest to the project to provide materiel requirements.
- 2.22 Once the project chooses a location and supporting supply section, they will order the stock against that SLoc and the parts will be moved into those locations as account assignment Q stock.

## Receipt for Projects

- 2.23 Materiel receipt for a project may arrive at a base in a number of ways. This process is as outlined in the Chapter 4.1 Receipts.

## Issues for Projects

- 2.24 The warehouse assembles the materiel and prepares the necessary documentation in accordance with Chapter 4.2 Issues.

## Project Stock Adjustment

- 2.25 Any adjustments to the project materiel account balance as a result of the stocktaking are to include a justification. The final balance, as confirmed by the stocktaking, is to be circled with the date of the stocktaking. This process is as outlined in Chapter 4.4 Materiel Adjustments, Write-offs and Financial Reporting.

## Project Termination

- 2.26 When a project is terminated the supply section will be notified by a message from the Project Manager. The message advises the project completion date and where the consolidated materiel listing is to be sent for a decision on materiel disposition. The supply section/group will generate a list of materiel still held on the project materiel account and forward this list to the Project Manager.
- 2.27 The Project Manager determines in consultation with DSCO 7 and the LCMM, as applicable, the final disposition of each item on the list and provide disposition instructions to the supply section. Disposition instructions can be found in Chapter 8.1 Disposal.
- 2.28 For units outside the CAF or for civilian agencies, materiel shall not be issued for experimental, test or evaluation purposes without prior approval of NDHQ. The Project Manager will send a message to the supporting BSupO and to advise B/W/S to the identity of the project and description of the materiel

## Project Filing

- 2.29 A file must be maintained on each project materiel account for copies of authorization letters, stocktaking results and disposition instructions. The project materiel account record may be kept in this file or maintained separately at the discretion of the supply section. The project materiel account records are normally maintained by the System Control Officer (SCO), therefore close liaison is required between SCO staff, receipts staff and supply groups to ensure that appropriate information is passed quickly and accurately. In the case of Naval Engineering Test Establishment (NETE) or Aerospace Maintenance Development Unit (AMDU), these records can be maintained at the test establishment supply group.

Compliance (Under Development)

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Processes	Description
<a href="#"><u>EP 06 Project Builder</u></a>	<ul style="list-style-type: none"> <li>create the project in the Materiel Management System of Record.</li> </ul>
<a href="#"><u>EP 06 Project Stock</u></a>	<ul style="list-style-type: none"> <li>plan materiel requirements;</li> <li>acquire and hold materiel; and</li> <li>issue items to a project.</li> </ul>
<a href="#"><u>EP 06 Move Stock in or out of a Project</u></a>	<ul style="list-style-type: none"> <li>issue items to a work order;</li> <li>transfer between projects;</li> <li>transfer from general inventory to a project; and</li> <li>transfer from a project to general inventory.</li> </ul>

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

3.3 T Codes that are for the common Sup Tech position are used daily by the supply community. **Only those in bold are not available to the common Sup Tech position**, but they should not have to use them as they are for the project.

Code	Descriptions
ME2N	purchasing Documents per Document Number.
MM03	<ul style="list-style-type: none"> <li>display Materiel.</li> </ul>
<b>MBBS SCI: 6709 Sup Mgr. / Ammo</b> <b>SCI: 6715 Sup Tech / Ammo</b>	<ul style="list-style-type: none"> <li>valuated Sales Order and Project Stock.</li> </ul>
MB25	<ul style="list-style-type: none"> <li>list of reservation by WBS, Network.</li> </ul>
MD04	<ul style="list-style-type: none"> <li>stock/Requirements List.</li> </ul>
ME5J	<ul style="list-style-type: none"> <li>list Display of Purchase Requisitions for Project.</li> </ul>

ME5K	<ul style="list-style-type: none"> <li>list display of Purchase Requisitions by WBS.</li> </ul>
MB25	<ul style="list-style-type: none"> <li>reservation List Inventory Management.</li> </ul>
ME2J	<ul style="list-style-type: none"> <li>list of purchasing document for projects.</li> </ul>
ME2K	<ul style="list-style-type: none"> <li>list of purchasing document for WBS.</li> </ul>
MMBE	<ul style="list-style-type: none"> <li>stock Overview.</li> </ul>
<b>MD51 SCI: 6709 Sup Mgr. / Ammo</b>	<ul style="list-style-type: none"> <li>project Planning – Multi-Levels.</li> </ul>
<b>CN52N SCI: 6709 Sup Mgr / Ammo</b>	<ul style="list-style-type: none"> <li>list of Components by Project, WBS, Network.</li> </ul>
<b>CN44N SCI: 6709 Sup Mgr / Ammo</b>	<ul style="list-style-type: none"> <li>planned Orders report.</li> </ul>

DRMIS Reports (Under Development)

3.4 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions
	<ul style="list-style-type: none"> <li></li> </ul>

# 3.4 MUTUAL LOGISTICS SUPPORT

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## POLICY

### Aim

- 1.1 The aim of this policy is to explain the mechanisms that have been instituted by the Department of National Defence (DND) and the Canadian Armed Forces (CAF) for the exchange of materiel and equipment between the CAF and the defense forces of any state which is allied or associated with Canada.
- 1.2 The DND and the CAF are committed to establishing and maintaining cooperative working arrangements with external organizations in an effort to improve collaboration and interoperability between CAF and defence organizations of other nations. Memorandums of Understanding (MOUs), and more specifically Mutual Logistic Support Arrangements (MLSAs), are essential to document the agreed upon conditions for the provision of logistical support for combined exercises, training, deployments, operations or other cooperative efforts.

### Context

- 1.3 MLSAs allow Canada, its allies, and other partners to most effectively demonstrate their collective commitment and capability to respond decisively to international security threats while reliably fulfilling treaty obligations such as those outlined in the United Nations Charter (Chapter 7), the North Atlantic Treaty (Article 3 and 5), and the NORAD Agreement. Without these arrangements, and their regular use in multinational training and operations, these treaty commitments cannot be reliably met by Canada.
- 1.4 All transactions under these arrangements must stand the test of public scrutiny in matters of prudence and probity, reflect fairness in the spending of public funds and make appropriate use of Crown assets. Therefore, DND has an obligation to Treasury Board (TB) to enhance the internal management and improve transparency of the use of these agreements. Therefore, all transactions under these arrangements require special legal and policy authorities.

### Background

- 1.5 MLSAs are highly flexible MOUs designed to facilitate the reciprocal provision of logistics support, supplies and services between cooperating defence forces.

Definitions

- 1.6 Definitions for this policy, other than those highlighted below, can be found in the Glossary.
- a. **a Memorandum of Understanding (MOU)** is a written, approved, non-contractual, non-legally binding arrangement that may be developed at any level within the DND/CAF, by which the DND/CAF and other participants external to the DND/CAF can decide to cooperate in a project, program or similar undertaking;
  - b. **Logistics support, supplies and services (LSSS)** refer to food, water, billeting, transportation (including airlift), petroleum, oils, lubricants, clothing, communications services, medical services, ammunition, base support (and construction incident to base operations support), storage services, use of facilities, training services, spare parts and components, repair and maintenance services, calibration services, and port services. It also includes the temporary use of general purpose vehicles and other non-lethal items of military equipment to the extent that such use is permitted under the national laws of the signatories;
  - c. **a Mutual Logistics Support Arrangement (MLSA)** is a specialized MOU that establishes arrangements for the reciprocal provision of LSSS between DND/CAF and the defense forces of another nation;
  - d. **Equipment and Material Transfer Arrangement (E&MTA)** is an implementing arrangement entered into under the Land Force Systems Development, Engineering, and Experimentation Land Force System MOU (LFSDEE MOU) that specifically details the arrangement for transfer of equipment and material between two or more Participants is not part of a specific Project Arrangement (PA); and
  - e. **Project Arrangement (PA)** is an implementing arrangement entered into under the LFSDEE MOU that specifically details the arrangement for collaboration on a project between two or more Participants.

Authorities and Responsibilities Tables

1.7 Authorities Table

The....	Has or have the authority to...
Minister of National Defence (MND)	<ul style="list-style-type: none"> <li>• establish mutual logistics support arrangements.</li> </ul>
CAF unit, formation, command and mission commanders	<ul style="list-style-type: none"> <li>• apply the provisions of approved mutual logistic support arrangements within the boundaries of policy directives and in accordance with established procedures; and</li> <li>• negotiate specific implementing arrangements or other transactions with counter parts in cooperating forces.</li> </ul>

## 1.8 Responsibilities Table

The...	Is or are responsible for...
Judge Advocate General (JAG)	<ul style="list-style-type: none"> <li>establishing policies and rules to govern the establishment of MOUs.</li> </ul>
Assistant Deputy Minister of Materiel (ADM(Mat))	<ul style="list-style-type: none"> <li>establishing policies, processes and business rules governing the establishment, revision, renewal and use of mutual logistic support arrangements; and</li> <li>applying the provisions of mutual logistic support arrangements within the boundaries of policy directives and in accordance with established procedures.</li> </ul>
Director General International and Industry Programs (DGIIP)	<ul style="list-style-type: none"> <li>international materiel cooperation initiatives and principle advisor to commanders at all levels for the establishment and use of mutual logistic support arrangements.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>policies related to materiel acquisition and support and principle advisor to commanders at all levels on procurement, materiel management, and other policies related to the execution of transactions under these arrangements; and</li> <li>ensuring alignment between policy, the content of mutual logistic support arrangements, and relevant Canadian legislation, Treasury Board policies, and Minister of National Defence delegated authorities.</li> </ul>
Assistant Deputy Minister of Finance and Corporate Services (ADM(Fin CS))	<ul style="list-style-type: none"> <li>policies, processes and business rules governing financial transactions related to the use of these arrangements.</li> </ul>
Assistant Deputy Minister of Infrastructure and Environment (ADM(IE))	<ul style="list-style-type: none"> <li>policies, processes and business rules governing any implementing arrangements or other transactions under mutual logistic support arrangements related to infrastructure, environmental remediation or other relevant activities.</li> </ul>

## References

1.9 The following references were used in the development of this policy:

- a. [Defence Production Act \(R.S.C., 1985, c. D-1\);](#)
- b. [Financial Administration Act \(R.S.C., 1985, c. F-11\);](#)
- c. [DAOD 7014-0 Memoranda of Understanding;](#)
- d. [DAOD 7014-1 Memoranda of Understanding Development;](#)
- e. [Interim Policy Direction – Mutual Logistics Support Arrangements.](#)

## PROCESS

### The Role of Memorandum of Understandings in Mutual Logistic Support

- 2.1 All cooperative arrangements between the CAF and other defence forces must be established with an MOU in compliance with DAODs 7014-0 and 7014-1. This documentation formalizes the agreed-upon conditions while ensuring compliance with the Financial Administration Act and the reporting procedures required by the Treasury Board.
- 2.2 MOUs, despite being non-legally binding arrangements, carry significant political and moral weight, and the responsibilities reflected in MOUs are to be carried out in good faith. Standard MOUs can be used for procurement for purposes other than logistical support, however MLSAs offer greater flexibility to facilitate reciprocal provision of logistical support, supplies and services (LSSS) between cooperating defence forces.

### Mutual Logistic Support Arrangements

- 2.3 Under no circumstances may MLSAs be used to acquire weapon systems, major end-items of equipment (except for the lease of loan of general purpose vehicles and other non-lethal items of military equipment), and items prohibited from transfer by the laws of one or both signatories. Also, the arrangements may not be used to acquire significant inventories of spare parts or other commodities, for example to establish initial stocks in support of the acquisition of a new system. Such acquisitions must be processed through normal procurement channels.
- 2.4 MLSAs do not replace other normal means of providing support. Their use may be considered only after the following mechanisms, in order of precedence, have been considered:
  - a. the Canadian Armed Forces' existing in-house resources and capabilities;
  - b. pre-facilitated procurement instruments established in advance by Public Services and Procurement Canada (PSPC) such as Standing Offers and Supply Arrangements; and
  - c. contracting through PSPC when there is sufficient time for PSPC to respond and meet operational requirements or under contracting authorities delegated to the Minister of National Defence.
- 2.5 Prior to entering into an MOU/MLSA, DND/CAF must ensure compliance with:
  - a. all applicable federal laws and government policies, directives and guidelines; and
  - b. all appropriate financial, contracting and applicable project authorities and approvals in any case involving the acquisition of goods or services.

- 2.6 MLSAs may be negotiated under the authority of the MND with appropriate defence institutions of other nations and approved for Canada, under the following conditions:
- a. the Department of Foreign Affairs and International Trade (DFAIT) must be consulted, through DND's Director General Industry and International Programs (DGIIP), prior to the initiation of negotiations, and engaged as appropriate throughout the process;
  - b. reasonable steps must be taken to confirm that the intended signatory for the other nation has the authority to make the commitment implied in the arrangement;
  - c. the scope of the negotiation and resulting arrangement may not exceed the definition of LSSS; and
  - d. ADM (Mat), as the responsible DND/CAF Functional Authority, must authorize the negotiation.
- 2.7 MLSAs must be approved by through the ADM (Mat) International Arrangements Review Committee as per Materiel Group Instruction 1-33 while all new or amended agreements must be registered with, and one original copy filed with JAG/National Defence Memoranda of Understanding Coordinator.
- 2.8 If you are involved with MOU transactions, for LSSS with other government forces, you are required to provide the requested input by completing a MLSA Financial Report and MLSA Process Form.
- 2.9 Transactions under approved MLSAs may be negotiated and implemented directly by the responsible Commander or Commanding Officer, or his/her authorized delegate, with the counterpart authority in the cooperating forces provided:

### NATO Standard Procedures for Mutual Logistic Assistance

- 2.10 The NATO Standardization Agreement (STANAG) 2034 details the process to obtain materiel from other North Atlantic Treaty Organization (NATO) countries however, the agreement in itself does not entitle the forces of a NATO nation to obtain supply support from another nation nor does it commit any nation to furnish such support.
- 2.11 Except where specifically instructed otherwise, these processes are to be used for supply transactions between NATO nations and are to be carried out under the following authorities:
- a. bilateral or multilateral agreements;
  - b. agreements concluded by national and logistics representatives within Allied Command Europe Logistics Co-ordination Centre;
  - c. arrangements concluded by national and logistic commanders under powers delegated by national authorities; and
  - d. Allied Command Europe Directive 85-2, in which Allied Commanders are given certain powers to reallocate resources in an operational emergency in war.

- 2.12 The Supporting Unit is responsible for providing full instructions for the collection of supplies. Unless otherwise specified, the Supported Unit will be responsible for providing transport resources for collecting the supplies.
- 2.13 When requesting ammunition, the procedures for the requested and the approach for the best alternative are given in STANAG 2459. Use the relevant identification data contained in Allied Ordnance Procedures (AOP-6). Whenever possible NATO Stock Number and NATO Ammunition Demand/Reporting Code should be used if applicable, to easily be able to offer alternatives if the demanded item has been superseded. For transfer of direct fire ammunition, AOP-29 should be consulted to identify the interoperability criteria and safety issues involved.
- 2.14 When authorized to obtain materiel in accordance with one of the agreements in paragraph 1.8, requests for the provision of supplies will be completed (according to the instructions in Annex A) and distributed as follows:
- a. **Demanding Party:** prepare Part A of NATO Standard Form for Request, Receipt and Return or Invoice (Annex A). Retains copy 5 and submits remaining four copies to the authorizing unit (see Annex C);
  - b. **Authorizing Unit:** complete Part A, fields 16-19, and Part C fields 25, 27 and 30 (28 and 29 as applicable) of the form. Returns copies 1 and 2 to the requesting unit with the identification and location of the issuing agency; forwards copy 3 to the Supporting Unit and retains copy 4. If the materiel is not available returns copies 1, 2 and 3 to the requesting party indicating nil stock of supplies requested and retains copy 4; and
  - c. **Supporting Unit:** prepares in four copies the NATO Loading Bill (Annex B) using information from copy 3 of the NATO Standard Form for Request, Receipt and Return or Invoice as follows:
    - i. complete (for either each vehicle load or the total request as required by the receiving party) blocks 1, 2, 4 to 15 and 20; and
    - ii. complete blocks 16, 17 and 18 when the supplies are collected by the receiving party.
  - d. **Collecting Unit:** The following are applicable:
    - i. complete Section B, field 20 on all four copies of the NATO Loading Bill;
    - ii. return copies 1, 2 and 4 to the issuing agency;
    - iii. retain copy 3; and
    - iv. complete blocks 21 and 22.
  - e. **Requesting Unit:** When materiel is received, completes Part B of NATO Standard Form for Request, Receipt and Return or Invoice and distributes as follows:
    - i. Cash Payment: the Supported Unit will retain copy No. 2 and return copy No. 1 to the Supporting Unit together with payment;

- ii. Replacement-in-kind and loan: the Supported Unit will return copy No. 1 immediately to the Supporting Unit. The Supported Unit will return copy No. 2 to the Supporting Unit upon replacement or return of the item(s); and
- iii. Reimbursement: the Supported Unit will return copies No. 1 and No. 2 to the Supporting Unit. The Supporting Unit will forward copies No. 1 and No. 2 to the Invoicing Unit which after completing Section C; will submit copy No. 1 to the Accounting Unit.

## Transfer of Ownership

2.15 The transfer of ownership of supplies furnished to the requesting unit will occur at the location and time where the collecting unit representative signs block 19 of the NATO Loading Bill and takes possession of the goods.

## Documentation

2.16 The NATO standard form for request, receipt and return or invoice and the NATO loading bill are reproduced locally by the demanding party in a format similar to that in Annexes A and B.

2.17 These procedures are used in addition to the standard Defence Supply Chain (DSC) procedures/transactions for issues and receipts as detailed in this Manual.

- a. NATO members have identified five classes of stores to be used in joint operations to eliminate the confusion between the various employed nations;
- b. **NATO Class I:** items that are consumed by personnel or animals at an approximately uniform rate, irrespective of local changes in combat or terrain conditions. Examples include rations and forages;
- c. **NATO Class II:** supplies for which allowances are established by tables of organization and equipment. Examples include clothing, weapons, mechanics' tools, spare parts, and vehicles;
- d. **NATO Class III:** fuels and lubricants for all purposes, except for operating aircraft or for use in weapons such as flame throwers. Examples include petroleum products such as gasoline, kerosene, diesel oil, fuel oil, lubricating oil and greases, and solid fuels such as coal, coke and wood. For Air Force (III A): Aviation fuels and lubricants; and
- e. **NATO Class IV:** supplies for which initial issue allowances are not prescribed by approved issue tables. Normally these supplies include fortification and construction materials, as well as additional quantities of items identical to those authorized for initial issue (Class II), such as additional vehicles.
- f. **NATO Class V:** Ammunition, explosives and chemical agents of all types.

2.18 Annex C contains a comparative table that identifies the Canadian classes of materiel as the materiel relates to NATO. Effective March 1996, the CF adopted the US classes of supply. This change was instituted to effect standardization within NATO and to provide the CF with a more specific breakdown of supply classes.

**American, British, Canadian, Australian and New Zealand Armies' Program (ABCA)  
Land Force Systems Development, Engineering, and Experimentation MOU  
(LFSDEE MOU)**

- 2.19 The LFSDEE MOU was created between the ABCA nations to cover equipment and materiel transfers for the purpose of carrying out a project arrangement (PA). LFSDEE Section 7, *Equipment and Materiel Transfers*, and Annex E *Model Equipment and Materiel Transfer Arrangements*, provide further direction in order to establish these arrangements.
- 2.20 For the purpose of carrying out a PA, each Contributing Participant may transfer in accordance with national procedures to another Contributing Participant(s), such Equipment and Material identified in the PA as being necessary for executing the PA. PAs will provide specific details of any transfer of Equipment and Material. Equipment and Material to be transferred that is identified at the time of PA signature will be listed in the PA as set out in Annex B (Model Project Arrangement, Alternative A) or Annex C (Model Project Arrangement, Alternative B) of this LFSDEE MOU. Equipment and Material that cannot be identified at the time of PA signature will be documented, when identified, in a list to be developed and maintained by the POs.
- 2.21 For E&MTAs concluded pursuant to Annex E (Model Equipment and Material Transfer Arrangement) to this LFSDEE MOU, each Contributing Participant may transfer without charge to another Contributing Participant, Equipment and Material, in accordance with Annex E (Model Equipment and Material Transfer Arrangement) to this LFSDEE MOU. While such transfers will be based on the principle of mutual benefit, exact item for item transfers are not required. Approval for all transfers will be in accordance with national procedures.
- 2.22 Lists of all Equipment and Material transferred will be maintained in accordance with subparagraphs 4.6.10., 4.8.6., and 4.8.7. Of Section IV (Management (Organization and Responsibility) of this LFSDEE MOU.
- 2.23 All Equipment and Materiel that is transferred will be used by the receiving Participant only for the purposes of carrying out this LFSDEE MOU, unless otherwise consented to in writing by the providing Participant. In addition, in accordance with Section XII (Third Party Sales and Transfers) of this LFSDEE MOU, Equipment and Material will not be re-transferred or sold to a Third Party without the prior written consent of the providing Participant.

## Equipment and Materiel

- 2.24 Equipment and Material will remain the property of the providing Participant. The receiving Participant will maintain any such Equipment and Material in good order, repair, and operable condition. Unless the providing Participant has authorized the Equipment and Material to be expended or otherwise consumed without reimbursement to the providing Participant, the receiving Participant will return the Equipment and Material to the providing Participant in as good condition as received, normal wear and tear excepted, or return the Equipment and Material and pay the cost to restore it. If the Equipment and Material is damaged beyond economical repair, the receiving Participant will return the Equipment and Material to the providing Participant (unless otherwise specified in writing by the providing Participant) and pay its replacement value as computed pursuant to the providing Participant's national laws and regulations. If the Equipment and Material is lost while in the custody of the receiving Participant, the receiving Participant will issue a certificate of loss to the providing Participant and pay the replacement value as computed pursuant to the providing Participant's national laws and regulations. If known at the time of entry into effect, the replacement value of the Equipment and Material will be specified in the PA or E&MTA.
- 2.25 The providing Participant will deliver Equipment and Material at its expense to the receiving Participant(s) at a mutually determined location as specified in the PA or E&MTA. Possession of the Equipment and Material will pass from the providing Participant to the receiving Participant(s) at the time of receipt of the Equipment and Material. Any further transportation is the responsibility of the receiving Participant(s). The providing Participant will transfer the Equipment and Material for the approved period, unless extended by written amendment, provided that the duration will not exceed the effective period of the PA or E&MTA.
- 2.26 The providing Participant will furnish the receiving Participant(s) such Information as is necessary to enable the Equipment and Material to be used for its intended purpose.
- 2.27 The receiving Participant(s) will inspect and inventory the Equipment and Material upon receipt. The receiving Participant(s) will also inspect and inventory the Equipment and Material prior to its return (unless the Equipment and Material is to be expended or consumed).
- 2.28 Upon expiration, withdrawal from the PA or E&MTA, or termination of the transfer period specified in the PA or the E&MTA (taking into account any extension), the receiving Participant(s) will return Equipment and Material, at its expense, to the providing Participant at the location mutually approved. Any further transportation will be the responsibility of the providing Participant.

- 2.29 The receiving Participant(s) will provide written notice of consumption or expenditure of Equipment and Material approved for such consumption or expenditure. In the event the intended consumption or expenditure does not occur, the receiving Participant(s) will, unless otherwise determined by the providing Participant, return the Equipment and Material, at the receiving Participant(s) expense, to the providing Participant to the location mutually approved. Any further transportation will be the responsibility of the providing Participant.
- 2.30 For more information on policy, process, procedures related to the transfer, lease, or loan of logistic supplies, or the provision of logistical support and services under these arrangements, please refer to the ADM(Mat) Interim Policy Direction – Mutual Logistics Support Arrangements.

### Document Retention and Disposition

- 2.31 For specific information on the documentation and financial recording procedures of Mutual Logistic Support Arrangements, please refer to the Interim Policy on Mutual Logistic Support Arrangements Annex B.

### Compliance (Under Development)

## PROCEDURES

3.1 Information about the procedures can be obtained by consulting the [diagrams](#) or by consulting the [DRMIS website](#).

### Process Flow Charts (Under Development)

3.2 The following are the Process Flow charts related to this chapter.

Processes	Descriptions

### DRMIS Transaction Codes (Under Development)

3.3 These are the most common DRMIS transaction codes for the activities in this chapter.

Code	Descriptions

### DRMIS Reports (Under Development)

3.4 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions

## ANNEX A - NATO Standard Form for Request, Receipt and Return or Invoice

### Detailed instructions for completion of NATO standard form for request receipt and return or invoice

(Numbers in left margin correspond to block numbers on the NATO Standard Form)

1	Insert national control or document numbers.
2	Identify support agreement being cited as authority to initiate request.
3	Insert type of aircraft/vehicle/ship and registration/hull number and home station/port.
4-8	Self-explanatory.
9	Fill in only, if different from the demanding party listed in block 4.
10-15	Self-explanatory.
12	For ammunition include in this column the NATO Ammunition Demand/Reporting Code (NARC).
16	Insert additional costs such as transport, packing, fees, customs, etc.
17	<b>Important Note:</b> If replacement in kind (equal value replacement) is not provided within agreed time period to the releasing agency, actual costs are filled in blocks 16, 28 and 29 and a copy is forwarded to the receiving agency for cash payment.
18-19	Self-explanatory.
20	The signature in this block certifies the quantity of items received but does not imply a waiver of the right to warranty claims, if applicable.
21	If "with charge" box is checked, fill in the actual costs in block 16.
22-26	Completed by the invoicing authority.
24 and 26	Reserved for US forces only.
27-31	Self-explanatory.
32	Costs are usually displayed in the currency of the releasing/supporting agency/nation.
33-35	Completed by the invoicing authority.

## ANNEX B - NATO Loading Bill

### Detailed instructions for the completion of the NATO loading bill

(Numbers in the left margin correspond to block numbers on the NATO Loading Bill)

1	Insert the Supporting Unit serial number and the Date/Time/Group (DTG). Enter copy number 1 to 4, as appropriate, before insertion of carbons.
2	Insert nomenclature, number and nationality of the Supported Unit.
3	Insert nomenclature of the Collecting Unit if different from that of the receiving party.
4	Insert reference to appropriate agreement/directive.
5	Insert a tick in the commodity box where applicable.
6	Insert nomenclature, number and nationality of the Supporting Unit.
7	Insert the Supporting Unit identification symbol.
8	Insert map reference.
9	NATO stock numbers should always be used. However, when requesting ammunition, use the relevant identification data contained in AOP-6.
10	Insert the item name to further identify the Supporting Unit.
11-15	To be completed as required by Supporting Unit.
16	DTG IN (to be filled in by the Supporting Unit).
17	Insert signature, name, rank and unit of the Supporting Unit representative supervising the handover of the supplies to the Supported/Collecting Unit or transport agency representative.
18	DTG OUT to be filled in by issuing agency.
19	Insert signature, name, rank and unit of the NCO/driver accepting the supplies. Copies number 1 and 4 to be handed back to the Supporting Units' agent. Copies number 2 and 3 to be sent back with the supplies for competition by Supported Unit
20	To be used as required.
21	DTG of delivery to Supported Unit.
22	DTG entered into records of the Supported Unit.

## ANNEX C - Canadian Classes of Supply – APP-19(A) (1) March 2013

Ser No	Canadian Grouping	Description	NATO Class Approx.	Remarks
I	subsistence	food and water.	I	
II	General and Technical Stores	clothing, individual equipment, tentage, tent sets and tool kits, hand tools, administrative and housekeeping supplies and equipment. Includes items of equipment, other than principal items, prescribed in authorization/ allowance tables and items of supply (not including repair parts).	II	
III	POL	Petroleum fuels, lubricants, hydraulic and insulating oils, preservatives, liquid and compressed gases, chemical products, coolants, de-icing and anti-freeze compounds, together with component additives of such products and coal.	III	
IV	Construction and Field Defence Stores	Construction materiel to include installed equipment and all fortification/ barrier materiel.	IV	
V	Ammunition	Ammunition of all types, including chemical, radiological and special weapons, bombs, explosives, land mines, fuses, detonators, pyrotechnics, rockets, propellants and other associated items.	V	
VI	Amenities	personal demand items, non-military sales items.	I	
VII	Major End Items (Vehicles and Major Equipment)	a final combination of end products which is ready for its intended use; principal items, e.g. launchers, tanks, mobile machine shops, vehicles.	II, IV	
VIII	Medical Materiel	including medical peculiar repair parts.	II	procured and held by medical.

<b>Ser No</b>	<b>Canadian Grouping</b>	<b>Description</b>	<b>NATO Class Approx.</b>	<b>Remarks</b>
IX	Repair Parts and components	includes kits, assemblies and sub-assemblies, repairable and non-repairables required for maintenance of all equipment.	II	
X	Materiel to support non-military programs	Agriculture and economic development if not included in V and IX.	IV	

# MATERIEL MANAGEMENT

- 4.1 Receipts
- 4.2 Issues
- 4.3 Stocktaking
- 4.4 Materiel Adjustments, Write-offs and Financial Reporting
- 4.5 Materiel Packaging and Package Marking
- 4.6 Disposition of Excess and Dormant Stock

# 4.1 RECEIPTS

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## POLICY

### Aim

- 1.1 The aim of this chapter is to outline the DND/CAF policy governing the materiel management activities for the receipt of all materiel and equipment by DND/CAF in order to ensure proper accounting, control and management.
- 1.2 There are two aspects to doing receipts: the automated and physical process. This includes activities such as the recording of receipts in the Materiel Management System of Record, and manually verifying the quantity, identification and condition (outside package) and any authorization document (if applicable) of materiel being received.

### Context

- 1.3 The CAF and DND are required to ensure materiel is accounted for and inventory is safeguarded. The basic premise of the receipt of materiel is to ensure that all receipts are handled in a timely and efficient manner. All incoming shipments are verified for quantity, identification, condition and authorization document (if applicable), and that the materiel identified is in accordance with documentation such as a pick slip, invoice or contract.
- 1.4 Receipts are imperative for proper accountability and visibility of the materiel, especially for Missions and Operations. Receipts in the Materiel Management System of Record collects information for inventoried materiel/equipment and finance. It is also an important step for redistribution to customer and/or warehouses. Materiel received by DND/CAF must be identified, counted upon receipt and stored properly.
- 1.5 If proper basic verifications (quantity, identification, condition, and authorization documents) are performed correctly upon receipt of the materiel, discrepancies between what is ordered and what is received will be discovered. For cost and time efficiencies, discrepancies shall be corrected as early as possible. This chapter details the policies and procedures required to process receipts of materiel.

### Definitions

- 1.6 Definitions, other than those listed below, can be found in Chapter 10.1 Glossary:
  - a. **Receipt:** a written acknowledgment of having received, or taken into possession a specified amount of goods, the act of receiving or the state of being received.
  - b. **Discrepancy:** is a difference in quantity (surplus or deficient), condition, and/or identification between materiel received in a shipment and the covering documentation.
  - c. **Trivial discrepancy:** is one which may be accepted by the consignee (receiver) without reference to a consignor (shipper).

- d. **Consignee:** the consignee is the entity who is responsible for the receipt of materiel. The consignee is the receiver.
- e. **Consignor:** the consignor is the entity who is responsible for the issue of materiel. The consignor is the shipper.

Authorities and Responsibilities Tables

1.7 Authorities Table

The....	Has or have the authority to...
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> <li>• issue instructions implementing the quality policy; and</li> <li>• provide guidance, advice and oversight for quality, including national-level issues, objectives and targets.</li> </ul>
Strategic J4 Transportation	<ul style="list-style-type: none"> <li>• develop strategic transportation policies and systems for DND and CAF.</li> </ul>
Base/Wing/Unit/ Depots Commanding Officer (CO)	<ul style="list-style-type: none"> <li>• be accountable for all materiel that falls under their responsibilities within their B/W/U/Depots;</li> </ul>

1.8 Responsibilities Table

The...	Is or are responsible for...
Strategic J4 Transportation	<ul style="list-style-type: none"> <li>• the issuance of any means of conveyance on transportation policies and certification process, administration and standards.</li> </ul>
Sup O/Log O	<ul style="list-style-type: none"> <li>• ensuring all receipting of materiel is conducted in a timely manner and in accordance with policies &amp; procedures.</li> </ul>

Central Materiel Traffic Terminals (CMTT)/ Materiel Distribution Center (MDC)	<ul style="list-style-type: none"> <li>• processing waybill to receipt inbound shipment of materiel in NMDS system; and</li> <li>• to effect delivery of the goods in serviceable condition, at the place and on the date designated by the consignee, in a safe and cost-effective manner</li> </ul>
Director Quality Assurance (DQA)	<ul style="list-style-type: none"> <li>• providing oversight regarding the management of DND/CAF owned materiel held by a Contractor;</li> <li>• ensuring that appropriate action is undertaken to resolve Contractor discrepancies;</li> <li>• approving adjustment documentation on behalf of the civilian contractors; and</li> <li>• notifying the Procurement Authority of delinquent Contractors and losses of materiel.</li> </ul>
Sup O/ Log O B/W/U/ Depots	<ul style="list-style-type: none"> <li>• adhering to policy, process and procedures regarding receipt of materiel and resolving discrepancies; and</li> <li>• investigating any discrepancies in a shipment or incorrect receipt of materiel at their B/W/U/ Depots.</li> </ul>
Managers/ Supervisors of a B/W/U/ Depots Receipt Section.	<ul style="list-style-type: none"> <li>• providing support and assistance on receipt matters;</li> <li>• conducting investigation on discrepancies and;</li> <li>• ensuring that roles &amp; responsibility of their staff are adhere to and roles and authority are appropriate to the staff conducting receipts (the same person will not conduct procurement and receipts to alleviate conflicts of interest, as per expenditure management).</li> </ul>

## References

1.9 The following references were used in the development of this policy:

- a. [Financial Administration Act \(R.S.C., 1985, c.F-11\);](#)
- b. [Financial Administration Manual;](#)
- c. [A-LM-158-004/AG-001 Transportation Manual \(Vol 4\) Movement Of Materiel;](#)
- d. [A-LM-158-005/AG-001 Transportation Manual \(Vol 5\);](#)
- e. [National Defence Security Orders and Directives \(NDSOD\);](#)
- f. [A-GG-040-004/AG-001 Hazardous Materials Safety and Management Manual;](#)
- g. [INFOSEC 2, COMSEC Material Control Policy, Standards and Procedures;](#)
- h. [C-02-015-001/AG-000 Policy, Procedures and Guidelines Unsatisfactory Condition Reporting.](#)
- i. [C-02-015-001/AG-000 Policy, Procedures and Guidelines Unsatisfactory Condition](#)
- j. [DOAD 3009-0 Quality of Materiel and Services](#)

## PROCESS

### Central Materiel Traffic Terminal/ Materiel Distribution Center (CMTT/MDC) - Receipt of Shipments

- 2.1 The CMTT/MDC is a facility in all DND organizations where the materiel traffic organization is located. CMTT/MDC is where the shipment is initially received.
- 2.2 Shipment activities must be in line with A-LM-158-004/AG-001, Transportation Manual, in order to assure that asset visibility is maintained during the transportation of the goods between supply organizations in different geographical locations when using the services of CMTT/MDC.

### Receipt of Materiel Overview

- 2.3 A goods receipt acknowledges that an organization within the Department/CAF has taken possession of goods and has incurred a liability for the materiel. During the receipt process, the Receiver is responsible to verify the quantity, identification, condition (outside package) and distribution of all incoming physical materiel. Additionally, they must process the receipt in the Materiel Management System of Record.
- 2.4 All receipts are to be processed in a timely and efficient manner. The receipt section warehouse supervisor monitors the inbound activities for shipments pending greater than 60 days and takes the necessary action to complete all receipts as soon as possible for upkeep of warehouse inventory and/or Customer accounts.
- 2.5 The two main functions of the receipt process are:
  - a. **Physical function** verifying the quantity, identification, condition and packaging requirements of the item(s) being received to the documentation that accompanies the shipment; and
  - b. **Recording function** in the Materiel Management System of Record which updates accounting and inventory at the receiving warehouse.

### Receipt Process

- 2.6 During the receipt process, the receipt section personnel shall:

The ...	will ...
Supply Technician/ Store person/ Technical Inspectors (as required) -	<ul style="list-style-type: none"> <li>• receive shipment from Materiel Distribution Centre (MDC), or Central Materiel Traffic Terminals (CMTT), depending in which Environmental Command they are located;</li> </ul>

The ...	will ...
	<ul style="list-style-type: none"> <li>• annotate the date of the shipment received from CMTT/MDC and return the consignee copy for audit purposes sign and date;</li> <li>• verify that the goods received correspond to the documentation enclosed with the shipment;</li> <li>• verify that the goods received match with the goods on the Purchase Order/ Reservation (from a procurement action) / STO (from non-procurement action);</li> </ul> <p><b>NOTE:</b> If a reservation is required from a procurement action, it <b>must</b> be created in order to do the receipt.</p> <ul style="list-style-type: none"> <li>• Verify materiel for proper quantity, identification, condition (outside package) authorization documents (if applicable) against the receipt documents.</li> </ul> <p><b>NOTE:</b> if there is a condition problem see the Technical Inspector (TI).</p> <ul style="list-style-type: none"> <li>• verify if the materiel is shelf-life sensitive, the date of manufacture and expiry date and serialized if the materiel has a serial number;</li> <li>• ensure that the proper hazardous material documentation is included before conducting the receipt;</li> </ul> <p><b>NOTE:</b> hazardous materiel requires proper labelling and documentation to accompany the materiel (i.e. Safety Data Sheet (SDS).</p> <ul style="list-style-type: none"> <li>• verify that other authorization documents, if applicable, are included with the materiel;</li> </ul>

The ...	will ...
	<ul style="list-style-type: none"> <li>• action the Goods Receipts (GR) in the Materiel Management System of Record for each items physically received;</li> <li>• if a discrepancy exists, proceed as directed in this chapter (commercial &amp; non-commercial);</li> <li>• ensure commercial receipt, contractual conditions have been met, certify IAW <a href="#">Chapter 1016-3 Account Verification - FAA Section 34</a>, that the goods have been received, and/ or services rendered, and the price is IAW the contract (see Notes below this table);</li> <li>• request qualified Technical Inspectors to inspect materiel if applicable, and sign appropriate documentation, as required;</li> <li>• put away the materiel where it belongs, either in the warehouse as inventory or distribute to the customer;</li> <li>• sign and date non-commercial receipt documentation and file; and</li> <li>• sign and date commercial receipt invoices and forward to the supporting customer service office for payment.</li> </ul>
Customer	<ul style="list-style-type: none"> <li>• receive and confirm that the materiel ordered is what was required; and</li> <li>• sign and date the receipt document and forward to the supporting customer service office.</li> </ul>

NOTE 1: For a complete verification payment, the FAA Section 34 certification (once the Tech Inspector has determined that the condition of materiel is correct) must include the date, initials, surname, and position of the person certifying the payment. It must be legible, signed and be followed by the inscription: “Certified as per Section 34 of the FAA”.

NOTE 2: In certain circumstance the invoice might not be available and the receiving section may only receive a packing slip or other documentation. That documentation must be stamped with the Section 34 and forwarded to the associated purchasing organisation to be matched with the invoice.

### Serial Number Verification

- 2.7 During the receipt process, if items are serialized the serial numbers shall be verified as matching those on the documentation and in the Materiel Management System of Record. If the numbers do not match the receipt process is to stop and the materiel is to be quarantined as a discrepancy “in identification” until the serial numbers are properly corrected.
- 2.8 If serial numbers have not been entered into the Materiel Management System of Record then the receipt process must be stopped and the materiel must be quarantined as a discrepancy “in identification” until the Equipment Master Records (EMRs) are built to allow for receipt.
- 2.9 There will be times when packaging cannot be opened by the Receiver in order to protect equipment from contamination and damage. In these cases the only verification possible is against the documentation and outer packaging. The maintenance technician or Technical Inspector will have to re-verify the physical items during a maintenance process.

### Outstanding Inbound Transactions for Receipt

- 2.10 Warehouse supervisors shall monitor their inbound deliveries of materiel regularly but **no less than monthly** for outstanding transactions of internal movement of materiel when a receipt has not been transmitted. If there are outstanding dues-in an investigation will be conducted and the following actions taken:
  - a. the proper receipt transactions shall be completed in the Material Management System of Record if the investigation establishes a proof of receipt. Under no circumstance are B/W/U to process an adjustment transaction without verifying if a pending receipt first exists; and
  - b. if the materiel cannot be located, tracing action shall be initiated by contacting CMTT/MDC or the consignor as applicable. If tracing action has failed to locate the materiel, immediate action shall be taken to establish a discrepancy record and a discrepancy report shall be prepared and processed as indicated in this Chapter.

## Type of Receipts

### Commercial Receipts

- 2.11 All receipts must have a Purchase order created in the MM module, which will create a proper dues-in enabling normal receipt processing.
- 2.12 If the MM module could not be used for procurement, the only acceptable exceptions are listed as per Chapter 3.1 para 2.6, a reservation **MUST** be created and it must include the contract number if available, the quantity received, the extended price in Canadian dollars (CAD) and the appropriate reason code.

NOTE: The use of Physical inventory /Stocktaking to receive materiel off contract or purchase is prohibited. Options regarding discrepancies is addressed below in this chapter.

- 2.13 When a MIGO transaction has been used to receipt materiel and needs to be corrected, the MIGO cancel process **MUST** be used to reverse the transaction. A manual MIGO reversal is **NOT** to be used to reverse the original transaction. Refer to chapter 3.1 Procurement and acquisition under Process.

### Non- Commercial Receipts

- 2.14 All receipts inbound from a Base/Wing/Unit must have a Stock Transfer Order (STO). Proper identification and documentation must accompany the shipment/materiel in order to conduct the receipt of the materiel.

## Miscellaneous Receipt

### Receipt of a Kit or Set

- 2.15 Receipt of items identified as a kit or set shall be actioned IAW chapter 7.2 *Management of kits and sets*. If there is any component missing from the kit or set IAW the Equipment Checklists (ECL) and not reflected on the Deviation Record (CF 1064), the consignor shall liaise with the consignee to settle the discrepancy, if not a DR should be raised.

### Classified Receipts

- 2.16 Materiel with a security classification shall be taken care of in accordance with security level given the proper degree of protection immediately upon arriving at the warehouse. The materiel must be stored in a secure area upon arrival. The provisions of the [National Defense Security Policy](#) shall be followed.

### Classified Cryptographic Equipment and Repair Parts

- 2.17 Only designated personnel at Canadian Forces Crypto Support Unit (CFCSU), CFCSU Detachments, Distributing Authority, and COMSEC custodial staff are authorized to open shipments with Accounting Legend Code 1, 2 and 4 type materiel. Procedures pertaining to Controlled Cryptographic Items are detailed in [INFOSEC 2\(D\) COMSEC Material Control Policy, Standards and Procedures manual](#).

### Hazardous Materiel

- 2.18 The utmost care must be exercised when handling incoming shipments containing hazardous material (refer to chapter 9.9). Procedures for handling hazardous materiel are contained in the Hazardous Materials Safety and Management Manual (see link under References).
- 2.19 The receipt section shall ensure that any dangerous goods/ hazardous material received is properly labelled and accompanied by a Safety Data Sheet (SDS) and that any discrepancy is reported.

### Radioactive Materiel

- 2.20 Receipt of radioactive material shall be handled IAW C-02-040-003/TP-000, Handling of Depleted Uranium Ammunition. The Rad SO (Radiation Safety Officer) of the B/W/U or depot should be contacted and involved when the materiel is received. Any radioactive material needs to be accounted for and listed within the Rad SO documentation.

### Receipt of Shelf Life Materiel

- 2.21 Shelf Life managed items shall be receipted at Base/Wing/Unit/Depots using normal receipt procedures. The Materiel Management System of Record automatically requests a use by date for the items subject to shelf life management. If the Shelf life expiry date is not known, the matter is referred to the Technical Authority/ LCMM for a decision. Materiel received from a B/W/U/Depots shall be affixed with the top portion of a CF 1277, Shelf Life Control Tag. This tag shows the shelf life expiry date and is to be left attached to the item received. The tags shall be prepared on a basis of one tag for each batch date, for each container suitable for storage.
- 2.22 Items having Storage Characteristic Handling Code of "S", "T", "U" or "V" require shelf life control. If upon receipt of these items, a CF 1277 is not affixed, one is to be prepared by the receiving warehouse and the top portion only attached to the materiel. A separate tag is to be used for each item received. The shelf life assigned to any materiel can be found in DRMIS. Both the Materiel Management System of Record and the CF1277 Tag must match together with the same date.

2.23 Procured items that require shelf life control, shall have Shelf Life Expiry dates identified by the vendor. If a Shelf Life expiry date is not determined, the receipt section should referred the matter to the appropriate EPM’s Technical Authority/LCMM.

Receipt of Shelf Life Materiel from COLOG

2.24 Materiel acquired through the COLOG arrangement that is effected by a shelf life show a Shelf Life Code in block 15 of the DD1348-1A United States Supply Voucher. US Department of Defense (US DOD) shelf life codes are defined as follows:

2.25

Shelf Life Code	Storage Time Period	Shelf Life Code	Storage Time Period
0	Non-Deteriorated (No Shelf Life)	N	27 Months
A	1 Month	P	30 Months
B	2 Months	Q	36 Months
C	3 Months	R	48 Months
D	4 Months	S	60 Months
E	5 Months	I	72 Months
F	6 Months	T	84 Months
G	9 Months	U	96 Months
H	12 Months	V	Variable
J	15 Months	W	120 Months
K	18 Months	Y	180 Months
L	21 Months	Z	240 Months
M	24 Months		

2.26 Reports of Discrepancies for shelf life expired materiel may not be initiated unless the US shelf life coding has expired. Unless the materiel received is completely unserviceable (in which case a "Condition" Report of discrepancy must be initiated) US shelf life codes take precedence and materiel which violates CAF expiry levels must be accepted, paid for and used or disposed at the discretion of the SM and LCMM. The LCMM will determine whether the materiel may be used and the SM will authorize an extension to the expiry date.

2.27 COLOG shipments of materiel with a shelf life shows a Military Standard Requisitioning and Issue Procedures (MILSTRIP) Supply Condition Code in block 71 of the DD 1348-1A, United States Supply Voucher. Condition codes are defined as follows:

- a. “A” - Shelf life remaining is more than 6 months;
- b. “B” - Shelf life remaining is from 3 to 6 months; and
- c. “C” - Shelf life remaining is less than 3 months.

## Alternate Custody Arrangements

### GOCC M

- 2.28 Materiel owned by the department but in a contractor's custody is still required to be tracked and managed within the Materiel Management System of Record. Chapter 6.3 refers.

### COGC M

- 2.29 Materiel owned by a contractor but in DND/CAF custody may be in the Materiel Management System of Record but must be within a non-valuated plant, currently Plant 5000 series. Chapter 6.2 refers.

## Discrepancy Reporting (DR)

### Discrepancies

- 2.30 Upon the receipt of materiel from a shipment, there may be discrepancies between the materiel received and the associated documentation in quantity (over or short), condition, and/or identification.
- 2.31 Receipt discrepancies fall into **four general categories**, Quantity, Identification, Condition and Authorization. Below are examples of types of discrepancies and the category they would fall into:
- a. Quantity:
    - i. Deficient quantity
    - ii. Surplus quantity
  - b. Identification:
    - i. Wrong batch lot
    - ii. Wrong serial number
    - iii. Wrong MMR (stock code, part number, manufacture number)
    - iv. Wrong unit of issue
    - v. Wrong NCAGE
    - vi. Wrong destination
    - vii. Wrong items delivered
    - viii. Counterfeit
  - c. Condition:
    - i. Damaged
    - ii. Wrong date of manufacture
    - iii. Expired shelf life
    - iv. SLED problems
    - v. Missing component
    - vi. Surplus component
    - vii. Packaging problems

- viii. Not drained/purged/preserved
- ix. Missing or incomplete CF942 Tag
- d. Authorization:
  - i. Certificate of conformance (or other Objective Quality Evidence (OQE))
  - ii. Materiel that is not repairable at 3<sup>rd</sup> line sent to Depots
  - iii. Unserviceable materiel that is non repairable sent to Depots
  - iv. Locally purchased materiel (4L/4P) sent to Depots
  - v. Missing written authorization from Supply Manager
  - vi. Non-compliant shipment (hazmat, CTAT)
  - vii. No dues-in

2.32 There are 2 types of Discrepancy Report; **commercial** (from a Vendor) and **non-commercial** (from Base/Wing/Unit/depot). When there is a known discrepancy due to condition, identification or quantity deficiency, the materiel must be put in “Block Stock” in the Materiel Management System of Record pending DR resolution. If there is a discrepancy in quantity as an overage, a receipt for the dues-in quantity is to be completed and the discrepant quantity held in quarantine for resolution. Refer to EP 28B National/local commercial receipt & EP 28B Receipt from Depot/Base for guidance.

### Commercial Discrepancy Report

#### Blocked Shipments - Receipts Commercial

- 2.33 Blocked shipments are those items held in the receipts area in a specific section which contain materiel that cannot be receipted because of missing documentation, no dues-in (reservation), technical problems etc. Due to a known Discrepancy, these items cannot be receipted into inventory.
- 2.34 For any issues of condition, a Technical Inspector may be required to examine the materiel from the Vendor and the Certificate of Conformity (if applicable) that accompanied the shipment.
- 2.35 A DR actioned in the Materiel Management System of Record will have a number assigned. For more details, refer to the EP 28B under Procedures within this chapter.

#### Discrepancy Report - Vendor

- 2.36 When a discrepancy has been identified in a receipt process from a procurement action, the consignee shall take action in accordance with the applicable EP 28B Discrepancy National/Local commercial receipt process (deficient/ over delivery/ Quality-Identification).
- 2.37 Discrepancies detected on receipt of purchase orders, waybills or upon later inspection of stock items (termed hidden discrepancy) are identified by raising a DR. A DR must be raised when a discrepancy exists between the Purchase Order or waybill and what has actually been received physically. A discrepancy in quantity should be resolved with the

Vendor (through the associated Procurement Practitioner responsible for the contract) for any shipment and if required, appropriate amendments to the procurement documentation must be done. The Procurement Practitioner shall respond to queries in a timely matter, not to exceed **10 business days**.

NOTE: The details of the returns to Vendors shall be maintain within the discrepancy notification in the QM module. All other DR documentation that is in hard copy must be maintained on file IAW Document Retention in chapter 1.2 for all materiel returned to a Vendor.

## Non Commercial Discrepancy Report

### Blocked Materiel - Receipts Non-Commercial

- 2.38 Materiel that has been physically received but cannot be receipted in the Materiel Management System of record due to missing documentation, no Stock Transfer Order number (STO), technical problems etc. is to be quarantined in the receipts section until the discrepancy is resolved.
- 2.39 For any technical problems, a Technical Inspector should be examining the materiel received from B/W/U and all relevant documentation that should accompany the shipment.
- 2.40 The DR should be actioned in the Materiel Management System of Record and a discrepancy number will be assigned. For more details, refer to the EP 28B Receipt from Depot and base.

### Trivial Discrepancy

- 2.41 A trivial discrepancy is a discrepancy that may be accepted by the consignee (receiver) without reference to the consignor (sender), and shall be resolved without involving the consignor.
- 2.42 A trivial discrepancy process can only be applied to internal DND receipts and is prohibited with commercial vendors.
- 2.43 The trivial discrepancy process is only to be used when all of following criteria are met:
  - a. the discrepancy of materiel is not clearly caused by fraud, theft, arson or gross negligence;
  - b. the carrier is not responsible;
  - c. the total value of the discrepancy (based on moving average price for the consignee), per line item in the shipment, does not exceed \$500.00;
  - d. the materiel has a Cycle Count Indicator (CCI) of "H" or "G"; and
  - e. the materiel has a DMC code of "A" or "Q".

NOTE: DR notifications are not required for trivial discrepancies.

- 2.44 **Trivial Deficiencies:** trivial deficiencies shall be received annotated with a Trivial Discrepancy-Deficiency value, signed by an appropriate approving authority and filed as per a normal receipt. An adjustment must be transmitted to reflect the actual quantity received. A DND 2227 is completed and cross-referenced to the adjustment document and annotated “CF 152 action” and filed as per a normal receipt.
- 2.45 **Trivial Overage:** trivial overages shall be received annotated with a Trivial Discrepancy-Overage value. An adjustment must be transmitted to reflect the actual quantity of overage received. A DND 2227 is completed and cross-referenced to the adjustment document and annotated “CF 152 action” and filed as per a normal receipt.

#### Hidden Discrepancy (Base/Wing/Unit)

- 2.46 A hidden discrepancy is a discrepancy discovered after the fact, usually due to packaging or an inspection was not carried out at the time of receipt. A check of the remainder of the containers from the consignor shall be made, if feasible. A DR shall be raised if within the 120 days of the receipt. Any hidden discrepancies where a DR cannot be raised shall be adjusted in accordance chapter 4.4.

#### Shipment Discrepancy

- 2.47 Shipment discrepancies in which loss or damage has occurred in transit are processed IAW A-LM-158-004/AG-001 Transportation Manual.

#### Investigation/Finalization for Non-Commercial DR

- 2.48 For step by step process, refer to the EP 28B Discrepancy- Receipt from Depot and Base.
- 2.49 With the exception of trivial discrepancies, the responsibility for finalizing a discrepancy report lies with the consignor (shipper) except when:
- a. The DR is raised more than 120 days after the materiel was shipped by the consignor; or
  - b. If the discrepancy is a deficiency, the entire contents of the shipping container is deficient but there is proof of delivery of the container.

#### Consignor (Shipper) Action (Base/Wing/Unit)

- 2.50 When a DR notification is received, the consignor immediately conducts an investigation of the reported discrepancy. When it is established that a discrepancy exists and the fault is not that of the carrier, the consignor takes the following action, as applicable:
- a. **For a reported overage:**
    - i. when the consignor warehouse/ account is not in balance (i.e., the consignor is deficient by a corresponding quantity), the consignor raises the adjustment for

- the deficient quantity. The adjustment document DND 2227 is cross-referenced to the DR and annotated: “Not For CF 152 action”; and
    - ii. when the consignor warehouse/ account is in balance (i.e., the consignor has an overage to a corresponding quantity), the consignor raises an adjustment for the overage quantity, the adjustment document DND 2227 is cross-referenced to the DR and annotated: “NO MATERIEL MANAGEMENT SYSTEM OF RECORD Transmission”.
  - b. **For a reported deficiency:**
    - i. When the account is not in balance, (i.e., the consignor is over by a corresponding quantity) the consignor raises the adjustment for the overage quantity. The adjustment document DND 2227 is cross-referenced to the DR and annotated: “Not For CF 152 action”; and
    - ii. When the account is in balance, the consignor conducts a history investigation, and if the investigation reveals that a corresponding overage was brought to charge after the date the materiel was issued, the DR is annotated with the words “DR Acknowledged” and the adjustment document is cross-referenced to the DR. If the investigation does not resolve the discrepancy then an adjustment will be raised for the overage quantity. The adjustment document is cross-referenced to the DR and annotated “For CF 152 action”.
  - c. **For a reported discrepancy in condition:**
    - i. check the remaining holding of the stock number;
    - ii. transmit the necessary adjustment transaction(s) required to bring the warehouse/ account in line with actual holdings; and
    - iii. Cross-reference these documents to the DR from the Materiel Management System of Record
  - d. **For a reported discrepancy in identification:**
    - i. adjust the stock balance of the item that was shipped in error; and
    - ii. adjust the affected quantity of the materiel that was not shipped. The adjustment document shall be cross- referenced to the DR.

2.51 The consignor may submit a DR challenge to the consignee requesting further investigation. Should the consignee advise that the discrepancy still exists, the consignor must assume responsibility for the discrepancy, except in the instances of COLOG.

2.52 When the investigation is complete, and all necessary adjustments to account records have been transmitted, the consignor shall:

- a. update the DR and detail the action taken;
- b. file a copy of the DR and copies of adjusting transaction(s) with the original issue document; and
- c. forward a copy of all adjustment document(s) with a copy of the DR to the section responsible for CF 152 Write-off report action if required.

## Consignee (Receiver) Action (Base/Wing/Unit)

- 2.53 On receipt of the consignor's notice, the consignee shall take the following action as applicable:
- a. If the discrepancy is an **overage**:
    - i. raise the adjustment and remove from Blocked stock;
    - ii. put away in the warehouse or distribute the materiel as applicable; and
    - iii. cross-reference these documents to the DR.
  - b. If the discrepancy is a **deficiency**, and the receipt of the consignor's notice confirms the deficient quantity was brought on charge or written off:
    - i. If challenged, the consignee conducts a thorough investigation and stock checks of the deficient quantity;
    - ii. if the deficient quantity is discovered, advises the consignor stating (discrepancy resolved) and takes appropriate action to close the DR pending file;
    - iii. if the deficient quantity is not discovered, advise the consignor stating - investigation and stock check completed, discrepancy still exists;
    - iv. If the consignee advises that the discrepancy still exists, the consignor must assume responsibility for the loss; and
    - v. adjustment document is raised and annotated and transmitted, CF 152 action and cross-referenced to the DR.
  - c. If the discrepancy is in unacceptable condition:
    - i. raise transfer posting for the unacceptable condition quantity to blocked stock and have it inspected by Technical Inspector or other maintenance organization;
    - ii. tag the materiel and pass to the appropriate section for further processing i.e., repair or disposal; or
    - iii. Return to sender using national Freight Run or at sender's cost if Freight Run is not available.
  - d. If the discrepancy is identification the following options apply:
    - i. Receipt and issue it back to the consignor;
    - ii. the materiel is re-identified to the correct stock code:
      - a) MIGO 309 if authorized by the Technical Authority or
      - b) Stock adjustment process
    - iii. If the original requirement still exists, a new requisition is to be created.
- 2.54 When the discrepancy is finalized and all adjusting transactions have been completed, the consignee shall:
- a. close the DR i.e., Closed Date field - Adjustment documents raised and all other pertinent details etc. are recorded;
  - b. file packing note, receipt, copy of the DR, and copies of any adjusting transactions; and
  - c. if a CF152 write off report is required, a copy of all adjustment document(s) with a copy of the DR must accompany it.

Additional reporting requirements

2.55 Prior to proceeding with one of the above DR processes, see below the classified and controlled goods reporting requirements.

Discrepancy in Classified Materiel

2.56 Discrepancies for a classified shipments are reported immediately to the appropriate Base/Wing/Unit Security Authority. This action is in addition to the normal discrepancy processing. If the discrepancy cannot be satisfactorily resolved in two business days, security authorities are requested to make a full investigation IAW National Defence Security Order and Directives (NDSOD).

Discrepancy of Controlled Goods

2.57 When a discrepancy is identified for the following commodities it shall be reported before doing the investigation to the appropriate officials.

2.58 Immediate Reporting

Commodity	Shall be Reported:
<ul style="list-style-type: none"> <li>Weapons, Ammunition, Explosive Ordnance, Self-Contained Weapons Systems, and Guided Missiles</li> </ul>	<ul style="list-style-type: none"> <li>immediately to the Commanding Officer and the nearest Military Police establishment (<a href="#">National Defence Security Orders and Directives</a>).</li> </ul>
<ul style="list-style-type: none"> <li>Classified Equipment including Crypto and accountable COMSEC Materiel</li> </ul>	<ul style="list-style-type: none"> <li>immediately to the Commanding Officer and Canadian Forces Crypto Support Unit (CFCSU) (<a href="#">INFOSEC 2 - COMSEC Material Control Policy, Standards and Procedures</a>).</li> </ul>
<ul style="list-style-type: none"> <li>Deficient Controlled Goods as defined in DAOD 3003-0</li> </ul>	<ul style="list-style-type: none"> <li>within 48 hours to the CTAT office. (<a href="#">Loss and Compromise Reporting Form</a>, DND 2585-E).</li> </ul>
<ul style="list-style-type: none"> <li>Night Vision Goggles (NVG)</li> </ul>	<ul style="list-style-type: none"> <li>immediately to the Commanding Officer and CTAT office (<a href="#">Loss and Compromise Reporting Form</a>, DND 2585-E).</li> </ul>

Compliance

2.59 Those managing the receipt of materiel in the Materiel Management System of Record shall:

- a. ensure all receipts of materiel are done electronically in the Materiel Management System of Record;
- b. use appropriate transaction code when conducting a receipt, either commercial from a Vendor or base to base. **It is imperative** that all materiel inventoried is accounted for;

- c. investigate discrepancies thoroughly and ensure that all discrepancies are properly managed and completed in a timely manner;
- d. ensure that only authorized personnel physically account for the materiel on site and confirm with a GR using the Materiel Management System of Record; and
- e. never action a GR on behalf of a B/W/U/depot either from a Vendor or “base to base” without confirming physically the quantity, condition and description of the materiel.

PROCEDURES

Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#"><u>EP 28 B - Receipt of Materiel Inventory Management (IM)</u></a>	<ul style="list-style-type: none"> <li>• materiel due from internal source or commercial vendor;</li> <li>• once at receiving section, determine if internal or commercial receipt; and</li> <li>• post Goods Receipt.</li> </ul>
<a href="#"><u>EP 28 B - Receipt of Materiel Warehouse Management (WM)</u></a>	<ul style="list-style-type: none"> <li>• materiel due from internal source or commercial vendor;</li> <li>• once at receiving section, determine if internal or commercial receipt; and</li> <li>• post Goods Receipt.</li> </ul>
<a href="#"><u>EP 28 B – Flow Process 3 – Receipt of Handling Units</u></a>	<ul style="list-style-type: none"> <li>• materiel arrives at Receiving Section;</li> <li>• is Receiving section Handling Units Managed or not;</li> <li>• receive inbound delivery; and</li> <li>• put away process.</li> </ul>
<a href="#"><u>EP 28 B – Receipt of Materiel from Work Order</u></a>	<ul style="list-style-type: none"> <li>• materiel received serviceable or not;</li> <li>• receipt done using proper MIGO; and</li> <li>• internal Supply process or Repair and Overhaul process.</li> </ul>
<a href="#"><u>EP 28 B –Receipt of Aircraft Fuel</u></a>	<ul style="list-style-type: none"> <li>• aircraft Fuel received from Commercial supplier against Purchase order;</li> <li>• issued fuel and/or additive on work order;</li> <li>• receipt of issued fuel and /or additive; and</li> <li>• close work order.</li> </ul>
<a href="#"><u>Receipt of Individual Items from a STO Delivery</u></a>	<ul style="list-style-type: none"> <li>• items get consolidated and end up with multiple STOs on the same delivery;</li> <li>• select received items; and</li> <li>• post partial goods receipt.</li> </ul>
<a href="#"><u>EP 28 H,I,J,K Goods receipt and put away of Purchased Materiel</u></a>	<ul style="list-style-type: none"> <li>• materiel arrives at Receiving Section;</li> <li>• do Goods Receipt;</li> <li>• verify: discrepancy, QI inspection, serialized; and</li> <li>• complete Goods Receipt.</li> </ul>

Process	Description
<a href="#"><u>EP 28 H,I,J,K Goods receipt and put away of returned materiel</u></a>	<ul style="list-style-type: none"> <li>• materiel arrives at Receiving Section;</li> <li>• do Goods Receipt;</li> <li>• verify: discrepancy, QI inspection, serialized; and</li> <li>• complete Goods Receipt.</li> </ul>
<a href="#"><u>EP 28 B Discrepancy National and Local Commercial receipt IM-WM</u></a>	<ul style="list-style-type: none"> <li>• materiel is received with a discrepancy;</li> <li>• raise a DR Notification;</li> <li>• send report Notification; and</li> <li>• resolved the discrepancy.</li> </ul>
<a href="#"><u>EP 28B Discrepancy Receipt from Depot &amp; Base</u></a>	<ul style="list-style-type: none"> <li>• quarantine/segregate the discrepant materiel;</li> <li>• transfer in DR section;</li> <li>• raise a Notification;</li> <li>• send Report Notification : damaged, identification, deficient or overage; and</li> <li>• resolve the discrepancy.</li> </ul>

DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
MIGO_GR	<ul style="list-style-type: none"> <li>• Commercial Receipts</li> </ul>
VL06IG	<ul style="list-style-type: none"> <li>• Inbound Delivery Receipts - STO</li> </ul>
VL06IP	<ul style="list-style-type: none"> <li>• Inbound deliveries for put away</li> </ul>
MIGO_TR	<ul style="list-style-type: none"> <li>• Transfer posting between storage locations</li> </ul>
VL10B	<ul style="list-style-type: none"> <li>• STOs due for Delivery</li> </ul> <p>To find STOs due for delivery from your Shipping Point</p>
ME23N	<ul style="list-style-type: none"> <li>• Display Inter District Transfers</li> </ul>

MB5T	<ul style="list-style-type: none"> <li>• Display Stock in Transit</li> </ul>
VL33N	<ul style="list-style-type: none"> <li>• Display Inbound Delivery-</li> <li>• Using the inbound delivery number, all stock transfer orders (STOs) including those off materiel requisition are going to be displayed.</li> </ul>

## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
VL06I	<ul style="list-style-type: none"> <li>• Monitor Display List of Inbound Delivery- To find the inbound delivery against your shipping point. This will provide an overview of the coming materiel to your location.</li> </ul>
BI- Outstanding Material Management activities	<p>This will enable to identify business processes that need to be completed or require attention or action:</p> <ul style="list-style-type: none"> <li>• Global Summary</li> <li>• Summary FE</li> <li>• Details by FE</li> <li>• STO details (FE)</li> <li>• Summary SLoc</li> <li>• Outstanding Transfer Details</li> <li>• Summary PGrp</li> </ul>
ZEPM_ODR	<ul style="list-style-type: none"> <li>• Outstanding demands report:</li> </ul> <p>It is a cross-environment report that provides the capability to identify work order components that are outstanding (pending inbound items outstanding).</p>
ZEMM_TRANS_315	<ul style="list-style-type: none"> <li>• Outstanding two-step transfer report (313/315)</li> </ul> <p>Two-step transfer is used for removing materials from storage in one storage location and placing them in another storage location. It allows monitoring the</p>

	<p>stocks in transit after the GI is posted at the issuing point, the stock appears “in stock transfer” at the receiving point.</p>
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# 4.2 ISSUES

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## POLICY

### Aim

- 1.1 The aim of this chapter is to outline the policies governing supply activities affecting the issue of materiel.

### Context

- 1.2 The basic issue policy is "the right item, in the right place at the right time". Materiel shall be selected for issue on the principle of "first in, first out". The DND 2227 Supply Document is used to support all issue requests and to record transaction information. An issue is the result of fulfilling a requirement from within or from outside DND (Other Government Department). An issue may also result from replenishment to warehouses.

### Definitions

- 1.3 Definitions other than these listed below can be found in Chapter 10.1 Glossary.
- a. **Issue:** the action of supplying or distributing an item for official use. A group or series of items that are supplied, made available, and distributed, from a supply activity to satisfy a replenishment requisition or a customer demand.

### Authorities and Responsibilities Tables

#### 1.4 Authorities Table

The....	Has or have the authority to...
Deputy Minister (DM)	<ul style="list-style-type: none"> <li>maintain adequate records in relation to public property for which DND is responsible and shall comply with regulations of the Treasury Board governing the custody and control of public property as per <a href="#">Financial Administration Act Part V (Public Property) Paragraph 62 (Management of Public Property)</a>.</li> </ul>
Assistant Deputy Minister – Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>develop and issue policy instruments in the functional areas of materiel management including: materiel acquisition and support, including disposal; materiel management and inventory management, including write-off; materiel assurance; and procurement and contracting.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> </ul>

The....	Has or have the authority to...
Base/Wing/Unit (depot) Commanding Officer (CO)	<ul style="list-style-type: none"> <li>• account for all materiel that falls under their responsibilities within their B/W/U (depot) ;and</li> <li>• ensure that policies and processes are followed when distributing materiel with the right item, in the right place at the right time.</li> </ul>

1.5 Responsibilities Table

The...	Is or are responsible for...
Equipment Program Management (EPM) / Supply Manager (SM)	<ul style="list-style-type: none"> <li>• inventory management including supply management, materiel authorization for centrally managed items, and materiel disposal support management;</li> <li>• providing instructions on a supply activity (i.e. when a recoverable issue of materiel to another country or another government department is required);</li> <li>• identifying materiel for a transfer that is a controlled good; and</li> <li>• confirming the availability of materiel for transfer to agencies outside the CAF.</li> </ul>
Sup O/ Log O B/W/U	<ul style="list-style-type: none"> <li>• adhering to policy, process and procedures regarding the issue/ distribution of materiel and resolving problems; and</li> <li>• investigating any problems with regards to shipment or the distribution of the materiel in an incorrect manner at their B/W/U (depot).</li> </ul>
Supporting Supply Organization (SSO)/	<ul style="list-style-type: none"> <li>• providing expertise and assistance on supply issue matters and;</li> <li>• verifying that materiel has been issued and shipped to the right destination in a timely manner.</li> </ul>
Managers/supervisors of a B/W/U (depot) Issue Section.	<ul style="list-style-type: none"> <li>• ensuring that staff understand their roles &amp; responsibilities and adhere to policies and procedures with regards to the issue of materiel.</li> </ul>

## References

1.6 The following references were used in the development of this policy:

- a. [Treasury Board - Controlled Goods Directive;](#)
- b. [Treasury Board - Directive on Accounting Standards;](#)
- c. [DAOD 3017-1 Management of the Transfer of Materiel to Other Government Departments;](#)
- d. [Financial Administration Manual \(FAM\);](#)
- e. [A-LM-158-004/AG-001, Transportation Manual - Movement of Materiel;](#)
- f. [C-97-005-001/AM-000, Servicing of Portable Ground Firefighting Equipment;](#)
- g. [A-LM-187-002/JS-001, Packaging and Preservation;](#) and
- h. [National Defence Security Orders and Directives](#)
- i. [QR&O Casualties and funerals](#)

## PROCESS

### Issues

- 2.1 An Issue is used to record the distribution of materiel from a storage location (SLoc) to another storage location (SLoc) when the consignor (issuing warehouse/account) balance is reduced and the consignee (receiving warehouse/account) would be augmented. An Issue will create a pending "in transit" record in the Materiel Management System of Record until a Goods Receipt (GR) is completed. These transactions update stock quantities and the inventory value of the issuer and receiver accounts.
- 2.2 Supply personnel and customers must be fully aware of the available selection criteria and how they apply in the satisfying of requirements. Transactions to satisfy requirements can be affected by factors such as availability, entitlement, required delivery dates and competing operational requirements. It is important to consider the codification related to the Materiel Master Record (MMR) (vetting) of the requisition in order to fulfill requirements. Refer to chapter 10.2
- 2.3 It is imperative to maintain accurate stock balances/inventory, conduct routine verification and stocktaking in order to fulfil requisition and/or transfers, especially when it is considered a High Priority Request (HPR) and/or for missions and operations.
- 2.4 The issue of materiel can be broken down into two main functions:
  - a. The **physical function**: this function covers the condition, quantity, description, shelf life, serial numbers and packaging requirements of the item(s) being issued with the data recorded on the applicable documentation that accompanies or will accompany the materiel/shipment; and
  - b. The **recording function**: this function covers the updating of Materiel Management System of Record (Goods issue) at the issuing warehouse and at the receiving warehouse or customer account.

### Pick List

- 2.5 The pick list is generated by the Materiel Management System of Record to issue (or return) materiel resulting from a requisition. The pick list enables a stores person to identify and "pick" the items to be issued off the shelves to or from an account/warehouse. A pick list is a result of a pending issue record in the system and is updated when the materiel is issued.

### Issues Processing

- 2.6 In general, issue transactions consist of the following:
  - a. printing a picklist or consolidated pick list;

- b. picking the materiel from the warehouse to be issued;
- c. issuing the goods (GI) in the Materiel Management System of Record;
- d. packaging and/or consolidate the materiel to be issued;
- e. sending to CMTT/MDC for shipment to destination.

### Preparing Materiel for Issue

- 2.7 Materiel selected for issue is assembled in the warehouse for delivery to another warehouse within the B/W/U, for all outbound deliveries, or direct delivery to a customer. Processing is done by supply personnel, and where applicable:
- a. obtaining pre-issue inspections from technical personnel;
  - b. ensuring that all pertinent documentation is prepared, as required, and included with the materiel;
  - c. packaging and labelling is completed;
  - d. consolidating materiel by consignee account/warehouse. High priority issues are not to be consolidated;
  - e. for outbound deliveries, physically transferring materiel to the CMTT/MDC section

NOTE: The outbound GI in the system of record should be in sync with the physical issue of the materiel (shipment).

### Issue Control Record (Outbound Deliveries)

- 2.8 An outbound delivery in DRMIS should be actioned in the Materiel Management System of Record when the materiel is ready to be shipped physically, in order to alleviate false dues-in to the consignee.

### Central Materiel Traffic Terminal/Materiel Distribution Center (CMTT/MDC) - Issue of Materiel.

- 2.9 The CMTT/MDC is a facility in all DND organizations where the materiel traffic organization is located. The purpose of materiel traffic management is to effect delivery of the goods in serviceable condition, at the place and on the date designated by the consignee, in a safe and cost-effective manner. Application of this and other principles may vary according to the local requirements.
- 2.10 Supply activities must be in line with A-LM-158-004/AG-001, Transportation Manual, in order to assure that asset visibility is maintained during the transportation of the goods between supply organizations in different geographical locations when using the services of CMTT/MDC.

## Miscellaneous Issues

### Issued Materiel to Cost Centres

- 2.11 Consumable materiel issued to a customer account are normally issued to the associated cost center.

NOTE: When the requirement exists, the issue of materiel to a cost centre directly by a contractor is permitted as long as it is approved by an authorized DND employee.

### Issues Outside the DND/ CAF

- 2.12 EPMs provide direction for issues to agencies/contractors outside DND/CAF. These issues involve contract repair, disposal, certain recoverable issues and the loan of materiel.

### Temporary Issues

- 2.13 A temporary issue is defined as an issue of materiel within DND for a limited period of time, after which the materiel must be returned. Temporary issues must be controlled using the DND 638 Temporary Issue to an Individual.
- 2.14 Care and control of materiel and equipment signed for on a DND 638 is the responsibility of the member. If the member is transferred or posted to another B/W/U, the materiel must be returned prior to departing B/W/U.
- 2.15 Temporary issues may be used for the following:
- a. small arms - issues to individuals; and
  - b. miscellaneous issues for a short term operational or training requirement.

### Transfers Between Storage Location ( \_S ) Materiel In Use

- 2.16 When transferring materiel “within the Plant” and from “Plant to Plant” between Materiel In-Use SLoc’s, the following transactions must be used:
- a. Transfers within the same plant and geographical location:
    - i. For controlled equipment with an associated EMR, use STO ME21N (see note)
    - ii. For all other accountable materiel, use MIGO 311, 313 or 315.
  - b. Transfers within the same plant and different geographical location:
    - i. When NMDS is used to ship material, it must be returned to the supporting 2<sup>nd</sup> line ( \_P ) SLoc, using MIGO 311,313 or 315;
    - ii. followed by STO ME21N to the supporting 2<sup>nd</sup> line ( \_P ) SLoc of the receiving Materiel in-use SLoc;
    - iii. followed by MIGO 311,313 or 315 to the receiving ( \_S ) SLoc.
  - c. Transfers to a different plant within the same geographical location:

- i. For controlled equipment with an associated EMR, use STO ME21N; (See note)
- ii. For other accountable materiel, use MIGO 301, 303 or 305.
- d. Transfers to a different plant and geographical location:
  - i. When NMDS is used to ship material, it must be returned to the supporting 2<sup>nd</sup> line (\_P) SLoc, using MIGO 311,313 or 315;
  - ii. followed by STO ME21N to the supporting 2<sup>nd</sup> line (\_P) SLoc of the receiving Materiel in-use SLoc;
  - iii. followed by MIGO 311,313 or 315 to the receiving (\_S) SLoc.

NOTE: STO ME21N must be used to ensure the transfer of associated EMR maintenance historical data.

### Issue of Shelf Life Materiel

- 2.17 Normal issue procedures shall be used. With the exception of issues to isolated units, overseas units, and issues where a minimum shelf life limit is authorized, the oldest stock shall be issued first. Monitoring shall be carried out routinely to ensure that shelf life expired materiel is not shipped.
- 2.18 Upon receipt of a pick the warehouse personnel shall:
- a. ensure that the expiry date is beyond 90 days;
  - b. prepare a CF1277 for the shelf life materiel being issued.

### Depart with Dignity (DWD) Program, Canadian Flag Presentation

- 2.19 The DWD Program outlines the recognition to be given to all honourably releasing Canadian Armed Forces personnel. All honourably releasing CAF members, as per CF PERS MIL INSTR 01/09 are entitled to the presentation of a Canadian National flag that has been flown at the Base/Wing/Unit of their choice. The standard flag for presentation will be NATO stock number 8345-21-798-9572 Flag, National, and (QD Message (1R) through the Supply Manager Canadian Dominion of, nylon: 135 cm hoist by 270 cm fly, water repellent, with rope and toggle attachment. This initiative is centrally funded and flags will be available through the Materiel Management System of Record.
- 2.20 The flag shall be issued using transaction MIGO 951 with reason code 9017 (Disposal other method). The supply section shall annotate the DND 2227 with the service particulars of the eligible member. The DWD representative shall sign the DND 2227 as receiving the flag and ensure that the flag has been presented to the departing member.

### Issue of Flags for Military Funerals

- 2.21 The Primary Next of Kin of a deceased CAF member who is entitled to a funeral IAW QR&O 24.15 may be presented with the National Flag of Canada, normally the flag used to drape the coffin.

- 2.22 The National Flag of Canada or the Canadian Armed Forces Ensign Modified Flag Set shall be used to facilitate draping over and securing to a casket during funeral services. However, if a Modified Flag Set was used as the funeral flag, it should be replaced by a standard flag, which may then be presented.
- 2.23 The flag shall be obtained from the supply section and given to the Designated Assistant (DA) or delegated representative for the next of kin. The flag shall be issued using transaction code MIGO 951 Reason code 9017 (disposal other method). The supply section shall annotate the DND 2227 with the particulars of the deceased member. The delegated representative shall sign the DND 2227 as receiving the flag. The officer-in-charge of the funeral shall ensure that the flag has been presented to the Primary Next of Kin.

### Restricted Materiel

- 2.24 Any item categorised by the Materiel Manager that restrict the use and availability of that item and for which issues, transfers, disposal or other transactions must be approved prior to movement by the applicable authority or Equipment Program Manager (EPM).
- 2.25 The National Inventory Control Point (NICP) is the Office of Primary Interest (OPI) may also restrict the transfer of materiel when using Item Management Advisory Codes. The following materiel is restricted and must be approved by the applicable Equipment Program Manager (EPM):
- a. any type of ammunition;
  - b. weapons;
  - c. items containing radioactive material;
  - d. equipment tracked materiel;
  - e. radar equipment;
  - f. nuclear, biological or chemical equipment;
  - g. clothing (CADPAT) including footwear and equipment that would normally be nationally procured in accordance with DND specifications and requirements;
  - h. satellite, radio, cryptographic, TEMPEST, nationally managed telecommunications and antennas;
  - i. hazardous materiel;
  - j. controlled goods incl ITAR; and
  - k. classified materiel.

### Hazardous Material

- 2.26 Hazardous material (HAZMAT), if improperly used or handled, could endanger the environment, the health of personnel and/or damage materiel. Therefore, it is essential that their physical and chemical properties be carefully analyzed prior to their issue and storage. The physical issue of HAZMAT is to be made with precaution and must comply in accordance with applicable federal acts, regulations, policies and guidelines. Due diligence

must be exercised in carrying out these duties and responsibilities. For more detail refer to Chapter 9.9 Hazardous Material.

### Controlled Goods

- 2.27 A large portion of DND/CAF inventory falls under Canada's Controlled Goods Regulations (CGR). It is the responsibility of DND/CAF personnel to ensure that controlled goods are protected from unauthorized access or distribution.
- 2.28 Under the Defence Production Act and the Controlled Goods Regulations, it is illegal in Canada for a firm or person to examine, possess or transfer "controlled goods" unless they are registered, exempt or excluded from registration with the Controlled Goods Program (CGP). Persons and firms registered in the United States under the International Traffic in Arms Regulations (ITAR) are exempt from registration with the CGP.
- 2.29 The Controlled Technology Access and Transfer (CTAT) office provides advice, assistance and support on any matter related to controlled goods. Information on controlled goods is available from the CTAT Office at the CTAT website
- 2.30 For further detail on the issue and transfer of controlled goods, refer to Chapter 9.5 Controlled Goods and Export Regulated Defence Goods and Technologies.

### Classified Materiel

- 2.31 Issue of classified material is to be made by personnel with the appropriate security clearance.

### Compliance

- 2.32 Members that manage and execute issues/distribution of materiel shall:
  - a. ensure staff understand their roles & responsibilities and adhere to policies and procedures with regards to the issue of materiel (R&A);
  - b. always conduct a GI (Goods Issue) in the Materiel Management System of Record;
  - c. ensure an outbound delivery in DRMIS is actioned in the Materiel Management System of Record when the materiel is ready to be shipped physically, in order to alleviate false dues-in to the consignee.
  - d. ensure accuracy to enhance distribution at the right time and right place in an efficient manner;
  - e. ensure hazmat/control/classified material is handled with due diligence and strict policy adhere to in regards to restricted materiel; and
  - f. ensure packaging protects the materiel for shipment.

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

<b>Process</b>	<b>Description</b>
<a href="#"><u>EP 28C Over The Counter Issue</u></a>	<ul style="list-style-type: none"> <li>• provide DND 2227 to the Supply Technician;</li> <li>• issue of Material directly from the _P SLoc to _S SLoc, within same MRP; and</li> <li>• issue of a consumable item to a Cost Centre.</li> </ul>
<a href="#"><u>EP 28C Transfer Between Storage Locations</u></a>	<ul style="list-style-type: none"> <li>• use either MIGO_TR Mvmt type 311 or 313;</li> <li>• confirm Transfer Order;</li> <li>• receive the serviceable item; and</li> <li>• put away the material.</li> </ul>
<a href="#"><u>EP 28C Issue to a Work Order</u></a>	<ul style="list-style-type: none"> <li>• create and release the Work order;</li> <li>• determine if the material is in stock or not;</li> <li>• determine if the material is serialised or not;</li> <li>• issue the good; and</li> <li>• sign and file paperwork.</li> </ul>
<a href="#"><u>EP 28D Issue to Work Order (WO) Parts in Spare Parts Section (SPS)</u></a>	<ul style="list-style-type: none"> <li>• create and release a Work Order;</li> <li>• verify if item is serialised;</li> <li>• issue item to Maintenance; and</li> <li>• complete maintenance work order.</li> </ul>
<a href="#"><u>EP 28D Issue to Work Order (WO) Parts not in Maintenance SLoc</u></a>	<ul style="list-style-type: none"> <li>• create and release a Work Order;</li> <li>• create a Transfer Order;</li> <li>• Execute Goods issue;</li> <li>• Execute Goods Receipt; and</li> <li>• issue to Work Order.</li> </ul>
<a href="#"><u>EP 28D Outbound With Packing</u></a>	<ul style="list-style-type: none"> <li>• delivery Already Picked and Confirmed;</li> <li>• create Handling Unit;</li> <li>• print Handling Unit label; and</li> <li>• pack Delivery.</li> </ul>
<a href="#"><u>EP 28D Outbound Without Packing</u></a>	<ul style="list-style-type: none"> <li>• delivery Already Picked and Confirmed;</li> <li>• post Goods Issue; and</li> <li>• print Delivery Note.</li> </ul>
<a href="#"><u>EP 28D Nesting Handling Units</u></a>	<ul style="list-style-type: none"> <li>• material is Already Packed in Handling Units;</li> <li>• create Higher Level HU;</li> <li>• print Nesting Handling Unit label; and</li> <li>• pack Lower level HU.</li> </ul>
<a href="#"><u>EP 28D Unpack Handling Units (HU)</u></a>	<ul style="list-style-type: none"> <li>• handling Units Created and Packed;</li> <li>• unpack Nested HU;</li> <li>• unpack Lower Level HU; and</li> </ul>

Process	Description
	<ul style="list-style-type: none"> <li>• delete HU.</li> </ul>
<a href="#"><u>EP 28D Shipment Consolidation</u></a>	<ul style="list-style-type: none"> <li>• delivery Already Picked and Confirmed;</li> <li>• create HU;</li> <li>• print Handling Unit label; and</li> <li>• pack Delivery.</li> </ul>
<a href="#"><u>EP 28D Issue to Work Order (WO) Parts in Spare Parts Section (SPS)</u></a>	<ul style="list-style-type: none"> <li>• pick and Issue item to Maintenance; and</li> <li>• confirm Issue.</li> </ul>

### DRMIS Transaction codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Descriptions
MIGO_TR	<ul style="list-style-type: none"> <li>• Intra District Transfers</li> </ul>
ME21N	<ul style="list-style-type: none"> <li>• Inter District Transfers</li> </ul>
ME23N	<ul style="list-style-type: none"> <li>• Display Inter District Transfers</li> </ul>
VL10B	<ul style="list-style-type: none"> <li>• STOs Due for Delivery</li> </ul>
VL03N	<ul style="list-style-type: none"> <li>• Display Outbound Delivery</li> </ul>
VL02N	<ul style="list-style-type: none"> <li>• Change Outbound Delivery</li> </ul>
VL71	<ul style="list-style-type: none"> <li>• Process Outbound Deliveries Output</li> </ul>
VL74	<ul style="list-style-type: none"> <li>• Process Handling Unit Output</li> </ul>
VL06G	<ul style="list-style-type: none"> <li>• Perform Good issue for deliveries</li> </ul>
MIGO_GI	<ul style="list-style-type: none"> <li>• Issuing- Cost Center/ Work Order</li> </ul>

T-Code	Descriptions
COGI	<ul style="list-style-type: none"> <li>• Post process Faulty Goods Movements</li> </ul>

## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions
VL06O	<ul style="list-style-type: none"> <li>• Outbound deliveries monitor</li> </ul> To monitor specific outbound delivery documents that match your selection criteria.
BI- Outstanding Material Management Activities	<ul style="list-style-type: none"> <li>• Global summary</li> <li>• Summary FE</li> <li>• Details by FE element</li> <li>• STO Details (FE)</li> <li>• Summary SLoc</li> <li>• Outstanding Transfer Details</li> <li>• Summary PGrp</li> </ul>
MB26	<ul style="list-style-type: none"> <li>• Pick list Goods Issue for work order items</li> </ul> To issue materials that are entered on a work order

# 4.3 STOCKTAKING

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## POLICY

### Aim

- 1.1 The aim of this chapter is to provide policies governing stocktaking physical inventory within the Department of National Defence (DND) and the Canadian Armed Forces (CAF) to ensure compliance and to demonstrate departmental accountability and visibility. The purpose of stocktaking policy is to ensure the availability of materiel and quantity at the right time and place. By establishing and complying with materiel management policies, DND/CAF seeks to maintain this balance while ensuring operational effectiveness.

### Context

- 1.2 Stocktaking is the process to identify and resolve discrepancies with DND/CAF materiel, update computer and manual records regarding balances of stock on hand and the identification, condition and location of materiel. Discrepancies can be resolved and trends identified in order to improve inventory management processes to deter misappropriation and limit loss.
- 1.3 As requested by Treasury Board (TB), stocktaking policy within DND/CAF is designed to ensure integrity, transparency, and accountability of public resources in an efficient and diligent manner in line with the expectations of the Canadian public.
- 1.4 It also mandates physical counts on all DND/CAF materiel and equipment to varying obligations dependent upon materiel type, storage, and usage. The requirements necessitates organizational planning and oversight to ensure compliance with all policies and regulations.

### Definitions

- 1.5 Definitions, other than those listed below, can be found in Section 10.1 Glossary.
  - a. **Stocktaking:** the process of counting and reconciling actual holdings against the Materiel Management System of Record;
  - b. **Verification:** the act or process of confirming or checking the accuracy of the materiel and/or the quantity as required. (For customer accounts, verification is mandatory prior to Supply Customer service (Supporting Supply Organization SSO) processing the verification via the stocktaking process in the Materiel Management System of Record); and
  - c. **Physical count** is the process of performing physical counts of the materiel. The actual counts are then compared to the quantities reported in the Materiel Management System of Record.

## Authorities and Responsibilities Tables

## 1.6 Authorities Table

<b>The ...</b>	<b>has or have the authority to ...</b>
Assistant Deputy Minister (Materiel) (ADM(Mat))	<ul style="list-style-type: none"> <li>• materiel management and materiel-related support; and</li> <li>• manage equipment through its entire life cycle, beginning with initial concept through procurement maintenance and support, and ending with disposal.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• develop and maintain supply policies, business processes, procedures, standards and training; and exercises functional authority for materiel management on behalf of ADM (Mat).</li> </ul>
Director Supply Chain Operations (DSCO)	<ul style="list-style-type: none"> <li>• monitor compliance across all aspects of the Materiel Acquisition and Support function with both relevant directorates and sections within ADM(Mat) as well as with other L1s;</li> <li>• coordinate the submissions and providing oversight for materiel accountability action plans, Annual Stocktaking Performance Reports, Cyclical Stocktaking Plans and the annual Materiel Accountability – Letter of Materiel Attestation;</li> <li>• conduct semi-annual independent stocktaking verifications;</li> <li>• provide stocktaking subject matter expertise or advice to the Supporting Supply Organization (SSO); and</li> <li>• setting the stocktaking performance standards across DND/CAF.</li> </ul>
Director of Materiel Policy and Procedures (DMPP)	<ul style="list-style-type: none"> <li>• establish and maintain the integrated Materiel Acquisition &amp; Support (MA&amp;S) policy, standards and businesses framework across the Department and the CAF; and</li> <li>• deliver the Materiel Accountability Program that is closely aligned to and integrated with Departmental Financial Accountability, and is aimed at ensuring that the Departmental fiduciary responsibilities are met in accordance with legislation and Government direction.</li> </ul>

## 1.7 Responsibilities Table

<b>The...</b>	<b>is or are responsible for...</b>
ADM (Finance and Chief Financial Officer) (ADM(Fin/CFO))	<ul style="list-style-type: none"> <li>• providing Departmental financial oversight of inventory valuation in the financial statements.</li> </ul>
Surgeon General	<ul style="list-style-type: none"> <li>• setting the stocktaking policies and procedures for medical supply materiel.</li> </ul>
Director Supply Chain Operations (DSCO)	<ul style="list-style-type: none"> <li>• acting on behalf of the Deputy Minister (DM) as the functional authority to conduct the Materiel Attestation program and a MA&amp;S compliance program with Level 1s;</li> <li>• overseeing activities to ensure compliance and effectiveness with DND MA&amp;S policies and processes; and</li> <li>• assisting Base/Wing/Unit with a stocktaking capability for a definite period to allow them to implement their integral stocktaking initiatives; and providing oversight on inventory valuation and its pricing accuracy.</li> </ul>
DMPP	<ul style="list-style-type: none"> <li>• promulgating stocktaking policies, business processes, and procedures across the Department.</li> </ul>
level 1 (L1)	<ul style="list-style-type: none"> <li>• demonstrating compliance with Departmental stocktaking policies and procedures;</li> <li>• completing Letters of Materiel Attestation;</li> <li>• preparing and submitting Materiel Accountability Action Plans (MAAPs);</li> <li>• preparing and submitting Annual Stocktaking Performance Reports;</li> <li>• preparing and submitting semi-annual stocktaking progress reports; and</li> <li>• ensuring semi-annual stocktaking verifications are conducted.</li> </ul>
Equipment Program Manager (EPM) monitor	<ul style="list-style-type: none"> <li>• conducting the annual pricing verification and if required the initiation of the request for a pricing change.</li> </ul>
Procurement Authority (PA)	<ul style="list-style-type: none"> <li>• ensuring the requirements contained in this manual are reflected in all contracts in which contractors have custody of and manage DND owned materiel.</li> </ul>
Director Quality Assurance (DQA)	<ul style="list-style-type: none"> <li>• providing oversight regarding the management of DND/CAF owned materiel held by a Contractor;</li> </ul>

The...	is or are responsible for...
	<ul style="list-style-type: none"> <li>• providing oversight on the Contractors’ stocktaking plan and hastening as required;</li> <li>• ensuring that appropriate action is undertaken to resolve Contractors’ discrepancies;</li> <li>• ensuring the requirements of this policy document are reflected in all loan agreements;</li> <li>• approving adjustment documentation; and</li> <li>• notifying the Procurement Authority of delinquent Contractors and losses of materiel.</li> </ul>
Unit Commanders	<ul style="list-style-type: none"> <li>• the control and custody of materiel in their units;</li> <li>• the appointment of supervisors and account holders;</li> <li>• ensuring that the supervisors and account holders are compliant with stocktaking policy;</li> <li>• ensuring the development and submission of the Cyclical Stocktaking Plan for furtherance to their respective L1;</li> <li>• ensuring completion of their semi-annual stocktaking performance report for furtherance to their respective L1; and</li> <li>• implementing corrective action for those aspects of stores management identified as being unsatisfactory through the investigations of discrepancies revealed during stocktaking.</li> </ul>
Supply Officer/Logistics Officer (SupO/LogO)	<ul style="list-style-type: none"> <li>• providing local subject matter expertise and assistance on stocktaking matters;</li> <li>• assisting in the development of stocktaking plans for supported units;</li> <li>• monitoring unit compliance with the stocktaking policy;</li> <li>• justifying when independent stock counters can’t be used for 2<sup>nd</sup> or subsequent counts during stocktaking;</li> <li>• evaluating stocktaking performance reports semi-annually and forwarding a summary of results to the applicable L1;</li> </ul>

The...	is or are responsible for...
	<ul style="list-style-type: none"> <li>• ensuring the results of the stocktaking are received and that appropriate action is undertaken to resolve unit discrepancies;</li> <li>• preparing the Annual Stocktaking Performance Report and Cyclical Stocktaking Plan for the upcoming fiscal year, for furtherance to their Level 1 Commanders;</li> <li>• approving materiel adjustment transactions for the supported units;</li> <li>• developing and maintaining a stocktaking register and retaining associated stocktaking documentation for supported units; and</li> <li>• working in partnership with the Base/Wing/Unit Comptrollers/Financial Officers to ensure that appropriate financial adjustment action is undertaken when reviewing the Annual Stocktaking Performance Report.</li> </ul>
Supervisors and account holders	<ul style="list-style-type: none"> <li>• adhering to policy, process and procedures regarding stocktaking, investigating and resolving discrepancies.</li> </ul>
Repair & Overhaul Contractors	<ul style="list-style-type: none"> <li>• adhering to the stocktaking policy in the Special Instructions for Repair and Overhaul Contractors A-LM-184-001/JS-001 manual.</li> </ul>

## References

1.8 The following references were used in the development of this policy:

- a. [Treasury Board - Policy on Management of Materiel](#);
- b. [Treasury Board - Guide to Management of Materiel](#);
- c. [Treasury Board - Management Accountability Framework](#);
- d. [Treasury Board - Directive on Accounting Standards](#);
- e. [Treasury Board - Controlled Goods Directive](#);
- f. [QR&O 21-71 Loss of or Damage to Public Property Other Than Public Funds](#);
- g. [QR&O 21-73 Investigation into Loss, Overage or Damage Due to a Criminal Offence](#);
- h. [QR&O 36-10 Reporting a Loss or Damage](#);
- i. [QR&O 36-11 Action by the Commanding Officer to Whom Loss or Damage is Reported](#);
- j. [QR&O 36.13 Deficiencies Identified During Inventory Checks or Stocktaking](#);
- k. [DAOD 3003-0 Controlled Goods](#);
- l. [Financial Administration Manual 1020-5 Inventory](#);

- m. [A-FN-100-002/AG-006 Delegation of Authorities for Financial Administration for the Department of National Defence \(DND\) and the Canadian Armed Forces \(CAF\);](#)
- n. [A-LM-184-001/JS-001 Special Instructions Repair and Overhaul \(R&O\) Contractors, Chapter 8.5 – Stocktaking;](#)
- o. [A-MD-175-003/AG-001 Medical Materiel Management;](#)
- p. [C-02-007-000/AG-001 Controlled Technology and Transfer \(CTAT\) Manual;](#)
- q. [INFOSEC 2 Communication Security \(COMSEC\) Material Control Policy, Standards and Procedures;](#)
- r. [NDSOD Chapter 15 – Security of Sensitive Inventories;](#) and
- s. [CDIO 4000 Series Logistics.](#)

## PROCESS

### Matériel Accountability Action Plan (MAAP)

- 2.1 Matériel Accountability Action Plans (MAAPs) are intended to be an enduring ‘living’ document, updated annually in April with progress/results reported semi-annually in both April and October to ADM (Mat). Progress/results reports will include gaps identified and corrective measures undertaken.
- 2.2 In accordance with Policy and the DM/CDS Directive, L1s are expected to develop MAAPs that provide clear command direction, an accountability framework, stocktaking assessments, expected oversight processes and risk mitigation requirements. Furthermore, this directive tasks L1s to develop an annual action plan that delineates how they will continue to improve matériel accountability, with semi-annual status updates.
- 2.3 Through the systematic institutionalization of the MAAPs process organizations will not only be able to report on performance but will also be able to identify enhancements to Matériel Acquisition and Support (MA&S) policies and processes, business systems, training and supply disciplined. The end result is a matériel management program that is stream-lined and optimized.
- 2.4 A systematic performance measurement framework provides senior DND/CAF management and Level 1 Commanders with the assurance that matériel management objectives in support of plan delivery are being achieved. The Planning Performance Standard table is the rating benchmark against which an account holder will rate their inventory management planning performance for the fiscal year (FY).

### Stocktaking

- 2.5 Stocktaking will be conducted when the following occurs but is not limited to:
  - a. routine in accordance with cycle counts indicators (CCI) or ;
  - b. event:
    - i. change of customer account holder;
    - ii. change of Command;
    - iii. Board Of Inquiry (BOI) and;
    - iv. as directed by Chain of Command (CoC).

NOTE: When matériel is damaged or destroyed through a significant event the CF 152 write-off shall be processed as soon as possible in order to amend both financial and matériel records. CF 152s can be processed independent of any Board Of Inquiry (BOI) and before a BOI has concluded.

## Stocktaking Requirements

- 2.6 Physical counts and subsequent reconciliations with the Materiel Management System of Record are required for all DND materiel and equipment. This includes materiel held on loan cards and government owned materiel in Contractor Custody. As such, this material is subject to the stocktaking requirements in Table 1 and is to be included in the Cyclical Stocktaking Plan and Annual Stocktaking Performance Report.
- 2.7 The frequency of reconciling actual holdings and inventory records for each type of materiel is determined by a variety of factors including but not limited to legislative regulations, operational requirements, storage condition, and risk for financial loss.

## Cycle Count Indicator

- 2.8 The Cycle Count Indicator (CCI) is used to define a count frequency at Plant level. It is used to group materiel together into various cycle counting categories. They are a single alpha character set in the Materiel Management System of Record (for example, A, B, C, and D).
- 2.9 The following characteristics are defined in customizing for each indicator:
  - a. number of counts per fiscal year;
  - b. interval between counts in work days (calculated);
  - c. float time allowed in work days; and
  - d. percentage allocation of the materiel's to the individual cycle count indicators if automatic assignment is used.
- 2.10 Cycle Count Indicators (CCI) are:
  - a. A – monthly;
  - b. B - bi Monthly (2 months);
  - c. C - quarterly (3 months);
  - d. D - semi-Annually (6 months);
  - e. E – annually;
  - f. F - every Two Years;
  - g. G - every Four Years; and
  - h. H - random
- 2.11 Table 1 is to be used when determining which CCI is assigned based on specific materiel commodity type.

Table 1 – Stocktaking Requirements and Cycle Count Indicator

Stocktaking Requirements Materiel Type	CCI	Requirements
Portable Night Vision Devices (NVDs)	C	<ul style="list-style-type: none"> <li>• <b>Monthly</b> serial number verification; and</li> <li>• <b>Quarterly</b> stocktaking and serial number validation.</li> </ul>
Mounted NVDs	E	<ul style="list-style-type: none"> <li>• while mounted; and</li> <li>• <b>annual</b> stocktaking and serial number validation.</li> </ul>
	C	<ul style="list-style-type: none"> <li>• unmounted;</li> <li>• <b>monthly</b> serial number validation; and</li> <li>• <b>quarterly</b> stocktaking and serial number validation.</li> </ul>
NVD Spare Parts	G	<ul style="list-style-type: none"> <li>• A – accountable; and</li> <li>• stocktaking <b>every four (4) years.</b></li> </ul>
	G	<ul style="list-style-type: none"> <li>• C – Consumable; and</li> <li>• Stocktaking <b>every four (4) years.</b></li> </ul>
	C	<ul style="list-style-type: none"> <li>• E – controlled Equipment;</li> <li>• <b>monthly</b> verification; and</li> <li>• <b>quarterly</b> stocktaking and serial number validation.</li> </ul>
Bulk Fuel (Anything larger than a Drum / 208 Litres) (Material Group 9130)	E	<ul style="list-style-type: none"> <li>• active tanks;</li> <li>• daily verifications (“dip stick”); and</li> <li>• <b>monthly</b> temperature adjustment.</li> </ul>
		<ul style="list-style-type: none"> <li>• inactive tanks; and</li> <li>• <b>weekly</b> verification (“dip stick”).</li> </ul>
		<ul style="list-style-type: none"> <li>• complete systems; and</li> <li>• <b>annual stocktaking.</b></li> </ul>

E Class Weapons (all small arms and self-contained weapon systems) <b>Note:</b> Includes artefacts and training aids	<b>C</b>	<ul style="list-style-type: none"> <li>• <b>quarterly</b> stocktaking and serial number validation.</li> </ul>
Controlled Cryptographic Item (CCI)	<b>D</b>	<ul style="list-style-type: none"> <li>• <b>semi-annual</b> stocktaking (April and October).</li> </ul>
Classified Equipment	<b>D</b>	<ul style="list-style-type: none"> <li>• <b>semi-annual</b> stocktaking.</li> </ul>
Torpedoes, missiles, bombs and other explosive ordinance	<b>E</b>	<ul style="list-style-type: none"> <li>• <b>annual</b> stocktaking.</li> </ul>
Weapons (A- Accountable) <b>Note:</b> Includes artefacts and training aids	<b>E</b>	<ul style="list-style-type: none"> <li>• <b>annual</b> stocktaking.</li> </ul>
Capital Assets	<b>E</b>	<ul style="list-style-type: none"> <li>• <b>annual</b> stocktaking.</li> </ul>
Controlled Equipment (Stock Class E)	<b>E</b>	<ul style="list-style-type: none"> <li>• <b>annual</b> stocktaking.</li> </ul>
Combat Rations (SCHC – H)	<b>E</b>	<ul style="list-style-type: none"> <li>• <b>annual</b> stocktaking.</li> </ul>
Packaged Fuels & Lubricants (F&L) (Materiel group 9110 – 9160)	<b>F</b>	<ul style="list-style-type: none"> <li>• stocktaking <b>every two (2) years.</b></li> </ul>
all materiel not otherwise specified in this list (G is the default setting)	<b>G</b>	<ul style="list-style-type: none"> <li>• stocktaking <b>every four (4) years.</b></li> </ul>
all consumable materiel not listed above; (Stock Class C, that has no restrictions DMC A or Q), and that has a unit price under (<) \$500	<b>H</b>	<ul style="list-style-type: none"> <li>• stocktaking Random.</li> </ul>

### Exceptions to Conventional Stocktaking Requirements for Rangers

2.12 Weapons (E – Controlled Equipment) and Self Contained Weapon Systems - Quarterly stocktaking and serial number verification by Ranger staff;

2.13 A physical verification and stocktaking in the Materiel Management System of record shall be performed on all accounts by designated supporting Regular Force Personnel every two (2) years.

Exceptions to Conventional Stocktaking Requirements borrowing Agencies, and Contractors

2.14 Controlled Goods not specified in Table 1 – stocktaking every two (2) years.

2.15 All other materiel not listed in Table 1 – stocktaking every two (2) years.

Cyclical Stocktaking Plan

2.16 The Cyclical Stocktaking Plan is used to assist account holders in meeting their 100% stocktaking requirements. The cycle count indicator (CC Ind) assigned to each MMR is to be used in determining the stocktaking plan. Note that DND 2980 (paper form) should be used ONLY when data can't be extracted from Outstanding MM Activities – Physical Inventory Summary by FE.

2.17 Throughout the year, each Sup O/ Log O is to monitor the progress of the various stocktaking plans submitted to assist the Base/Wing/Unit in meeting their annual stocktaking requirements. At the end of the fiscal year the percentage of stocktaking completed in comparison to the planned amount submitted in the Cyclical Stocktaking Plan will be benchmarked against the standards in Table 3.

Table 3 – Planning Performance Standard

Completion of Annual Plan Requirement	Performance Standard	Action Required
100%	satisfactory	<ul style="list-style-type: none"> <li>maintain current inventory management strategy and stocktaking schedule.</li> </ul>
85 to 99%	opportunity for improvement	<ul style="list-style-type: none"> <li>review inventory management practices for areas of weakness, improvement opportunities and trends;</li> <li>review stocktaking plan;</li> <li>increase the frequency of independent verifications; and</li> <li>ensure proper application of the stocktaking policy.</li> </ul>
less than 85%	plan failure	<ul style="list-style-type: none"> <li>determine the cause of the plan failure;</li> <li>initiate immediate corrective action;</li> <li>review inventory management practices for areas of failure and initiate regenerative training of the stocktaking process; and</li> </ul>

Completion of Annual Plan Requirement	Performance Standard	Action Required
		<ul style="list-style-type: none"> <li>validate proper interpretation and application of the stocktaking policy.</li> </ul>

Physical Count

2.18 Every effort should be made to have independent stock counters for the first count. For the second and subsequent counts, independent stock counters SHALL be used. Justification must be provided in writing in case of non-compliance (ref to table 1.7 Sup O/ Log O responsibilities). Justification must include the following elements:

- a. PID (Physical Inventory Document number);
- b. details of non-availability of independent stock counters; and
- c. name, position, unit/section and date.

NOTE: Justifications are auditable documentation and shall be placed in the stocktaking file.

Report Physical Count Discrepancies

2.19 Once the 2nd and/or 3rd counts are complete and discrepant quantities are confirmed, adjustments are approved by a senior supply technician at the rank of Sergeant or above (or civilian equivalent) and posted in the Materiel Management System of Record. Discrepancies include but are not limited to:

- a. materiel found in a location that is different than the location listed in the Materiel Management System of Record or is not listed in the Materiel Management System of Record shall be treated as a discrepancy and investigated; and
- b. when a count is completed and the serial numbers do not match, the materiel shall be treated as being discrepant and be investigated immediately.

Immediate Actions and Investigations

2.20 Discrepancy investigations shall be completed within three (3) months after completion of the stocktaking. A risk based approach shall dictate the level of investigation depending upon the type of materiel, the suspected reason for the discrepancy and the line item value. Annex A contains a checklist that can be used to assist in the investigation.

2.21 If, during an investigation, a discrepancy is found that is attributable to theft, fraud, criminal activity or culpable negligence then the Base/ Unit/ Wing is to:

- a. report the discrepancies through the Chain of Command; and
  - b. report the discrepancies to the Military Police.
- 2.22 Consideration should be given when completing 100% stocktaking of materiel of all locations where the materiel being investigated is being held.
- 2.23 Weapons, ammunition, explosive ordinance, self-contained weapons systems, and guided missiles must be reported immediately to the Commanding Officer and the nearest Military Police establishment (See NDSOD Chapter 15 - Security of Sensitive Inventory).
- 2.24 In instances where the materiel deficiency involved the Military Police, Fire Marshal, a Summary Investigation or Board of Inquiry, etc. the report number shall be annotated on the documentation for financial adjustments.

NOTE: The CF 152 reports shall be printed from DRMIS and processed upon completion of the investigation.

**Table 4 – Discrepancy reporting immediate action**

Commodity	Shall be Reported:
Weapons, Ammunition, Explosive Ordinance, Self-Contained Weapons Systems, and Guided Missiles	<ul style="list-style-type: none"> <li>• immediately to the Commanding Officer and the nearest Military Police establishment (See <a href="#">NDSOD Chapter 15 Security of Sensitive Inventories</a>).</li> </ul>
classified Equipment including Crypto and accountable COMSEC Materiel	<ul style="list-style-type: none"> <li>• immediately to the Commanding Officer and Canadian Forces Crypto Support Unit (CFCSU) (See <a href="#">INFOSEC 2 - COMSEC Material Control Policy, Standards and Procedures</a>).</li> </ul>
deficient Controlled Goods as defined in DAOD 3003-0	<ul style="list-style-type: none"> <li>• within 48 hours to the CTAT office (<a href="#">Loss and Compromise Reporting Form</a>).</li> </ul>
night Vision Devices (NVDs)	<ul style="list-style-type: none"> <li>• immediately to the Commanding Officer and CTAT office (<a href="#">Loss and Compromise Reporting Form</a>).</li> </ul>

- 2.25 The Ammunitions Information Management System (AIMS) is not integrated with the Materiel Management System of Record. As a result, if discrepancies are identified, separate system adjustments shall be done in both systems in order to maintain accurate records.

**Materiel Attestation**

- 2.26 Within the Department, the ADM (Mat) is vested as the Functional Authority for MA&S. On joint direction of the Deputy Minister of National Defence and the Chief of the Defence Staff, he is responsible for instituting compliance measures. Direction requires all Level 1 Commanders to sign an annual attestation for materiel accountability to ensure stocktaking

is completed, and that due diligence is enforced regarding the management of inventory. The institution of this Materiel Attestation is submitted to the Director Supply Chain Operations (DSCO) by 30 April on an annual basis on behalf of ADM (Mat). This will contribute to this objective by:

- a. acting as the Functional Authority / Level 0 Materiel Attestation program with Level 1s;
- b. developing and conducting a Functional Authority / Level 0 MA&S Compliance Program; and
- c. overseeing activities to ensure compliance and effectiveness with DND MA&S policies and practices.

2.27 The approach to Materiel Attestation recognizes that there are capacity limits at all levels, from the department through to formation and unit. Accordingly, and as suggested by the Office of the Auditor General of Canada, the focus of Materiel Attestation is on the higher risk elements of the MA&S system. Level 1s are requested to attest using the template of the letter of Materiel Attestation to the following eight areas of materiel:

- a. weapons and weapons components;
- b. ammunition;
- c. cryptographic equipment;
- d. designated Equipment Master Record (EMR)/ serial number;
- e. bulk fuel;
- f. controlled goods;
- g. procurement of goods and services; and
- h. Mutual Logistics Support Arrangements (MLSA).

2.28 The annual cycle of Materiel Attestation begins with a 'call' letter issued by ADM (Mat) to the Level 1s in the fall of the current year. This will provide the Attestation format to the Level 1s, and provides respective attestation that policy & procedures are being adhered to or a listing of specific exceptions identified.

2.29 Concurrent with the call letter, an aide-memoire is published directly at the staff level which provides extracts of relevant policy & procedural direction so that the specifics are clear as to what is being attested to.

2.30 Level 1 Attestations are then submitted to DSCO by 30 April. The cycle then concludes with a report back from ADM (Mat) as to the results tabled, and actions either in hand or to be taken.

### Semi-Annual Stocktaking Progress Reports

2.31 By October 30th and April 30th of each year the Sup O/Log O must evaluate and submit a summary of the stocktaking progress made to date.

Annual Stocktaking Performance Report

2.32 All Bases/Wings/Units holding materiel must complete an Annual Stocktaking Performance Report. This report is raised by the unit and evaluated by the SupO/LogO who then consolidates the return for submission to DSCO through the applicable Level 1 authority for a return by 30 April. The performance benchmark for the Annual Stocktaking Performance Report is outlined in Table 5.

Stocktaking File

2.33 A stocktaking file shall be created for each stocktaking and retained for audit purposes. The file will contain:

- a. Signed stocktaking count sheets;
- b. Signed DRMIS list of differences or DND 2227/28;
- c. Justification document when independent counters are not used;
- d. Copies of all investigation documentation;
- e. A summary of the investigation;
- f. A list of report resulting from investigation by Military Police, Fire Marshall, Summary Investigation or Board of Inquiry;
- g. The original of the CF 152 complete with all applicable signatures;
- h. The SSO investigation check list (if applicable) ; and
- i. Any other documentation deemed relevant to the stocktaking, including justification documents.

Table 5 – Performance Indicator Standard

Percentage of Materiel Discrepant	Performance Standard	Action Required
less than 10% of NSNs/MPNs	Acceptable	<ul style="list-style-type: none"> <li>• maintain current stocktaking strategy and schedule.</li> </ul>
less than 20% of NSNs/MPNs	Opportunity for improvement	<ul style="list-style-type: none"> <li>• ensure proper application of the stocktaking policy;</li> <li>• review inventory management practices for areas of weakness, improvement opportunities and trends;</li> <li>• review stocktaking plan; and</li> <li>• increase the frequency of stocktaking and/or stocktaking verifications.</li> </ul>

more than 20% of NSNs/MPNs	<b>Plan failure</b>	<ul style="list-style-type: none"> <li>• determine the cause of the plan failure. Initiate immediate corrective action;</li> <li>• review inventory management practices for areas of failure and initiate regenerative training of the stocktaking process;</li> <li>• validate proper interpretation and application of the stocktaking policy; and</li> <li>• increase the frequency of stocktaking and/or stocktaking verifications.</li> </ul>
not applicable		

2.34 By April 30th every year a summary of Semi-Annual Stocktaking Performance Reports and the Annual Materiel Accountability - Letters of Materiel Attestation are to be signed/scanned and emailed to DSCO through the applicable Level 1 authority. The originals shall remain on file with the Sup O/Log O.

### Deployed Operations

2.35 This section provides specific stocktaking policies in support of Canadian Joint Operations Command (CJOC) approved missions. CJOC Direction for International Operations (CDIO) – 4000 Series Logistics shall be read in conjunction with this policy.

2.36 CJOC J4 Ops produces a Log and Sustainment Operation Order for each mission. The CJOC J4 Ops website includes miscellaneous links for all logistics and equipment. These links shall also provide the contact name for their designated Desk Officers. Logistic Annex and Mission Specific directives shall be adhered to in conjunction with this policy.

2.37 Refer to Table 1 Stocktaking requirements and cycle count indicator (CCI)

**Table 6 – Deployed Stocktaking and Verification Requirements**

Materiel Type	Requirements
all items not listed in Table 1	<ul style="list-style-type: none"> <li>• consumable – not required;</li> <li>• accountable – Stocktaking 25% per rotation;</li> <li>• CJOC J4 Log and TF are to develop a stocktaking schedule for 25% of accountable items and submit plan to CJOC J4 for approval NLT 30 days after arrival;</li> <li>• selected items shall be verified during CJOC Combat Service Support Staff Inspection Visits (CSS SIV) to ensure a proper rotation of materiel; and</li> <li>• all counts, investigations and adjustments shall be submitted to CJOC J4 NLT 30 days prior to end tour.</li> </ul>

NOTE: HMC Ships shall follow Table 1 – Stocktaking Requirements at all times.

2.38 The participation of TF supply representatives on the inbound advance party is intended to promote confidence as to the accuracy of reported equipment account balances. As a minimum, the incoming account holder shall complete a 100% stocktaking of the ‘E’ – Controlled Equipment type materiel. The Supersession Certificate at CDIO 4.5-8 Annex A shall be signed between the incoming and the outgoing Commanding Officers and the incoming and outgoing custodians of materiel. A report stating that all Supersession Certificates have been signed shall be forwarded to CJOC J4 Log prior to the outgoing Logistics Officer’s departure.

### Independent Missions

2.39 Independent mission account verifications are performed by the CJOC Independent Mission Desk Officer. Once completed, CJOC advises 3 CSU customer service section that the verification has been completed and provides details of all adjustments required.

2.40 Independent mission stocktaking is performed on Rotational Handover by account holders and by logistics personnel as part of Staff Inspection Visits (SIV). Once completed, CJOC J4 Log advises 3 CSU Customer Service Section that the stocktaking has been completed and provides details of all adjustments required. 3 CSU shall raise the adjustment documentation for each item. 3 CSU shall then raise a CF 152 Write-off Report for all discrepancies.

2.41 3 CSU shall raise a DND 2227 for each item requiring adjustment and execute applicable transactions for overage or deficient items. 3 CSU shall then raise a CF 152 write-off report for all overage/deficiencies in accordance with the Materiel Adjustment chapter.

2.42 The CF 152 is sent to CJOC J4 for signature. Copies of all stocktaking adjustment transactions and any necessary supporting documentation shall be attached. 3 CSU shall retain the original adjustment transactions and a copy of the CF 152. When the original CF 152 is signed, CJOC J4 Mat sends a copy to CJOC J8 for comptroller action and returns the original to 3 CSU for filing.

### Best Practices in Materiel and Inventory Management

2.43 In order to assist with effective inventory management, the following should be verified as a minimum:

- a. accessibility of materiel;
- b. quality of packaging; identification and labelling;
- c. the environment where materiel is stored;
- d. suitability of location;
- e. the Batch Lot;
- f. the Shelf Life has not expired;

- g. the CF 942 – Materiel Condition Tags and/or Labels are current and completed (as required);
- h. the Certificate of Conformance is present;
- i. the Safety Data Sheets (SDS) are available;
- j. completeness of kits (e.g. toolbox);
- k. the materiel appears to be undamaged and;
- l. price Anomalies.

2.44 The supply community can at any time challenge pricing anomalies (DSC Unit of Issue, Moving price or Standard price) by contacting the MA&S Service Desk. For example:

- a. any series of \$999,999 or \$888,888 or \$777,777 etc.;
- b. items priced at \$0.01 (1 cent);
- c. decimal point has been misplaced;
- d. items that are clearly overvalued – such as a \$1000 screwdriver;
- e. items that are clearly undervalued – such as the \$1.00 Vehicle Quarter Panel; and
- f. any other price that just does not match with the apparent value of the materiel.

NOTE: Prices shall only be changed under the direction of DMG Compt or DGMSSC and require supporting documentation, normally the original invoice or contract. Logically however, if there is no contract or invoice information available and the price information shown in DRMIS or CGCS is clearly wrong, quotes should be requested from appropriate retailers or manufacturers.

2.45 DMG Compt's involvement is related solely to the price changes identified during the Annual Repairable Re-pricing exercise (coordinated by Director Financial Accounting (DFA)) and are not involved in the correction of pricing anomalies outside this exercise.

2.46 DSCO actions pricing change requests through the MA&S Service Desk and works in partnership with ADM (Fin CFO) DFA as required.

## Plan Stocktaking

2.47 When planning stocktaking, determine the method and type of stocktaking to be completed.

2.48 The two methods of stocktaking are:

- a. physical Location (Bin): the count refers to a specific physical location and includes all stock codes or part numbers with inventory recorded in that location; and
- b. stock Code or Part Number (MMR): for each stock code or part number, the Warehouse Supervisor or Customer Account Holder is to arrange for all dispersed locations to be counted at the same time to arrive at a total figure that can be compared against the Materiel Management System of Record.

2.49 Types of stocktaking include:

- a. **Cyclical Stocktaking.** It allows for 100% of stock on hand held against the Materiel Management System of Record to be counted over a given period of time subject to the criteria in Table 1 below; and
- b. **Investigative Stocktaking.** It can be used to meet the Cyclical Stocktaking Plan requirement and can be initiated against all types of materiel for a variety of reasons. For example:
  - i. where a loss has occurred, or is suspected, as a result of criminal activity, negligence, fire, flooding, leakage etc., all suspect materiel is to be counted, and any discrepancies investigated; and
  - ii. when warehouse management, as measured by the results of stocktaking and other indicators, is deteriorating as indicated by:
    - 1) an inability to issue stock or an incorrect balance has been identified in one location when stock is held in other locations;
    - 2) an investigation reveals a potential discrepancy on another item or location;
    - 3) there are inaccuracies in, or improper conduct of, previous stocktaking's;
    - 4) an area is identified as prone to error; and
    - 5) a discrepancy report from a consignee indicates that the stock held does not equate to the recorded stock balance, or stock code and/or part number.
- c. **Random Stocktaking.** The Unit Commander can request random stocktaking at any point. Such stocktaking is done in order to assess the effectiveness and efficiency of materiel management, and is used to:
  - i. determine trends and areas of weakness in materiel management, such as poor receipt and issue procedures or misplaced items;
  - ii. determine inaccuracies in or non-compliance of the stocktaking plan such as improper counts; and
  - iii. Assist with Boards of Inquiry, Change of Commands, etc.

### Cyclical Stocktaking Plan

2.50 Once the method and type of stocktaking has been established the stocktaking requirements of the materiel on the account must be determined. This includes materiel held on loan cards and government-owned materiel held in vendor-contractor inventory.

2.51 The Cyclical Stocktaking Plan is used to assist the end users in achieving 100% stocktaking. Cycle Count Indicators from the Materiel Management System of Record are to be used to complete the plan.

NOTE: DND 2980 (paper form) should ONLY be used when data can't be extracted from [Outstanding MM Activities – Physical Inventory Summary by FE](#). This report is extracted using DRMIS BI (Business Intelligence).

### Physical Count

- 2.52 Individuals appointed as counters must be independent as per para 2.20 of this chapter. All counts must be recorded on the count sheet.
- 2.53 Count sheet(s) generated by the Materiel Management System of Record are to be used and shall not include the quantity of materiel registered in the system. Counts shall start immediately once count sheets are produced.
- 2.54 If completing a 100% stocktaking of a location, the count shall be organized by bin to ensure that all empty bins are verified.

### Report Physical Count

- 2.55 On completion of the count, the Counter is to sign and date each count sheet certifying that the count was completed.

### Discrepancies, Immediate Actions and Investigations

- 2.56 The results of the count, are automatically compared with the system balance. Any discrepancy between the two can be reviewed by displaying differences in the Materiel Management System of Record. A second count shall be completed if the quantity counted is different than the balance of the Materiel Management System of Record. The count shall be repeated until there are at least two counts that are identical.
- 2.57 There are a number of documents to support the adjustment of balances in the Materiel Management System of Record;
- a. The List of Differences report is used to identify the stocktaking/verification differences in the Materiel Management System of Record. The DRMIS List of Differences report generated through the stocktaking process shall be approved by a senior non-commissioned officer Supply Technician or civilian equivalent prior to posting the stocktaking/verification differences in the Materiel Management System of Record. The DRMIS List of Differences shall be annotated to show the reason for the transaction in order to provide a clear audit trail.
- 2.58 CF 152 Financial report is required to authorize monetary adjustments for overage/ deficiencies. It must be completed and signed by the appropriate delegation of authority (DOA) with all substantiating paperwork along with it. Please refer to Chapter 4.4. CF 152 Write-Off Report.
- 2.59 An investigation should include the following:
- a. if completing stocktaking by physical location (bin), check other locations with the same stock code;
  - b. check adjacent storage spaces for misplaced items;

- c. check for open discrepancies from ongoing stocktaking's with the Stocktaking register;
  - d. check all outstanding temporary issues (manual or automated) for same items;
  - e. check for materiel that was not issued physically but was processed in the Materiel Management System of Record;
  - f. check for materiel that was issued physically but not processed in the materiel management of records;
  - g. check with other warehouses and sections holding same items. For example with Maintenance or Repair Facilities;
  - h. check the stock of other materiel condition(s) i.e. materiel held under different conditions. i.e. repairable, quarantine, etc.
  - i. check if there are any errors or corrective actions outstanding (item in quarantine/discrepancy/repair & disposal);
  - j. check for duplications of Issue/Receipt vouchers; and
  - k. check the transaction history for anomalies that may account for the discrepancy.
- 2.60 To ensure that DND meets its immediate reporting obligations under the Treasury Board Controlled Goods Directive, the commodities listed below are to be reported as follows:
- a. **Controlled Goods:** deficiencies are to be reported within 48 hours to the Controlled Technology Access and Transfer office (CTAT) by completing the [Loss or Compromise Reporting Form](#)
  - b. **Night Vision Devices (NVDs):** all discrepancies are to be reported immediately to the CTAT office by completing the [Loss or Compromise Reporting Form](#); and
  - c. **Controlled Cryptographic Item (CCI):** discrepancies are to be reported immediately to the Canadian Forces Crypto Support Unit (CFCSU) as COMSEC Incidents ([INFOSEC 2, Chapter 14, and Article 1415](#)).

## Reporting

- 2.61 In accordance with the Materiel Functional Planning Guidance (FPG) the following reports are required annually:
- a. materiel attestation;
  - b. semi-annual Progress reports – this report is extracted using DRMIS Business Intelligence; and
  - c. annual Stocktaking Reports - this report is extracted using DRMIS Business Intelligence.

## Handover

- 2.62 **Change of Base/Wing/Unit Sup O/Log O:** The incoming and outgoing Sup O/Log O, shall:
- a. review the reports of the last complete stocktaking cycle, giving particular attention to any attendant problems;

- b. review previous Deputy Minister (DM) audit reports and other inspection reports;
- c. review outstanding discrepancy reports;
- d. ensure that the control of attractive items in warehouse areas is satisfactory which could include a verification of selected items;
- e. ensure that the control of serially numbered items in stock, and vehicles is satisfactory; and
- f. ensure that any other verification and inspections that are considered necessary are carried out.

2.63 The incoming Sup O/Log O shall complete a locally produced declaration certificate as follows:

"Certify that I (Name) \_\_\_\_\_ have verified, or caused to be verified, a representative range and quantity of valuable and attractive stock items and I am satisfied that the stock is ("correct" or "as indicated on reverse") and I accept custody of the stores from \_\_\_\_\_ (outgoing Sup O/Log O) as of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (date).

\_\_\_\_\_ incoming Sup O/Log O          \_\_\_\_\_ SN          \_\_\_\_\_ Signature of Date

- a. the original copy of the supersession certificate shall be given to the outgoing Sup O/Log O and the duplicate retained with supply records; and
- b. if the handover stock check cannot be completed prior to the departure of the outgoing Sup O/Log O, the certificate shall be annotated showing the incomplete items. The incoming officer shall finalize the outstanding items within a two (2) month period and retain any supporting documents with the handover certificate.

NOTE: A Base/Wing/Unit is not required to conduct a 100% stocktaking as a result of a Transfer of Command Authority (TOCA) due to an organizational change.

2.64 **Change of an Account Holder:** The outgoing and incoming Customer Account Holders will perform a 100% physical verification (stocktaking will be done in the Materiel management of record by the Supporting Supply Organization (SSO) once counts have been completed and received) prior to the new account holder’s acceptance.

- a. the outgoing Customer Account Holder is not cleared of his/her responsibilities until the SupO/LogO has received the signature from the incoming Customer Account Holder accepting responsibility for the account; and
- b. upon completion of the account’s physical verification and stocktaking thru the Materiel Management System of Record thru Supporting Supply Organization (SSO), the incoming Customer Account Holder shall sign a locally produced form with the following declaration:

“Certified that I (Name) \_\_\_\_\_ have on this date  
 \_\_\_\_/\_\_\_\_/\_\_\_\_ assumed responsibility for all materiel on account  
 \_\_\_\_\_, subject to the adjustment of the discrepancies identified during  
 the handover physical verification and stocktaking.

\_\_\_\_\_  
 Signature of Customer Account Holder

\_\_\_\_\_  
 SN

\_\_\_\_\_  
 Date

## Process for Deployed Operations

2.65 A CF 152 shall be raised immediately on the completion of appropriate investigations following the discovery of discrepancies and shall be staffed as follows:

- a. A cover letter to the Commander is to be drafted addressing the discrepancies. If the discrepancy falls within the parameters addressed below, a photocopy of the adjustment documentation, a photograph, a complete description, the serial numbers (if applicable) and explanation surrounding the discrepancy is to be included:
  - i. Weapons;
  - ii. STANO;
  - iii. E - Equipment Tracked; and
  - iv. Over \$5000.00 unit cost.

NOTE: COMSEC is handled IAW INFOSEC 2 - COMSEC Material Control Policy, Standards and Procedures and COMSEC incidents (e.g. discrepancies) and are not reported via a CF 152 Write-off Report.

2.66 Originals, including all copies of applicable investigations, are to be held in theatre for a twelve (12) month period (two rotations), at which point they are returned to 3 CSU by the Rotating Support Team (RSAT) for archiving for a five (5) year period. The total value of reported excess/deficiency for a TF supply account shall be approved for write-off by TF authorities within their delegated approval levels.

2.67 Approval levels applicable to CJOC - controlled deployed operations are in accordance with Delegation of Authorities Matrix (A-FN-100-002/AG-006). For the purposes of the CF 152 approval, Comd CJOC has been designated as a Level 1 Advisor, and CJOC J4 is the staffing office to coordinate the submission of such applications to the Comd CJOC level or higher.

2.68 Where the total value of reported deficiencies exceeds the designated approval limits of TF authorities, CF 152s are to be staffed through the TF HQ/J4 for their recommendation. Once the recommendations are received, the CF 152 is staffed through the national chain of command onward for Comd CJOC/CDS consideration.

- 2.69 Submissions for Comd CJOC/CDS consideration of write-off are to include a report of any administrative and/or criminal investigation which TF authorities have initiated, the current status of the investigation(s) and, if still in progress, the expected date of completion. Once the requested discrepancy has been approved, CJOC J4 shall ensure the approved reports are forwarded to Canadian Forces Joint Operational Support Group / 3 Canadian Support Unit (CFJOSG/3 CSU) for archiving. Copies shall be sent to CJOC J8 for action as required.
- 2.70 If the identified discrepancy is a direct result of RSAT stocktaking, it is Theatre's responsibility to produce the CF 152 and accompanying paperwork
- 2.71 A general overview of the stocktaking process is found below. The steps listed below are in the order that the task would be completed.

## Compliance

- 2.72 A successful and compliant materiel management framework must be developed at the organizational level and include a layered approach to materiel management. This framework must involve a comprehensive risk mitigation approach encompassing demonstrable, concrete and sustainable actions that will increase the reliability and accuracy of information in the Materiel Management System of Record, limit accounting and reporting errors, and display a responsibility to accounting and financial control over inventory.
- 2.73 Those managing Inventory Management and Stocktaking shall:
- a. Submit their Semi Annual and Annual stocktaking performance reports;
  - b. Conduct Stocktaking in accordance with the Cycle Count Indicator required for each materiel commodity;
  - c. Investigate discrepancies and ensure that all discrepancies are properly accounted and adjusted; and
  - d. Records are retained for six years before archival or destruction.

## PROCEDURES

### Process Flow Charts

#### 3.1

Process	Description
<a href="#"><u>EP 28 C Physical Inventory (IM Inventory)</u></a>	<ul style="list-style-type: none"> <li>• creating an annual physical inventory plan;</li> <li>• running the physical inventory report;</li> <li>• performing physical count manually;</li> <li>• entering count results; and</li> <li>• completing the physical inventory (all relevant paperwork completed).</li> </ul>
<a href="#"><u>EP 28 C Physical Inventory in a WM Warehouse (Stocktaking)</u></a>	<ul style="list-style-type: none"> <li>• creating an annual physical inventory plan;</li> <li>• performing the physical count;</li> <li>• entering count results; and</li> <li>• completing the physical inventory (all relevant paperwork completed).</li> </ul>
<a href="#"><u>EP 28 H,I,J, K Stocktaking process for CWM sites</u></a>	<ul style="list-style-type: none"> <li>• preparing stocktaking documents;</li> <li>• executing the count and entering it on count sheet record; and</li> <li>• completing the physical inventory (all relevant paperwork completed).</li> </ul>
<a href="#"><u>EP 28 C Physical Inventory in an HU Managed SLoc (Stocktaking)</u></a>	<ul style="list-style-type: none"> <li>• create annual physical inventory plan;</li> <li>• perform physical counts; and</li> <li>• complete physical inventory.</li> </ul>

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
MI31	<ul style="list-style-type: none"> <li>• Batch creation of physical inventory document (normal stock)</li> </ul>
MICN	<ul style="list-style-type: none"> <li>• Batch creation of physical inventory document (cycle counts)</li> </ul>
MI01	<ul style="list-style-type: none"> <li>• Create physical inventory document</li> </ul>
MI07	<ul style="list-style-type: none"> <li>• Post Inventory count differences</li> </ul>

T-Code	Description
LI01N	<ul style="list-style-type: none"> <li>• Create system inventory record</li> </ul>
LI02	<ul style="list-style-type: none"> <li>• Activate physical inventory record</li> </ul>
ZLI04	<ul style="list-style-type: none"> <li>• Print count sheets</li> </ul>
LI11N	<ul style="list-style-type: none"> <li>• Enter inventory count</li> </ul>
LX16	<ul style="list-style-type: none"> <li>• Activate continuous inventory for bins</li> </ul>
LX22	<ul style="list-style-type: none"> <li>• Display inventory overview report</li> </ul>
LI14	<ul style="list-style-type: none"> <li>• Inventory recount</li> </ul>
LI20	<ul style="list-style-type: none"> <li>• Clear inventory discrepancies <b>WM</b></li> </ul>
ZLI21	<ul style="list-style-type: none"> <li>• Clear inventory differences <b>IM</b></li> </ul>

## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
ZEMM_PI	<ul style="list-style-type: none"> <li>• Display Physical Inventory report</li> </ul> <p>This report displays the items that are due for stocktaking and gives them visibility for the following data; stock that currently exists in a range of bins, stock that has been counted over a certain date range, stock that has been designated as being counted according to a specific frequency. (<b>IM</b>)</p>
MI20 MI21	<ul style="list-style-type: none"> <li>• List of differences <b>IM</b></li> <li>• Print Count Sheets</li> </ul> <p>This is used to review the status of the count sheet (s) and to print them.</p>

Report Code	Description
MI22/MI23/MI24	<ul style="list-style-type: none"> <li>Physical inventory reports (IM)</li> </ul>
BI- Physical inventory activity suite of reports	<ul style="list-style-type: none"> <li>Physical Inv. Global Summary (ZMM_SCI_M16_6023_Q1)</li> <li>Phys. Inv. Summary by FE (ZMM_SCI_M15_6023_Q1)</li> <li>Overdue Phys. Inv. Details (ZMM_SCI_M14_6023_Q1)</li> <li>Discrepancy Details (ZMM_SCI_M17_6023_Q1)</li> <li>Phys. Inv. Summary by SLoc (ZMM_SCI_M15A_6023_Q1)</li> <li>PI % Rates Global Roll-Up (ZMM_SCI_M16_6023_Q2)</li> <li>PI Percentage Rates FE Roll-Up (ZMM_SCI_M15_6023_Q2)</li> </ul> <p>The above reports will provide Managers and the Supply Community Users with an overall view of their annual Stocktaking progression and to identify materials that are overdue for verification. The reports will contain physical inventory taking data for IM, WM, HU and deployed system by CC indicator and Fiscal Year.</p>
LICC	<ul style="list-style-type: none"> <li>Execute Inventory with Cycle Counting and by Quants <b>WM</b></li> </ul>
ZEMM_STOCK	<ul style="list-style-type: none"> <li>Warehouse Stocktaking Progress report</li> </ul>
LS26	<ul style="list-style-type: none"> <li>Review total stock on hand by bin</li> </ul>
LX17	<ul style="list-style-type: none"> <li>Display List of inventory differences <b>WM</b></li> </ul>

## Procedure Steps

## 3.4

Steps	The...	Is/are responsible for...
1	Warehouse Supervisor (thru Sup O) (with the assistance of the Supply Investigation group (SIG))	<ul style="list-style-type: none"> <li>• Creating a Stocktaking Plan and setting up a stocktaking schedule which involves:               <ol style="list-style-type: none"> <li>a. creating the performance report,</li> <li>b. collecting all the performance reports,</li> <li>c. logging all performance reports in the summary of stocktaking performance reports spreadsheet and;</li> <li>d. sending the stocktaking performance report spreadsheet up to their Change of Command.</li> </ol> </li> </ul>
2	Customer Account Holders	<ul style="list-style-type: none"> <li>• Managing all materiel which they are custodian on their account;</li> <li>• Conducting change over (incoming/outgoing) thru SSO and;</li> <li>• Sending all count sheet (from stock counter once completed physical verification) to SSO for their input in the Materiel Management System of Record.</li> </ul>
3	Stock Counter	<ul style="list-style-type: none"> <li>• Performing first count and subsequent counts as required.  <b>Note:</b> Every effort should be made to have independent stock counters for the <b>first count</b>. For the second and subsequent counts, independent stock counters <b>SHALL</b> be used. Justification must be provided in writing in case of non-compliance (ref to table 1.7 Sup O/Log O responsibilities).</li> </ul>
4	SSO	<ul style="list-style-type: none"> <li>• Sending count sheets for physical counts;</li> <li>• Conducting stocktaking inputting the counts into the Materiel Management System of Record; and</li> <li>• Determining the requirement for a recount.</li> </ul>
5	SSO/Stock Counters	<ul style="list-style-type: none"> <li>• Performing recounts</li> <li>• Completing comparisons until there are two matching physical counts for each stock code or part number (MMR); and</li> <li>• Printing your name, rank, full signature and date on the completed count sheets.</li> </ul>

Steps	The...	Is/are responsible for...
6	SSO	<ul style="list-style-type: none"> <li>• Segregating discrepant materiel in the Materiel Management System of Record to allow time for the investigative process;</li> <li>• If system segregation is not feasible, physical segregation shall apply;</li> <li>• Once the discrepancies have been confirmed, perform adjustments in the Materiel Management System of Record;</li> <li>• Adjustments require prior approval therefore the list of differences will be printed and approved by a supervisor;</li> <li>• As long as reasonable effort is made into the investigation of the discrepancy, it shall be completed with the rest of the process within three months;</li> <li>• Although investigations pertaining to fire reports, police reports, summary investigations, boards of inquiry, etc. may take longer, write off action shall be completed within the same fiscal year as the system adjustment; and</li> <li>• Raising a CF 152 – Write-off report in DRMIS (ZEMM_MATADJ) and submitting for approval.</li> </ul>
7	Base/Wing/Unit Comptrollers/ Financial Officers	<ul style="list-style-type: none"> <li>• Ensuring that appropriate financial adjustment action is taken;</li> <li>• Participating in sample of stock counts and associated activities (spot checks) to provide oversight; and</li> <li>• reviewing the Stocktaking Performance Report</li> </ul>
8	SSO	<ul style="list-style-type: none"> <li>• Filing all stocktaking and adjustment documents for retention.</li> </ul>

Aides

3.5

<p><a href="#">DRMIS PDET User Guide</a> - Internal Warehouse Processes for 2<sup>nd</sup> Line WM Locations (B. Enter counts for stocktaking by bins)</p>	<ul style="list-style-type: none"> <li>• Enter or scan the bin and enter the count; or</li> <li>• Use the system directed counting function.</li> </ul>
<p><a href="#">SCI Supply Reports</a></p>	<ul style="list-style-type: none"> <li>• Reports for monitoring stocktaking activities</li> </ul>

## ANNEX A – SSO Investigation Checklist IM/WM (Guide for Users)

## SSO Investigation Checklist IM/WM

PID/PIR : \_\_\_\_\_

Stockcode: \_\_\_\_\_

Date: \_\_\_\_\_  
(DD/MM/YYYY)

Item name: \_\_\_\_\_

Description: \_\_\_\_\_

CTAT / DMC \_\_\_\_\_  Yes  No

Cycle Count Indicator: \_\_\_\_\_

Action	Comments	Actioned
Check - Base unit of measure	MMBE	<input type="checkbox"/>
Check – MMR conversion	CGCS/MM03/ZSUPSTRIP	<input type="checkbox"/>
Check - IM Advisory	MM03	<input type="checkbox"/>
Check – Price	MM03	<input type="checkbox"/>
Physical assessment	Confirm correct identification	<input type="checkbox"/>
Proximity check	Check adjacent storage spaces for misplaced items	<input type="checkbox"/>
Check the Stocktaking register	Check for open discrepancies from ongoing stocktaking's	<input type="checkbox"/>
Check all outstanding temporary issues for the same item	Check manual and automated records	<input type="checkbox"/>
Check – all paperwork	Check for materiel that was not physically issued but was processed in DRMIS and for materiel that was processed in DRMIS but not physically issued.	<input type="checkbox"/>
Verify cyclical count sheets were completed correctly.	Ensure proper counts from count sheets were entered into DRMIS correctly	<input type="checkbox"/>
If after investigation discrepancy is resolved, check storage type 999.	Items found after materiel has been moved to the storage type 999 – initiate a transfer from 999 bin to original location (TCode LT01)	<input type="checkbox"/>
Check if another SLoc within the MRP area has or once held the materiel	Materiel may have been displaced.	<input type="checkbox"/>

**Here are some DRMIS T-Codes to use for Investigation.**

- MMBE: Holdings, which category stock is under and Basic Info (IM/WM)
- MSC3N: Multiple batch for an item on a SLOC (IM/WM)
- MB51: All movement history for a single/multiple stock code(s) on a single/multiple SLOC (IM/WM)
- IW33: Review Work Orders (IM/WM)
- VL06: Inbound/ Outbound (IM/WM)
- LL01: Pending Transaction in Warehouse (WM)
- LT23: Pending Transfers in Warehouse (WM)
- LT24: Materiel transfer history (WM)
- LX22: to see if there are Inventories still in process (WM)
- MI22: to see if there are pending PIDs (IM)
- IQ09: Get all serial number for a plant with or without SLOC (IM/WM)
- ZSUPSTRIP (IM/WM)
- MB26: Work Order Review only (IM/WM)
- ZEMM\_TRANS\_315 Uncompleted two-step transfers (IM/WM)
- ZE\_MAT\_Return If you have a work order number (IM/WM)
- IE03: Serial number search (IM/WM)
- IE36: Display vehicle CFR search (IM/WM)
- LB10: Pending transfer requirement (WM)
- LU04: Pending posting change notice (WM)
- QM11: Pending DR notification (IM/WM)

For CF 152   Yes   No

<b>Notes:</b>

# 4.4 MATERIEL ADJUSTMENTS, WRITE-OFFS AND FINANCIAL REPORTING

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## POLICY

### Aim

- 1.1 The aim of this chapter is to outline the policies for materiel adjustment, and to comply with Treasury Board policies on financial accounting and reporting. It is important that the department has accurate information about the extent and value of its assets and timely information for presentation in the Public Accounts of Canada and the departmental financial statements, by completing proper adjustments with the correct reason for movement code.

### Context

- 1.2 In order to ensure that materiel adjustments adhere to a common set of procedures and are compliant with the Treasury Board Policies the department must ensure:
  - a. all materiel adjustments are reflected in the materiel system of record as soon as possible after discovery;
  - b. materiel adjustment documents are signed in accordance with Supply policy;
  - c. infractions for security and theft are investigated; and
  - d. CF 152 are signed in accordance with the Delegation of Authority Matrix.

### Definitions

- 1.3 Definitions, other than those listed below can be found in Chapter 10.1 Glossary:
  - a. **materiel overage:** when a supply organisation discovers materiel that is greater than the quantity shown in the Materiel Management System of Record (materiel physically found that is accountable)
  - b. **materiel loss:** when a supply organisation cease to have custody of materiel and the quantity has to be reduced from the inventory due to: damage, destruction, accident, fire, theft, non-effective strength (NES) non-recoverable, Act of God and vandalism;
  - c. **negligence:** a failure to behave with the level of care that someone of ordinary prudence would have exercised under the same circumstances. Negligence must be determined in all cases by reference to the situation and knowledge of the parties and all the attendant circumstances.
  - d. **Initial approving authority:** Is the lowest level of approval attached to column 37 of the delegation of authority (DOA) matrix. This would include the Commanding Officer of the Base/ Wing/Unit who is responsible and accountable for the care and custody of stock or materiel-in-use. If the materiel adjustment value exceeds the Initial Approving Authority's level from the delegation of authority (DOA) matrix, the Initial Approving Authority can only recommend approval and must submit to the Higher Approving Authority. In situations where there is an adjustment to increase a SOH balance the initial approving authority approves regardless of the dollar value.

- e. **Higher Approving Authority:** The environmental chain of command to which the initial approving authority is responsible and has the DOA from the matrix.
- f. **Financial reporting:** to ensure accurate asset accounting is reported and that cost along the entire life cycle (from acquisition to disposal) are recorded appropriately in the department accounting system. To report totals of significant values of materiel and equipment on hand at the end of each accounting period, by category and by responsibility center. Section 64 (1) of the Financial Administration Act (FAA) requires the Receiver General to prepare the annual Public Account of Canada and report it.

## Authorities and Responsibilities Tables

### 1.4 Authorities Table

The ...	has the authority to...
Assistant Deputy Minister (Finance)/ Chief Financial Officer (ADM(Fin)/CFO)	<ul style="list-style-type: none"> <li>• manage and administrate financial management and comptrollership services;</li> <li>• assure compliance with financial legislation;</li> <li>• control public funds and accounting for departmental assets;</li> <li>• manage the collection and input of central agency's financial information requirements; and</li> <li>• ensure effective support for financial resource allocation.</li> </ul>
Commanding Officer (CO) and Manager	<ul style="list-style-type: none"> <li>• ensure that all the related managerial and financial controls are effectively enforced.</li> </ul>

### 1.5 Responsibilities Table

The ...	is or are responsible for...
Minister of National Defence (Deputy Head)	<ul style="list-style-type: none"> <li>• ensuring the timely allocation of approved budgets throughout the fiscal-year to all managers with financial authorities;</li> <li>• ensuring effective oversight of the department's financial plan, budget and related allocations of its resources and making decisions based on sound analysis of reliable information;</li> <li>• providing reports or information as requested by the Comptroller General of Canada;</li> <li>• ensuring that all managers with financial authorities have reliable and timely financial information that supports accountability and effective decision making and relative to budget monitoring; and</li> <li>• signing financial statements and report consistent with Treasury Board Accounting Standard 1.2 and 1.3.</li> </ul>
Commanding Officer (CO) and Manager	<ul style="list-style-type: none"> <li>• ensuring that all the related managerial and financial controls are effectively enforced;</li> <li>• ensuring that discrepancies of units materiel are investigated and reported through appropriate channels; and</li> <li>• signing of CF 152 reports as per DOA matrix Col 37.</li> </ul>

The ...	is or are responsible for...
SupO/LogO	<ul style="list-style-type: none"> <li>• ensuring auditable records are maintained for all materiel held in inventory;</li> <li>• ensuring all supply activities are in compliance with current policies; and</li> <li>• deciding the extent of initial investigations into a discrepancy.</li> </ul>

## References

1.6 The following references are to be read in conjunction of this chapter:

- a. [Financial Administration Act \(R.S.C., 1985, c.F-11\)](#);
- b. [Treasury Board - Guide to Management of Materiel](#);
- c. [Treasury Board - Directive on Accounting Standards](#);
- d. [QR&O 21.71 Loss of or Damage to Public Property Other Than Public Funds](#);
- e. [QR&O 25.08 Committee of Adjustment to Deal with a Service](#);
- f. [QR&O 36.10 Reporting a Loss or Damage](#);
- g. [QR&O 36.11 Action by the Commanding Officer To Whom Loss Or Damage Is Reported](#);
- h. [QR&O 36.13 Deficiencies Identified During Inventory Checks or Stocktaking](#);
- i. [QR&O 36.14 Refund On Recovery Of Lost Or Damaged Materiel](#);
- j. [QR&O 38.01 Liability For Public And Non-Public Property](#);
- k. [QR&O 38.03 Administrative Deductions](#);
- l. [DAOD 7004-2 Compensation for Loss or Damage to Personal Property](#);
- m. [Financial Administration Manual Chapter 1014-4-1 Control of Financial Signing Authorities](#);
- n. [A-FN-100-002/AG-006 – Delegation of Authorities for Financial Administration for DND and the CAF](#);
- o. [Accrual Accounting Handbooks 101 and 202](#);
- p. [A-PM-245-001/FP-001 Military Human Resources Records Procedures](#); and
- q. [CDIO 4000 Series Logistics](#).

## PROCESS

### Delegated Authorities

- 2.1 Financial signing authorities are delegated by the Minister of National Defence and the Deputy Minister through the Delegation of Authority (DOA) Matrix and described in the document Delegation of Authorities for Financial Administration for DND and CAF.
- 2.2 Delegation of Authorities forms shall be prepared for each individual from Level One Advisor downward who will be exercising all or part of the authorities delegated to their position through the DOA Matrix. The form serves as a means to document the financial signing authorities the individual will be allowed to exercise and provides for the acknowledgment that the individual has the necessary knowledge and training to exercise the authorities in a responsible manner.

### DOA Column 37 - Write-off of materiel

- 2.3 This is the authority to approve or recommend write-offs, the recording of losses due to inventory shortage, damaged, accident, fire, theft, vandalism and other reasons of materiel for which the approving authority is responsible. This authority does NOT apply to materiel identified as surplus and disposed through sales, trade-ins, donations, conversion to artefact or conversion to waste, nor does it apply to materiel disposed of under End-of-Life (EOL) as identified in Chapter 8.1 Disposal.
- 2.4 Positions delegated full authority under this column can write-off any and all materiel entrusted to that particular authority. Delegated positions shall not have write-off authority for materiel for which they are the account holder. For more information regarding DOA, please refer to A-FN-100-002/AG-006.

### Acknowledgement of a Write-off

- 2.5 The delegated authorities are acknowledging, that due to a loss, a materiel adjustment entry was posted to the Materiel Management System of Record, resulting in both a materiel and financial write-off. The adjusting entry reduced the quantity of the inventory or capital asset and the value of the inventory.
- 2.6 For capital assets (ZCAS materiel), the financial adjustment is manual. Signing of the CF 152 under DoA Column 37 authority indicates both an acknowledgement of the loss by Supply users, while also authorizing approval or recommendation for approval of a financial write-off to be processed, to record the loss of materiel within their area of authority.

## Matériel Adjustment

- 2.7 Matériel adjustments allow for the amendment of stocking (warehouse) and/or matériel-in-use (customer account) records for the decrease or increase of matériel that has been both lost and found. A matériel adjustment transaction shall be completed in order to balance the inventory in the Matériel Management System of Record.
- 2.8 DND Public Servants and CAF members are responsible for ensuring the proper care, custody, and safekeeping of matériel. This responsibility includes conducting physical counts, adjusting the system of record to match the physical count and reporting matériel discrepancies. When there is a change of Account Holders the outgoing/incoming members must conduct a 100% stocktaking prior to the new account holder's acceptance (see SAM Chapter 4.3 Stocktaking).
- 2.9 A matériel adjustment transaction shall be completed in order to balance the Matériel Management System of Record for either a loss or overage which will be identified by a reason for movement code (see - Annex A) associated with it.
- 2.10 Both losses and overages are reported to the Base/Wing/Unit Comptroller.

NOTE: There is no Delegation of Authority associated with matériel overages. Overages are captured on the CF152 form as a matériel discrepancy for visibility and matériel management purposes. Only the value of the shortages is to be used in determining the appropriate authority for signature (Column 37).

## Adjustment Signing Authorities and Documentation

- 2.11 Other than for a stocktaking, where the list of differences shall be included and signed, a DND 2227 or 2287 document shall be completed and approved by a Senior Supply/Ammo Technician at the rank of Sgt or above or civilian equivalent. Forms shall be clearly annotated as either a physical inventory decrease or a physical inventory increase prior to adjusting the Matériel Management System of Record.
- 2.12 Original signed copies of the CF 152 and other related documents may be scanned and sent electronically, especially from remote or operational locations, up to the point of the Comptroller.

NOTE: Adjustment reason code 7001 is **NOT** to be used to correct an adjustment done in error unless the original adjustment was transmitted using reason code 7001. For adjustment corrections see "Corrective Measure for the CF152 report" below in this chapter.

## CF 152 Report

- 2.13 The primary use of the CF 152 report is to identify financial losses and overages to the crown in relation to materiel. Submissions of CF 152s are not required when the responsible party accepts the loss and reimburses the full value of the materiel.
- 2.14 If a lost item is recovered/found after write-off action has already been completed, it shall be adjusted in the Materiel Management System of Record to balance inventory, cross reference the initial write-off and must be reported on a CF 152.
- 2.15 If a “for CF 152” transaction occurs by mistake, it is necessary that the correction be on the same CF 152. It is to be noted that there will still be an impact on the discrepancy report.

NOTE: Once the materiel records have been adjusted they are considered to be the new accurate quantity. Therefore if an overage has been reported on a CF 152 and subsequently the same item is found to be discrepant (shortage) then that loss must also be reported through a CF 152.

- 2.16 **NO** offsetting or netting of materiel losses and overages are permitted.
- 2.17 Policy amendments were required to reflect both changes to DRMIS stocktaking processes and in order to be in line with requirements to demonstrate sound stewardship of materiel, value for money and program delivery.

## Pricing

- 2.18 When a CF 152 is required, the dollar value entered on the report shall be indicative of the price control indicator located in DRMIS via MM03 Display Materiel/Accounting 1 Tab.
- 2.19 For Capital asset, the price is populated by the CATT (Capital Asset Treatment Team).
- 2.20 If the price control indicator is a V then the moving weighted average price is used. If the price control indicator is an S then the Standard Unit Price is used unless the materiel is a capitalized asset, at which point the historical cost (gross book value) is provided by the Capital Asset Treatment Team CATT.

## CF 152 - Requirements and Exemptions

- 2.21 Each materiel adjustment requires a Reason for Movement code. Annex A – Reason for Movement lists the codes in which a CF 152 is required and when a CF 152 is not required. To ensure accurate financial reporting, it is imperative that the correct Reason for Movement code be used.
- 2.22 Under the following circumstances, materiel is exempt from CF 152 action, adjustment action only is required:

- a. bulk fuel stock adjustment due to breach of variance caused by temperature;
- b. clothing, accoutrements and textiles issued by Equipment Program Managers at NDHQ for testing purposes, or burn trials that will not be returned in its original state; and
- c. retention items (next to skin).

## CF 152 - Reporting frequency

2.23 A CF 152 must be raised for discrepancies of materiel found:

- a. **Per Event:**
  - i. a stocktaking (as per chapter 4.3 para 2.5 sub –para b. i to iv);
  - ii. any loss of a capitalized asset due to fire, damage, crash, destruction, act of God or other loss;
  - iii. investigations that results in materiel discrepancies due to theft, vandalism, accidental damage or an act of god;
  - iv. a single significant event of destruction, fire, theft, loss where all associated value of the loss is required to be tracked as one;
  - v. any miscellaneous loss report (MLR); and
  - vi. any recovery.
- b. **Per stocktaking:**
  - i. For discrepancies discovered during any routine stocktaking process (chapter 4.3 para 2.5 sub-para a.)
- c. **Monthly:**
  - i. for any miscellaneous loss not identified above (for example loss identified through the DR process); and
  - ii. all general Supply Depots ( 7 CFSD & 25 CFSD), the publication depot and CFADs.

NOTE: CF 152s will be generated in DRMIS **including printing** and processed for signature within 7 days of the completion of the investigation resulting from a stocktaking or event as describe in para 2.22 above, but more frequently as a direct result of a significant stocktaking or other event.

2.24 CF 152 reporting is completed by MRP area, therefore a CF 152 MUST NOT contain discrepancies found during a stocktaking or an event from more than one (1) MRP. Bases/Wings/Units/ will report all deficiencies and overages found during stocktaking on the same CF 152 report. For the purpose of determining the level of delegation of authority for write-off approval, only the total dollar value of the deficiency column, per CF 152 is to be considered. If only overages are declared, the initial approving authority approves the CF 152, regardless of value.

NOTE: If stocktaking is done on inventory held in multiple MRPs at the same time, the discrepancies found during the stocktaking will be put on a separate CF 152 for each MRP.

- 2.25 Signed and completed CF 152s are forwarded to the Compt/Fin O by the signing authority. Compt/Fin O is to return the original CF 152 report and all accompanying supporting documentation back to the originator for filing. The originator is to ensure the Compt/Fin O has signed the CF152 ensuring that it has been processed by finance section.
- 2.26 When materiel is damaged or destroyed through a significant event the CF 152 shall be processed as soon as possible in order to amend both financial and materiel records. CF 152s can be processed independent of any Board of Inquiry (BOI) and before a BOI has concluded.

Service Estates

- 2.27 Disposal of public clothing and equipment found in the possession of deceased personnel shall be returned to the unit supply officer. Supply shall take write-off action as required for all accountable items not returned using the QR&O 25.08 and member's details as referenced. Those accountable items not returned must be included in the Quarterly Report of Write-Offs. Materiel overage must also be adjusted in the inventory and proper paperwork done accordingly.

Miscellaneous Loss Report

- 2.28 The Miscellaneous Loss Report (MLR) is used to report loss of materiel/equipment issued or on loan (DND 638) to an individual and to identify all losses which are not reported through the stocktaking process. Any loss of materiel held on a customer account is to be reported on an MLR, including what has been lost or damaged listed in the DND 638 Temporary Loan.
- 2.29 The following table identifies MLR requirements for the Environmental Operational Clothing (CADPAT/NCDs). A “Yes” in the table below means that a MLR is required and a “No” means that a MLR is not required. If it is a “No”, members can report directly to clothing stores to get the replacement issue. A pay deduction, money order or cheque to the Receiver general is to be made at clothing stores. In all other cases, a complete MLR is required.

**Table 1 – MLR Requirement**

Type	If Value of Loss ≤ \$200		If Value of Loss > \$200	
	Accepts Responsibility	Does Not Accept Responsibility	Accepts Responsibility	Does Not Accept Responsibility
Personal and Temporary Allotment	No	Yes	Yes	Yes
Environmental Operational Clothing	Yes	Yes	Yes	Yes

## Financial Recovery

- 2.30 In accordance with QR&O 38.01, the member is liable to reimburse the Crown for any financial loss that is incurred where the member has a deficiency in any equipment that is in his care or custody. If the member can show that such deficiency was not caused by his wilfulness or his negligence, no financial recovery should occur and the total cost of materiel shall be written off at public expense.
- 2.31 The CO evaluates the circumstances and provides recommendations or direction concerning financial recovery. The CO must weight all the evidence carefully and base his assessment of negligence on the evidence available to determine one of the following:
- a. no negligence; that is to say, no responsibility can be attributable to the member;
  - b. negligence of a minor character, that is to say, negligence that does not involve recklessness, undue carelessness or intentional commission of a wrongful act or an intentional omission to perform a legal duty; or
  - c. negligence of other than a minor character, that is to say, the act or omission was deliberate, intentional or corrupt.
- 2.32 An administrative deduction shall be imposed only when the CO determine that the negligence was not of a minor character (see para 2.30 b above) and shall not exceed the scale prescribed in QR&O 38.03(4) (b).
- 2.33 It is important to note that the Crown is not liable for the loss of materiel/equipment caused from an event that can be claimable by personal insurances such a fire or a theft at home or in personal motor vehicle. Members should ensure that they have personal insurance to protect themselves against such losses.
- 2.34 Under these kinds of circumstances, members shall report to their supporting clothing stores with a copy of the police/fire report or any other report that apply to the circumstances of the loss. Clothing stores will provide the member with a list of kit held and the replacement cost. The member shall submit a claim to their insurance company. New kit will be immediately reissued by clothing stores and a file maintained until the insurance claim is finalized. Recovery payment will be made out to the Receiver General. For any materiel loss from a customer account, same process is to be used.
- 2.35 When there is a financial recovery, GST, PST or HST shall not be charged.

## Scenario

- 2.36 The intent of the following examples in the table is to provide guidance on whether or not, financial recovery should occur in these different situations. This has to be use as a guide and not to be interpreted as policies.

Table 2 – Scenarios

Incidents	Recommendations / Financial Recovery
Personal military equipment theft at member's residence.	<p>The member should have enough insurance coverage to claim for the loss. The insurance company should cover for such loss. In the case that the member has limited coverage or no insurance, negligence could be determine and member should pay for replacement items in accordance with the prescribed scale in QR&amp;O 38.03(4) (b).</p> <p>Depending of the amount of the loss and the deductible from personal insurance, the member could decide to not claim the loss to his insurance and pay for replacement items in accordance with the prescribed scale in QR&amp;O 38.03(4) (b).</p>
Personal military equipment left unattended at Airport	It is the member responsibility to always keep a control on his equipment. This loss could be interpreted as negligence as it involves recklessness and member would have to pay for replacement items in accordance with the prescribed scale in QR&O 38.03(4) (b). However, the member could ask to his personal insurance to cover for the loss.
Outerwear missing from at a Mess or other military gathering space	The Mess and other gathering spaces are proper places to leave an outerwear unattended. No negligence should be determined and the outerwear should be written off at public expense.
Any personal kit/equipment loss without justification	Any loss without proper justification is to be treated as negligence. Member should pay for replacement items in accordance with the prescribed scale in QR&O 38.03(4) (b).
Unintentionally damaged equipment	When the act is considered as unintentional, no negligence should be determined and materiel should be written off at public expense.
Loss of an equipment during an exercise	The circumstances of the loss needs to be evaluated in accordance with the definition of negligence (para 1.3) to determine if liability of the member exist and consequently if the member should pay or not for the loss.

### Non-Effective Strength

2.37 A Reserve Force member shall be declared Non-Effective Strength (NES) when their unauthorized absence from duty has exceeded 30 days, during which time no fewer than three duty periods were conducted by the unit. In the majority of cases, the bulk of the required paperwork will be initiated by the reserve unit clerk, as per the NES staffing forms. Further details can be found in Part 2 – Process for Non-Effective Strength (NES).

## Process for Non-Effective Strength

- 2.38 It is imperative NES members are contacted in a timely manner. When a member has been declared NES, a letter must be sent immediately by the Reserve unit Commanding Officer (CO) to the member. If no response to the letter from the CO is received after 30 days, a second letter must be sent by registered mail. This letter shall contain a copy of the members' account listing all clothing and equipment that must be returned. The listing must indicate the line item price for those items that must be returned and include total amount owing if kit is not returned. NES members should also be advised if payment is not received or their kit not returned, their file will be forwarded to the Regional Assistant Judge Advocate general office for legal disposition. The member's account must be placed under suspension until the NES formal notification process is completed.
- 2.39 If no response is received to the registered letter after 14 days, a CF 152 Write-off report must be completed. Except for retained items specified in the 9.3 Clothing and Personal Equipment chapter, an adjustment is required to reduce the inventory from the Individual Account (IA) of the NES member and adjust the inventory for the remaining items not returned to supply. A DND 2227 supply document and CF 152 must be done manually (see chapter 9.3 Clothing and Personal Equipment process table) and certified by the supporting Sup O/Log O as "Items Written-off as Individual Declared Non-Effective Strength". A copy of the unit's NES letter is to be attached with the CF 152 and DND 2227. The value of the write-off must be reported as "Non Recoverable NES materiel" using reason code 7023 (MLR). See note below.

NOTE: The RC 7023 is to be used **temporarily** until RC 7025 is available in the DRMIS Portal. .

- 2.40 NES procedures have to be a coordinated effort with the Reserve unit administration staff, supply and the Comptroller. Those units with a large reservist population should have an individual assigned to handle NES kit recovery, which includes liaison with the Regional Assistant Judge Advocate general office. A local SOP should be written to cover the various local circumstances. This article only applies to operational clothing and equipment, unless the member has not completed their Basic Military Qualification (BMQ). All sea, land and air reserve personnel are entitled to retain their Distinctive Environmental Clothing when they complete BMQ.

## Compliance

- 2.41 Those managing materiel adjustments shall:
- ensure the CF152 has been generated and printed in DRMIS;
  - ensure the CF 152 is signed in accordance with the Delegation of Authority Matrix;
  - ensure the CF152 is processed within 7 days of completing the investigation after a significant event or stocktaking's;

- d. ensure all materiel adjustment documentation including the original CF 152 and associated substantiation documents are returned to the originating unit for filing and audit purposes; and
- e. ensure records are retained for six years before archival or destruction.

## PROCEDURES

### Adjustment and CF 152 Process table

#### 3.1

The ...	will ...
Supply/Ammo Tech	<ul style="list-style-type: none"> <li>• confirm the discrepancy;</li> <li>• raise the physical inventory increased or decreased documentation (DND 2227 or 2287) or list of differences;</li> <li>• obtain authorization (by a Sergeant / Civilian equivalent or above) to enter all materiel adjustments;</li> <li>• put adjustments/post differences into the Materiel Management System of Record;</li> <li>• investigate the discrepancies; and</li> <li>• if required, re-input adjustment should the discrepancy be resolved as a result of the investigation.</li> </ul>
Supporting Supply Organization (SSO)	<ul style="list-style-type: none"> <li>• investigate the cause for discrepancies</li> <li>• action the adjustment in DRMIS;</li> <li>• use ZEMM_MATADJ to print if “for CF 152”;</li> <li>• ensure pricing and total amount are accurate (exception of Capital Asset, it will be fwd with a DIR to CATT for pricing); and</li> <li>• sign as originator and forwards the CF 152 print out to the SupO/LogO for signature.</li> </ul>
SupO/LogO	<ul style="list-style-type: none"> <li>• review the CF 152 and all associated documentation to support the incident (police or fire reports etc.);</li> <li>• request further investigation if deemed necessary especially in case of fire, theft. (NOTE: If a member suffers a loss of operational kit or clothing, usually through fire or theft at their personal residence or in their personal motorized vehicle (PMV), the crown is NOT liable for the loss. The members shall report to their supporting Clothing stores with a copy of the Police/ Fire report). Insurances should cover the loss; and</li> </ul>

The ...	will ...
	<ul style="list-style-type: none"> <li>• once satisfied, sign the CF 152 then forward back to SSO.</li> </ul>
SSO	<ul style="list-style-type: none"> <li>• maintain a log to track the sent/return date of the CF 152 report and associated documents;</li> <li>• forward the CF 152 to the Initial Approving Authority for signature; and</li> <li>• hasten the Initial Approving Authority, if required.</li> </ul>
Initial Approving Authority	<ul style="list-style-type: none"> <li>• if deemed necessary, request further investigation which may result in a Summary Investigation (SI) or Board of Inquiry (BOI);</li> <li>• if within delegated authority, signs the report acknowledging that a materiel and financial adjustment has taken place;</li> <li>• if beyond delegated limit, recommend submission to a higher Approving Authority; and</li> <li>• forward the CF 152 to the supporting Compt / Fin O (if not forwarded to Higher Approving Authority in first place).</li> </ul>
Higher Approving Authority	<ul style="list-style-type: none"> <li>• if deemed necessary, request further investigation which may result in a Summary Investigation (SI) or Board of Inquiry (BOI); and</li> <li>• signs the report acknowledging that a materiel and financial write-off has occurred and forward the report to the supporting Compt/Fin O.</li> </ul>
Supporting Compt/Fin O	<ul style="list-style-type: none"> <li>• verify the CF 152;</li> <li>• ensure that the proper authority signatures have been obtained;</li> <li>• enter data accurately into the Public Accounts database; and</li> <li>• forward the report back to the Supporting Supply organization (SSO) for filing.</li> </ul>
SSO	<ul style="list-style-type: none"> <li>• if no copy was return back to SSO, hastened the Compt/Fin O if required;</li> <li>• file signed CF 152 report and associated documentation;</li> <li>• records pertaining to the accounting of equipment and supplies are to be retained</li> </ul>

The ...	will ...
	<ul style="list-style-type: none"> <li>on file until the specific timeframe indicated by DSCDS; and</li> <li>• destroy after retention period.</li> </ul>

## Corrective Measures for the CF 152 Report

### Corrections to Adjustments made in Error

3.2 Adjustment errors occur from time to time. These errors may have resulted from:

- a. Using the incorrect reason code; or
- b. Investigation determines there was a full or partial quantity error on the original adjustment.

3.3 When it has been determined that an adjustment error has been made then the correction process must start with a correction adjustment for **the original adjusted quantity using the same reason code, bringing the inventory balance back to the original discrepancy.**

Example: original adjustment results in a balance decrease of 4 using reason code 7024; Correction adjustment results in a balance increase of 4 using reason code 7024.

NOTE: If the adjustment was for 152 action there will be two lines on the ZEMM\_MATADJ report, one for the original adjustment and one for the correction. The two adjustment are then printed on the same CF152, ensuring that all documents are signed by a Snr NCO or civilian equivalent and filed.

3.4 Once this has been completed another adjustment may be required for the discrepant quantity and appropriate reason code. However, corrective action may simply require the completion of a missed Goods Issue (GI)/Goods receipt (GR).

## Process Flow Charts

3.5

Process Flow	Description
<a href="#">Loss of Materiel CF 152 Write-off and adjustments</a>	<ul style="list-style-type: none"> <li>• Action adjustment and print CF 152 via a report ZEMM_MATADJ.</li> </ul>

## DRMIS Transaction codes

3.6

T-Code	Description
MI10	<ul style="list-style-type: none"><li data-bbox="829 415 1448 483">• Materiel Adjustment – <b>NOT</b> to be used as a replacement for stocktaking process.</li></ul>

## DRMIS Reports

3.7

Report Code	Description
ZEMM_MATADJ	<ul style="list-style-type: none"><li data-bbox="829 766 1435 833">• Report of materiel subject to CF152 and to monitor adjustments.</li></ul>

## ANNEX A – Reason for Movement Codes

**Table 1 – Reason for Movement Codes Requiring Financial Adjustments**  
(CF 152 Required)

<b>DRMIS Reason for Movement</b>	<b>Title found in DRMIS</b>	<b>Description</b>	<b>Comments</b>
7021	Loss – Non War Ops	Loss – Non War Operations	<ul style="list-style-type: none"> <li>to be used to adjust for losses incurred during exercises or operations; and</li> <li>this code is also used to adjust materiel resulting from the death of a serving military member. (QR&amp;O 25.08)</li> </ul>
7023	Loss – Misc Loss Rpt	Loss – Miscellaneous Loss Report	<ul style="list-style-type: none"> <li>to be used for incomplete recovery. Only the amount not recovered shall be reported on the CF 152.</li> </ul>
7024	Loss – Deficiency	Loss – Deficiency	<ul style="list-style-type: none"> <li>to be used when a deficiency is discovered as a result of a stocktaking or because of a Discrepancy Report (DR).</li> </ul>
7025	Loss – NES Materiel	Loss – Non-Recoverable Non-Effective Strength Materiel	<ul style="list-style-type: none"> <li>to be used by the Reserve Force when a financial loss cannot be recovered.</li> </ul>
7027	Loss – Act of God	Loss – Act of God	<ul style="list-style-type: none"> <li>to be used when an event happens independently of human volition, which human foresight and care could not reasonably anticipate or at least could not prevent or avoid, such as an earthquake or quite extraordinary storm. (TERMIUM Plus)</li> </ul>
7028	Loss – Accident Damage	Loss – Accidental Damage	<ul style="list-style-type: none"> <li>to be used when an asset is accidentally destroyed or damaged.</li> </ul>
7030	Loss – Vandalism	Loss – Vandalism	<ul style="list-style-type: none"> <li>to be used when materiel has been intentionally destroyed, damaged or abandoned. (This includes materiel losses as a result of enemy action during war.)</li> </ul>

DRMIS Reason for Movement	Title found in DRMIS	Description	Comments
7031	Loss – Theft	Loss – Theft	<ul style="list-style-type: none"> <li>to be used when DND has been deprived of its rightful ownership of the materiel.</li> </ul>
7032	Overage Materiel	Overage Materiel	<ul style="list-style-type: none"> <li>overage as a result of a stocktaking; and/or</li> <li>receipt Discrepancy report (DR).</li> </ul>

**Table 2 – Reason for Movement Codes not Requiring Financial Adjustments**  
(CF 152 Action Not Required)

DRMIS Reason for Movement	Title found in DRMIS	Description	Comments
7001	Adj – Data error entry	Adjustment – Data error entry	<ul style="list-style-type: none"> <li>to be used to correct previous data entry errors in Materiel Management System of Record. <b>NOTE:</b> This reason for movement code is <u>NOT</u> to be used to correct adjustment errors.</li> </ul>
7019	Adj – Misc Loss Rpt	Adjustment – Miscellaneous Loss Report	<ul style="list-style-type: none"> <li>to be used when full financial recovery is forthcoming.</li> </ul>
7020	Adj – NTS/Retention	Adjustment – Next-to-Skin / Retention Items	<ul style="list-style-type: none"> <li>to be used to adjust stock levels for items authorized by scales of issue as non-returnable such as NTS, or personal retention items.</li> </ul>

# 4.5 MATERIEL PACKAGING AND PACKAGE MARKING

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## POLICY

### Aim

- 1.1 The aim of this chapter is to detail the policy on materiel packaging and package marking of materiel except that which is classified as Dangerous Goods (refer to HazMat chapter).
- 1.2 The main objective of packaging is to protect and preserve materiel from deterioration, physical and mechanical damage, and to ensure that items remain in serviceable condition from the time of acquisition until put in use.

### Context

- 1.3 The CAF and DND are required to assure maximum life, utility and performance of materiel through the prevention of deterioration. This can be achieved by properly packaging the materiel.
- 1.4 Packaging is a coordinated system of preparing materiel for safe, secure, efficient and effective handling, transport, distribution, storage, consumption, reuse or disposal.
- 1.5 Packaging and package marking will also facilitate efficient receipt, storage, stocktaking and distribution operations, packing and marking for the shipment of similar items, and assure the use of packages and shipping containers of minimum weight and cube consistent with anticipated storage and handling hazards.

### Definitions

- 1.6 Definitions, other than those listed below, can be found in Section 10.1 Glossary:
  - a. **Container:** any box or receptacle which holds, restrains or encloses any article(s)/commodity(s) to be stored or transported;
  - b. **Container, reusable:** a shipping and storage container designed for reuse without impairment of its protective function and which may be repaired and/or refitted;
  - c. **Container, shipping:** a container which meets minimum carrier regulations and is of sufficient strength by reason of material, design, and construction to be shipped safely without further packing
  - d. **Identification:** the application of appropriate markings to ensure that the identity of an article or commodity is clearly indicated after preservation and at each stage of packaging/packing;
  - e. **Marking:** the application of numbers, letters, labels, tags, serial numbers, symbols or colours (if applicable) to provide identification and instruction during shipping, handling and storage;
  - f. **Packaging:** the operations involved in the preparation of materiel for distribution, transportation, storage, and delivery to the user. The term includes preservation, packing, marking, and utilization;

- g. **Packaging, military:** materials, methods, or procedures prescribed in NATO and nationally authorized documents such as standards, specifications, and drawings that are designed to provide the level of packaging necessary to prevent damage and deterioration during required distribution and storage;
- h. **Preservation:** the application of protective measures to prevent deterioration including cleaning, drying and the use of preservatives barrier materials, cushioning, and containers, when necessary; and

Responsibilities Table

1.7 Responsibilities Table

The...	is/are responsible for...
Director Supply Chain Operations (DSCO)	<ul style="list-style-type: none"> <li>• providing subject matter expertise and assistance with respect to the interpretation and application of military packaging and package marking specifications &amp; principles; and</li> <li>• maintaining Packaging Data in the Materiel Management System of Record.</li> </ul>
Life Cycle Materiel Manager (LCMM)	<ul style="list-style-type: none"> <li>• determining applicable preparation for delivery (packaging, package marking) terms and conditions on initial procurement of materiel.</li> </ul>
Depot (Issues section)	<ul style="list-style-type: none"> <li>• packing materiel for shipment.</li> </ul>
Traffic Technician	<ul style="list-style-type: none"> <li>• ensuring that all materiel received for shipment is packaged in accordance with existing rules and regulations;</li> <li>• ensuring the appropriate mode(s) of transportation to be used for each shipment and the verification that adequate packing has been applied against the required shipping data and instructions for the mode of transportation to be used.</li> </ul>

## References

1.8 The following references were used in the development of this policy:

- a. [A-LM-187-001/JS-001 - Packaging and Preservation - General Procedures, Volume 1;](#)
- b. [A-LM-187-002/JS-001 - Packaging and Preservation - Detailed Procedures, Volume 2;](#)
- c. [A-LM-187-003/JS-001 - Packaging and Packing - Detailed Procedures for Bases/Stations/Units, Volume 3;](#)
- d. [A-LM-158-004/AG-001, Transportation Manual ,Volume 4, Movement of Materiel;](#)
- e. [D-LM-008-001/SF-001, Methods of Packaging;](#)
- f. [D-LM-008-002/SF-001, Specification for Marking for Storage and Shipment;](#)
- g. [D-LM-008-027/SF-001, Specification for Packaging of Small Arms Weapons;](#)
- h. [D-LM-008-038/SF-001, Specification for Packaging for Classified Materiel;](#)
- i. [Military Packaging](#)
- j. [Traffic and Movements – Policies, Publications and Tools](#)
- k. [Traffic Training Cadre - Bravo Division](#)
- l. [Dangerous Goods – Training](#)

## PROCESS

### Packaging Materials

- 2.1 Packaging is defined as the method of unit protection and application or use of appropriate wrappings, cushioning materials, interior containers and identification up to but not including shipping containers.
- 2.2 Materiel may be subjected to some degree of shock or corrosive exposure between manufacture and initial placement into use. Custodians are responsible for providing economical and adequate protection for all materiel from damage during storage, handling and shipment.
- 2.3 Certain commodities (i.e. Dangerous Goods) have restrictive packaging, handling, storage and/or shipping requirements, in accordance with Canadian and international laws, regulations and standards. Personnel, who undertake any tasking pertaining to these commodities, must be appropriately instructed in the proper procedures to follow prior to undertaking the task and must always practice 'due diligence'.

### Selection of Packaging Materials

- 2.4 The following list guide will assist in the selection of the appropriate packaging materiel's:
  - a. **Barrier material, anti-static** – this protective material is usually a transparent grey and used for electronics. It should not be punctured or removed until the item is put in service. Some replacement parts (e.g. circuit cards, microcircuits) are particularly susceptible to static and they should remain in their original packaging (e.g. anti-static bag in a fibreboard box cushioned with anti-static black foam) until installation by grounded personnel.
  - b. **Bubble wrap** – this material is not recommended for long-term storage. A properly packaged item should remain immobilized within its package until receipted by the end-user. Over time, bubble wrap will deflate which could result in (hidden) damage to the item.
  - c. **Box, fiberboard** – have a circular box maker's certificate (on the bottom). A maximum weight (of the box contents) is identified and should not be exceeded.
  - d. **Fastpack** – these general-purpose reusable fibreboard boxes with foam cushioning can be used for static sensitive electronics (item must first be wrapped in anti-static barrier material).
  - e. **ISPM 15 crates & pallets** – have a symbol  (half tree with letters 'IPPC' – IPPC registered trade mark) and a code associated with each certified participant of the programme which provides traceability of origins of wood products. Repair/modification of these crates and pallets, with heat-treated wood packaging materials, is restricted to ISPM 15 certified DND facilities (or operational personnel with provisional certification).

- f. **Packaging materials, general-purpose, on [National Master Standing Offer](#)** – a selection of fiberboard boxes, fastpacks, bags, wrapping & cushioning materials, HazMat bags in boxes and other items are available.
- g. **Styrofoam loose fill (peanuts)** – this material is not recommended at all. Shock and vibration experienced during shipment will cause the item to move/shift within its container and may result in damage to the item. Also, Styrofoam generates static.
- h. **Triwall, forkliftable, collapsible** – these reusable consolidation/shipping containers are not to be used for warehouse storage. These are much more expensive than a pallet and tri-wall combination and DND will not recoup its investment based on the container's cost per trip. They are meant to be in constant circulation, either transporting a load or being returned to the Depots in a collapsed state.

## Military Packaging

- 2.5 As per A-LM-187-001/JS-001, *Packaging and Preservation - General Procedures*, the packaging policy on procurement of materiel is to accept commercial packaging whenever possible (usually for immediate usage within a year). The requirement for military packaging is the exception and is utilized when such packaging is essential because of fragility or complexity of the item which is intended to be used on operations/missions. When commodities are to be packaged in accordance with a standard/specification (e.g. electrostatic sensitive electronics, shelf-life rubber products), the purchase documents shall either refer to the packaging specification or provide detailed packaging instructions in the contract.
- 2.6 DSCO is responsible for providing subject matter expertise and assistance with the interpretation and application of military packaging and package marking specifications and principles.
- 2.7 Requests for advice on the packaging and protection of complex equipment and international shipments can be directed to ADM (Mat)/DSCO 5.
- 2.8 For further clarification on the policies and principles of packaging, contact DSCO 5 through the [MA&S Service Desk](#).

## Packaging Data

- 2.9 Packaging data and information is determined by the LCMM on the initial purchase of materiel, taking into consideration the anticipated life cycle of the item and the Original Equipment Manufacturer's recommendations. Any questions/concerns regarding the packaging of individual parts may be directed to the LCMM through the applicable Supply Manager.

NOTE: Newly approved packaging data can only be inserted into the Materiel Management System of Record by DSCO 5.

## Packaging of Dangerous Goods

- 2.10 DND or CAF personnel employed in the packaging of hazardous materials shall be trained and certified and/or shall be under the direct supervision of a qualified person. A **qualified person**, capable of performing the associated functions, has successfully completed the Packaging of Hazardous Materials course, given at Canadian Forces Logistic Training Center (CFLTC), CFB Borden, and possesses a valid, current qualification AGWH card.
- 2.11 For further details on the policy and procedures on HAZMAT packaging, refer to A-GG-040-004/AG-001 - Hazardous Materials Safety and Management Manual.

## Improper Packaging

### Materiel Off-Contract

- 2.12 Contracts contain 'Preparation for Delivery' terms and conditions. Improper packaging can include damaged packaging or movement of item in its package due to insufficient/incorrect packaging materials selected, missing package markings, or packaged quantities which are not suitable for redistribution (e.g. bulk packages).
- 2.13 Failures of preservation and packaging shall be reported to the Procurement Authority (PA) responsible for the contract. Because there is a financial implication, they will make the decision whether to have the items returned to the vendor or not. It is a case by case scenario/decision. On occasion, re-packaging may be done (**especially at the depot level**) and the supplier may be charged, under the authority of the PA.

### From Base/Wing/Unit

- 2.14 When materiel has been receipted and not packaged properly from another Base/Wing/Unit, the consignor should be informed via e-mail or by phone. The materiel could either be placed in quarantined stock or returned to the consignor upon proper authority to do so. A DR from the Materiel Management System of Record should be raised and informing the consignor.

## Materiel – Preparation for Shipment

- 2.15 On Bases/Wings/Units, the consignor is responsible for the packaging of materiel for shipment and applying the appropriate markings. The Traffic Agent's role is to ensure that all materiel received for shipment is packaged in accordance with existing rules and regulations.
- 2.16 At Depots, the packing of materiel for shipment is the responsibility of the Issues section, in conjunction with the traffic Section, working together to ensure proper packaging. It shall be the Traffic Agent's responsibility to determine and specify the mode(s) of

transportation to be used for each particular shipment and to verify that adequate packaging has been applied in accordance with the selected mode of transport.

- 2.17 Packaging materials must be selected according to their compatibility with an item's characteristics and the associated hazards of the selected mode of transportation. Selecting the right type of materials will minimize the overall weight and volume metrics of the item being shipped, which will contribute towards lowering the cost of transportation.

### International Standard for Phytosanitary Measures (ISPM 15)

- 2.18 This internationally adopted standard pertains to all hard and soft wood (non-manufactured) packaging materials used in international shipments. Non-compliant wood is a violation of Canadian law ([Plant Protection Regulations](#) SOR/95-212).
- 2.19 If materiel is to be shipped out of Canada, the wood packaging materials must be heat-treated and marked in accordance with the requirements detailed in ISPM 15. This standard is being enforced by international border agencies and could result in shipments being denied entry, no DND/CAF exemption. An example of the devastation caused by these 'pests', is the recent introduction (2012) of the Emerald Ash Borer to Canada, which despite our forestry's best efforts in felling diseased trees, is spreading across Canada killing large swaths of forested land, particularly near ports of entry.
- 2.20 Specific DND installations have received certification for the heat-treatment and/or manufacture of wood crates and pallets. A complete listing of certified DND and commercial facilities is available from the Canadian Wood Pallet & Container Association ([CWPCA](#)) which is the Canadian Food Inspection Agency ([CFIA](#)) authorized Third Party Auditor for the heat-treatment (HT) Program.
- 2.21 For further details on the policy and procedures for the shipment of materiel, refer to A-LM-158-004/AG-001-*Transportation Manual, Volume 4, and Movement of Materiel*

### Reusable Containers

- 2.22 DND materiel (spares), subject to continuing repair and/or overhaul, are normally packed in reusable containers. These containers have blocking, bracing and/or cushioning material, as required. When a Serviceable item is removed and replaced with an unserviceable item destined for the R&O line, the reusable container's should be used. Therefore, a dedicated reusable container should never be empty and R&O facilities should always receive the materiel in a reusable container.

### Marking for Storage and Shipment (Reusable Container)

- 2.23 The exterior of reusable containers must have the following markings displayed in English/French format. REUSABLE CONTAINER DO NOT DESTROY/CONTENANT RÉUTILISABLE, NE PAS DÉTRUIRE. For further details, refer to DSCO 5

### Accounting of Reusable Containers

- 2.24 The accounting of reusable containers is the same process and has to be treated as any other type of materiel in the Materiel Management System of Record. They are catalogued and receipted and issued as per normal receipt and issue processes.
- 2.25 Reusable containers that are accountable (stock class A) are usually required to protect or contain materiel until the materiel is installed.

### Compliance

- 2.26 All personnel when conducting materiel packaging and package marking shall ensure that:
- a. use the appropriate packaging materiel for the method and mode of storage or shipment;
  - b. use the appropriate package marking and labels, including UII when indicated; and
  - c. ensure package marking is clear and visible on the item and on the outside the package.

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#"><u>EP 28 H,I,J,K Repackaging Process at Receipt</u></a>	<ul style="list-style-type: none"> <li>• process repackaging;</li> <li>• create repackaging work order;</li> <li>• update repackaging work order; and</li> <li>• create bin to bin transfer.</li> </ul>

### DRMIS Transaction codes (Not applicable)

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

Code	Descriptions
	<ul style="list-style-type: none"> <li>•</li> </ul>

### DRMIS Reports (Not applicable)

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions
	<ul style="list-style-type: none"> <li>•</li> </ul>

# 4.6 DISPOSITION OF EXCESS AND DORMANT STOCK

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## POLICY

### Aim

- 1.1 This chapter details the policy of excess stock management and dormant inventory process and to provide instructions for the disposition of excess and dormant materiel. Excess and dormant stocks are costly to Department of National Defense (DND) and the Canadian Armed Forces (CAF), therefore those assets should be disposed of quickly and effectively as soon as they are considered surplus through GCSurplus.

### Context

- 1.2 Excess materiel and dormant stock are still considered to be a valuable asset to the Department of National Defense (DND) and the Canadian Armed Forces (CAF). The Supply Managers (SMs), Life Cycle Materiel Managers (LCMMs), Equipment Program Managers (EPMs) are in the best position to evaluate the global system impact of excess and dormant stock and are therefore the ones responsible for reviewing such requests and for providing appropriate disposition instructions to the requesting Supply Organisation.
- 1.3 When a Supply Organisation discover a quantity of materiel greater that what is authorized to hold, exceed economic retention level disposition or dormant stock, action such as redistribution within DND/CAF, return to a Canadian Forces Supply Depot (CFSD) is permitted. The SM is to be consulted prior to auctioning any disposition of excess or dormant stock.

### Definitions

- 1.4 Definitions, in addition to those listed below, can be found in Chapter 10.1 Glossary.
  - a. **Surplus materiel** is any materiel, including any major support system, major weapon system, consumable, replacement or spare part, accountable advance spare, government furnished overhaul spare, scrap, ammunition or weapon that an appropriate office holder has determined is no longer required by the DND or the CAF;
  - b. **Excess materiel** is materiel that is still considered a valuable asset by DND/CAF. Excess materiel is a quantity of materiel that is held by a unit or organisation that is greater than the quantity authorized or a quantity of supply system stock, which exceeds economic retention levels;
  - c. **Dormant stock** is materiel that has been inactive for 48 months or longer as defined by nil customer activity, such as a demand by or an issue to an end user;
  - d. **Obsolete** the commodities being replaced are re-identified as “Obsolete” and no further procurement action or repair takes place. The materiel become obsolete under one or more of the following conditions: the parts are no longer available; cannot be repaired; is no longer cost-effective or economically feasible to continue with the

- maintenance and support of the parts; or are no longer required because of changes in operational requirements; and
- e. **Repair Reserve (RR)** refers to repairable equipment retained in stored reserve for future requirements or pending the availability of repair facilities or disposal authorization.

## Authorities and Responsibilities Tables

### 1.5 Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister (Materiel) (ADM (Mat))	<ul style="list-style-type: none"> <li>• approve policy and guidelines for the excess and dormant materiel; and</li> <li>• be accountable to the Deputy Minister for the full life cycle of materiel, including management of the Materiel Acquisition and Support (MA&amp;S) process.</li> </ul>
Director General Land Equipment Program Management (DGLPEM)/ Director General Aerospace Equipment Program Management (DGAPEM)/ Director General Maritime Equipment Program Management (DGMEPM)	<ul style="list-style-type: none"> <li>• confirm that their element would carry materiel that is excess or dormant;</li> <li>• redistribute centrally managed items to the applicable ADM(Mat) EPM organisation; and</li> <li>• provide authorization, control, and supply management for all materiel.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> </ul>
Base, wing, unit, contingent, depot commanders and unit commanding officers	<ul style="list-style-type: none"> <li>• declare locally-managed materiel to be in excess or dormant; and</li> <li>• delegate, to their staff officers, the authority for properly managing excess or dormant materiel.</li> </ul>

### 1.6 Responsibilities Table

The...	Is or are responsible for...
Deputy Minister (DM)	<ul style="list-style-type: none"> <li>• maintaining adequate records in relation to public property for which DND is responsible and shall comply with regulations of the Treasury Board governing the custody and control of public property as per Financial</li> </ul>

The...	Is or are responsible for...
	Administration Act Part V (Public Property) Paragraph 62 (Management of Public Property).
Equipment Program Management (EPM)/Supply Manager (SM)/Life Cycle Material Manager (LCMM)	<ul style="list-style-type: none"> <li>• providing oversight regarding the management of the distribution, including redistribution of excess stock or dormant items between depots and Unit Supply sections, to ensure availability throughout the country and as required by deployed theatres;</li> <li>• ensuring that appropriate action is undertaken; and</li> <li>• approving the materiel that is excess or dormant; and notifying of materiel.</li> </ul>
Supporting Supply Organization (SSO)	<ul style="list-style-type: none"> <li>• providing local subject matter expertise and ensuring sufficient stock on hand;</li> <li>• requesting excess list materiel from the Supply Manager in a timely manner; and</li> <li>• approving materiel transactions for the supported units.</li> </ul>
Custodian of Materiel	<ul style="list-style-type: none"> <li>• adhering to policy, process and procedure regarding excess return and dormant stock; and</li> <li>• ensuring that quantity of excess item are accurate and controlling levels and avoiding accumulated holdings of excess stocks.</li> </ul>

## References

1.7 The following references are to be read in conjunction of this chapter:

- a. [A-LM-187-003/JS-001 Detailed Procedures of Packaging for the intention of Bases, Stations and Units Vol 3;](#)
- b. [A-LM-158-004/AG-001 Transportation Manual \(Vol 4\) Movement Of Materiel;](#)
- c. [CFTO C-02-005-009/AM-000 - Inspection and Conditioning of Materiel Returned to and Held in Supply;](#)
- d. [A-LM-184-001/JS-001, Special Instruction for Repair and Overhaul Facilities;](#) and
- e. [Hazardous Materials Safety and Management Manual.](#)

## PROCESS

- 2.1 Effective materiel management is accomplished with frequent stock reviews to determine if stockholdings are excess or dormant, and actioned in accordance with the processes outlined in this chapter.
- 2.2 Bases/wings/units may report serviceable excesses of centrally managed items to the applicable ADM(Mat) Equipment Program Managers (EPM) for redistribution or return to a supply depot. Step-by-step methods for handling excess centrally managed items are detailed in this section.

### Dormant Process

- 2.3 Dormant stock listings shall be reviewed every 12 months by the Life Cycle Materiel Manager (LCMM) and/or the Supply Manager (SM) and Supply Organisation, to determine if dormant stockholdings are excess or dormant, and actioned in accordance with the processes outlined in this chapter.

### Excess Process

- 2.4 Supply Organisation are encouraged to review holdings of assets and report suspected excesses to the SMs who will liaise with applicable LCMM and ADM(Mat) EPM Organisation for evaluation. A collective decision may result in redistribution or retention. The report shall be in the format shown at Para 2.24.
- 2.5 Excesses of locally managed materiel (4L and 4P, see report in Para 2.26) held at bases/wings/units are disposed of as follows:
  - a. whether the material is in excess or not, if it is locally managed 4L, it cannot be returned or stocked to supply depots Shipments of 4L items will not be receipted by the Depots;
  - b. locally procured centrally managed materiel 4P is not to be sent to the supply depots for disposal or retention without the prior approval of the LCMM or SM;
  - c. all 4L items are reported on an Excess materiel report and submitted to the Units CHQ for a period of 30 calendar days. A CHQ may extend this or expand the distribution of the report to other CHQs at the discretion of the CHQ. Requests for the assets are processed on a first come first served basis with all costs borne by the recipient. The CHQ will advise of reporting requirements when an asset has been removed from the Report. When the approved time has elapsed remaining items will be declared surplus and Disposed of IAW local Disposal procedures. Refer to chapter 8.1 Disposal for detailed processes as required; and
  - d. when an item has been declared surplus and identified for disposal, a CF 1303 and DND 4001 Disposal Plan is completed.
- 2.6 Excesses of locally managed, nationally funded vehicle spares are to be actioned IAW Para 2.26.

- 2.7 Excess materiel held at repair and overhaul contractors is returned to nearest supply depot [A-LM-184-001/JS-001](#), Special Instruction for Repair and Overhaul Facilities.
- 2.8 Items held under RR are reviewed yearly by the SM, who liaises with [Materiel Acquisition & Support OSS](#) and advises units of the materiel disposition.

### Materiel Returned to a CFSD

- 2.9 The SM must be contacted first for any return. The SM is the authority to return the materiel to the Depot. A written authorization from the SM is required prior to the creation of the material transfer transaction for the move of material back to the Depot. That written authorisation must be accompanied when items are sent back to Depot.
- 2.10 If returning Centrally Managed Items to a CFSD, a standard message format is used. It can be found in para 2.24 and must be sent to the SM.
- 2.11 Materiel returned to a CFSD is, wherever practical, accumulated into a consolidated shipment that justifies the handling and transportation costs involved. Whenever possible, no cost transportation is used i.e., military runs and Mobile Support Equipment transport. Close liaison and co-operation with Central Materiel Traffic Terminals (CMTT) and adjacent bases/wings/units is required to ensure maximum use of Mobile Support Equipment transport.
- 2.12 Prior to shipment, the returning base/wing/unit must liaise with the applicable depot receipt section/traffic section (by phone or email) to provide shipping detail and in order to request a shipment date:
  - a. 7 CFSD receipt section: (780) 973-4011 ext. 4538 or 4524 and;
  - b. 25 CFSD traffic section: (514) 252-2777 ext. 2363 or [+25DAFC Traffic QM@25DAFC@Montreal](mailto:+25DAFC Traffic QM@25DAFC@Montreal).
- 2.13 Prior to effecting shipment to a CFSD base/wing/unit, the Sup O ensures that all items are properly inspected and conditioned, complete, cleaned, identified and packaged appropriately to prevent physical or mechanical damage. All supply warehouse personnel shall be familiar with Canadian Forces Technical Order (CFTO) C-02-005-009/AM-000 - Inspection and Conditioning of materiel returned to and held in supply.
  - a. items sent to CFSD must be accompanied by a completed [CF 942/CF 942A](#) Materiel Condition Tag/Label which must have the inspector's signature and identification number, when applicable as per part 3 of CFTO C-02-005-009/AM-000 - Inspection and Conditioning of materiel returned to and held in the supply system;
  - b. the tag/label is attached to the item and/or on shipping container as applicable;
  - c. a CF 942 is not required if the item is well identified and still packed in the unopened original manufactures pack without any apparent damage; and

- d. items with same stock code (not in original manufactures pack) may be grouped together in one container and one CF 942/CF 942A Materiel Condition Tag/Label provided that:
    - i. the items are not of technical nature;
    - ii. the condition of all items is the same; and
    - iii. the condition and quantity is clearly stated on the tag/label.
  - e. all materiel being returned to depot with the same stock code or part number is regrouped on the same pallet (maximized not more than 42” or 105 cm in height), unless written permission to deviate from this is received from the depot; and
  - f. prior to returning materiel to depot the unit ensure that all old documentation and labels are removed to avoid confusion (ex. old pick labels, HPR labels, destination labels, copies of old CARF, old picking slips).
- 2.14 The use of the CF 942/CF 942A Materiel Condition Tag/Label does not preclude the preparation and use of additional identifying requirements as prescribed by the reference publications shown under Part 1, para 8, of the CFTO C-02-005-009/AM-000.
- 2.15 Reference publications prescribed under Part 1, para 8 of the CFTO C-02-005-009/AM-000 must also be examined to ensure other standing policies having significant bearing on the return of materiel to the supply system are not contravened. Most specifically:
- a. [C-04-010-022/VP-001 - Preservation for Storage and Shipment of Vehicles and Vehicular Components](#);
  - b. [C-04-040-001/AG-000 - Safety Precautions for Repair of Containers of Flammable Fluids and Gases](#); and
  - c. [C-19-010-002/VP-001 - Preparation and Preservation of Aircraft Maintenance Support Equipment Prior to Shipment](#).

NOTE 1: fuel tanks are properly drained or purged and preserved for storage IAW the references above; and

NOTE 2: CF 942/CF 942A Materiel Condition Tag/Labels are properly signed or stamped and annotated confirming, which action (draining, purging or preserving) was taken before the return.

- 2.16 If units and R&O contractors do not conform to the procedures above, items will not be accepted by the depot.
- 2.17 If or when in doubt about materiel return procedures, contact the technical section at 7 CFSD (780) 973-4011 ext. 4284 or 25 CFSD (514) 252-2777 ext. 2360 to obtain the information requested.

## Excess Materiel: Step-by-Step Process

2.18

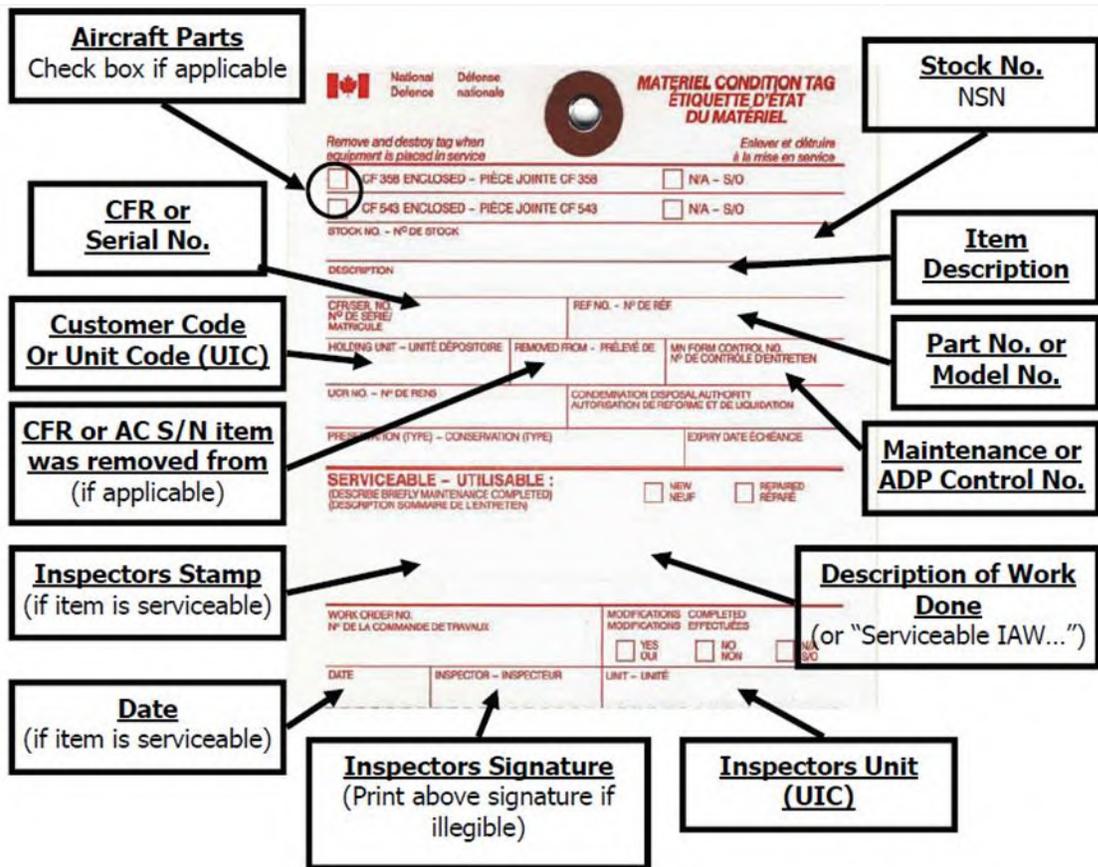
Excess Materiel Procedures		
Step	Action By	Action
1	Supply Organization (Usually Plant Inventory Controller)	<ul style="list-style-type: none"> <li>co-ordinate and consolidate excess materiel from all plant warehouses. This ensures all holdings within the plant are considered in the determination of the overall excess quantities reported.</li> </ul>
2	Supply Organization (Usually Plant Inventory Controller)	<ul style="list-style-type: none"> <li>refers the identified excess materiel to the appropriate SM using the Excess Materiel-Report of Excess Base Holdings Format, detailed in Para 2.24. The document must be sent by email message. An Application Part List (APL) may be created if the number of stock codes is deemed as significant.</li> </ul>
3	EPM Team	<ul style="list-style-type: none"> <li>evaluates each Report of Excess Base Holdings to determine appropriate disposition option. The SM creates the Stock Transport Order (STO) in all cases;</li> <li>limited number of items: Creates STO to return materiel to a depot warehouse. The SM must first liaise with DGMSSC DSCO 5-6 who assess the impact of such returns on depot operations and storage capacity/costs. SM may instruct the local site to redistribute some or part of the materiel to another Plant;</li> <li>large number of items: If the number of stock codes was deemed significant enough to justify the creation of an APL, co-ordination with MA&amp;S service deck is required for the bulk creation of STO; and</li> <li>review the excess materiel.</li> </ul>
4	Supply Manager	<ul style="list-style-type: none"> <li>completes parts "i" and "j" of the Excess Materiel report format (Para 2.24) with the final disposition instructions and create STO where applicable.</li> </ul>
		<ul style="list-style-type: none"> <li>sends Email or back to the requesting Plant with the completed Excess Materiel report included as an attachment.</li> </ul>
5	Requesting Plant	<ul style="list-style-type: none"> <li>if the materiel is to be returned to the supporting depot warehouse, the requesting Plant inventory controller is to liaise with the depot receipt section supervisor or DGMSSC to ensure returns are properly consolidated and co-ordinated between the local site, the depot and associated CMTT involved; and</li> <li>if the materiel is to be redistributed to another Plant or returned to the supporting base the requesting Plant inventory controller is to liaise with the destination Plant</li> </ul>

Excess Materiel Procedures		
Step	Action By	Action
		inventory controller to ensure returns are properly consolidated and co-ordinated between the two Plants and associated CMTT involved.

Completing the CF 942/CF 942A Tag/Label

2.19 The person removing, returning or inspecting the materiel shall complete the upper white portion of the CF 942 Tag in it's entirety as follows:

2.20



Clothing Returned to CFSD

2.21 When clothing or protective equipment (must be the complete equipment) is returned to CFSD it must be in a clean state. If not, the shipment will be returned to the Unit and the Unit will pay for the return.

2.22 Except under extreme circumstances beyond their control, individuals shall ensure that all items of clothing, footwear and equipment being returned to or exchanged at clothing stores are clean. For health and safety reasons articles that are dirty may be refused by clothing stores personnel.

Packaging and Preservation

2.23 Each item returned to the Materiel Management System of Record shall be packaged in a manner that protects the item from further damage or deterioration and in accordance with any packaging instructions unique to the item. The Materiel Management System of Record will provide references and assistance for generic packaging and will also assist in identifying material that requires special handling. Unless otherwise specified the following generic statements, in addition to specific requirements for each item, shall apply:

- a. each item is to be complete, including applicable auxiliary items;
- b. attaching parts shall be removed, when applicable;
- c. storage or shipping accoutrements (caps, plugs, locking devices) shall be installed;
- d. loose or moving parts shall be secured;
- e. proper preservation and purging techniques shall be applied;
- f. customized packing containers shall be used when specified;
- g. serial numbered items shall be individually packaged; and
- h. when miscellaneous hardware (consumables, bench stock) is returned to the DSC it will be:
  - i. returned in the original packaging; and
  - ii. if it has been removed from the original packaging, the hardware shall be packaged and labelled with either his stock code or part number and a CF 942 signed by an authorized tech inspector shall be enclosed.

Excess Materiel Message Format

2.24 Excess Base Holdings - Centrally Managed Items

Addressee: (Applicable EPM Supply Manager)

- a. The following format is attached by the Base to an electronic message or forwarded by the applicable EPM Supply Manager.

**Excess Materiel - Report of Excess Base Holdings - Centrally Managed Items**

Para	Description
A	Local register number.
B	Date of request.
C	Plant warehouse.

Para	Description
D	Used on Equipment Group Identifier (EGI) if applicable.
E	Stock code (N/A if APL specified): <ul style="list-style-type: none"> <li>category code (one or many);</li> <li>excess Quantity by Category code; and</li> <li>total district usage over last 12 months.</li> </ul>
F	APL ID (N/A if stock code specified): <ul style="list-style-type: none"> <li>Equip-GRP-ID: Excess;</li> <li>APL-type: G; and</li> <li>APL-SEQ-NO.</li> </ul>
G	Contact details: <ul style="list-style-type: none"> <li>name;</li> <li>phone number; and</li> <li>fax number.</li> </ul>
H	DGMSSC contacted (Y or N).
I	EPM team response.
J	List of STOs (if created by SM).

### Excess Depot Holdings - Centrally Managed Items

2.25 (Limited to one NATO Group Classes per report)

Addressee: ADM(Mat)//EPM//

Subj: Excess Holdings of Centrally Managed Items

Reference: Para 2.4 of this chapter

- a. The following items are considered to be in excess and are using valuable Depot warehousing space.
  - i. Request you review these items for consideration of redistribution or disposal action. Read in 5 columns

Stock Code	Description	Category Code	Qty	Remarks
------------	-------------	---------------	-----	---------

### Excess Base Holdings - Locally Managed Items

2.26 To: (Applicable CHQ and Regional Bases/Wings/Units)

Subj: Excess List - Locally Managed Items (4L and 4P)

Reference Para 2.5 of this chapter

- a. The following items are held in excess at this base/wing/unit and are available for redistribution.

- i. Read in 5 columns:

<b>Stock Code/ Part Number</b>	<b>Description</b>	<b>NCAGE</b>	<b>Model Qty</b>	<b>Remarks</b>	<b>Part Number</b>
------------------------------------	--------------------	--------------	------------------	----------------	--------------------

- b. For further info, contact (Name and Telephone).

**Compliance (Under Development)**

## PROCEDURES

### Process Flow Charts (Under Development)

3.1 The following are the Process Flow charts related to this chapter.

Process	Description
	•

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
MMBE	• Stock Overview
MM02	• Change Material
MM03	• Display Material
SBWP	• SAP Business Workplace
CV04N	• Listing of Document Information Records (DIRs) (type DSP)
MB21	• Create Reservation
MB22	• Change Reservation
MB25	• Reservation List
MIGO_GI	• Goods Movement Issue
MBGR	• Display Material Document with reason for movement

## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

<b>Report Code</b>	<b>Description</b>
ZSUPSTRIP	<ul style="list-style-type: none"><li>• Display Report of inventory holdings in warehouse/customer account for stock type of O, D, Z, G and P</li></ul>
BI - Inventory holding report	<ul style="list-style-type: none"><li>• Similar to ZSUPSTRIP</li></ul>
BI - Activities monitoring reports	<ul style="list-style-type: none"><li>• To view how many of mvt type 501/502 have been created.</li></ul>

# **MISSION SUPPORT**

## **5.1 Mission Support**

# 5.1 MISSION SUPPORT

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## POLICY

### Aim

- 1.1 The aim of this chapter is to provide policies and directives for mounting, sustaining and closing supply operations in support of an approved Canadian Joint Operations Command (CJOC) mission.
- 1.2 Departments must employ materiel management strategies that add value and support to mission objectives and priorities, while adhering to government policies and regulations to ensure proper stewardship.

### Context

- 1.3 In accordance with Canadian Forces Joint Publication 3.0 (CFJP 3.0) concept on the framework for joint operations, the common national logistic contribution to joint operations is the successful integration of all support elements in a comprehensive support system. The ability of that support system to perform functions across the full spectrum of military operations plays a key role in determining the relative military power available for a specific Canadian Armed Forces (CAF) operation. An operational support system provides the means by which manpower and industrial power are transformed into units and equipment and delivered into the theatre at a time and place dictated by operational requirements. This subsequently leads to a process of sustainment for military forces for the duration of a joint campaign. The final stage of operational support is the redeployment and reconstitution of personnel and materiel in order to be ready for the next operation.

### Definitions

- 1.4 Definitions, other than those listed below, can be found in Section 10.1 Glossary:
  - a. **Immovable Assets** are assets that are fixed or immobile or cannot be moved without causing destruction or permanent alteration to the asset. These refer to land, buildings or any permanent structure or feature that is either above or below the surface. It includes machinery and equipment that have been installed and are an integral part of immovable assets and includes all assets both state-owned and leased.
  - b. **Major Operations** have integral Logistics staff, access to DWAN and DRMIS. Limited support from 3 CSU and/or CJOC is required.
  - c. **Hybrid Operations** have partial Logistics staff, access to DWAN and DRMIS. Limited support from 3 CSU and enhanced support from CJOC is required.
  - d. **Regional Operation** (or Small Mission) have no integral Logistics staff, no access to DWAN or DRMIS. All supply transactions are processed by 3 CSU on their behalf, as directed by CJOC J4. Enhanced support from 3 CSU and CJOC is required
  - e. **Operational Support Hubs (OS Hub)** are a series of pre-negotiated arrangements with other countries and service providers in those countries to facilitate the movement of people, materiel, equipment and supplies in far-reaching locations.

These arrangements can also be activated in order to provide a location for these services. OS Hubs are not military bases. The CAF maintains operational support hubs in overseas locations because they offer flexibility and cost-efficient ways to launch and sustain international operations and respond to crises, such as natural disasters, in a timely manner.

## Authorities and Responsibilities Tables

### 1.5 Authorities Table

<b>The....</b>	<b>Has or have the authority to...</b>
Assistant Deputy Minister of Materiel (ADM(Mat))	<ul style="list-style-type: none"> <li>• procure goods and services, materiel management, and materiel-related support; and</li> <li>• manage life cycle of materiel, including management of the Materiel Acquisition and Support (MA&amp;S) process and is accountable to the Deputy Minister.</li> </ul>
Canadian Joint Operations Command (CJOC)	<ul style="list-style-type: none"> <li>• initiate task force deployments on continental and expeditionary operations.</li> </ul>

### 1.6 Responsibilities Table

<b>The...</b>	<b>Is or are responsible for...</b>
Canadian Joint Operations Command (CJOC)	<ul style="list-style-type: none"> <li>• contributing to strategic understanding of the operating environment and the formulation of strategic direction;</li> <li>• anticipating operations;</li> <li>• conducting assigned operations, from warning to termination, ensuring that the conduct of operations contributes to the achievement of national strategic goals;</li> <li>• developing, generating and integrating joint force capabilities, enabling maritime, land, air and special operations at home and abroad;</li> <li>• declaring locally managed materiel surplus prior to disposing of it in theatre; and</li> <li>• liaising with Life Cycle Materiel Managers (LCMMs) to declare centrally managed materiel as surplus.</li> </ul>
Canadian Joint Operations Command (CJOC) J3	<ul style="list-style-type: none"> <li>• approving the entitlement of specific items such as accountable equipment from Canada to a deployed area of operations, whether through a loan or issue.</li> </ul>
Canadian Forces Joint Operational Support Group (CFJOSG)	<ul style="list-style-type: none"> <li>• planning and executing the delivery of National level operational capabilities and support for Theatre Activation, Command Support,</li> </ul>

	Engineering Support, Sustainment, and Termination of CAF Operations.
Canadian Materiel Support Group (CMSG)	<ul style="list-style-type: none"> <li>the national warehousing and distribution systems for materiel and ammunition; and</li> <li>executing reach-back for the provision of national materiel and transportation services.</li> </ul>
3 Canadian Support Unit (3 CSU)	<ul style="list-style-type: none"> <li>planning, delivering, executing and providing effective operational supply support to CAF operations;</li> <li>disposing of declared surplus materiel returned from theatre; and</li> <li>receiving non-serviceable materiel returned from theatre for repair.</li> </ul>
Mission Closure Team (MCT) or a Mission Drawdown Team (MDT)	<ul style="list-style-type: none"> <li>all activities for closing out a mission including stocktaking, preparation, packaging and loading.</li> </ul>
4 Canadian Forces Movement Control Unit (4 CFMCU)	<ul style="list-style-type: none"> <li>providing movement control as required for Canadian Forces personnel and materiel moving through Canadian and foreign Strategic Lines of Communication.</li> </ul>
Equipment Program Management (EPM), Assistant Deputy Minister Information Management (ADM(IM)), Chief Military Personnel (CMP) Health Services	<ul style="list-style-type: none"> <li>declaring centrally managed materiel surplus prior to disposing of it in theatre, if and when requested through CJOC J3.</li> </ul>
Assistant Deputy Minister (Materiel) (ADM(Mat))	<ul style="list-style-type: none"> <li>supporting deployed operations;</li> <li>contracting support for theatre; and</li> <li>the deployment of Materiel disposal Unit/Team(s) in support of mission closures.</li> </ul>
Director – Sale, Artefact and Loans (DSAL)	<ul style="list-style-type: none"> <li>the disposal of centrally managed materiel; and</li> <li>the donation or gratuitous transfer of surplus materiel in theatre.</li> </ul>

## References

1.7 The following references were used in the development of this policy:

- a. [Canadian Forces Joint Publication 3.0 \(CFJP 3.0\), Chapter 1, Conceptual Framework for Joint Operations, Article 0120;](#)
- b. [CDIO 4000 Series Logistics;](#) and
- c. [Financial Administration Manual;](#)

## PROCESS

### Canadian Joint Operations Command - Operational Support Framework

- 2.1 The operational support framework of Canadian Joint Operations Command (CJOC) is designed for maximum flexibility to satisfy widely varying requirements of task forces deployed on continental and expeditionary operations and joint exercises.
- 2.2 Operational Logistical support in the Canadian Armed Forces (CAF) covers the following range of activities including:
  - a. supply, administration and personnel support, Real Life Support (RLS), contracting services, equipment maintenance, food services, and postal support;
  - b. movement control and fleet management, delivering materiel, equipment and personnel to theatres of operations and joint exercises; and
  - c. materiel return and disposal on mission closeout.
- 2.3 To initiate a mission, CJOC, through an Operation Order, shall provide direction to the Task Force Generator (TFG). The Logistics Annex to the Operation Order shall give details concerning logistics and related information.
- 2.4 The role of the TFG is to ensure all materiel identified for a mission is issued to the proper theatre storage location (SLoc), packed into sea containers and shipped into theatre while ensuring that national interests, with regards to asset visibility and accountability, integrity of audit trails, and in-transit visibility of materiel are protected.

### Canadian Forces Joint Operational Support Group

- 2.5 The Canadian Forces Joint Operational Support Group (CFJOSG) is a formation made up of operational support units strategically located across Canada. CFJOSG is augmented by an overseas network of operational support hubs, and receives direction and staff support from CJOC Headquarters in Ottawa.
- 2.6 The CFJOSG is the high-readiness formation that generates task-tailored operational and support capabilities for employment in Canadian, continental, and world-wide theatres of operations and across strategic lines of communications.
- 2.7 To achieve this mission, the Canada-based operational support units carry out the following tasks:
  - a. planning and executing the delivery of national-level operational capabilities and support for:
    - i. theatre activation;
    - ii. command support;
    - iii. engineering support;
    - iv. sustainment; and

- v. termination of CAF operations.
- b. deploying a full range of capabilities, including:
  - i. command support;
  - ii. communications;
  - iii. military engineering;
  - iv. health services;
  - v. military police;
  - vi. logistics;
  - vii. contracting;
  - viii. movement control;
  - ix. land equipment maintenance;
  - x. personnel support; and
  - xi. resource management.
- c. coordinating the delivery of materiel, equipment, personnel, supplies and mail along the strategic lines of communications to sustain deployed forces;
- d. managing the national warehousing and distribution systems for materiel and ammunition; and
- e. coordinating the return and disposal of materiel and equipment on mission closeout

### Canadian Materiel Support Group

- 2.8 The Canadian Materiel Support Group (CMSG) is a Level 2 formation of CJOC. It's responsible for providing operational-level support through the delivery of materiel and assigned logistics services to the CAF and DND.

### 3 Canadian Support Unit Mission, Roles and Responsibilities

- 2.9 3 Canadian Support Unit's (3 CSU) mission is to provide a logistical support integrated into operations, domestic and deployed, of the CAF. Their role is to ensure support of the Canadian contingents and soldiers deployed around the world.
- 2.10 3 CSU is responsible for shipping all initial materiel into theatre. 3 CSU is also responsible for providing assistance in the form of Rotation Staff Assistance Visits (RSAT), Theatre Activation Teams (TAT), Mission Drawdown Teams (MDT), Mission Closure Teams (MCT), and Technical Assistance Visits (TAVs).
- 2.11 In its role of providing primary support to missions, 3 CSU is the initial point of contact for any supply DRMIS associated problems (to include Supply and Maintenance) identified by theatre, where theatre has the capability of carrying out supply transactions. In the interest of expediency; direct contact between TF and 3 CSU SMF may be made in providing resolution or requesting additional information. For regional missions that lack this capability, the CJOC J4 Desk Officer is the primary point of contact, who will then contact 3 CSU for assistance.

### 3 CSU SMF Section Responsibilities and Duties

- 2.12 3 CSU Site Manager Functional (SMF) is the primary POC for all users and management in respect to Materiel Management System of Record administration and functional policies and procedures. The SMF section shall be an information addressee on any supply related correspondence sent from theatre to organizations other than 3 CSU.
- 2.13 Additional responsibilities of the 3 CSU SMF are to:
- a. evaluate the impact of new releases on local policies and procedures;
  - b. advise applicable sections of new procedures to adopt;
  - c. disseminate information on solutions to problems, new releases, and new training packages;
  - d. audit theatre users and procedures to ensure system integrity;
  - e. create, modify and close all mission SLoc structures;
  - f. categorize issues into either functional, technical, or procedural and ensure appropriate actions are taken to resolve them; and
  - g. follow up on problems with the agency, to which it was reported to ensure issues are resolved effectively or escalated appropriately.

### Theatre Activation Team

- 2.14 Mission activation of a new theatre of operations or a new mandate for an existing theatre already in operations is mandated by CJOC. As part of the Theatre Activation Team (TAT), 3 CSU is typically assigned with the receipt of materiel and vehicles forwarded from FG and Mission Materiel Mounting previously completed in Canada. The mandate of the TAT consists in providing integral logistics support for Canadian contingent about to begin operations abroad.
- 2.15 A TAT from 3 CSU must put in place a Production Line as well as a Vehicle Production Line in order to process the receipt of incoming materiel to theatre into the supply system. Tasks of the TAT also include warehousing of materiel, prior to the arrival of the very first contingent. The TAT supports the first contingent until they are ready to take over and begin operations. The transfer of custody of the mission assets is actioned through the TAT as directed by the Logistics Annex of the Operation Order.

### Manage Close Support

- 2.16 The word "close" does not imply a specific distance; rather it is situational. The supported commander will determine when detailed integration is needed because of proximity to friendly forces, fire, or movement.
- 2.17 Typically, the Close Support Section within the Senior Supply Element will be responsible for, but not limited to, Petroleum, Oil, and Lubricants (POL), defensive stores, tentage and shelters. Individual meal packs, water and ammunition will be managed by respective trades, when possible.

## Task Force Site Manager

- 2.18 The Task Force Site Manager Functional (TF SMF) is the primary point of contact (POC) for all users and management in respect to Materiel Management System of Record administration and functionality during the mission. The individual staffing the SMF position shall have extensive knowledge of the supply system, possess a strong technical background and be of significant rank to influence and communicate with TF management.
- 2.19 The TF SMF is the first line of functional support in theatre and the central POC for all supply matters within the TF plant. This position serves as the link between TF and 3 CSU for supply related issues. The TF SMF shall send problems, questions and requests to 3 CSU SMF via e-mail. The 3 CSU SMF shall be an information addressee on all supply related correspondence sent from theatre to organizations other than 3 CSU and vice versa.
- 2.20 Responsibilities of the TF SMF include:
- a. monitor high risk transactions and provide regular reports to supply management;
  - b. evaluate the impact of new releases on local policies and procedures;
  - c. advise applicable sections of new procedures to adopt;
  - d. audit users and procedures to ensure system integrity;
  - e. categorize problems into either functional, technical or procedural and report them to 3 CSU via e-mails;
  - f. follow up on Trouble Tickets (TT) with 3 CSU to ensure problems are resolved effectively or escalated appropriately; and
  - g. maintain customer SLoc requirements.

## Storage Location Holder Responsibilities

- 2.21 The responsibility for care and custody of accountable materiel-in-use is assigned to the storage location account holder. The SLoc holder shall be determined prior to arrival in theatre and informed of their responsibilities. A SLoc holder performs the following tasks:
- a. sign for the SLoc on completion of any required verifications;
  - b. safeguard materiel on the SLoc on behalf of the Crown;
  - c. ensure all attractive/accountable materiel procured with an acquisition card and meeting any of the criteria for stock classification "A" is reported to the supporting supply section and recorded against the SLoc;
  - d. verify the SLoc on change of SLoc holder or more frequently as directed by the CO or according the cycle count indicator assigned to the materiel;
  - e. report any losses immediately. If the materiel is a controlled good, the unit responsible for the lost materiel must inform the CTAT office using the online Loss and Compromise Reporting Form, and must initiate an MP investigation when required;
  - f. ensure that materiel requiring repair, replacement, or no longer required is returned to supply;

- g. perform general SLoc management; and
  - h. ensure that every individual returns materiel recorded on a loan card (DND 638) before signing the individual's clearance certificate. These loans shall be reviewed and signed during each rotation.
- 2.22 The outgoing and the incoming SLoc holders shall verify SLoc holdings prior to the new holders' acceptance. The chain of command shall ensure identified SLoc holders are given adequate time to ensure proper handover of SLocs and materiel. The incoming SLoc holder shall sign the SLoc Handover Form Template located in CDIO 4000 Series Section 5, upon completion of the SLocs stocktaking.
- 2.23 A listing of current account holders and their representative shall be maintained and distributed to the Supporting Supply Organization.
- 2.24 Special materiel authorization (MA) procedures are necessary to accommodate the unique nature of deployed operations. Entitlement levels for Canadian TFs serving on deployed operations are based on the TF approved Table of Organization and Equipment (TO&E). Notwithstanding this fact, the creation of entitlements may be temporarily delayed to permit mounting of the TF or stabilization of the TO&E. CJOC shall coordinate the establishment and implementation of MA, including entitlement violation detection controls for equipment listed on TF Critical Equipment List (CEL), in conjunction with TF staff. Entitlement levels shall be amended based on changes to authorized entitlement levels as approved by CJOC J4.
- 2.25 TF Senior Supply Tech has the sole authority to approve the over entitlement requisitions of non-restricted items. The Senior Supply Tech shall ensure a local pro forma detailing all over entitlement materiel requests for the applicable rotation, is provided to the incoming Senior Supply Tech. The incoming Senior Supply Tech shall confirm that the items are still required for the Roto and if no longer required, items are to be returned to the supporting SLoc.
- 2.26 3 CSU is to ensure TF requisitions are processed as requested. Changes to quantities or stock numbers are not to be made without TF approval.

## Requisitions

### Non-Emergency Requirements during Deployment

- 2.27 When at sea, ships shall attempt to satisfy requirements for materiel of a general non-emergency nature from a preferred supplier or other ships. Requests shall be forwarded, using the deployed system or telephone, to the logistics coordinator or other ships, detailing the requirement with sufficient information to permit substitution. Appropriate manual records are to be kept for tracking purposes.

2.28 Ships receiving a Materiel Request (MATREQ) shall respond within 24 hours to indicate whether or not the item is available for transfer. The transfer shall be directed by the logistics coordinator at the next available opportunity.

Local Purchase

2.29 There shall be a separation of authority regarding procurement and receipt processes as per the Financial Administration Manual (FAM). The Local Purchase Order (LPO) supervisor shall ensure LPO personnel possess a clear understanding of authorities and delegations. A copy of the delegated authorities form for personnel possessing Section 32 authority shall be kept within the LPO section. The form will also be attached to the requisition in DRMIS. Additional information regarding delegation of authorities, including the form and matrix, is located on the FAM website.

Materiel Accountability: Verifications and Adjustments

2.30 The following are the main controls available to both TF and national staffs to monitor the state of materiel accountability within a TF. DRMIS is the departmental Materiel Management System of Record; therefore, whenever physical holdings do not match the Materiel Management System of Record balances, adjustment transactions shall be made and investigations conducted.

2.31 Stocktaking is a mechanism of inventory control to ensure the quantity of materiel and equipment physically held in TF warehouses reflects the applicable quantities reported in the DSC. Stocktaking shall be carried out as follows:

Type	Class	Frequency	Note
WHSE(SLoc_P)	Accountable	100% per roto	stocktaking to be completed, with investigations and adjustments, shall be submitted to CJOC NLT 30 days prior to end tour;

Type	Class	Frequency	Note
WHSE(SLoc_P)	Consumable	25% per roto	CJOC and TF to develop stocktaking schedule for 25% of consumables and submit plan to CJOC J4 for approval NLT 30 days after arrival; selected items shall be verified during CJOC CSS Sup SIV to ensure a proper rotation of materiel; and all counts, investigations and adjustments shall be submitted to CJOC J4 NLT 30 days prior to end tour.
Customer Accounts(SLoc_S)	Accountable	100% per roto	results of stocktaking to be included in handover report.
UNOE Materiel	All	IAW established UN Schedule	TF shall carry out stocktaking of food and POL at end of each month, regardless of UN regulations.

2.32 Verification is the act or process of confirming or checking the accuracy of the materiel and/or the quantity as required. It is an accountability control mechanism to confirm that materiel and equipment held on TF customer accounts conform to the quantities reported in the Materiel Management System of Record. Customer Accounts shall be verified as follows:

- a. on each change of account holder, if changes occur during a rotation and/ or, as a minimum, at each rotation;
- b. all accountable materiel and equipment shall be verified once per rotation, with the exception of E class – Serial Number and Control (SNAC) materiel, which are subject to stocktaking twice during a six month rotation (once at arrival in theatre and once mid-tour) and once for a three-month rotation; and

- c. the participation of TF supply representatives on the inbound advance party is intended to promote confidence as to the accuracy of reported equipment account balances. As a minimum, the incoming account holder shall complete a 100% verification of the E class SNAC items on the account. The SLoc Handover Form at CDIO 4.5 Annex C shall be signed between the incoming and the outgoing Commanding Officers (for all the accounts) and the incoming and outgoing customer account holders (for their respective accounts). A report stating that all Supersession certificates have been signed shall be forwarded to CJOC prior to the outgoing Logistics Officer's departure.
- 2.33 Verification of controlled equipment shall be conducted IAW with chapter 4.3 , Stocktaking of this manual. Serial numbers validation is the action of checking whether the records in the Supply system reflect the actual serial numbers marked on the items. A Serial Number Accounting report shall be used, and enables the warehouse or customer account to verify the accuracy of serial numbers. Where the count is correct, but an equipment number does not agree with the equipment register, an investigation shall be conducted immediately to determine the reason for the discrepancy and location of the correct item. Once all discrepancies have been resolved, a copy of the verification shall be kept on file for audit purposes by the Rotation Staff Assistance Team/Staff Inspection Visit team. If the identified discrepancy is a direct result of RSAT stocktaking, it is the Theatres responsibility to produce the write-off report and accompanying paperwork.
- 2.34 Adjustment procedures for materiel and equipment shall be in accordance with the Materiel Adjustment chapter of this manual. Approval levels applicable to CJOC-controlled deployed operations shall be in accordance with the FAM, Delegation of Authority Matrix. For purposes of discrepancy approval, Comd CJOC has been designated as a Level One Advisor, and CJOC J4 is the staffing office to coordinate the submission of such applications to the Comd CJOC level or higher.
- 2.35 A write-off report shall be raised immediately on the completion of appropriate investigations following the discovery of the applicable discrepancies and shall be staffed as follows:
- a. A cover letter to the Commander is to be drafted addressing the discrepancies. If the discrepant item falls within the perimeters addressed below, a photocopy of the [DND 2227](#) Defence Supply Chain Document, photograph of the missing/overage item, complete description, serial numbers (if applicable), and explanation shall be included:
    - i. Weapons
    - ii. STANO
    - iii. COMSEC
    - iv. E Tracked; and
    - v. items valued over \$5000.00
  - b. Copies, including all copies of applicable investigations, are to be held in theatre for a 12-month period (two rotations). Once signed by the TF Comd, the original or signed scanned copy CF 152(s) is sent to the CJOC HQ J4 Materiel Desk Officer for

furtherance to CJOC HQ J8. Once submitted in the CAF Public Account Write-off Database, the original CF 152 will be sent to 3 CSU for archiving for a 5 year period. The total value of reported overage/deficiency for a TF supply account shall be approved for write-off by TF authorities within their designated approval levels.

- 2.36 Where the total value of reported overages/ deficiencies exceeds the designated approval limits of TF authorities, the write-off report is to be staffed through the TF HQ/J4 for their recommendation and, once the recommendations are received, staffed through the national chain of command onward for Comd CJOC/CDS consideration. Submissions for Comd CJOC/CDS consideration of write-off are to include a report of any administrative and/or criminal investigation which TF authorities have initiated, the current status of the investigation(s) and, if still in progress, the expected date of completion. Once the requested overage/deficiencies have been approved, CJOC J4 shall ensure the approved, original reports are forwarded to 3 CSU for archiving.
- 2.37 A Military Police report is to be filed immediately and a summary investigation ordered for all discrepant weapons and weapons components, STANO, COMSEC and E Tracked equipment. A ref to the MP Report number is to be made on the write-off report.

### Materiel Accountability for Independent Missions

- 2.38 Independent mission account verifications are performed by the CJOC Independent Mission Desk Officer. Once completed, CJOC advises 3 CSU customer service section that the verification has been completed and provides details of all adjustments required. 3 CSU shall raise a [DND 2227](#) for each item requiring adjustment and execute applicable transactions for overage or deficient items. 3 CSU shall then raise a write-off report for all overages/deficiencies, in accordance with the Materiel Adjustment chapter. The write-off report is sent to the mission for signature, and furtherance to the applicable CJOC J4 Desk Officer. Copies of all stocktaking adjustment transactions and any necessary supporting documentation shall be attached. 3 CSU shall retain the original adjustment transactions and a copy of the write-off report. When the write-off report is signed, CJOC J4 Mat sends a copy to CJOC J8 for comptroller action and returns the original to 3 CSU for filing.

### Personal Weapons Management

- 2.39 It is essential that strict control is exercised regarding the visibility, custody and accounting of weapons.
- 2.40 The Materiel Management System of Record has the capability to provide and maintain auditable records on the movement and location of personal weapons by serial number. Visibility of serial numbered items is possible from any location provided there is access to the Materiel Management System of Record. Serial Number Accounting and Control SNAC reports can be requested by the physical location reflected in the SLoc depending on where the weapons are held.

- 2.41 DND 638s (Loan Cards) onto which personal weapons were signed for by individuals must be kept for two years in archives and then destroyed locally.

### Major Equipment

- 2.42 The TFs Supply Major Equipment (ME) section is to action all transactions related to ME movement in and out of theatre as per Equipment Movement Orders (EMO) instructions IAW SAM Chap 9.5 Controlled Equipment, ANNEX A. For audit purposes, the Supply ME Section shall maintain vehicle files containing EMO, CF 1064 Deviation Records, and transactions such as [DND 2227](#) Defence Supply Chain document & [DND 2228](#) Defence Supply Chain document (attachment), as well as DRMIS transactions documents. The Supply Section shall maintain a record of all Canadian Forces Registration numbers (CFR) by Equipment Number, Stock code and ECC.

### Movement Order

- 2.43 The publication of all movement orders is coordinated by CJOC J4 in conjunction with the respective EPM. All major equipment processed by movement order is transferred solely through the applicable plant identified for major equipment.

### Movement of Materiel

- 2.44 All materiel moving to, within, and from a theatre of operations is to be accounted for in accordance with the SAM; this includes compliance with transactional policy when feasible. To ensure control over materiel accountability, TFs and national support staffs shall comply with the following.

### Movement of Materiel to Theatres of Operations

- 2.45 CJOC HQ is the sole authority for approving the deployment of specific items such as accountable equipment from Canada to a deployed area of operations, whether through loan or issue. This authority shall be provided in the form of a CJOC approved TO&E, or in supplemental documents issued by CJOC HQ for equipment on the TF CEL. Additionally, requests for authority to ship Regimental Kit Shop items to a deployed area of operations are to be submitted to CJOC HQ for approval.

### Movement of Materiel out of Theatres of Operations

- 2.46 Materiel outflow from theatres of operations requires the prior approval of CJOC HQ for accountable equipment and of CJOC J4 for consumable materiel. Additionally, TF J3 authority is to be obtained prior to the TF receiving authorization to move materiel to Canada. Once CJOC and the TF have approved the repatriation of equipment and materiel from theatre, CJOC shall coordinate its return to Canada. Normally 3 CSU shall be the designated point of reception for all inbound materiel to Canada from deployed operations. The following exceptions may apply:

- a. for mission closure or drawdown the Materiel and Infrastructure Distribution Directive (MIDD) shall provide specific guidance;
- b. Disaster Reaction Response Team;
- c. CMED Petawawa and 1 Dental Unit Montreal for all medical and dental repairable items;
- d. CFADs for Ammunition; and
- e. U/S CH146 COOP spares, which are shipped to Bell Helicopter Textron Canada, Calgary using the COOP system.

2.47 TFs shall not ship materiel and/or equipment directly to home base/wing/unit locations without obtaining prior authority from CJOC HQ. All unauthorized shipments arriving in 2 AMS Trenton with unit shipment destinations shall be quarantined pending a decision from CJOC HQ.

#### Movement of Materiel within Theatres of Operations

2.48 TFs are to comply with procedures identified within the SAM to control the movement of materiel within a TF, or materiel on loan to non-CAF elements of a Force within the theatre of operations. For TF without Materiel Management System of Record access, movement and accountability issues are to be referred to their CJOC J4 Desk Officer who shall consult with 3 CSU to ensure that asset visibility is maintained. Unless otherwise specified in the applicable Administration Order, TF HQs shall request prior approval from CJOC J3, info CJOC J4, for loans to non-CAF elements prior to any commitment being made to the intended recipient entity.

#### Movement of Materiel between Theatres of Operations

- 2.49 The voluntary transfer of CAF materiel between theatres of operations on an as required basis is permitted as follows:
- a. transfer of non-CEL items and spare parts shall be coordinated through CJOC J4; and;
  - b. transfer of CEL items shall first be approved by CJOC J3 and then coordinated through CJOC J4.

#### Receipt of Materiel

- 2.50 In a theatre of operations, the SLoc holder and/or representatives (such as the TF Supply Platoon) are responsible for verifying all incoming shipments addressed to the SLoc, against the contents of the shipment and the waybill.
- 2.51 The SLoc holder, or representatives, has 45 days from the date of physically receipting materiel to inform his/her Supporting Supply Organization that a discrepancy exists. It is then the responsibility of the Supporting Supply Organization to raise the applicable Discrepancy Report (DR) via DRMIS transaction QM01.

## Issues/Returns of Sea Containers

- 2.52 Sea Containers have an Item Management (IM) advisory of 1R; therefore, when a sea container is required, the TF shall submit a message demand. The resulting requisition shall be sent to the supply manager for sea containers, who shall request authorization from CJOC HQ J4 Mat. CJOC HQ J4 Mat is the manager of operational stock sea containers held at 3 CSU and on loan to other Environmental Commands (ECs) when applicable. Once approved, the supply manager shall create a dues-out to 3 CSU, who shall action the request. 3 CSU shall then follow up with an email to DCSEM 2-5 and 3 CSU Ops (carbon copy TF Supply Section) providing shipping details. When the sea container is received in theatre, normal receipt action shall take place.
- 2.53 When a decision is made to return a sea container to Canada, the TF shall send an email to CJOC J4 Ops requesting authority to return the sea container. The following information shall be included in the email:
- a. stock code;
  - b. description;
  - c. quantity;
  - d. CFCU # (sea container number); and
  - e. date of inspection confirming serviceability. Prior to returning sea containers to Canada, they shall be inspected and certified for shipping. The Convention for Safe Containers (CSC) plate shall not have an expired inspection date or shall not expire within 1 year of the next inspection date.
- 2.54 Once CJOC J4 approves the request, theatre shall return the sea container with the specified CFCU# to 3 CSU using normal supply procedures. When the sea container arrives at 3 CSU, it is inspected and put into stock for future use. A separate Stock Transfer Order (STO)/Outbound Delivery Note is used for each sea container (CFCU#).
- 2.55 It is imperative that the TF ensures that DRMIS holdings for sea containers match physical holdings at all times and that none of the sea containers requiring certification do not expire within less than the following six months. Certification is required for any sea container to be moved with materiel inside of it. Furthermore, new sea containers have a certification valid for five years. After five years, certifications are valid for thirty months.
- 2.56 Further information on how TF management of sea containers during the operation should be conducted, refer to CDIO 4000 Series Section Five – Supply.

## Repairable Materiel

- 2.57 Canadian-owned materiel, once declared to be Beyond Local Repair (BLR), shall be returned to 3 CSU for processing to a repair facility. First-line units within deployed TFs are not, under any circumstances, to send repairable items directly to 3 CSU. They are to return repairable items to the applicable TF second-line SLoc. This action shall ensure that

the first-line SLoc balance is updated once the return is transmitted to the Materiel Management System of Record. TFs are responsible to:

- a. raise a DND 2227/2228;
- b. raise a CF 942 (Identity and condition tag/label) and attach it to the equipment;
- c. raise a Land Maintenance Work Order (via DRMIS or a 1020D), if the item is for second line repair and return; and
- d. complete necessary repairs at second-line (if within TF repair capability). If not within capability, the equipment is to be cleaned and issued to 3 CSU Montreal (Plant = 3200, SLoc = 001Z Category = QI), who shall coordinate repair action with the applicable Equipment Management Team (EMT).

### Calibration of Test Equipment

2.58 Units in Canada sending test equipment to deployed operations shall ensure that the equipment has been calibrated within the 45-day-period immediately preceding the shipment date. TFs are to notify CJOC J4 Ops, and info DLEPS 4-2 in instances of non-compliance. CJOC J4 Ops shall coordinate necessary follow-up action. When back-loading test equipment to Canada for re-calibration, TFs are authorized to demand immediate replacements and hold existing equipment until replacement arrives. TFs shall ship test equipment on normal sustainment flights. TFs movement sections shall use load containers to package the test equipment. At all times, all Materiel Management System of Record transactions are to be actioned to ensure accountability and visibility.

### Disposal Activities for Deployed Operations

2.59 In a theatre of operations, the instance of damage to major equipment increases with the level of threat incurred. When possible, damaged major equipment and components are to be recovered and repaired. If recovery or repair is not feasible, and the tactical situation permits, the TF supporting supply organization shall request disposal action, through CJOC J4 Ops. CJOC J4 Ops, in co-ordination with CJOC J4 Mat and LCMM recommendation(s), will provide direction on disposal. To the maximum extent possible, disposal activities shall be conducted in situ vice transporting the items back to Canada for disposal in the interests of cost avoidance. All disposal activities in theatre of operations must be actioned in accordance with chapter 8.1 , Disposal of Materiel.

2.60 When a part of major equipment is determined to be beyond economical repair (BER) and is to be either repaired or disposed of in Canada, the supply section shall initiate a CF 463, Provisional Condemnation Certificate and send it to the LCMM (info DLP 10, DLEPS 4-2 and CJOC J4 Ops). If the decision is made to return the equipment to Canada, for repair or disposal, an EMO shall be sent to theatre authorizing its return.

### Surplus and Excess Materiel

2.61 All TF proposals for disposal, repatriation, or other disposition of surplus (that is materiel that is surplus to TF requirements) and excess materiel are to be approved by TF operations staff prior to being staffed to CJOC J4 Ops.

## Surplus Materiel

- 2.62 Materiel may become surplus or beyond forecast requirements. All reports of surplus materiel shall be submitted to CJOC J4, info 3 CSU, with a request for disposition. CJOC J4 shall provide appropriate direction after liaising with the applicable LCMM, if applicable, on receipt of the request.

## Excess Materiel

- 2.63 This is a quantity of accountable materiel and all consumable items that exceeds approved retention levels. Materiel in this category is to be reported to CJOC J4. Once CJOC J4 provides direction to repatriate the materiel, CJOC J3 shall, in concert with CFJOSG/3 CSU, and the applicable ECS, develop the redistribution instruction, and advise the TF HQ accordingly. No disposal is to take place in theatre without authorization from CJOC J4. Excess materiel is not to be disposed of without first being declared surplus as detailed above

## Transfer / Donation / Gratuitous Transfer / Destruction

- 2.64 Requests for in-theatre disposal shall identify prospective recipients, buyers, destruction capability, and if available, initial expressions of interest regarding sales price. CJOC J4 shall provide appropriate direction on receipt of the request.

## Archiving of Mission Related Supply Documents

- 2.65 To ensure supply documents remain accessible to follow-on rotations, supply documents pertaining to a deployed operation shall remain in-theatre. On handover, the 3 CSU RSAT shall collect all supply documents in a deployed TF that are older than the last two rotations, and return them to 3 CSU for archiving for a 5-year period. This, as a minimum, shall include DND 2227s (particularly CIV/CRVs which shall contain cross references to source transactions as well as authority signatures), CF 152s, and Miscellaneous Loss Reports. This control shall be included in the supply inspection checklist. The Mission Closure Team (MCT) or Mission Drawdown Team (MDT) shall carry out this archival collection function on mission closure/drawdown transition.
- 2.66 TF authorities remain responsible for post-handover investigation of SLoc discrepancies. At times, this may require that key supply staff be retained in theatre to complete such investigation, or that TF staff complete the investigations under 3 CSU coordination.

## Mission Closure or Drawdown Phase

- 2.67 The closure or significant restructuring of a mission in which a large volume of materiel is returned to Canada shall be directed by CJOC. To facilitate the return of materiel, CJOC shall direct the formation of a MCT or a MDT.

- 2.68 The role of the MCT/MDT is to assist the contingent while ensuring that national interests, with regards to asset visibility and accountability, integrity of audit trails, and In-Transit Visibility of materiel are protected.
- 2.69 Upon the request of CJOC, ADM(Mat) can deploy a Mission Disposal Unit (MDU) who can reach back to the applicable EPM and assist in the identification and declaration of overage centrally managed assets.

### Mission Closure Team/Mission Drawdown Team Logistic Support Services

- 2.70 In a deliberate drawdown/closure process, the logistic support services to be provided by the MCT/MDT may vary based on individual mission requirements and resources available in theatre. The specific tasks of the MCT/MDT are detailed in the CJOC J4 MIDD, as well as in Annex A of CDIO 4000 Series Section Two. The logistical support normally provided by the MCT/MDT is as follows:
- a. inspect, receive, package, and prepare TF and/or unit materiel for shipment by sea, air or land transportation;
  - b. effect the issue of materiel from theatre to designated SLocs as directed in the MIDD;
  - c. assist the TF in the authorized disposal/sale of materiel that cannot be returned to Canada due to its condition or nature (e.g., European specifications, etc.) in accordance with policies and procedures detailed in the CDIO;
  - d. assist the TF in the closure of designated SLocs as directed in the MIDD; and
  - e. assist as directed with the materiel management and distribution activities in support of the Mission Closure Board of Inquiry (BOI).

### Materiel and Infrastructure Distribution Directive

- 2.71 The detailed execution of a TF closure or drawdown is determined by CJOC J4 and promulgated in the Logistics Annex to the Operation Order. Specific details of materiel management and distribution activities and procedures for the return and transfer of materiel is contained in a mission specific Materiel and Infrastructure Distribution Directive (MIDD).
- 2.72 On the decision to close or downsize a mission, CJOC produces a MIDD detailing the disposition of vehicles and materiel identified for return to Canada or redistribution to deployed operations. The MIDD reflects strategic intent and Materiel Management System of Record procedures to be followed with coordinated input from ADM(Mat) and other stakeholders.
- 2.73 When a mission is downsizing, a revised Table of Organization & Equipment (TO&E) and applicable scaling documents are required to execute the downsizing. TF TO&E changes may necessitate a modification of the SLoc structure.

- 2.74 To facilitate closure, concurrent activities may commence in theatre prior to the issuance of mission drawdown/closeout directives. The return of non-essential materiel to Canada prior to the arrival of the MDT/MCT shall be coordinated with CJOC J4.
- 2.75 Materiel management activities and inventory review of SLocs aids in minimizing the need for investigations and corrective action during the actual closure/downsizing.
- 2.76 SLoc holders/representatives shall begin to identify and prepare materiel for transfer action to the MCT/MDT or other SLocs remaining in theatre by cleaning and tagging applicable materiel as soon as possible prior to the MDT/MCT arrival.
- 2.77 The return of non-essential or excess materiel may commence prior to the arrival of the MDT/MCT or the Cease Operations date.
- 2.78 Once the MCT/MDT is operational in theatre, repatriation or disposal action of materiel is initiated.
- 2.79 Buildings and other immovable assets that are to be abandoned or remain in theatre and not transferred to other Nations/entities shall be identified by CJOC J4. Each immovable will be brought on charge using PSCN 5410-20-A0L-0451 to enable tracking and documentation retention.

### Cease Operations Date

- 2.80 On the Cease Operations date, the focus of activity is the transfer of materiel to MCT/MDT and SLoc closures. A Materiel Management System of Record transaction date for designated SLocs shall be established, after which:
- a. only the MCT/MDT personnel shall be authorized to process transactions against these SLocs;
  - b. the MCT/MDT shall action the transfer of materiel to its assigned final destination SLoc utilizing the disposal process or closure procedures; and
  - c. reconciliations shall be completed prior to the closure of designated SLocs. This activity occurs prior to and in support of a Mission Closure Board of Inquiry (BOI) in theatre. Under extenuating circumstances, inventory reconciliations and SLoc closures may be completed upon return of the MDT/MCT to Canada.
- 2.81 On closure or downsizing, all auditable documentation held by the TF and MCT/MDT pertaining to the designated closing SLoc shall be brought back to 3 CSU for archiving. Documentation for SLocs that are remaining in theatre which are less than one year old shall remain in theatre until the next RSAT.

### Compliance (Under Development)

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Processes	Description
<a href="#"><u>Prepare Garrison Structure for Mounting</u></a>	<ul style="list-style-type: none"> <li>• mission Mounting requirements;</li> <li>• gather Mission Materiel requirements;</li> <li>• verify stock availability for nationally manage items;</li> <li>• create Mission Planning Objects for Equipment and Provisions;</li> <li>• create Purchase Requisitions; and</li> <li>• issue to Operation storage location.</li> </ul>
<a href="#"><u>Mount Operation Structure</u></a>	<ul style="list-style-type: none"> <li>• Mounting Operation Structure;</li> <li>• create Purchase Requisitions to transfer to Operation;</li> <li>• create Outbound Deliveries;</li> <li>• materiel arrive in Theater; and</li> <li>• perform Goods receipt against deliveries.</li> </ul>
<a href="#"><u>Mission Sustainment</u></a>	<ul style="list-style-type: none"> <li>• replenishment or demands;</li> <li>• perform goods receipt.</li> </ul>
<a href="#"><u>Mission Sustainment – Materiel Return</u></a>	<ul style="list-style-type: none"> <li>• initiate STO for selected item(s) for return; and</li> <li>• perform goods receipt.</li> </ul>
<a href="#"><u>Mission Closure</u></a>	<ul style="list-style-type: none"> <li>• customer return materiel;</li> <li>• perform stock verification;</li> <li>• send to depots, Base, Wings, Scrap or Donated, or return via Sea Containers;</li> <li>• create a purchase requisition;</li> <li>• create outbound delivery; and</li> <li>• perform goods receipt.</li> </ul>

## DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

Code	Description
<a href="#">DISP_MAT_SIT</a>	<ul style="list-style-type: none"> <li>Display Materiel Situation: Used to view stock situation for material of plant/force element/MRP area / storage location combinations</li> </ul>
<a href="#">/ISDFPS/MPO</a>	<ul style="list-style-type: none"> <li>Create Mission Planning Objects(MPO) for Equipment and Provisions</li> </ul>
<a href="#">/ISDFPS/INIT_SUPPLY</a>	<ul style="list-style-type: none"> <li>Trigger initial supply process for a force element</li> </ul>
<a href="#">ZEMM_PREQ</a>	<ul style="list-style-type: none"> <li>Create purchase Requisition Upload</li> </ul>
<a href="#">ME59N</a>	<ul style="list-style-type: none"> <li>Convert PREqs to STOs</li> </ul>
<a href="#">VL10B</a>	<ul style="list-style-type: none"> <li>Create Outbound Delivery</li> </ul>
<a href="#">VL06G</a>	<ul style="list-style-type: none"> <li>Post Goods Issue of Outbound deliveries</li> </ul>
<a href="#">VL06I</a>	<ul style="list-style-type: none"> <li>Monitor Inbound Delivery</li> </ul>
<a href="#">VL32N</a>	<ul style="list-style-type: none"> <li>Perform Goods Receipt of Resupply Materiel with reference to Inbound Delivery</li> </ul>
<a href="#">VL06IG</a>	<ul style="list-style-type: none"> <li>Perform Collective Goods Receipt of Resupply Materiel with reference to Stock Transport order</li> </ul>

## DRMIS Reports(Under Development)

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description

# MATERIEL CUSTODY

- 6.1 Materiel in Depot Custody
- 6.2 Contractor Owned Materiel in DND Custody
- 6.3 Government Owned Materiel in Contractor Custody
- 6.4 Loans

# 6.1 MATERIEL IN DEPOT CUSTODY

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## POLICY

### Aim

- 1.1 The aim of this chapter is to provide additional direction to DND/CAF Supply Depots regarding unique processes at this level.

### Context

- 1.2 Supply Depots are critical organizations within the Defence Supply Chain (DSC) engaging in key aspects of materiel management and distribution. They have unique responsibilities within the DSC in support of the DND/CAF to enable operations both domestically and internationally. Within the DSC the Depots provide specialized services regarding commercial receipts, distribution management, disposal and materiel management for large volumes and long term storage.

### Authorities and Responsibilities Tables

#### 1.3 Authorities Table

The....	Has or have the authority to...
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> <li>• approve and issue instructions implementing the quality policy; and</li> <li>• provide guidance, advice and oversight for quality, including national-level issues, objectives and targets.</li> </ul>

#### 1.4 Responsibilities Table

The...	Is or are responsible for...
Canadian Materiel Support Group (CMSG)	<ul style="list-style-type: none"> <li>• provides national level materiel and ammunition warehousing and distribution support to the DND and the CAF throughout Canada and on deployed operations.</li> </ul>
SJS J4 Transport	<ul style="list-style-type: none"> <li>• developing and providing strategic Transportation (Transport, Traffic and Movement, Dangerous Goods and Postal) policies and procedures to the Canadian</li> </ul>

	Forces and the Department of National Defense and the necessary Transportation tools to support Canadian Armed Forces (CAF) operations.
Director Quality Assurance (DQA)	<ul style="list-style-type: none"> <li>• providing oversight regarding the management of DND/CAF owned materiel held by a Contractor and returned to the Depots;</li> <li>• ensuring that appropriate action is undertaken to resolve any discrepancies; and</li> <li>• notifying the Procurement Authority of delinquent Contractors and losses of materiel.</li> </ul>
Supporting Supply Organization (SSO)	<ul style="list-style-type: none"> <li>• manage materiel receipt and discrepancy for all locally/centrally managed materiel.</li> </ul>
Account Holders/ warehouse managers	<ul style="list-style-type: none"> <li>• adhering to policy, process and procedures regarding material management.</li> </ul>
2nd line Unit	<ul style="list-style-type: none"> <li>• adhering to policy, process and procedures regarding return of surplus materiel to the Depots properly identified.</li> </ul>
3rd line Supply Depots	<ul style="list-style-type: none"> <li>• execute the reception, warehousing, stewardship, distribution and disposal of materiel in support of the Department of National Defense and the Canadian Armed Forces.</li> </ul>

## References

1.5 The following references were used in the development of this policy:

- a. [DOAD 3009-0 Quality of Materiel and Service](#)
- b. [DAOD 3003-1 Management, Security and Access Requirements Relating to Controlled Goods](#)
- c. [Supply Administration Manual](#)
- d. [A-LM-158-005/AG-001- Transportation Manual;](#)
- e. [Packaging and Package marking](#)

## PROCESS

### Supply Depot Operations

- 2.1 Depots are 3rd line supply organization. They are strategically located across the country to provide wholesale level supply to support the CAF. Their functions are somewhat similar to those conducted by Base/ Wing/ Unit Supply organizations as they relate to receipt, storage, warehousing, distribution and disposal of materiel. However, there are some processes specific to the Depots in order to optimize materiel management activities.
- 2.2 Supply Depots are responsible for stocking supplies of materiel for distribution to Bases/Wings/ Units. Supply Depots are responsible to execute the reception, warehousing, stewardship, distribution and disposal of materiel in support of the Department of National Defense and the Canadian Armed Forces. The Supply Depots are:
  - a. 7 Canadian Forces Supply Depot (CFSD) Edmonton;
  - b. 25 Canadian Forces Supply Depot (CFSD) Montréal;
  - c. Coastal Depot - CFB Halifax ; and
  - d. Coastal Depot - CFB Esquimalt.

NOTE: Coastal Depots provide both second line and third line functionalities. This amplification to policy and process in this chapter only apply to the Coastal Depots when they are performing third line activities. When performing normal base/formation support activities, the policy directions within the rest of the SAM apply.

- 2.3 A CFSD consists of the following elements:
  - a. Materiel control;
  - b. Supply Administration and System;
  - c. Comptroller; and
  - d. Management Advisory Services.
- 2.4 The Commanding Officer (CO) of a Depot may issue local directives and instructions relative to supply administration and operations, if required to amplify the Supply Administration Manual. Any variation that involves matters of policy requires the prior approval of Assistant Deputy Minister (Materiel) through Directorate of Materiel Policy and Process.

## Supply Depot Emergency Capability

- 2.5 Depots are to ensure they do daily downloads for local back up to ensure up-to-date holdings are available in order to operate in times of emergency when access to the Materiel Management System of Record is not available.
- 2.6 When the Materiel Management System of Record is inoperative, bases/wings/units place requests for their urgent requirements on their regional Depot, either by telephone or by email. Using the downloaded data, Depots can locate the stock and initiate issue action.

## Canadian Armed Forces Supply Depot Contact Information

### 2.7 Supply Depot Contact Information

7 CFSD, Lancaster Park, AB	Working Hours	07:30 to 1600 (MST)
	Customer Service Officer	780-973-4011 Ext 4766, CSN 528-4766
	After Working Hours Duty Supply Tech	780-940-4307 (Mobile)
25 CFSD Montreal QC	Working Hours	07:30-15:30(EST)
	Customer Service	514-252-2777 Ext 2525, CSN 663-2525
	Ops	SVC25DAFC @forces.gc.ca P-25S.OPS@intern.mil.ca
	After Working Hours Duty Supply Tech	514-243-8015 (mobile) 514-770-5426 (mobile)
Coastal Depot Halifax	Working Hours	0:700 to 16:00 M-F (AST)
	Main Third Line Depot Manager	902-427-1434
	External Depot Warehouse Manager	902-722-4904
	Customer Service Manager	902-427-3200
	After Hours Duty Supply Tech	902-880-5974 (Mobile)
	After Hours Duty Traffic Tech	902-403-6723 (Mobile)
Coastal Depot Esquimalt	Working Hours	0:700 to 16:00 M-F (PST)
	Main Third Line Depot Manager	250-363-4949
	External Hazmat Manager	250-363-7428
	After Hours Duty Supply Tech	250-893-3005 (Mobile)
	After Hours Duty Traffic Tech	250-818-8400

### EPM responsibilities to Depots

- 2.8 Equipment Program Managers (EPMs) are responsible to execute materiel forecasting and planning to ascertain the right level of materiel to be held at the Depot. They are also responsible for ensuring that the materiel procured under a National Contracts is done

through the Materiel Management System of Record to enable the three way matches and Advanced Shipping Notices are used to enable proper reception by the Depot.

- 2.9 The majority of nationally managed items are received by one of the four Depots. Each Depot provides a range of materiel to satisfy customers within their established region. Bases/Wings/Units within the regions also hold some stock levels of materiel to meet the needs of their customers.
- 2.10 Materiel is stocked in the Depots to overcome the uncertainties of production, to take advantage of economic order quantities, and to cater to fluctuations of customer requirements. Materiel may also be provided direct to the customer from the Vendor by means of national and regional contracts, when it has been determined that it would not be economical to stock materiel nationally.

### Receipts (Inbound Deliveries)

- 2.11 Reception of materiel is to be conducted in accordance with chapter 4.1 Receipts with the exception of what is mentioned below in this section.
- 2.12 There are two main types of receipts conducted at the Depot; **Commercial** (from Vendor) and **non-commercial** (from Bases/Wings/Units).
- 2.13 Receipt in the Materiel Management System of Record should **not** be conducted unless the items are physically received, with the exception of the FCA receipt process.

### Commercial

- 2.14 As per Chapter 3.1, direction has been provided to DND/CAF that materiel to be held in inventory is to be procured through the Materiel Management System of Record with an appropriate account assignment code in order to enable a three way match and that the use of an ASN is mandatory. If not possible then the procuring organization is to create a reservation/dues-in to enable planning and reception. If this process has not been followed then the materiel, if not refused, is to be placed into blocked stock as a discrepancy and the discrepancy processes initiated.

### Commercial Substituted Materiel

- 2.15 Substituted items may be accepted, subject to Supply Manager (SM)/Equipment Project Manager (EPM) and the Procurement Authority approval. Under these circumstances, the materiel should be put into blocked stock and an e-mail containing full particulars shall be sent to the applicable SM/EPM at NDHQ.
- 2.16 If the materiel is acceptable, EPM/NDHQ notifies the Depot accordingly, amends the requisition, and requests PSPC (if applicable) to amend the contract. The Depot shall unblock and put away the materiel as applicable.

- 2.17 When the materiel is not acceptable, EPM/NDHQ notifies the Depot accordingly, and the substituted materiel is returned to the Vendor with the proper authorization documents from the EPM. The Depot shall then request shipping instructions from the EPM responsible to return the materiel back to the Vendor.

#### Free Carrier At (FCA) Commercial Receipt (MIGO 109)

- 2.18 For FCA contract Good Receipts (GR), the DRMIS transaction code MIGO 109 must be used. It delivers a two-step solution/process for the receipt of goods (FCA contract only).
- 2.19 When the Vendor delivers the goods to the carrier and ownership transfers to DND, a GR using movement type 107 is posted by the Procurement Practitioner on behalf of the Technical Authority. When the goods physically arrive at their final destination, a Good Receipt using movement type **109** will post the Goods to storage location (SLoc) inventory (based on the AA of the PO) without any financial postings. Please refer to MA&S EP 26/28 flowcharts and DRMIS job aid.

#### Receipt of Shelf Life Materiel

- 2.20 Shelf Life items shall be receipted using normal receipt procedures. The Materiel Management System of Record automatically requests a use by date for the stock items subject to shelf life. The Technical Services Section prepares a form [CF 1277](#), Shelf Life Control Tag, showing the shelf life Expiry Date. If the Shelf Life Expiry date is not known, the matter is referred to the Technical Authority/ LCMM for a decision. Shelf life tags shall be prepared on the basis of one tag for each batch date, for each container suitable for storage.

#### Improper Packaging - Commercial

- 2.21 When materiel is received which is not packaged IAW the terms of the contract, the materiel shall be placed in blocked stock. A DR from the Materiel Management System of Record containing full particulars shall be raised to the SM/EPM to identify the discrepancy.
- 2.22 When the packaging is in accordance with the contract but inappropriate packaging clauses were used resulting in the Depot having to “repackage” for storage then the cost of repackaging is to be charged back to the appropriate procurement organization who initiated the contract.

#### Non-Commercial

- 2.23 The **non-commercial** receipt at the Depot level are mostly considered “surplus” to requirement from the 2<sup>nd</sup> line warehouse Base/Wing/Unit. The materiel is returned from B/W/U using a Stock Transport Order (STO) from the Materiel Management System of Record.

### Non- Commercial Receipt - Materiel Returned from B/W/U

- 2.24 If materiel returned to the Depot is Centrally Managed, authorization from the Supply Manager approval **must be included** with the supply documentation in the shipments. SMs are in the best position to evaluate the global system impact of stock levels and are therefore the authority for approving such requests and for providing appropriate redistribution instructions. If there is no authorization from the SM, the materiel/shipment will be return to the sending B/W/U.
- 2.25 It is the responsibility of the B/W/U Supply Officer to ensure that materiel sent to the Depot was properly inspected, conditioned, cleaned, identified and packaged to prevent physical or mechanical damage. All supply warehouse personnel shall be familiar with Canadian Forces Technical Order (CFTO) C-02-005-009/AM-000 - *Inspection and Conditioning of Materiel Returned to and Held in Supply*. Depots have the right to return materiel that does not meet the appropriate standards back to the sending unit.
- 2.26 The Depot receipt section is responsible to verify:
- a. that the materiel is accompanied by a completed CF 942/CF 942A Materiel Condition Tag/Label which must have the inspector's signature and identification number, when applicable as per part 3 of CFTO C-02-005-009/AM-000 - *Inspection and Conditioning of Materiel Returned to and Held in Supply*;
  - b. the tag/label is attached to the item and/or on shipping container as applicable;
  - c. only items with same stock code (not in original manufactures pack) were be grouped together in one container and one CF 942/CF 942A Materiel Condition Tag/Label provided that:
    - i. the condition of all items is the same; and
    - ii. the condition and quantity is clearly stated on the tag/label.
  - d. the accuracy of the serial numbers if applicable (in the system link to the materiel); and
  - e. all documentations and information's of the materiel must be with the shipment.
- 2.27 The use of the CF 942/CF 942A Materiel Condition Tag/Label does not preclude the preparation and use of additional identifying requirements form the B/W/U as prescribed by the reference publications shown under Part 1, para 8, of the CFTO C-02-005-009/AM-000.

### Materiel Sent to Repairable Reserve (RR)

- 2.28 The RR process is employed by the EPM when it is decided to hold an asset in an unserviceable state or condition for future repair considerations, when a repair line is not in place or a repair line is suspended.
- 2.29 RR materiel is authorized **only** by the EPMs (Supply Managers/LCMM) and documentation must accompany the shipment **and/or** can be attached to the DRMIS transaction using a DIR. In some instances, EPMs are to ensure that material sent to RR at

the Depots must be properly preserved / packaged when sent from B/W/U for long term storage vice packaging for an R&O cycle.

- 2.30 Non repairable materiel is not to be placed in RR and Depots are to challenge the SM/TA before accepting the materiel. If the SM/TA does not provide substantiation, then the materiel is to be sent to R & D for disposal as EOL.

### Materiel Received from Repair and Overhaul Contractors to the Depots

- 2.31 All materiel repaired under an R&O contract is returned back to the Depot where the materiel becomes available for redistribution. The return of the materiel must be conducted in accordance with the contract established between DND/PSPC and the Contractor.
- 2.32 Unless otherwise specified, materiel returned from a Repair facility must be tagged with a completed Materiel Conditioning Tag ([CF 942](#) or/and [CF 942A](#)). The tag or label must be visible on the equipment and/or on the outside of the container.

### Document from Contractors

- 2.33 Depots are to validate that the necessary documents of inspection, such as a Certificate of Conformity (CoC), and/or Quality Assurance document, were provided from the Contractor. These documents are to remain with the materiel until receipted, or as per the contract. If the appropriate documentation does not accompany the materiel then the receipt section shall place the materiel in blocked stock and raise a DR to the appropriate EPM. The Contractor must follow the terms and conditions of their contract.
- 2.34 Copies of the Certificate of Conformity must be provided to the TI, and any other inspection or Quality Assurance documents provided by the Contractor must remain with the materiel.
- 2.35 Deliveries of materiel off contracts specifying inspection at source will be accompanied by release documents properly completed by the contractor and either signed by an authorized government representative or the contractor's inspector when authorized by the Quality Assurance Authority.

### Out of country repair section (O CRS)

- 2.36 The Out of Country Repair Section resides at the Depots in Montreal and Edmonton and support all out of country repair facilities, they are responsible to:
- a. Maintain visibility for the various equipment, which must be shipped to and from R&O contractors outside Canada; and
  - b. Complete all supply accounting functions and procedures in support of this process.
- 2.37 The O CRS process is defined in section 7.1 Repair and Maintenance of Material and A-LM-184.

## Issues (Outbound Deliveries)

### Distribution

- 2.38 Depots distribute the majority of all materiel on behalf of the entire DND/CAF. Therefore, it is essential to have materiel visibility through accurate stock records in order to know where materiel is situated, in what condition and in what quantities.
- 2.39 The materiel management system of record has not been configured to accommodate **direct shipping** to customer accounts. Therefore requisitions and STOs for customer accounts (\_S SLoc) are not to be issued directly from the Depot to the customer account and are to be considered as Unauthorized. These transactions are to be deleted by the Depots.
- 2.40 Requisitions must be directed through the established supply relationship, where normal processing will take place in the system. This will reduce unnecessary workload on the Depots, decrease shipping errors and increase efficiency of deliveries to customers.
- 2.41 Requisitions that violate the direction as laid out in chapter 3.2 para 2.42 can be cancelled by the Depots.

### Demand Processing

#### High Priority Level HPR (MPC 1)

- 2.42 A priority request (known as an HPR) is a category that identifies the relative importance of a request/demand. It is based on impact (how operations will be affected) and urgency, and it identifies required times for actions to be taken. Impact and urgency are used to assigned and determine the priority. An approval by Sup O/Log O/ is required at the B/W/U level.
- 2.43 Supply Depots process HPR issues in accordance with the procedures detailed in their local Standard Operating Procedure. The response time for the processing of these issues must not exceed 24 hours. The materiel will normally be processed through the Traffic Section to the carrier within the 24 hours allowed. The choice of type of carrier (commercial or NFR) will be determined by the Traffic Section according to the method that will allow the material to arrive the quickest meeting the 6 days maximum.

#### Routine (MPC 2, 3 and 4)

- 2.44 Supply Depots will process routine demands based on the National Freight Run (NFR) schedule. Each base is serviced a minimum of once a week and some up to daily. Routine demands are processed in batch regardless of the MPC. While demands will be actioned in accordance with the RDD, all demands for which the Depots have stock and have been committed will be processed within 7 days.

## National Freight Run (NFR) Schedule

2.45 The NFR schedule is available on the NMDS intranet site.

<http://nmdssc.mil.ca/nmds/motd/NPCC/NFR.pdf>

## Discrepancy Reporting

2.46 Discrepancy reporting is to be conducted in accordance with chapter 4.1 Receipts with the exception of what is covered in this chapter. Please see EP 28B National/local commercial receipt & EP 28B Receipt from Depot/Base for guidance.

2.47 In addition to the initiation of the DR, a “block shipment action request” must be sent to the respective EPM.

2.48 Submit using below format “Block Shipment Action Request” thru the EPM.

<b>NDHQ DIRECTOR</b>	
For:	EPM Section Head (as applicable)
Subject:	Blocked Shipment Action Request.
A	DR Number (assigned by the system).
B	Stock number.
C	Quantity.
D	Contract demand number/ PO number
E	Item number.
F	Public Services and Procurement Canada (PSPC) contract number.
G	Reason for blocked shipment.
H	Action taken to date by receipt section including originator e-mail, document etc.

## Escalation Process for Shipments of Nationally Procured Materiel

2.49 EPMs have 10 business days to respond to the Blocked Shipment Action Request. When corrective measures have not been received after 10 business days, the *Blocked Shipment Action Request* shall be hasten to the relevant Equipment Program Management (EPM) and their CoC by E-mail.

Escalation Process for Shipments from Base/Wing/Unit

- 2.50 If the Depot is the consignee on any type of discrepancy, a DR is raised by the Depot and, the B/W/U has **10 business days** to investigate and respond to the Depot.
- 2.51 If after the **10 day period** the Depot has not received any communication with the B/W/U, they shall resolve the DR and informed the B/W/U of action taken.

Stocktaking

- 2.52 Stocktaking is to be conducted in accordance with chapter 4.3 with the exception of what is covered in this chapter.

Contractor Own Government Custody (COGC) Stocktaking

- 2.53 Depots are to conduct stocktaking’s for COGC in accordance with the contract or no less frequently then the equivalent of the standard CCI for that type of materiel. Procurement Authorities, as per Chapter 6.2, are tasked to engage units holding COGC M to ensure the level of stocktaking instituted within the contract is reasonable.

Long Term Storage

- 2.54 The stocktaking requirements of materiel held in long-term storage is described in the table below. Long-term storage of weapons, weapon components and self-contained weapon systems is restricted to Canadian Armed Forces Depots (Ammunition or Supply). Weapons, weapon components and self-contained weapon systems in long-term storage are to be held in a separate storage location specifically used for long-term storage. The storage area is to be restricted and have controlled access.

2.55 Long-Term Storage Stocktaking Requirements Table

Item	Long-Term Storage Stocktaking Requirements
Weapons and weapon components held in long term storage in a secure area.	<ol style="list-style-type: none"> <li>1. Long-term storage for weapons and weapon components are restricted to 25 and 7 Supply Depots;</li> <li>2. Sealed Containers – A 100% stocktaking done of serial numbers and quantity are completed before a container is sealed. The stocktaking is considered to be 100% accurate until the point in time the container is opened. Therefore, sealed containers will undergo a <b>quarterly</b> visual verification/ external inspection to ensure that seals are intact and there has been no damage or interference to the containers</li> </ol>

Item	Long-Term Storage Stocktaking Requirements
	<p><b>NOTE:</b> There is the option of using additional “sealing” methods to lock multiple tri-walls/ HU together so that instead of verifying multiple individual seals, Depots are verifying fewer or only one. For example use of a vault or locked cage.</p> <p>3. Unsealed containers – containers that are unsealed/opened are not considered to be in long-term storage and therefore are subject to normal stocktaking policy and procedures;</p>
<p>Self-Contained Weapons held in long term storage in a secure area</p>	<p>1. Self-Contained Weapons which are held in a CAF Ammunition Facility, shall be properly packaged in their standard service packaging or equivalent, and sealed with either the manufacturer’s original seal or the monogrammed CAF Ammunition Facility's metal seal. When packaged and sealed there is no requirement for the packages to be opened for verification of its contents;</p> <p>2. The containers shall have every affixed seal physically inspected for damage and/or tampering. The quarterly stocktaking for self-contained weapons shall be conducted by a three person team and the stocktaking sheet shall be signed by all three members of the stocktaking team as confirmation that the seals have been inspected. Where the condition of any seal is in doubt, the package shall be opened and each stocktaking team member shall independently verify the contents; and</p> <p>3. Deficiencies shall be investigated and reported to the Military Police immediately.</p>

2.56 Random or targeted verifications of sealed containers may be ordered at any time by ADM(Mat), the Commander of CJOC or the Commander of CMSG.

2.57 An investigation must be launched if:

- a. there has been a breach to the vault or other secured storage location;
- b. there has been a breach in a sealed container such as a broken seal or the container has been damaged;
- c. there is a discrepancy in counts during a stocktaking; or
- d. as the result of a weapon maintenance problem identified by a Technical Authority.

2.58 Additionally, if at any time a seal is found broken or the storage container is compromised without proper authority then:

- a. a full stocktaking of the container shall be done;
- b. all seals on other containers verified as secure;
- c. all security breaches reported; and
- d. Any thefts reports.

## Matériel Adjustment/Write-offs

2.59 Matériel adjustment/write-offs are to be conducted in accordance with chapter 4.4 with the exception of what is covered in this chapter.

### Exemption for Controlled Goods Reporting

2.60 Depots are permitted to report the loss or compromise of controlled goods to the CTAT office with their CF 152s report submission instead of within the 48 hours indicated at DAOD 3003-1.

2.61 The following list of items **do not** qualify for this exemption:

- a. Any weapons and sensitive parts from a weapon, such as a breech block;
- b. Weapons system and fire control system or components;
- c. All ammunition;
- d. COMSEC related equipment, such as encrypted radios;
- e. Surveillance Target Acquisition and Night Observation Equipment (STANO); and
- f. GPS and Navigational equipment.

2.62 For these items, a second count shall be performed immediately upon discovery of a discrepancy and must continue to be reported to the CTAT Office within 48 hrs due to sensitivities surrounding these items:

2.63 If any of the following circumstances are suspected for any matériel (not just those listed in para 2.61) then the loss or compromise must be reported to the CTAT office ASAP:

- a. criminal activity;
- b. negligence; or
- c. the controlled good has been intentionally compromised.

2.64 When items to report are of a sufficient enough quantity that using the annex to the *Loss or Compromise Reporting Form* is impractical, Depots are permitted to provide a spreadsheet that itemizes the controlled goods so long as the spreadsheet contains all the same information required to be provided in the annex.

## Packaging and Package Marking

### Commercial

- 2.65 Contracts contain ‘Preparation for Delivery’ terms and conditions. Improper packaging can include damaged packaging or movement of item in its package due to insufficient/ incorrect packaging materials selected, missing package markings, or packaged quantities which are not suitable for redistribution (e.g. bulk packages).
- 2.66 Failures of preservation and packaging shall be reported to the Procurement Authority (PA)/ Supply manager responsible for the contract. Because there is a financial implication, they will make the decision whether to have the items returned to the vendor or not from the Depot. It is a case by case decision. On occasion, re-packaging may be done and the supplier may be charged, under the authority of the PA.

#### Non-commercial (Military Packaging)

- 2.67 Please refer to Military packaging link [Packaging and Package marking](#).

#### Excess and Dormant Stock

- 2.68 Materiel considered excess and/or dormant returned to the Depots from 2<sup>nd</sup> line B/W/U **must** be approved by the EPMs Supply manager /LCMM. All documents must be included in the shipment. For more details please refer to the disposal chapter 8.1

#### National Loans

- 2.69 The reception of loaned materiel from industry under a contract is coordinated by the Director of Quality Assurance (DQA) Loan section, the Depots and the company that require to return the materiel back to DND.

#### Disposal

- 2.70 Disposal is to be conducted as per Chapter 8.1.

#### Compliance

- 2.71 In order to demonstrate compliance with this chapter, those managing and handling materiel at the Depot shall:
- a. run daily downloads for business continuity;
  - b. only accept authorized shipments or initiate a DR process;
  - c. ensure all materiel and documentation verifications were executed;
  - d. ensure that only repairable materiel is accepted into RR;
  - e. ensure that special substantiation is obtained from SM/TA before placing non-repairable materiel into RR; and
  - f. utilize “blocked shipment action request” when reporting a commercial discrepancy.

## PROCEDURES

### Process Flow Charts

3.1 The following are the most common Process Flow charts related to this chapter. For the full listing please see the MA&S Enterprise Processes.

Processes	Descriptions
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Advanced Shipping Notice Process</a></li> </ul>	<ul style="list-style-type: none"> <li>• A vendor is ready to ship materiel on a purchase order</li> <li>• Inbound Logistics takes information provided by the Vendor and creates CARF in NMDS;</li> <li>• Shipment arrives at the receiving unit to staging area.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Bin to Bin Transfer</a></li> </ul>	<ul style="list-style-type: none"> <li>• Process to move materiel from one bin location to another bin.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Discrepancy Processing</a></li> </ul>	<ul style="list-style-type: none"> <li>• All discrepancy as per SAM chapter 4.1.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Goods receipt and put away of Purchased Material - Non-Radio Frequency (non RF)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Goods arrive at the receipt section;</li> <li>• From the staging area put away stock in the warehouse.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Goods receipt and put away of Purchased Material - Radio Frequency (RF)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Goods arrive at the receipt section;</li> <li>• From the staging area put away stock in the warehouse.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Goods receipt and put away of Returned Material - Non-Radio Frequency (non- RF)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Goods arrive at the receipt section;</li> <li>• From the staging area, put away stock in the warehouse;</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Goods receipt and put away of Returned Material - Radio Frequency (RF)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Goods arrive at the receipt section;</li> <li>• From the staging area, put away stock in the warehouse.</li> </ul>

Processes	Descriptions
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Quality Inspection - Planned</a></li> </ul>	<ul style="list-style-type: none"> <li>• Planned QM inspection is determined by the inspection;</li> <li>• Conduct the Goods Receipt;</li> <li>• Inspection performed by the QI section;</li> <li>• Receipt section put away.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Quality Inspection - Unplanned, at time of Receipt</a></li> </ul>	<ul style="list-style-type: none"> <li>• Received materiel is determined to require Quality Inspection (QI) transfer to QI from GR;</li> <li>• QI section perform inspection and update inspection lot short text;</li> <li>• Receipt section put away.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Quality Inspection - Unplanned, from Stock</a></li> </ul>	<ul style="list-style-type: none"> <li>• Received materiel is determined to require Quality Inspection (QI) transfer to QI from GR;</li> <li>• QI section perform inspection and update inspection lot short text;</li> <li>• Receipt section put away.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Quality Notification - Hastener</a></li> </ul>	<ul style="list-style-type: none"> <li>• Create hastener for long term inspections;</li> <li>• Create quality notification and set the active flag;</li> <li>• Receipt section return item (s) to Vendor.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Dangerous Goods Issue</a></li> </ul>	<ul style="list-style-type: none"> <li>• Issue Dangerous Goods</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Dangerous Goods Put away</a></li> </ul>	<ul style="list-style-type: none"> <li>• Executed normally by the Hazmat Section</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Repackaging Process at Receipt</a></li> </ul>	<ul style="list-style-type: none"> <li>• Received Materiel is manually re-directed to the repackaging section;</li> <li>• Work order is used to track that the materiel is in repackaging;</li> <li>• Put away.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Processing Pre Allocated Stock (PAS)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Reactivation will occur when inbound goods are required immediately to satisfy an outbound requirement;</li> <li>• Goods are diverted from the inbound GR area directly to outbound delivery staging;</li> <li>• Materiel is received and has been designated as pre-allocated stock.</li> </ul>

Processes	Descriptions
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Stocktaking process for CWM sites</a></li> </ul>	<ul style="list-style-type: none"> <li>• Prepare stocktaking plan;</li> <li>• Materiel is counted by an assigned counter;</li> <li>• Investigate discrepancies;</li> <li>• Conduct proper paper (I.e. CF 152).</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Fleet Issue Center (FIC) order fulfillment</a></li> </ul>	<ul style="list-style-type: none"> <li>• Valued Added Service (VAS) will provide clear visibility of items staged for outbound delivery for all ships;</li> <li>• Picks will be directed to staging area and held until ships arrival;</li> <li>• Generate delivery picks.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Outbound Picking for CWM site</a></li> </ul>	<ul style="list-style-type: none"> <li>• Outbound process overview which include wave, release, picking and outbound;</li> <li>• Warehouse picker;</li> <li>• Consolidation and shipment.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28 H,I,J,K Over picking Process</a></li> </ul>	<ul style="list-style-type: none"> <li>• Linked to the outbound picking process for CWM;</li> <li>• Run of the delivery dues list to PGI and integrates with the outbound process in EP 28D.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28D Automatic Identification Technology (AIT) Functionality</a></li> </ul>	<ul style="list-style-type: none"> <li>• AIT function is required</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">DRMIS PDET User Guide Outbound Processes</a></li> </ul>	<ul style="list-style-type: none"> <li>• For usage of PDET outbound</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">Reversing Goods Movements on Deliveries</a></li> </ul>	<ul style="list-style-type: none"> <li>• To reverse goods movement on deliveries</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 54 Issue to a Loan via DFPS (related to SAP deployed defense solution) – Loan Issue</a></li> </ul>	<ul style="list-style-type: none"> <li>• Loan agreement exist between DND and contractor/other government department (OGD)/ foreign country.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 04 Repair &amp; Overhaul (R&amp;O) External (For Out of</a></li> </ul>	<ul style="list-style-type: none"> <li>• Item returned from a customer to repair &amp; disposal section to review RMA data, SPINS and actions;</li> <li>• Contractor creates the company internal work order;</li> <li>• Repair is performed; and</li> </ul>

Processes	Descriptions
<ul style="list-style-type: none"> <li>• <a href="#">Country Repair Facilities)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Materiel return back to the Depot</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 04 Repair &amp; Overhaul (R&amp;O) External Stores Removal Request (SRR)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Used by the SM to instruct personnel at the plant/storage location to move stock to a repair facility for repair;</li> <li>• SRR is raised and PA approve;</li> <li>• R&amp;D Sup Tech create the STO to issue materiel to the Depot.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 06 Move Stock into or out of a Project – Svc Clients suite demand SM</a></li> </ul>	<ul style="list-style-type: none"> <li>• Materiel is required to be moved for a specific reason; and</li> <li>• To move the materiel from one status to another as well as into or out of a project</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28C Extend Materiel Master Record (MMR) to your SLOC – ZE MM EXTEND</a></li> </ul>	<ul style="list-style-type: none"> <li>• Identify materiel;</li> <li>• Bring the stock code into the plant;</li> <li>• Set the replenishment details in the Sloc such as bin location and min/max; and</li> <li>• Account for that materiel under a Sloc.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28C Physical Inventory in a HU Managed SLoc</a></li> </ul>	<ul style="list-style-type: none"> <li>• Create physical inventory schedule;</li> <li>• Run the handling unit content;</li> <li>• Validate counts entered; and</li> <li>• Completed using normal stocktaking process.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28C Transfer between Storage Locations – MIGO 311, MIGO 313/315</a></li> </ul>	<ul style="list-style-type: none"> <li>• It is determine that materiel held in an Sloc actually belongs in another Sloc within your MRP area; and</li> <li>• Materiel is received at the Sloc from another Sloc will arrive with the proper transfer order paperwork attached.</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">EP 28F Raise Document Info Record (DIR) Message – CoC</a></li> </ul>	<ul style="list-style-type: none"> <li>• To create a Document Information Record in the system.</li> </ul>

## DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

Code	Descriptions
ZEMM_LM15	<ul style="list-style-type: none"> <li>Perform PDET goods receipt, put away and create DR</li> </ul>
ZE_CWM_EXTEND	<ul style="list-style-type: none"> <li>Change materials or upload changes from spreadsheet</li> </ul>
ZE_MM_EXTEND	<ul style="list-style-type: none"> <li>Extend a materiel in the backend</li> </ul>
ZE_UPD_SERNO	<ul style="list-style-type: none"> <li>Modify manufacturer's serial number</li> </ul>
ZEMM_MID_LABEL	<ul style="list-style-type: none"> <li>Materiel ID Label Print Program</li> </ul>
ZEMM_SN_PRINT	<ul style="list-style-type: none"> <li>Print serial number label</li> </ul>
ZEMM_WM_ARC	<ul style="list-style-type: none"> <li>Maintain application receipt communication (ARC) messages</li> </ul>
ZLI21	<ul style="list-style-type: none"> <li>Clear Stocktaking Differences in Inventory Management</li> </ul>
QM01	<ul style="list-style-type: none"> <li>Create a Discrepancy Report</li> </ul>
LT01	<ul style="list-style-type: none"> <li>Create transfer order</li> </ul>
LT10	<ul style="list-style-type: none"> <li>Create transfer order form a list</li> </ul>
LT15	<ul style="list-style-type: none"> <li>Cancel transfer order</li> </ul>
LT22	<ul style="list-style-type: none"> <li>Display transfer order by storage type</li> </ul>
LT23	<ul style="list-style-type: none"> <li>Confirm transfer order</li> </ul>
LT24	<ul style="list-style-type: none"> <li>Displaying transfer order</li> </ul>

Code	Descriptions
LT31	<ul style="list-style-type: none"> <li>• Reprint transfer order manually</li> </ul>
LM01	<ul style="list-style-type: none"> <li>• PDET Main Menu</li> </ul>
LM12	<ul style="list-style-type: none"> <li>• Display bin contents on RF</li> </ul>
LM55	<ul style="list-style-type: none"> <li>• System guided storage unit count</li> </ul>
LS01N	<ul style="list-style-type: none"> <li>• Create storage bin</li> </ul>
LS02N	<ul style="list-style-type: none"> <li>• Stocktaking in a WM environment</li> </ul>
LU04	<ul style="list-style-type: none"> <li>• Select Posting Change Notice</li> </ul>
ZE_LM06	<ul style="list-style-type: none"> <li>• Transfer Bin to Bin RF</li> </ul>
ZE_LM07	<ul style="list-style-type: none"> <li>• Create 2 Step Put away RF</li> </ul>
ZE_LM12	<ul style="list-style-type: none"> <li>• Display Bin Content on RF</li> </ul>
LL01	<ul style="list-style-type: none"> <li>• Manage Warehouse Activity Monitor</li> </ul>
VT02N	<ul style="list-style-type: none"> <li>• Change Shipment Document</li> </ul>
CV01N	<ul style="list-style-type: none"> <li>• Create a Documents Information Record (DIR)</li> </ul>
CV02N	<ul style="list-style-type: none"> <li>• Change Document Information Records</li> </ul>
CV04N	<ul style="list-style-type: none"> <li>• Listing of Document Information Records</li> </ul>
IW21	<ul style="list-style-type: none"> <li>• Create PM notification</li> </ul>
IW22	<ul style="list-style-type: none"> <li>• Change PM notification</li> </ul>

Code	Descriptions
IW32	<ul style="list-style-type: none"> <li>• Technically Complete Work Order (TECO status)</li> </ul>
MSC1N	<ul style="list-style-type: none"> <li>• Create Batch</li> </ul>
MSC2N	<ul style="list-style-type: none"> <li>• Change Batch</li> </ul>
QA01	<ul style="list-style-type: none"> <li>• Create Inspection Lot</li> </ul>
QA11	<ul style="list-style-type: none"> <li>• Record Usage Decision</li> </ul>
QA32	<ul style="list-style-type: none"> <li>• Change Data for Inspection Lot</li> </ul>
MMBE	<ul style="list-style-type: none"> <li>• Display Stock Overview</li> </ul>
LT06	<ul style="list-style-type: none"> <li>• Create Transfer Order from Materiel Document</li> </ul>
LT12	<ul style="list-style-type: none"> <li>• Confirm Transfer Order</li> </ul>
LX03	<ul style="list-style-type: none"> <li>• Display Bin Status Report</li> </ul>
MB21	<ul style="list-style-type: none"> <li>• Create Reservation</li> </ul>
MB22	<ul style="list-style-type: none"> <li>• Change Reservation</li> </ul>
MB25	<ul style="list-style-type: none"> <li>• Display Reservation</li> </ul>
MBGR	<ul style="list-style-type: none"> <li>• Display Materiel Document with Reason for Movement</li> </ul>
SBWP	<ul style="list-style-type: none"> <li>• Business Workplace</li> </ul>
LT21	<ul style="list-style-type: none"> <li>• Display Transfer Orders</li> </ul>
VL02N	<ul style="list-style-type: none"> <li>• Process Delivery for an Individual Issue</li> </ul>

Code	Descriptions
VL10D	<ul style="list-style-type: none"> <li>• Purchase Order Items due for Delivery</li> </ul>
VL06G	<ul style="list-style-type: none"> <li>• Perform Goods Issue for Deliveries</li> </ul>
VL06O	<ul style="list-style-type: none"> <li>• Monitor Outbound Deliveries</li> </ul>
VL06P	<ul style="list-style-type: none"> <li>• Pick Outbound Deliveries</li> </ul>
VL74	<ul style="list-style-type: none"> <li>• Process Handling Unit Output</li> </ul>

## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions
QM10	<ul style="list-style-type: none"> <li>• Change list of Quality Notification</li> </ul>
QM11	<ul style="list-style-type: none"> <li>• Display list of Quality Notifications</li> </ul>
QA33	<ul style="list-style-type: none"> <li>• Inspection Lot Selection</li> </ul>
ZEMM_RO_MANAGED	<ul style="list-style-type: none"> <li>• Manage Repair &amp; Overhaul data for Material</li> </ul>
ZSUPSTRIP	<ul style="list-style-type: none"> <li>• Display Supply Strip Report</li> </ul>
LL01	<ul style="list-style-type: none"> <li>• Manage Warehouse Activity Monitor</li> </ul>
ZE_SERIAL_DISCREP	<ul style="list-style-type: none"> <li>• Serialized Discrepancy Report</li> </ul>
ZEMM_STOCK	<ul style="list-style-type: none"> <li>• Monitor Physical Inventory (WM)</li> </ul>
Customer Fulfilment summary Report	<ul style="list-style-type: none"> <li>• WM Inbound delivery</li> <li>• WM Outbound delivery</li> </ul>

	<ul style="list-style-type: none"><li>• WM productivity report</li><li>• WM Bin stock report</li><li>• WM Physical inventory report</li></ul>
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# 6.2 CONTRACTOR OWNED MATERIEL IN DND CUSTODY

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## POLICY

### Aim

- 1.1 This chapter provides the Defence Supply Chain (DSC) policy on the management of Contractor Owned Government Custody Materiel (COGC M).
- 1.2 COGC M is materiel in DND custody for which DND has not paid for, and therefore has no legal title; accordingly, ownership of such materiel is retained by the Contractor. In order to ensure proper management of COGC M and to prevent unnecessary financial burden, it is important to properly process the handling and accounting of COGC M.
- 1.3 This chapter must be read in conjunction with Chapter 6.3 Government Owned Materiel in Contractor Custody to ensure the right materiel conditions are determined in advance of materiel acquisition.

### Context

- 1.4 DND must always have clear and accurate visibility of the materiel it holds in order to provide optimal support to departmental and Canadian Armed Forces (CAF) activities. This visibility contributes to essential requirements to meeting domestic and international operations and training, planning for and the actual replenishment of materiel at the appropriate time, and ensuring accountability to the Government of Canada.
- 1.5 Traditionally, DND has always procured and owned the materiel held in various lines of the DSC down to the unit level. However, specifically, under the In-Service Support (ISS) sustainment concept, materiel owned by another party will be held within DND and CAF locations. In all cases, COGC M must be visible and accountable in the DND Materiel Management System of Record to ensure proper management and oversight.
- 1.6 Accordingly, all materiel in DND/CAF custody, including COGC M, must be visible and appropriately accounted for in the Materiel Management System of Record, and be properly handled and managed in order to provide the required support to CAF operations and Government and Departmental programs.
- 1.7 The following results regarding COGC M are required:
  - a. **Visibility:** clear visibility of all COGC M in the Materiel Management System of Record within the Enterprise Resource Planning (ERP) tool;
  - b. **Accountability:** COGC M is appropriately accounted for in the reporting of DND holdings to the Government of Canada. Stocktaking shall be conducted in a manner consistent with DND policy, or to a higher standard if required by the ISS contract;
  - c. **Information Exchange:** Information on materiel adjustments due to consumption or any other reason is properly recorded in the DND Materiel Management System of Record and exchanged with the Contractor in accordance with the ISS contract;

- d. **Stock Segregation:** an acceptable and workable form of segregation of stock is in place to prevent the mixing and potential inappropriate use of COGC M and Government Owned Government Custody Material (GOGC M);
- e. **Proper materiel handling:** physical security and handling of COGC M, especially CTAT/ITAR and HAZMAT items, shall be treated to the same standard as GOGC M, or a higher standard if stipulated in the ISS contract;
- f. **Cross-border shipments:** proper ownership or custodial arrangements with the owner are in place in order to freely transport COGC M through Customs across international borders;
- g. **Support to other DND/CAF activities or Allies:** contract clauses are in place to enable the use of COGC M in support of other DND/CAF activities or Allies in warranted circumstances;
- h. **Reimbursement:** losses and breakages are investigated to the same rigor as GOGC M and materiel adjustments are done in the Materiel Management System of Record. When causes are attributable to DND/CAF, reimbursement is to be made to the owner in accordance with the terms of the contract; and
- i. **Return:** returns to the contractor are actioned according to the contract, and proper transactions processed in the Materiel Management System of Record.

## Definitions

1.8 Definitions, other than those listed below, can be found in Section 10.1 Glossary.

- a. **Contractor-Owned Government Custody Materiel (COGC M)** is the materiel in DND / CAF custody for which the contractor retains ownership. COGC M may include assemblies, sub-assemblies, inventory and equipment in support of maintenance work.
- b. There are two basic types of COGC M:
  - i. **Materiel-in-Stock:** materiel, including spares, both consumables and repairable, kept in a stocking account, and are issued to work orders where they are installed into the platform or consumed in the maintenance tasks. This chapter is aimed at the supply management of COGC M Materiel-in-Stock;
  - ii. **Materiel-in-Use:** equipment not used up but are repeatedly employed in the maintenance process. COGC M materiel-in-use would be governed by the Loans process outside the purview of this chapter.
- c. **Materiel Custody:** rests with the person or organization that has physical control of the materiel.
- d. **Hand Over Point** is the DND facility or another location, as defined in the ISS contract, to which the contractor will deliver COGC M into the custody of DND; and
- e. **Materiel Ownership:** is vested in person or organization that has legal title to the materiel and retains full economic benefits.

1.9 Definitions of other general supply management terms relevant to this policy can be found in the DND Terminology Bank, SAM chapter on Glossary, and TB policy instruments.

## Authorities and Responsibilities Tables

1.10 The following appointments have the authorities in the COGC M context as indicated in the table below. This table is derived from DAOD 1000-0 which lists the functional areas of Level 1s, and DAOD 3000-0 which is specific to ADM (Mat) in the MA&S function; SAM Chap 1.3 has also been consulted.

### 1.11 Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister (Materiel) (ADM (Mat))	<ul style="list-style-type: none"> <li>• In-Service-Support (ISS) sustainment concept and its policy.</li> <li>• Approval of deviations from the traditional DND way of handling materiel when dealing with Contractor-Owned Materiel (COGC M).</li> </ul>
Assistant Deputy Minister (Finance) (ADM(Fin))	<ul style="list-style-type: none"> <li>• Reporting of DND assets to Government of Canada including COGC M in an appropriate manner.</li> </ul>
Canadian Joint Operations Command (CJOC) / Canadian Materiel Support Group (CMSG)	<ul style="list-style-type: none"> <li>• DND customs policy.</li> </ul>
Director General Materiel System and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• Defence Supply Chain (DSC) policy and processes.</li> <li>• Process specific to the handling of COGC M.</li> </ul>
Director Materiel Policy and Procedures (DMPP)	<ul style="list-style-type: none"> <li>• DSC policy, process and links to procedures contained in Supply Administration Manual (SAM) and Procurement Administration Manual (PAM).</li> <li>• Promulgation of COGC M policy in SAM.</li> </ul>
Equipment Program Management Divisions (EPM) Procurement Directors / Major Project Delivery Divisions (MPDs) Project Management Offices (PMOs)	<ul style="list-style-type: none"> <li>• Approval of payment to the contractor IAW terms in the ISS contract for COGC M losses attributable to DND.</li> </ul>
Deployed Contingent Commanders, deployed Commanding Officers	<ul style="list-style-type: none"> <li>• Approval of supporting Allies with COGC M when warranted by circumstances and when permitted by the ISS contract.</li> </ul>

1.12 Responsibilities Table

The...	Is or are responsible for...
Environmental Chiefs of Staff (Commander RCN, Commander CA, Commander RCAF)	<ul style="list-style-type: none"> <li>• recommending the range and quantity of COGC M to be kept ready at CAF units for immediate use and deployment.</li> <li>• managing COGC M held by their units.</li> </ul>
Canadian Joint Operations Command (CJOC) / Canadian Materiel Support Group (CMSG)	<ul style="list-style-type: none"> <li>• managing COGC M held by their units.</li> <li>• coordinating DND corporate customs functions within Canada and internationally.</li> <li>• overseeing DND corporate customs services.</li> </ul>
Major Project Divisions (MPDs) / Project Management Offices (PMOs)	<ul style="list-style-type: none"> <li>• Establishing in ISS contracts the range and quantities of COGC M to be under DND/CAF custody determined in conjunction with the Operators.</li> <li>• Negotiating ISS contracts with appropriate clauses in order to deliver COGC M policy requirements.</li> <li>• Establishing proper accounts in the Materiel Management System of Record to manage COGC M in order to provide visibility of COGC M held by DND/CAF.</li> <li>• Using materiel identification consistent with DND materiel management policy to achieve full visibility in the system of record.</li> <li>• Engaging with the materiel custodians (warehouses) during procurement planning.</li> </ul>
Equipment Program Management Divisions (EPMs) Procurement Authorities (PAs)	<ul style="list-style-type: none"> <li>• Managing ISS sustainment contracts assigned to them.</li> <li>• Ensuring appropriate CTAT/ITAR and HazMat information is made available to DND/CAF personnel through appropriate systems for handling such COGC M.</li> </ul>
Supply Officer (Sup O) / Logistics Officer (Log O)	<ul style="list-style-type: none"> <li>• Providing local subject matter expertise and assistance on supply management matters.</li> <li>• Timely completion of materiel adjustment transactions in the Materiel Management System of Record.</li> </ul>

The...	Is or are responsible for...
Account Holder / Custodian of Materiel	<ul style="list-style-type: none"> <li>• Adhering to supply management policy, process and procedures in handling and managing all materiel in their custody.</li> <li>• Practicing higher rigor in COGC M handling if stipulated in the ISS contract.</li> <li>• Conducting Stocktaking IAW DND requirements as a minimum, or contract requirements if more stringent.</li> </ul>

## References

1.13 The following references were used in the development of this policy:

- a. [National Defence Act](#);
- b. [Defence Production Act](#);
- c. [Department of Public Works and Government Services Act](#);
- d. [Financial Administration Act](#);
- e. [Treasury Board - Policy on Management of Materiel](#);
- f. [DAOD 3000-0 Materiel Acquisition and Support](#); and
- g. [Procurement Administration Manual \(PAM\)](#).

## PROCESS

### Introduction

- 2.1 Without clear visibility and proper management of materiel, DND may be providing less than optimal support to government programs and be exposed to unnecessary losses. Losses of COGC M will not only erode contractor confidence in our materiel handling practices, it will also have financial impact and may cause operational delays.
- 2.2 This part describes the Defence Supply Chain (DSC) processes and provides explanations to activities related to COGC M. As much as possible, the activities by the Community of Practice are kept the same or as similar as possible to existing DSC ones and deviations are handled by the system in a manner transparent to users. Nevertheless, due to the ownership of COGC M, some variations in supply management and handling are unavoidable.

### Sustainment Initiative (SI)

- 2.3 The Defence Supply Chain (DSC) policy on the management of Contractor-Owned Materiel (COGC M) while in DND custody is in line to support the Canada's defence policy – [Strong, Secure, Engaged](#).
- 2.4 The Sustainment Business Case Analysis (SBCA) may determine that it is more efficient that the ISS contractor be responsible for a percentage of, or all, materiel support needed for the equipment. In the context of supply support, this is a major variation from the traditional practice.

### Materiel Acquisition & Support (MA&S)

- 2.5 MA&S is defined in [DAOD 3000-0](#) as *the acquisition (excluding the identification of the requirement), support and disposal of the materiel component of a Defence capability*.
- 2.6 In this part of the COGC M chapter, for simplicity and familiarity, these three MA&S processes of Acquisition, Support, and Disposal are used as headings to group considerations and sub-processes in the management of COGC M.
- 2.7 Supply Management is under the heading Support. But several topics not strictly related to Supply Management are also highlighted here under the other two headings for awareness by our Community of Practice; it could also serve as an aide memoire for various OPIs in their respective areas of responsibility in order to facilitate Supply Management for COGC M. Consultation with this chapter by relevant OPIs is highly encouraged before an ISS contract is finalized.

## MA&S Process 1: Acquisition

- 2.8 The Acquisition phase starts after the identification of the requirement and includes all the activities done by the Project Management Office (PMO). It normally ends with the declaration of Full Operational Capability (FOC) and the subsequent closure of the PMO.
- 2.9 When the sustainment strategy for maintenance calls for the contractor to be responsible for materiel management, some supply and spare part support topics must be considered and included in the Statement of Work (SOW). In the final contract, clauses will be needed to address contractor activities that will facilitate materiel and supply management of COGC M.

### New Acquisition

- 2.10 For new equipment, materiel management considerations will have been made during the various Project Management phases and requirements incorporated in the SOW and Request for Proposal (RFP).
- 2.11 When COGC M will be held in DND/CAF facilities it is imperative that the warehousing stakeholders (which includes Base/Wing Supply Officers, CMSG and/or Depot COs) are consulted during procurement planning. Considerations have to be made for physical space limitations, personnel capacity, warehouse structure and capabilities before assigning tasks through a contract that may not be executable by the resources in location. Areas for consideration and discussion between the project teams and the warehouse stakeholders are included within this chapter.

### Renewal of Maintenance Contract

- 2.12 In the case of the renewal of a maintenance contract on existing equipment, if the Sustainment Business Case Analysis (SBCA), when required by the Sustainment Initiative, concludes that a change to an ISS contract is justified, the Equipment Program Management (EPM) team will be formulating and incorporating the required materiel and supply management clauses into the ISS contract.

### Recommended ISS Contract Considerations

- 2.13 This is not an exhaustive list since each ISS arrangement may be unique and may have variations from other ones. The Procurement Administration Manual (PAM) (at <http://materiel.mil.ca/en/business-functions-procurement-contracting/procurement-administration-manual.page>) is to be consulted, and if applicable, appropriate clauses or SACC clauses are recommended for inclusion in procurement documents:
- a. Supply Support and the extent of this support (especially spare parts) (this would result from the approved SBCA);
  - b. Integrated Logistics System:
    - i. the maintenance and repairs tasks undertaken by DND/CAF;

- ii. required contractor-owned equipment to be provided to DND for assigned tasks; and
  - iii. the range and quantities of spare parts required to be in DND custody for these tasks;
- c. Materiel Management and the extent of this function;
  - i. Materiel Identification;
  - ii. Master Materiel Record;
  - iii. serialization;
  - iv. LCMM responsibilities; and
  - v. Supply Manager responsibilities (procurement and contractor supply chain and replenishment for COGC M in DND custody).
- d. Exact location/facility of Hand-Over Points where COGC M is delivered for DND to take custody, and the Hand-Over Points for returns to contractor;
- e. The method of segregation of COGC M (from Government Owned Materiel) acceptable to both the contractor and DND/CAF units involved;
- f. Customs arrangements for Cross-border shipment of COGC M in DND/CAF custody by DND, or alternative arrangements for supply support in overseas CAF operations. (CMSG J4 TN is the DND policy authority on Customs and cross-border shipments);
- g. Stocktaking frequency and responsibility (done by whom);
- h. The process for handling losses of COGC M not due to (normal) consumption in DND maintenance tasks;
- i. Identification of COGC M that have requirements for special handling and storage and the associated regulations, e.g., CTAT/ITAR, classified materiel, HAZMAT, etc.;
- j. Disposal by DND of non-serviceable materiel (recommended that a list be specifically included in the ISS contract; it should not have CTAT/ITAR and other items for which DND/CAF do not have the required disposal specifications);
- k. Special packaging and shipping requirements for returns to the contractor; and
- l. A compatible Electronic Information Environment (EIE) or Electronic Data Exchange (EDE) between DRMIS and the contractor's Materiel Management System of Record.

## Integrated Logistics

2.14 The Integrated Logistics System (ILS) planning of an acquisition project determines, among other things, the necessary maintenance tasks, their frequencies, and the spare parts needed to conduct the work. In ISS contracts, DND/CAF may wish to retain certain tasks for reasons such as: the necessity to preserve essential skills within our units and personnel; the type of equipment and their maintenance; and the most efficient location for maintenance to take place. Accordingly, the range and quantity of spare parts required for these tasks must be pre-determined and readily available in DND/CAF lines. Where an ISS contractor is responsible for supply/spares support, the situation of COGC M will most likely occur.

## Matériel Management Functions

- 2.15 When the ISS contractor is responsible for matériel management for the equipment, Life Cycle Matériel Manager (LCMM) and Supply Manager (SM) functions traditionally conducted by DND will now be done by the contractor. DND will retain these functions for DND managed equipment such as cryptographic and classified equipment, certain communications equipment, some Special Tools and Test Equipment (STTE), and certain spare parts common to multiple equipment platforms.

## Hand-Over Point

- 2.16 Hand-Over Point tasked for either, or both, receiving and returning COGC M could have additional work load in order to complete the action required. It is essential that the contracting/procurement authority consult the units and their chain of command and obtain agreement prior to the finalization of the ISS contract.

## Matériel Identification

- 2.17 Matériel Identification does not require that contractor-owned spare parts (as opposed to government-owned) be obligated to be catalogued in the NATO Codification System (NCS), i.e., by NATO Stock Number. The MI assigned by contractors to COGC M to be held by DND must be compatible with the DND Matériel Management System of Record so that COGC M can be receipted, visible, and supply transactions (issues, receipts, adjustments) processed without difficulty. However, repairable material removed from DND owned equipment has ownership transferred and will remain DND owned material and therefore, must be identified as valued matériel (ZSTC or ZCAS as applicable).
- 2.18 COGC M delivered to DND must be easily identified so as to not be confused with GOM (Government-Owned Matériel) in order to facilitate proper receipt and storage, especially when segregation is required. In this regard, ASN (Advance Shipping Notice) by the ISS contractor to DRMIS is necessary and must be included in the contract.

## Cross-Border Transportation

- 2.19 Cross-border movements of COGC M by DND/CAF through Customs of other nations can be problematic. Whereas treaty privileges and various diplomatic arrangements are in place to allow free movement of government-owned military equipment and matériel across borders on occasions such as deployments and joint exercises, such will not be the case for transporting COGC M by DND. This must be considered when the ISS contract is being negotiated and appropriate clauses incorporated to deal with or avoid such situations. Consultation with the office responsible for DND Customs Services (currently CJO/CMSG J4 TN) is necessary in order to properly identify the requirement and process for cross-border movements in the SOW and RFP.

## Stock Balance Discrepancy

- 2.20 ISS contracts must include clauses on action to be taken so that occurrences of loss of COGC M can be resolved in a timely and efficient manner and the stock replenished so that operational support to the equipment is not affected. More information is included later in the sections “Support to Allies” and “Loss and Damage of COGC M”.

## MA&S Process 2: Support

- 2.21 Support is the in-service support phase of the equipment after its introduction into service. It includes engineering and maintenance, procurement of materiel and services, and materiel management. The majority of activities in supply (spares) support are within this process. This section will outline responsibilities and activities by DND just prior to or upon taking custody of COGC M until their return to the owner.
- 2.22 When the ISS contractor is responsible for Materiel Management, traditional LCMM and SM functions for COGC M will be different from those of GOM. The ISS contract for a specific piece of equipment will address that. Contracts must clarify if the LCMM and SM responsibilities will remain with the contractor for materiel that transfers ownership at installation.

## Procurement

- 2.23 Procurement and replenishment of COGC M are ISS contractor responsibilities. Procurement lead time, sustainment stock levels (in contractor facilities), and replenishment levels and timeline (of COGC M in DND supply accounts) are calculated by the contractor, with DND input and concurrence, in order to meet and sustain the required levels of equipment availability and performance. DND may retain an oversight on spares levels in order to avoid stock-outs that can lead to delays in maintenance work and cause equipment performance degradation, and any quantity required by DND as “operational reserves” will need to be stipulated in the ISS contract.
- 2.24 Non-conforming parts are defined as counterfeits and parts that do not meet OEM specifications. Since the ISS contractor is the procurement agency, the contractor must be satisfied with the origin and specifications of the COGC M supplied by them to DND, and be able to provide certification where necessary. This is especially important for air-worthiness and submarine safety parts. Certification and OEM standards shall be provided and demonstrated, as warranted (and in accordance with the ISS contract), to the Technical Authority if difficulties arise or non-conformance is an issue. DND/CAF retains the right of final acceptance of a spare part to ensure technical compliance.
- 2.25 Due to Government of Canada’s commitment to it, considerations for Green Procurement must be exercised by the ISS contractor as part of their materiel management and procurement strategy whenever possible.

## Enterprise Structure Design (ESD)

2.26 An Enterprise Structure Design (ESD) must be completed prior to receiving COGC M. It is designed to provide materiel visibility, usage and movement records. This structure, pre-established by Project Offices (PMOs) or EPM Procurement Directorates in collaboration with DDRMIS, will show the various organizations and units involved, their hierarchy and relationship with each other, and the necessary DRMIS Storage Locations (SLoc) for those units requiring them. The Service operating the equipment and holding related COGC M in order to conduct assigned maintenance tasks, i.e., RCN, Canadian Army, or RCAF, with agreement from Supply Depots and maintenance facilities that are required to hold such COGC M, shall retain the authority to approve such ESD.

## System of Record, DRMIS Plant 5000 Storage Locations

2.27 In DRMIS, “non-valuated” Storage Locations (SLoc) in Plant 5000 are to be established to hold and transact COGC M. Plant 5000 SLoc’s have the following important characteristics that are different from SLoc’s in other Plants.

- a. Plant 5000 SLoc’s can take on charge items that have not been catalogued in the NATO Codification System (NCS). However, the Materiel Identification (MI) used must be compatible with DRMIS;
- b. Materiel held in these SLoc’s, “Material type ZEIE”, are visible in DRMIS but may not be valuated, i.e., not dollarized;
- c. The dollar value of materiel in these SLoc’s may be known and recorded, but the materiel held is not financially accounted for as DND assets;
- d. All materiel movement and adjustment transactions (i.e., receipts, issues, and any other adjustments to stock balance) are processed and recorded in DRMIS;
- e. Since Plant 5000 SLoc’s are DRMIS accounts, Supply personnel will process COGC M transactions in the same manner as in other DRMIS SLoc’s. DRMIS will process the transactions to update appropriate system records;
- f. Information on these SLoc’s can be transmitted to the ISS contractor (owner of the COGC M) through an EIE (electronic information exchange) or EDE (Electronic Data Exchange) medium; and
- g. Stocktaking can be scheduled and conducted in accordance with contractual terms.

## ISS Contractor’s Materiel System of Record

2.28 This item is not a Defence Supply Chain (DSC) supply management issue within DRMIS, but is recorded here for awareness by supply personnel.

2.29 The ISS contractor must have their own Materiel Management System of Record showing stock information for COGC M held by DND. The contractor’s system of record must be compatible with the DND materiel system of record so that exchange of required information can be readily done through an EIE or EDE or an adequate channel of communication. Information on transactions conducted in DRMIS regarding COGC M must be passed to the contractor, and vice versa, for usage and replenishment purposes.

## Hand-Over Point

- 2.30 COGC M will be shipped by the contractor to pre-determined Hand-Over Points specified in the ISS contract. The Hand-Over Points are generally DND facilities within Canada, and they must be points/units where the materiel can be receipted in DRMIS by supply personnel. These Hand-Over Points may vary among different ISS contracts depending on the equipment, their concepts of operation and maintenance, and the location of the main operating base(s).
- 2.31 Furtherance of the COGC M beyond the Hand-Over Points to DND/CAF units, particularly within Canada, is normally the responsibility of DND. Due to potential complications in transporting COGC M across borders by DND, consideration must be given to include special ISS contractual arrangements requiring delivery of COGC M to overseas locations by the owner.

## Receipt of COGC M

- 2.32 COGC M shipped to a Hand-Over Point shall be preceded by ASNs (Advance Shipping Notices) sent by the ISS contractor to DRMIS through an approved channel such as an EIE; whenever possible, this must be considered for inclusion in the ISS contracts. With ASNs, the Hand-Over Point can then expect the in-coming materiel, receive them on delivery and bring them on charge in the appropriate SLoc's as forecasted receipts in a timely and efficient manner.
- 2.33 In addition to the ASN, COGC M should arrive at the Hand-Over Point with clear identification that it is COGC M for the selected acceptable method of segregation (see section on "Segregation of Stock" below). It is highly recommended that this be included as a requirement in the ISS contract.
- 2.34 It is important that COGC M be receipted in DRMIS at the Hand-Over Points in a timely and accurate manner. This is especially crucial for receipting rapid deployment and pack-up kits where the turn-around time may be very limited.
- 2.35 All the normal receipts activities shall be completed in accordance with current supply management policy and procedures. Care must be taken to ensure that the designated Plant 5000 SLocs and materiel identification are used in the transactions.
- 2.36 Receipts shall be communicated to the contractor to confirm DND acceptance into custody and accountability. The transfer of information is to be done promptly through the established channel.
- 2.37 If a discrepancy is discovered on receipt, a discrepancy report shall immediately be sent to the ISS contractor and the contracting/procurement authority of the contract. The materiel, especially if the discrepancy is in the quality of the item, should be quarantined until it is resolved IAW the contracted approach. While the exact format of the discrepancy report

may vary among different ISS contracts, it must include standard features such as contract information, unit, item identification, nature of the discrepancy, recommended remedial action and its urgency/timeline.

- 2.38 Once receipted and visible within DRMIS, other supply management activities on COGC M such as warehousing, issues to users, new receipts or replenishments, stocktaking, materiel adjustment when necessary, etc., shall be performed by DND/CAF supply personnel.
- 2.39 Materiel custodianship without ownership is an important variation in that it is a complete departure from the traditional DND/CAF supply concept where all materiel in DND inventory is owned by the Department, i.e., where the Government of Canada has legal title. When losses and/or damage occur to COGC M in DND custody, there is financial liability and compensation to the owner is most likely required. Another important aspect is that any loss of COGC M may impede the ISS contractor's ability to support the platform to the level of availability and performance required by the contract. In order to avoid such potential disputes, supply discipline must be exercised by DND/CAF personnel so that losses and damage of COGC M are avoided or minimized.

#### Location of Spare parts

- 2.40 The contractor will likely hold the majority of spares parts it owns, and this may include operational reserves unless agreed otherwise, at the contractor's storage facilities as long as they can meet the contracted performance required of the platform. These storage facilities may be at their own locations, near Hand-Over Points, or when provided for in the ISS contract, in DND establishments at or close to where the maintenance work is done.
- 2.41 COGC M will normally be held in facilities where the maintenance work by DND personnel takes place. These locations can include ships, field units, flight lines, DND/CAF workshop depots such as Fleet Maintenance Facilities, 202 Workshop Depot, Aerospace & Telecommunication Engineering Support Squadron (ATESS), and deployed operating bases. If deemed necessary, some replenishment stock may be held at various DND 2<sup>nd</sup> or 3<sup>rd</sup> Line units as operational reserves, any such arrangement would be specified in the ISS contract.
- 2.42 As a minimum, security and protection of COGC M held by DND must be in accordance with DSC warehousing policies and practices. Where applicable, handling and storage of CTAT / ITAR regulated materiel, classified materiel, dangerous goods, and HAZMAT must meet the requirements specific to the materiel.

#### Segregation of Stock

- 2.43 COGC M in DND custody shall be properly warehoused and segregated, in so much as possible, from DND inventory in order to avoid issuing from the wrong stock. Where unit environment and/or operational environment preclude physical segregation, e.g., due to weight and dimension of the materiel, some other acceptable form of segregation (be it

physical, geographical, or virtual) must be in place, and ownership of the parts must be clearly and readily identifiable. In addition, COGC M spare parts shall never be kept on the same SLoc's as DND-owned spare parts in DRMIS, as Plant 5000 SLoc's are specifically designed for COGC M. Repairable material removed from DND equipment will be segregated from COGC M and accounted in a valuated Plant/Sloc. Ownership is considered to have transferred at installation and DND retains the ownership of the material when removed from DND equipment.

### Access to Storage Facilities

- 2.44 Only authorized DND/CAF personnel shall be permitted to access DND storage facilities and COGC M regardless of the method of stock segregation. In the rare occasion that non-DND personnel are allowed access, e.g., during assisted stocktaking, proper supervision must be in place. Special care must be exercised particularly if a storage facility holds COGC M owned by multiple contractors in order to avoid any potential conflict of interest.

### Issue of Spare Parts

- 2.45 COGC M shall be used only on the equipment supported by the ISS contract. If a spare part is common to more than one platform in the DND inventory that is maintained by DND or other ISS contracts, cross issue of spare parts is not permitted so as not to breach the terms of the contract. Accordingly, clear and obvious identification of ownership is essential for COGC M in DND custody.
- 2.46 The reverse is also true in that DND-owned spare parts shall not be installed in a platform under an ISS contract in order to avoid any warranty or performance disputes.
- 2.47 COGC M shall be issued only to work orders for maintenance activities or work done by DND/CAF personnel on the supported equipment. Proper DSC issue procedures must be completed and DRMIS transactions processed in order to update the records. This information must also be passed to the contractor so that they can update their records and take appropriate action to replenish the DND stock level and their own supply chain. Where available, the established EIE/EDE is to be used for the transmission of this information.
- 2.48 Repair or maintenance work performed by the contractor should not normally draw on the operational reserves or COGC M in DND custody even though these are owned by the contractor. Required materiel should be drawn from their own supply chain and DND should have no involvement in these issues.

### Support to Allies

- 2.49 Canada has various agreements with NATO partners and some Allied Nations for mutual logistics support including provision of spare parts. Occasions may arise, especially in deployed scenarios, where COGC M in DND custody may be required for urgent or emergency repairs by an Allied Force. Contractual arrangements must be pre-negotiated

with the contractor to deal with situations like this to reimburse and replenish the materiel provided by Canada to an Allied Force, and the disposition of the non-serviceable parts should they not be retained by the other nation.

### Rotation of COGC M

- 2.50 COGC M must be properly rotated so that obsolescence and shelf life expiry do not affect the quality of the materiel. It is the contractor's LCMM responsibility to manage and arrange for the rotation of stock to ensure that spare parts held by DND are at their optimal conditions for use, especially for potential rapid deployment scenarios. In this regard, the contractor must have the required materiel information in their system of record on the COGC M held by DND.

### Repair & Overhaul

- 2.51 When repairable materiel is installed in DND equipment, ownership is considered to have been transferred. Therefore, repairable materiel removed from DND equipment remains as DND owned materiel. When Repair & Overhaul activities are negotiated in the term of the contract DND owned materiel will be transfer to the contractor through DRMIS, and the contractor will have custody of DND materiel until it is returned to a DND valued SLoc.
- 2.52 COGC M in stocking locations that are found to be unserviceable will be returned to the contractor for repairs as the contractor has ownership of that materiel.
- 2.53 Materiel returned to the contractor must be properly identified including all necessary maintenance information. Returns shall be done through DRMIS so that all pertinent information (such as serial number) and supply transactions are captured and an audit trail established. Distinct SLoc's to process non-serviceable items found in stock for return to the contractor may be necessary for clarity and proper segregation of such materiel.

### Loss and Damage

- 2.54 When loss or damage of COGC M is discovered and confirmed through a proper verification, the contractor and the DND contracting/procurement authority shall be notified immediately, so that replenishment action can begin. There must be proper records for the adjustment in stock balance and for the commencement of replenishment action; accordingly, these adjustment transactions shall be done through DRMIS and transmitted to the contractor through the accepted and established channel of communication such as EIE/EDE.
- 2.55 Losses and/or damage of COGC M in DND custody shall be properly investigated and appropriate remedial action taken in a timely manner to minimize such incidents in the future. The investigation report, with recommendations, shall be submitted up the Chain of Command of the unit(s) involved for approval and implementation, normally not more than 10 working days after the confirmation of loss. The approved report must be forwarded to

the contracting/procurement authority who can take final contract action, i.e., PMO or Procurement Directorate managing that particular ISS contract.

- 2.56 Since the lost or damaged item was not owned by DND, and not used in its intended way, it is highly likely that the contractor will request compensation. Some mechanism to effect this is to be included in the ISS contract and in DND contract management / procurement procedures. Requirements of FAA Sections 32 and 34 must be followed in designing a proper DND process to deal with the compensation of these losses. Parts of this process may be generic, but some steps may be specific to the terms of the contract in focus.
- 2.57 It is important to note that losses of COGC M are not “write-offs” because the term implies Government of Canada / DND ownership; accordingly, the CF 152 write-off process for approving financial aspects of deleting DND assets from charge must not be used for this purpose. A procurement solution or another financial process would be more appropriate, but the form CF 152 must not be used for this process.
- 2.58 Regardless of remedial action and compensation process used, it is imperative that quantities of COGC M be brought back as soon as possible to the established levels in order to support the ISS work assigned to DND. Accordingly, once a loss is confirmed, stock balance adjustments must be transacted without delay.

### Stocktaking

- 2.59 Stocktaking frequency shall be specified in the ISS contract for COGC M held by DND. Since this schedule must be followed by units holding the COGC M so that there is no breach of contractual obligations on DND, contracting/procurement authorities must conduct prior consultation with and obtain concurrence by the Chain of Command of the units before the contract is finalized.
- 2.60 If the stocktaking volume and frequency requested by the contractor is too onerous, assistance by the contractor in conducting this function should be considered in the acquisition phase and appropriate provisions made in the contract. When contractor assistance is employed, rules on access to storage facilities and inventory by non DND/CAF personnel must be observed.
- 2.61 If there is no specified COGC M stocktaking frequency in the contract, as a minimum, the DSC stocktaking process and frequency for similar materiel shall be followed for COGC M. If deemed required, a more stringent process and frequency may be put in place due to the nature of the materiel and the importance of always having accurate supply information in order to provide optimal support to the maintenance tasks assigned to DND/CAF.
- 2.62 Discrepancies of balance discovered on stocktaking shall be actioned in accordance with the section on “Loss and Damage”.
- 2.63 COGC M stocktaking shall be included in the unit’s cycle stocktaking plan, required IAW the Stocktaking chapter, so that completion of this contractual obligation is tracked.

## Inventory Management Functions

- 2.64 Inventory management functions on COGC M in DND custody must be conducted by DND/CAF. This will include: regular and periodic stocktaking as mentioned above, materiel quantity adjustments when discrepancies are discovered and confirmed, investigation into discrepancies and damage, and recommendations to prevent future such events. When discrepancies are not attributable to legitimate issues to work orders supporting the intended platform or equipment, they must be resolved according to the ISS contractual terms.

## Supply Discipline

- 2.65 Supply discipline to the DND/CAF standard must be exercised in managing COGC M in order to avoid any discrepancies and stock-related circumstances that could jeopardize the ISS contractor's ability to support the platform to the required level. Any unauthorized usage and negligence that lead to losses of COGC M is unacceptable.

## MA&S Process 3: Disposal

- 2.66 This section will focus on the disposition of COGC M and parts removed from equipment supported by an ISS. The contractor will be responsible for the disposal activity of any COGC M in stock requiring disposal action as the contractor has ownership of the material. Material removed from DND equipment is owned by DND and disposal activities will be a DND responsibility.
- 2.67 Salvaging or cannibalization may be permitted on removed material from DND equipment, if authorization from the CoC and TA is received. DND has the ownership of the material and can decide to salvage or cannibalize material for disposal as a cost saving measure, or due to shortages in the supply line. The part shall be properly identified and returned to the owner in a timely manner.

## Responsibility of Contractor

- 2.68 The repairable material removed from the DND equipment is owned by DND and contract arrangement will dictate the process for repair action and change of custody (GOCC), if applicable. The contractor will return removed material from DND equipment to DND and material will be accounted in the Material Management System of Record. If a valuated stock code does not exist in DRMIS, contractor will have to assist DND representative to establish a new stock code to account for the material that was removed from the DND equipment.
- 2.69 DND owns repairable and consumable material removed from DND equipment, the decision to dispose and the actual disposal will rest within DND as per SAM Chap 8.1 Disposal. Disposal of COGC M is carried out by the ISS contractor. Since DND has not performed any cataloguing and codification on these COGC M items, the department may have limited information on pre-disposal requirements such as demilitarization (for

controlled goods), safety (for HAZMAT), or environmental protection (for E-waste). It is possible that some disposal activities be included as part of the contract as a cost saving measure. DND must ensure that the contractor carries out disposal requirement such as demilitarization (for controlled goods), safety (HAZMAT), or environmental protection (for E waste) using DND specification.

### DRMIS Records

- 2.70 Materiel to be returned to the contractor must be properly identified with all information as required by the ISS contract. Returns shall be done through DRMIS so that pertinent information (such as serial number) and supply transactions are captured and an audit trail established. Distinct SLoc's to process non-serviceable items to be returned to the contractor may be necessary for clarity and proper separation of such materiel. When used, such SLocs are to be included in the ESD (Enterprise Structure Design).
- 2.71 A return is considered complete only when receipt of the materiel is acknowledged and receipt transaction processed by the recipient.

### Packaging for Shipment

- 2.72 COGC M items must be properly packaged according to the nature of the materiel for return to the owner. Units designated to process these returns must be made aware of such requirements in advance for concurrence and proper preparation.

### Hand-Over Points

- 2.73 These are the locations to which DND must deliver for returning materiel to the contractor. Same or different Hand-Over Points designated for the delivery of COGC M to DND can be used for the return of materiel to the contractor. Regardless, these Hand-Over Points for returns must be specified in the ISS contract, or special agreement made with the contractor when there are unusual circumstances. Further movements of the COGC M are not the responsibility of DND.

### 2<sup>nd</sup> Line Assistance

- 2.74 Due to operational conditions and environment, COGC M to be returned to the owner may be better done through 2<sup>nd</sup> Line supply facilities. Units designated to process these returns must be made aware of such requirements in advance for concurrence and preparation. Proper process and procedures must be established and followed so that there is a clear auditable trail in DRMIS and the transportation system to ensure accountability and traceability.

## Disposal In-situ

- 2.75 Some common, non-hazardous consumable parts or certain COGC M materiel removed from the equipment may be most efficiently and economically disposed of in situ or elsewhere by DND/CAF. This must be pre-negotiated and specified in the ISS contract and should not include CTAT/ITAR and other materiel requiring special disposal procedures.
- 2.76 Units designated to do the disposal work must be consulted and properly prepared. Materiel shall be disposed of using normal DSC processes in accordance with the Disposal chapter.

## Compliance

- 2.77 Compliance with this chapter is demonstrated by :
- a. ensuring separation of COGC M and DND owned materiel in so much as is possible given space and location;
  - b. following hand over procedures to ensure materiel control and management; and
  - c. respecting terms of the associated contract with regards to disposal.

## PROCEDURES

- 3.1 This part lists and refers to the DRMIS procedures that are required in order to transact and record activities in the management of COGC M held in Plant 5000 SLoc's.
- 3.2 [Materiel Acquisition and Support \(MA&S\) Enterprises Process](#) flow charts, with procedures embedded, are in the Materiel Group intranet web page.
- 3.3 In those cases where the COGC M procedures vary from the standard MA&S / DRMIS activities, the differences are highlighted in this section.
- 3.4 Practitioners are reminded to use the designated Plant 5000 SLoc's, materiel identification, i.e., part number, and Materiel Type ZEIE where established. Repairable or consumable material removed from DND equipment must be identified as valued materiel, Material Type ZSTC or ZCAS, and accounted in a valuated Plant/Sloc.

### Process Flow Chart

- 3.5 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#">EP 28 H,I,J,K Advanced Shipping Notice Process</a>	<ul style="list-style-type: none"> <li>• <b>Receipts:</b> Chapter 4.1 Receipts in this manual must be consulted</li> <li>• ASN (Advance Shipping Notice)</li> </ul>
<a href="#">EP 28B Receipt of Materiel Inventory Management (IM)</a>	<ul style="list-style-type: none"> <li>• <b>Receipts:</b> Chapter 4.1 Receipts in this manual must be consulted</li> <li>• Receipt of materiel IM (Inventory Management)</li> </ul>
<a href="#">EP 28B Receipt of Materiel Warehouse Management (WM)</a>	<ul style="list-style-type: none"> <li>• <b>Receipts:</b> Chapter 4.1 Receipts in this manual must be consulted</li> <li>• Receipt of materiel WM (Warehouse Management)</li> </ul>
<a href="#">EP 28B Receipt of Materiel from Work Order</a>	<ul style="list-style-type: none"> <li>• <b>Receipts:</b> Chapter 4.1 Receipts in this manual must be consulted</li> <li>• Receipt of non-serviceable materiel from a WO (work order) into a SLoc (Storage Location)</li> <li>• This procedure is used for receipting NS materiel into a SLoc to temporarily hold NS items which are to be returned in a timely manner to the ISS contractor, owner of the COGC M, for further disposition. Thus, it is important that there is an auditable trail to record returns to delete the materiel from DRMIS.</li> </ul>

<p><a href="#">EP 28B Discrepancy</a></p>	<ul style="list-style-type: none"> <li>• <b>Discrepancies:</b> The section on discrepancy reporting in Chapter 4.1 Receipt of this manual must also be consulted.</li> <li>• There are procedures for Discrepancy Reports as a result of quality, quantity, and identification, and the origin of the shipment. The links can be found at the MA&amp;S Enterprise Processes site under Inbound (Receipt) Supply Activities, EP 28B Discrepancy. Instead of the Supply Manager, for discrepancies in COGC M, the PA (Procurement Authority) and the ISS contractor who owns and shipped the item(s) are to be notified.</li> </ul>
<p><a href="#">EP 28C Transfer between Storage Locations</a></p>	<ul style="list-style-type: none"> <li>• <b>Stock Transfer:</b> The procedure is for transfer of materiel between SLoc's</li> <li>• This is used to transfer NS materiel between SLoc's, e.g., replenishment, 1st Line to 2nd Line for return to the ISS contractor who owns the COGC M.</li> </ul>
<p><a href="#">EP 28C Issue to a Work Order</a></p>	<ul style="list-style-type: none"> <li>• <b>Issues:</b> Chapter 4.2 Issue in this manual must also be consulted.</li> <li>• Issue to a WO</li> </ul>
<p><a href="#">EP 28D Issue to WO Parts in SPS</a></p>	<ul style="list-style-type: none"> <li>• <b>Issues:</b> Chapter 4.2 Issue in SAM must also be consulted.</li> <li>• Issue to WO – parts in SPS</li> </ul>
<p><a href="#">EP 28 H,I,J,K Stocktaking process for CWM sites</a></p> <p><a href="#">EP 28C Physical Inventory in an IM Warehouse</a></p> <p><a href="#">EP 28C Physical Inventory in a WM Warehouse</a></p>	<ul style="list-style-type: none"> <li>• <b>Stocktaking:</b> The stocktaking procedures, with variations in accordance with the ISS contract</li> <li>• The following chapters in this manual must also be consulted:             <ol style="list-style-type: none"> <li>a. Chapter 4.3 Stocktaking; and</li> <li>b. Chapter 4.4 Materiel Adjustment, Write-off and Financial Reporting.</li> </ol> </li> <li>• The relevant ISS contract must be consulted to ascertain the exact stocktaking requirements such as: frequency; personnel to conduct counts (DND/CAF personnel, or Contractor personnel, or both together); discrepancy reporting; and replenishment if shortages are discovered. Adjustment transactions must be processed as soon as discrepancies are confirmed to allow timely replenishment of stock.</li> <li>• COGC M is not government owned, therefore the CF 152 process to report losses of DND/CAF properties for write-off is not applicable. There is not a standard</li> </ul>

	<p>method to compensate the COGC M owner because individual ISS contracts may be different, therefore, the relevant ISS contract and its PA must be consulted. Notwithstanding, losses must be investigated and confirmed, adjustments made, and reported to the PA. Remedial action, where applicable, implemented to prevent future such losses.</p>
<a href="#">EP 28D Outbound with Packing</a>	<ul style="list-style-type: none"> <li>• <b>Return to ISS Contractor:</b> Chapter 4.5 Materiel Packaging and Packaging Marking in this manual should also be consulted.</li> <li>• COGC M being returned to the owner can use the procedures “EP 28D Outbound With Packing”</li> <li>• The NMDS may not be the selected means of return as each ISS contract will specify the method of transportation for the return and possibly the transportation agent also.</li> </ul>
<a href="#">Disposal</a>	<ul style="list-style-type: none"> <li>• <b>Disposal:</b> Where specified in the ISS contract that DND/CAF is responsible to do in-situ disposal on certain items, Chapter 8.1 Disposal must be consulted and applicable processes and procedures therein must be followed.</li> </ul>

## DRMIS Transaction Codes

3.6 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
<a href="#">MM03</a>	<ul style="list-style-type: none"> <li>• Display materiel management information</li> </ul>
<a href="#">ZE MM EXTEND</a>	<ul style="list-style-type: none"> <li>• Extend a Material Master Data for newly created stock codes</li> </ul>
<a href="#">MMSC</a>	<ul style="list-style-type: none"> <li>• Extend a Material Master Data for newly created stock codes to multiple SLocs</li> </ul>
ME21N	<ul style="list-style-type: none"> <li>• Create Stock Transfer Order (STO)</li> </ul>
<a href="#">MIGO</a>	<ul style="list-style-type: none"> <li>• TCode to issue materiel.</li> </ul>
VL06F	<ul style="list-style-type: none"> <li>• List of outbound deliveries</li> </ul>

<a href="#">VL06G</a>	<ul style="list-style-type: none"> <li>• TCode to perform a goods issue for deliveries</li> </ul>
<a href="#">MI10</a>	<ul style="list-style-type: none"> <li>• This is a one-step stock adjustment transaction</li> </ul>

## DRMIS Reports

3.7 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
<a href="#">MMBE</a>	<ul style="list-style-type: none"> <li>• Stock Overview for SOH and on order for a stock code. Give an overview of the stock balances across different Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)</li> </ul>
<a href="#">MB51</a>	<ul style="list-style-type: none"> <li>• Provides a list of material documents, which is produced as a record of transactions that affect quantity, location or value of goods.</li> </ul>
ME5A	<ul style="list-style-type: none"> <li>• List the Purchase Requisitions</li> </ul>
<a href="#">MB25</a>	<ul style="list-style-type: none"> <li>• Display the list of materiel that has a reservation</li> </ul>

# 6.3 GOVERNMENT OWNED MATERIEL IN CONTRACTOR CUSTODY

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## POLICY

### Aim

- 1.1 The aim of this chapter is to provide direction on what constitutes, and the subsequent management of, materiel that is owned by DND/CAF, but held outside of DND custody, hereafter referred to as Government Owned Contractor Custody (GOCC) Materiel.

### Context

- 1.2 The DND and CAF are required to demonstrate sound stewardship of materiel, program delivery and value for money throughout all activities. GOCC Materiel is unique because the materiel is held outside of DND custody, often with a vendor, contractor or other service provider. This directly affects how materiel management is executed but it does not alleviate the DND/CAF from any core responsibilities and accountabilities.
- 1.3 Materiel owned by the Government of Canada, which includes all DND/CAF materiel, is subject to the same laws, regulations and policies regardless of who is exercising custody.

### Definitions

- 1.4 Definitions, other than those listed below, can be found in Chapter 10.1 Glossary:
  - a. **Contractor Custodian:** any organization external to DND/CAF that executes custodial responsibility for DND/CAF materiel.  
NOTE: The Contractor Custodian can include a vendor, a contractor or other service provider who exercises custodianship under the terms of a contract.
  - b. **Materiel Custody:** rests with the person or organization that has physical control of the materiel.
  - c. **Materiel Ownership:** is vested in person or organization that has legal title to the materiel and retains full economic benefits.
  - d. **MA&S Practitioners:** All materiel management staff at the tactical, operational and strategic level including, but not limited to, Weapon Systems Management (WSM), Equipment Management Team (EMT), Class Program Management (CPM) and Project Management Office (PMO) staff and Procurement and Contracting Authorities.

Authorities and Responsibilities Tables

1.5 Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister - Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>• develop and issue policy instruments in the functional areas of materiel management including: materiel acquisition and support, including disposal; materiel management and inventory management, including write-off; materiel quality assurance; and procurement and contracting.</li> </ul>
Assistant Deputy Minister – Finance (ADM(Fin))/Chief Financial Officer (CFO)	<ul style="list-style-type: none"> <li>• ensure that financial departmental policies and procedures related to the materiel management of assets and resources are clearly communicated and adhered to properly.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• develop and maintain policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> </ul>

1.6 Responsibilities Table

The...	Is or are responsible for...
MA&S Practitioner	<ul style="list-style-type: none"> <li>• factoring in materiel management requirements within all acquisition activities and as part of the Sustainment Business Case Analysis Process and Sustainment Initiatives;</li> <li>• identifying who has custody and ownership of materiel;</li> <li>• ensuring that any additional materiel management requirements for any Government Owned Contractor Custody Materiel are considered as part of the sustainment program; and</li> <li>• reporting annually on the status of materiel within those contracts as part of the Materiel Attestation Process.</li> </ul>
Procurement Officer	<ul style="list-style-type: none"> <li>• ensuring clear articulation of which organization has custody and which organization has ownership within the contract; and</li> <li>• ensuring that materiel management requirements for Government Owned Materiel are established within the contract.</li> </ul>

The...	Is or are responsible for...
Director Quality Assurance	<ul style="list-style-type: none"> <li>• conducting annual stock verifications of materiel held on Contractor Held Inventory (CHI) lists.</li> </ul>
Contractor Custodian	<ul style="list-style-type: none"> <li>• the sound stewardship of Government Owned Materiel in their custody</li> </ul>

## References

1.7 The following references were used in the development of this policy:

- a. [Defence Production Act](#)
- b. [National Defence Act](#)
- c. [Financial Administration Act \(Sec 61\(1\), 62\);](#)
- d. [Treasury Board - Policy on Management of Materiel;](#)
- e. [Treasury Board - Guide to Management of Materiel;](#)
- f. [Treasury Board - Management Accountability Framework;](#)
- g. [Treasury Board - Directive on Accounting Standards;](#)
- h. [Treasury Board - Controlled Goods Directive;](#)
- i. [Treasury Board - Policy on Financial Management;](#)
- j. [Treasury Board - Directive on Public Money and Receivables;](#)
- k. [DAOD 1000-4 Policy Framework for Materiel and Asset Management](#)
- l. [DAOD 3000-0 Materiel Acquisition and Support](#)
- m. [DAOD 3003-0 Controlled Goods](#)
- n. [DAOD 3003-1 Management Security and Access Requirements Relating to Controlled Goods](#)
- o. [DAOD 3013-0 Disposal of Materiel](#)
- p. [Delegation of Authorities for Financial Administration for the Department of National Defence \(DND\) and the Canadian Armed Forces \(CAF\)](#)
- q. [Procurement Administration Manual](#)
- r. [MMI 1500- Repair and Overhaul \(R&O\) of Centrally Managed Materiel](#)
- s. [A-LM-184-001/JS-001: Special Instructions For Repair And Overhaul Contractors](#)
- t. [Project Approval Directive \(2015\)](#)
- u. [Sustainment Business Case Analysis](#)

## PROCESS

- 2.1 The content in this Process Section is designed to assist MA&S Practitioners in the identification of, planning for and execution of materiel management requirements for Government Owned Contractor Custody (GOCC) Materiel. These requirements must then be included in the development of project and acquisition documents such as, but not limited to: Logistics Statement of Work, Request for Proposal, and Contracts.
- 2.2 This chapter follows the life cycle stages for materiel management: Planning, Acquisition and Contracting, Materiel Management, Maintenance and Repair, and Disposal and mirror the layout of the overarching Supply Administration Manual.

## Background Information

### Supply Chain Models

- 2.3 The DND/CAF have thousands of different supply chains representing all of the different items procured, stored and distributed in order to support a wide range of operations and maintenance activities. Traditionally, supply chains have followed one basic Supply Chain Model, where both ownership and custody of materiel remained within DND/CAF. The simplicity of one model supported procurement standardization, materiel accountability and oversight controls but lacked the flexibility necessary for new long-term sustainment initiatives and increased partnering with industry.
- 2.4 Modernization initiatives have broadened the types of supply chains into four basic models. The four models are represented in the chart below.

	<b>Supply Chain Model</b>	<b>Ownership</b>	<b>Custody</b>
1	Government Owned Government Custody (GOGC) Materiel	DND	DND
2	Government Owned Contractor Custody (GOCC) Materiel	DND	Outside of DND
3	Contractor Owned Government Custody (COGC) Materiel	Outside of DND	DND
4	Services	Outside of DND	Outside of DND

- 2.5 The choice of supply chain model is dependent on the right fit for that sustainment or procurement activity. Each supply chain model has unique materiel management requirements that must be factored into the Planning, Acquisition and Contracting, Materiel Management, Maintenance and Repair, and Disposal activities associated with any project or fleet sustainment activity.
- 2.6 It is important to note that large or complex acquisitions/contracts may utilize multiple Supply Chain Models within the same project to address different sustainment or materiel requirements. Therefore, MA&S Practitioners have to ensure that all of the different

materiel management requirements are clearly determined and understood for each supply chain model and articulated appropriately within all necessary acquisition documentation.

## Defining Custody and Ownership

- 2.7 It is imperative to clearly identify who has custody and who has ownership of the materiel involved in any DND contract. This allows all parties involved to understand and fulfill their requirements and associated roles and responsibilities throughout the contract.

### Custody

- 2.8 Custody rests with the person or organization (hereafter referred to as organization) who has physical control of the materiel. Organizations with custody are responsible for the sound stewardship of the materiel and protecting and/or safeguarding the materiel from loss, damage or theft. The organization may generally do such activities as inspect condition, effect repairs, transport, transact in the Materiel Management System of Record (DRMIS) or warehouse the materiel on behalf of the owner, normally as per conditions within an existing contract.

### Ownership

- 2.9 Ownership rests with the person or organization (hereafter referred to as organization) who holds legal title to the materiel and retains full economic benefits to that materiel. In simple terms the organization with legal title has the right to store, transport, sell, exchange, donate, transfer, dispose or repurpose the materiel in whatever manner best suits their purposes.

NOTE: For DND/CAF the conditions to sell, exchange, donate and transfer materiel are part of the disposal process as per SAM Chapter 8.1.

- 2.10 Ownership is normally transferred during a procurement transaction when there is an exchange of title for payment. However, determining if and when ownership changes hands can be difficult in complex contracts with long lead times, complicated payment terms, servicing and repair requirement or are developed in conjunction with the acquisition of the Platform, Fleet or Weapon System assets.
- 2.11 DND/CAF can normally be considered to have acquired ownership when any of the following have occurred:
- a. there is exchange of title and payment at a pre-determined point;
  - b. the materiel has been installed within a DND asset or equipment;
  - c. the materiel has been receipted by the Contractor Custodian and the valuation of the materiel was included in the consideration for a payment including pre-payments, advance payments, progress payments, or milestone payments;
  - d. DND set or approved the provisioning list and made payment including pre-payments, advance payments, progress payments or, milestone payments;

- e. DND has proprietary rights to the materiel in that the contractor cannot sell or redistribute the materiel to another customer or location; or
  - f. the materiel ownership defaults to DND at contract dissolution without an exchange of funds or title at that time, it is therefore considered that ownership rested with DND throughout the contract term.
- 2.12 The DND/CAF retain full decision-making authorities and accountabilities for the GOCC Materiel, even if the transactional management or custody have been outsourced to a contractor custodian.

## Government Owned Contractor Custody Materiel

### Planning

- 2.13 MA&S Practitioners are to follow the Sustainment Business Case Analysis (SBCA) to determine which sustainment methodology is the best fit to meet that particular acquisition or sustainment requirement.
- 2.14 When the results of the SBCA determine a sustainment model with materiel that meets the criteria of GOCC Materiel, then as part of the planning phase the project must ensure there is a plan in place for the materiel to be brought on charge and managed within the Materiel Management System of Record, currently DRMIS.

### Human Resource Requirements Planning for Materiel Management Support of Acquisition and In-Service-Support Contracting

- 2.15 MA&S Practitioners must ensure the development of a robust Human Resource (HR) Plan **specific to materiel management** to ensure the sustainability and effectiveness of the contracts being put in place. Even though a Contractor Custodian may be executing the tasks associated with custodianship there are still HR impacts on supporting Depots, Bases/Wings/Units and the associated Equipment Program Management (EPM) Teams.
- 2.16 MA&S Practitioners are not to assume that additional tasks and workload can be unilaterally downloaded onto current DND/CAF resources. Negotiations with Director Quality Assurance (DQA), Depots and the local Bases and Wings, through their appropriate Level Ones (L1s), will be necessary to determine the right Materiel Management HR plan for each contract.
- 2.17 Several high-level options are provided for consideration:
- a. Contractor Custodial organization does the materiel management activities but with DND oversight;
    - i. HR Costs charged to the project/contract;
  - b. DND hires contractors, who are not associated with the Contractor Custodian, to execute materiel management activities for the Contractor Custodian with DND oversight;

- i. HR Costs charged to the project/contract;
- c. Tasks are transferred to DND/CAF resources to execute for the vendor, but only with agreement **in writing** from the Commanding Officer or Equivalent of the affected organizations. Note, there may be costs charged against the contract budget.

## Vendor Performance and Business Intelligence

- 2.18 New sustainment contracts can be developed with terms and conditions specific to performance management. Therefore, new contracts must ensure that robust business intelligence and reporting mechanisms are established in order to be able to justify performance ratings and performance based incentives.
- 2.19 Materiel Management Key Performance Indicators must be included as part of the overall performance indicators used for assessment. The key to strong business intelligence is to ensure the right data elements can be captured and are based on defensible and repeatable criteria.

## Acquisition and Contracting

- 2.20 When preparing to contract for goods and services, including the development of the Logistics Statement of Work or Request for Proposals, the following must be included:
  - a. A vendor provided price list detailing the cost of the materiel to be brought on charge in the Materiel Management System of Record. The use of the unforecasted receipt process is not acceptable;
  - b. The procurement Authority (PA) with support from the Technical Authority (TA) and Divisional Capital Asset Accounting Officer (DCAAO)/Comptroller must ensure that the contracts clearly list individual line item deliverables in order to determine:
    - i. Services that will not be included in the cost of capital assets;
    - ii. Services that will be included in the cost of capital assets;
    - iii. Spares, Spare Parts or Asset Pooled Items;
    - iv. Standalone or Self Contained Capital Assets;
    - v. Capitalizable Assets that will be constructed by the contractor (and additional capitalizable costs as per FAM 1020-4 and 1020-4-4); and
    - vi. Effective date of title change to DND.

NOTE: Procurement and Technical Authorities are to refer to SAM Chapter 3.1 to ensure the right Account Assignment are selected for each item above.

- c. Ability to access to Contractor Custodial Locations in order to execute materiel management responsibilities and oversight;
- d. Safety and security requirements for materiel in Contractor Custodial Locations;
- e. Identifying the responsibilities for the movement of materiel, including controlled goods, across international borders to support sustainment and repair requirements; and

- f. Identifying the reporting requirements on materiel with respect to quantity, location and condition.

## Identifying Services and Goods/Materiel

- 2.21 During the acquisition process, it is necessary to clearly delineate between what is a procurement of a Service from that which is a procurement of Goods/Materiel. There are times when those two aspects are not distinct and the provision of Services includes tangible goods/materiel or the provision of a Tangible Good/Materiel requires a service. When this happens the contract must state when the transfer of ownership for any materiel is to occur.

## Services with Goods

- 2.22 Many sustainment or repair contracts are for services, supply chain model 4, where the materiel used in a repair is held and owned by the Contractor. The DND/CAF exercise no ownership or custodianship of that materiel before the repair is conducted.
- 2.23 When the service provider executes maintenance under the terms of the contract then the materiel associated with those repairs transfers ownership from the contractor to that of DND at the time of repair. This is limited to materiel that changes hands at time of service completion and does not include:
  - a. Contractor owned Special Tools and Test Equipment (STTE); nor
  - b. Contractor provided consumable materiel that is used during the repair, which are considered to be expensed against the work order and are not to be brought on charge during the maintenance or repair processes.

## Materiel Management

- 2.24 This section on Materiel Management is to be read in conjunction with the SAM Materiel Management Chapters, 4.1 through to 4.6.

## Bring on Charge or Receipting Materiel

- 2.25 GOCC Materiel must be brought on charge within the Materiel Management System of Record for management, visibility and accountability purposes.
- 2.26 The method of procurement influences the method of receipt. The most appropriate method is the use of a three-way match, when procurement has been done through the DRMIS MM module and a Purchase Order was raised. This allows for an automatic alignment of price and quantity which in turn generates good materiel management and financial records.
- 2.27 The three way match is a system key control in the MM module to ensure that the amount that is paid on an invoice (quantity and price per unit) agrees to what was ordered (i.e. PO)

and what was received (the Good Receipt). The three way match automatically compares the unit price and quantity on the invoice (once processed) with the PO and Goods Receipts and rejects any invoice outside a configurable tolerance. For DND, this tolerance has been set to zero.

- 2.28 Materiel, not previously on charge, can also be brought into the Materiel Management System of Record by receipting into DRMIS from a work order. This process would be used when the materiel was installed during a work/maintenance period. Transfer of title is considered to have occurred the moment the materiel was installed, however, the item does not become an entity unto itself in DRMIS until it is uninstalled for repair.
- 2.29 Plant 5000 has been set aside for Contractor Owned Government Custody (COGC) Materiel, Chain Model 3. Plant 5000 **shall not** be used with GOCC Materiel. Materiel within Plant 5000 is non-valuated and is not included as part of the DND/CAF inventory because ownership of the holdings therein does not rest with the Government of Canada.

### Exceptions for Contracts Awarded Prior to 2019 on Receipting of Materiel

- 2.30 Contracts that were awarded or already in the Request for Proposal prior to 01 June 2019 may not have included the required provisions for the reception of materiel into the Materiel Management System of Record. Many of these contracts involve pre-payments, advanced payments, progress payments, or milestone payments, or did not have the associated Purchase Orders raised within the DRMIS MM Module. As a result, the receipting of materiel becomes an intensive manual multi-step process.
- 2.31 The risk of error is escalated in a manual multi-step process so additional oversight by the MA&S Practitioners is necessary to ensure accurate materiel and financial management data. The multi-step process includes:
- a. The Vendor: providing a pricing list to the procurement authority;
  - b. Procurement Authority: Creating a DRMIS reservation prior to the materiel arriving at the destination;
  - c. Procurement Authority: making pre-payments, advanced payments, progress or milestone payments in accordance with the terms of the contract;
  - d. Contractor Custodian or DND/CAF Materiel Custodians: Using the MIGO 501 with:
    - i. Reason Code 5002 for DQA only under the Legacy GOM Project;
    - ii. Reason Code 5003 when associated with milestone payments;
    - iii. Reason Code 5010 for Ammunition; or
    - iv. Reason Code 5018 for specific sustainment contracts.

NOTE: The use of MIGO 501 is to be read in conjunction with Chapter 3.1

### Returning Materiel to the Contractor

- 2.32 Ownership of materiel once transferred to DND remains with DND throughout its lifecycle. If custody rests with the Contractor Custodian then the materiel must be

segregated from any Contractor Owned Materiel. In this situation segregation means the ability to clearly identify, label, find, count, use and extract government owned materiel from that which is contractor owned and typically involves distinct shelving or storage space.

### Materiel Attestations and Accountability

- 2.33 Only the DND/CAF are accountable to attest to the Government of Canada on the oversight and control of Government Owned Materiel, regardless of custodial arrangements. Contractor Custodians are to provide lists of holdings to DND, for materiel not already in the Materiel Management System of Record, for review and validation by the organization with oversight of that contract.
- 2.34 DND/CAF personnel are required to have access to contractor locations to conduct appropriate stocktaking or stocktaking oversight. Stocktaking must be completed no less frequently than in accordance with the Cycle Count Indicators for that type of materiel and verified by on-site DND/CAF personnel. The SAM chapter 4.3 refers to stocktaking.
- 2.35 As the materiel is not in DND/CAF custody, it then becomes the responsibility of the DND/CAF organization with the expenditure authority for that contract to include the outcomes of the stocktakings and stocktaking verifications as part of their Materiel Annual Attestation cycle.

NOTE: The organization that signs Section 34 against the contract is accountable for the attestation of GOCC Materiel because that is the organization who is accepting that the materiel has been receipted in the proper quantities and condition. As the oversight of that materiel is not transferred to a DND custodial organization then the responsibility remains with the original organization signing Section 34.

### Controlled Goods

- 2.36 Items identified as Controlled Goods will be managed in accordance with SAM Chapters 9.5 Controlled Equipment and 9.6 Controlled Goods and Export Regulated Defence Goods and Technology.

### Movements and Shipping of GOCC Materiel

- 2.37 Military equipment can be deployed around the world and subsequently require sustainment in any domestic or international location. It is imperative that the responsibilities and costs associated with the movement and transportation of GOCC Materiel be pre-determined and identified as part of the contract. This includes all requirements for packing, labelling, loading, transportation, unloading and distribution into new locations. Additionally, for shipments outside of Canada this includes all requirements for customs and international shipping.

- 2.38 MA&S Practitioners are not to assume that the costs and tasks associated with the movements and shipping of GOCC Materiel can be transferred to internal DND resources and organizations. Any movement and shipping tasks transferred to DND/CAF resources must have agreement **in writing** from the Commanding Officer or Equivalent of the effected organizations. Due to personnel and budgeting limitations there may be costs charged to the contract budget to execute movement and shipping activities.

### Loss of Materiel

- 2.39 Within the Materiel Management System of Record any loss of materiel, including theft, damage or destruction, will be managed using processes outlined in SAM Chapters 4.3 Stocktaking and 4.4 Materiel Adjustments, Write Offs and Financial Reporting. Delegations reside solely within DND/CAF as per the Delegation of Authority for Financial Administration of the Department of National Defence (DND) and the Canadian Armed Forces (CAF) and are not to be delegated externally.
- 2.40 It is imperative that the investigations as per SAM 4.4 also include:
- a. the reasons for loss;
  - b. whether the loss was preventable;
  - c. which organization is responsible for the loss; and
  - d. preventative measures against future losses.
- 2.41 If it is determined that the Contractor Custodian exercising custody of the materiel is at fault for the loss then the appropriate contracting authority for that contract must be advised and a subsequent recovery action initiated to reimburse the Crown the value of the lost materiel.
- 2.42 If it is determined that the DND/CAF is at fault for the loss then normal write-off procedures shall be executed.

### Other Centrally Managed Materiel Held at Contractor Facilities

- 2.43 Normally, repairable materiel that is national stocked is held in the CAF Depots, but it is possible under the terms of certain maintenance contracts for those items to be held at a contractor facility. This is most common when the materiel is used on a limited number of platforms or end items. Storing that materiel at the contractor's facility reduces shipping cost and down time of the end item and eliminates unnecessary shipments between CAF Depots and contractors facilities. A stocking storage location (Sloc) will be created in the Materiel Management System of Record and centrally managed materiel held at contractor facility will be accounted in that Sloc.

### Maintenance and Repair

- 2.44 The maintenance and repair of GOCC Materiel is specified in accordance with the contract.

- 2.45 Consumable materiel owned by the contractor and utilized during maintenance activities can be included as part of the servicing arrangements with no transfer of title or ownership. This material is considered expended or used during the process of maintenance and no residual value would remain.
- 2.46 Consumable materiel provided and paid for as part of a repair but not used will be brought on charge in the Materiel Management System of Record as inventory.
- 2.47 Repairable materiel provided by the contractor will have a transfer of title or ownership to DND at point of installation. When uninstalled and sent into a repair line/facility that materiel remains under DND ownership and needs to be managed in accordance with DND policies and procedures.

## Disposal

- 2.48 GOCC Materiel will be disposed in accordance with Chapter 8.1 on Disposal. Processes for disposal can be included as part of an in-service/sustainment contract, however, the terms of the disposal must abide by the Surplus to Crown Assets Act, DAOD 3013-0 and SAM Chapter 8.1 and be able to demonstrate best value for the Crown.
- 2.49 It is exceptionally important to note that GOCC Materiel cannot be given back to or left with a contractor custodian as it would be considered a donation to a for-profit organization. This can only be authorized by Treasury Board or an Order in Council.
- 2.50 Terms can be developed within contracts that include trade-in, or OEM's or the Contractor Custodian having first right of refusal to procure the surplus materiel where fair value is given back to the Crown.

## Compliance

- 2.51 Compliance with this chapter will be demonstrated when:
- a. MA&S Practitioners/Procurement Officers clearly articulate in the contract when materiel changes custody and who has ownership;
  - b. MA&S Practitioners/ Procurement Officers have included materiel management requirements within the contract for any materiel that meets the criteria of government owned;
  - c. Government Owned Contractor Custody Materiel is included as part of the Materiel Annual Attestation with accurate accounts;
  - d. One third of Contractor Held Inventory listings are stock verified yearly by DQA; and
  - e. Materiel discrepancies are investigated, stock records are adjusted and appropriate restitution is received.

## PROCEDURES

3.1 There are only procedural links for Legacy GOM Project at this time.

### Process Flow Charts

3.2 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#">Receipt (Unforecasted) of Government Owned Materiel (GOM) at Industry</a>	<ul style="list-style-type: none"> <li>Process for receipting Government Owned Materiel at contractor locations, specifically for the Legacy GOM Project</li> </ul>
<a href="#">Third Line Repair and Overhaul – Consumption of advanced Accountable Spares (AAS) under \$1,000.</a>	<ul style="list-style-type: none"> <li>Process for removing consumable materiel at contractor locations from charge, specifically for the Legacy GOM Project</li> </ul>

### DRMIS Transaction Codes

3.3 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
MM03	<ul style="list-style-type: none"> <li>Display materiel management information</li> </ul>
ZE_MM_EXTEND	<ul style="list-style-type: none"> <li>Extend a Material Master Data for newly created stock codes</li> </ul>
MMSC	<ul style="list-style-type: none"> <li>Extend a Material Master Data for newly created stock codes to multiple SLocs</li> </ul>
ME21N	<ul style="list-style-type: none"> <li>Create Stock Transfer Order (STO)</li> </ul>
MIGO	<ul style="list-style-type: none"> <li>T-Code to issue materiel.</li> </ul>
VL06F	<ul style="list-style-type: none"> <li>List of outbound deliveries</li> </ul>
VL06G	<ul style="list-style-type: none"> <li>TCode to perform a goods issue for deliveries</li> </ul>

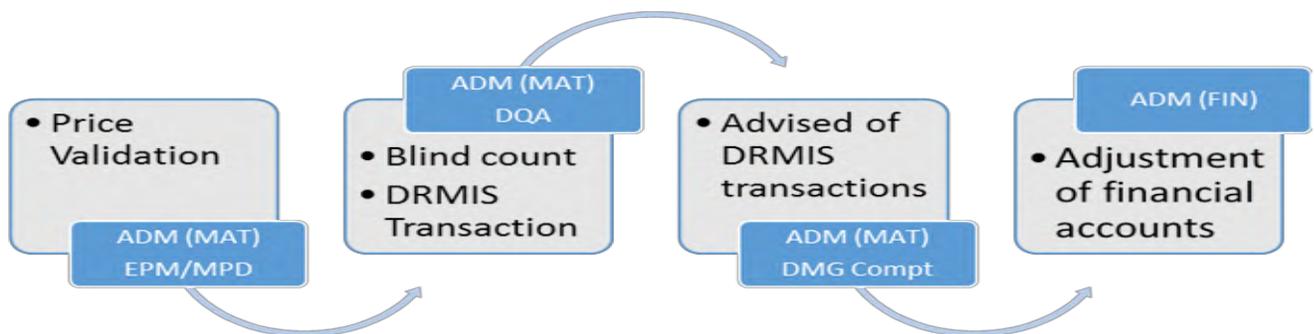
## DRMIS Reports

3.4 These are the most common reports used in the management of the activities in this chapter.

<b>Report Code</b>	<b>Description</b>
MMBE	<ul style="list-style-type: none"><li>• Stock Overview for SOH and on order for a stock code. Give an overview of the stock balances across different Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)</li></ul>
ZSUPSTRIP	<ul style="list-style-type: none"><li>• Supply Strip Report. Provides an overview of warehouse stock levels across different Plants and storage locations for a selected MRP Area.</li></ul>
ME5A	<ul style="list-style-type: none"><li>• List the Purchase Requisitions</li></ul>
ZEMM_RO_MANAGED	<ul style="list-style-type: none"><li>• List of R&amp;O items</li></ul>

## ANNEX A – Materiel Held in Repair Facilities (Legacy GOM)

- 1.1 This annex is specific to materiel classified as Legacy GOM. Legacy GOM is considered to be inventory owned by DND that is not recorded in our Materiel Management System of Record (DRMIS) and associated with Advanced Accountable Spares. These items are normally materiel managed by contractors and are not in DND custody (i.e. can be held at contractors’ facilities or segregated DND facilities).
- 1.2 These items can consist of:
  - a. Items reported on the CHI listings annually: and/or
  - b. Items not previously reported or brought on charge by DND.
- 1.3 Since 2015, significant effort has been undertaken in order to bring most of the materiel that has been held outside of DND custody on charge into DRMIS. Due to potential long contract durations and paper-based contracts, finding the appropriate prices for bringing this materiel on charge is challenging.
- 1.4 There is a requirement to integrate financial controls in accordance with the Treasury Board Policy on Financial Management and is directly linked to MA&S modernization and Pricing initiatives to address such risks as double accounting of inventory (if reported in DRMIS there should be no external reporting).
- 1.5 Director Quality Assurance (DQA) was tasked to stand up and lead a project with a mandate to:
  - a. Increase the visibility and accountability of government owned materiel; and
  - b. Improve reporting capability.
- 1.6 Processes were developed to address this mandate. An overview is as follows:



- 1.7 As part of the requirement for an auditable methodology for price validation, a Decision Pricing Tree was created to guide the selection of an appropriate price for each materiel type. This Pricing methodology is to be used in all future cases where materiel is to be brought on charge after initial procurement or payment has occurred.

Table A1 – Decision Pricing Tree

DECISION PRICING TREE - The decision tree is the tool to determine prices. You start at decision #1 and if the conditions are not met then go to the next decision until the price can be determined with supporting evidence. Supporting evidence must be kept for 7 years by the Procurement Authority and be available for audit purpose.	
Decision	Evidence
1.1 Available unit cost based on the existing contract where available.	<ul style="list-style-type: none"> <li>• Hard copy evidence: contract, purchase order, invoice</li> </ul>
1.2 Unit price per the most recent CHI listing – produced by the contractor <ul style="list-style-type: none"> <li>• This method applies where the CHI list prices have been consistent for 4 years or more – assuming the prices are deemed reasonable.</li> </ul>	<ul style="list-style-type: none"> <li>• The checklist must be signed off by the reviewer confirming that they have validated the CHI information.</li> </ul>
1.3 Validated price – when CHI listing inconsistent <ul style="list-style-type: none"> <li>• Price determination when there are inconsistencies or variances in CHI listing reporting during the past 4 years</li> <li>• This steps requires a validation from an external source to determine the correct price</li> </ul>	<ul style="list-style-type: none"> <li>• TA can validate the price;</li> <li>• Further research i.e. use of google;</li> <li>• Affidavits</li> <li>• Conversation with contractors</li> <li>• Use of FedLog, NAMSA</li> </ul> <p>The evidence is the documented proof that any of the above listed validations were used to determine the prices to be used.</p>
1.4 Available OEM/Vendor unit price for item	<ul style="list-style-type: none"> <li>• OEM Hard evidence: catalogue, private information, emails, memos</li> <li>• Needs to be available for Audit purposes</li> </ul>
1.5 Where issues persist with a stock code price-that does not fit in steps #1 to #4, is unreasonable or has adhoc pricing, a meeting between ADM (MAT) and ADM (FIN) needs to take place to determine an acceptable price.	<ul style="list-style-type: none"> <li>• To be determined once discussion happens.</li> </ul>

- 1.8 A GOM Price and quantity checklist was developed to determine the following:
- Detailed listings of items to be brought on charge;
  - Price (in accordance with the decision tree);
  - Quantity (as validated by a blind count)
  - Confirmation of DRMIS transactions; and
  - Evidence of appropriate approvals and signoff.
- 1.9 DQA is responsible for all activities associated with the GOM Price and quantity checklist. Organizations having GOM which requires this process to bring materiel on charge must contact +DQA GOM@ADM(Mat) DQA@Ottawa-Hull. DQA will be responsible for all DRMIS transactions related to this checklist.

- 1.10 DQA will notify DMG Compt that transactions have been posted to DRMIS. ADM (FIN) will be notified by DMG Compt and will process financial adjustments as required.
- 1.11 In order to ensure effective control of materiel under \$1,000 (consumables), and to provide full visibility and accountability of these items, contractors will report to the EPMs on a cyclical basis using the existing reporting mechanism (i.e. excel spreadsheets, CHI listings). Further, expending materiel against a consumable work order as detailed in the process for Consumption of Advance Accountable Spares (AAS) under \$1000.00 will provide an additional enhanced layer of visibility and accountability.

# 6.4 LOANS

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## POLICY

### Aim

- 1.1 The aim of this chapter is to detail the policies and procedures governing outward loans of government furnished equipment (GFE) to contractors while offering direction on the processes and procedures involved.

### Context

- 1.2 It is considered to be in the interest of DND to loan GFE and controlled government furnished information (GFI) to contractors when the loan is necessary for the execution of a contract.
- 1.3 DND will provide GFE and controlled GFI on loan to contractors when loan provisions have been previously accepted as an obligation required by a contract.

### Background

- 1.4 The purpose GFE policy is to make more efficient use of Departmental of National Defence (DND) resources, by reducing the need to purchase additional equipment when equipment is available to serve the intended purpose. These regulations support total asset visibility and accountability with respect to public assets.

### Definitions

- 1.5 Definitions, other than those listed below, can be found in Section 10.1 Glossary.
  - a. **Contractor:** refers to any contractor, Crown corporation, other organization or individual who has entered into a contract to perform work or furnish equipment.
  - b. **Government Furnished Equipment (GFE):** DND-owned equipment provided by DND to a contractor as part of a loan agreement, to be used during the contract period and returned in essentially the same condition at the end of the contract. GFE is any equipment used in the production process, including machine tools, special production tooling, tooling, ground handling equipment, and any other items or equipment that are considered to be in the best interest of DND.
  - c. **Government Furnished Information (GFI):** any information provided by DND, to the contractor, as part of a loan agreement, to enable contract fulfillment. This normally includes items such as DND specifications, NATO (North Atlantic Treaty Organization) codification requirements, and Technical Data Packages (TDP).
  - d. **Government Supplied Materiel (GSM):** DND-owned materiel supplied to a contractor to incorporate into the end product or be consumed in the manufacture or maintenance process. GSM is not loaned because it will not be returned as a standalone item.

- e. **Special Production Tooling and Special Test Equipment:** DND materiel provided to contractors to fulfill the requirements of the contract.

## Authorities and Responsibilities Tables

### 1.6 Authorities Table

The....	Has or have the authority to...
Minister of National Defence (MND)	<ul style="list-style-type: none"> <li>enter into a legally binding loan agreement, either as the lender or the borrower, on behalf of DND; and</li> <li>designate such authority as the situation dictates.</li> </ul>
Assistant Deputy Minister - Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>approve and administer loans policy and act as the single point of accountability within DND for loans policy.</li> </ul>
L1 Advisors who have functional authority for materiel	<ul style="list-style-type: none"> <li>approve loan requests and loan agreements, as appropriate, either as a lender or as a borrower, and may elect to transfer this responsibility to other equipment managers.</li> </ul>
Assistant Deputy Minister (Finance) (ADM (Fin))/Chief Financial Officer	<ul style="list-style-type: none"> <li>approve policies and rules governing transactions related to loans (lending and borrowing) of assets and equipment; and</li> <li>establish effective management practices and controls to ensure that equipment program managers are informed of their responsibility with respect to the identification, management, mitigation and reporting of all potential liabilities related to loans.</li> </ul>

### 1.7 Responsibilities Table

The...	Is or are responsible for...
DND Procurement Authority (PA), Technical Authority (TA), Life Cycle Materiel Manager (LCMM)	<ul style="list-style-type: none"> <li>determining the requirement for GFE;</li> <li>ensuring a requirement referring to the need for government furnished property (GFE and/or GFI) is specified in the initial contract or completing an amendment as required;</li> <li>determining if stock is available;</li> <li>completing the Contract Loan Request Form and sending the form to DQA for action;</li> </ul>

	<ul style="list-style-type: none"> <li>• amending the contract if an extension is required and advising DQA;</li> <li>• ensuring DQA is advised of contract completion; and</li> <li>• ensuring completeness of all documentation from the contractor for materiel (GFE and controlled GFI) accountability and financial recovery.</li> </ul>
Director Quality Assurance (DQA)	<ul style="list-style-type: none"> <li>• formulating and administering the policy, rules, standards, processes and procedures to initiate the loan of assets to contractors;</li> <li>• requesting all third-party re-transfers of controlled goods including United States Department of State approval for the loan of International Traffic in Arms Regulations (ITAR) controlled items;</li> <li>• drafting the loan agreement;</li> <li>• amending the loan agreement if an extension is required;</li> <li>• ensuring all documentation and systems are updated in closing out the loan;</li> <li>• liaising with the Procurement Authority (PA) to verify all materiel is accounted for and/or investigate discrepancies and report back to the PA; and</li> <li>• sending a Loan Return Notice to the contractor.</li> </ul>
Contractor	<ul style="list-style-type: none"> <li>• complying with all terms and conditions of the loan agreement for GFE and controlled GFI.</li> </ul>

## References

1.8 The following references were used in the development of this policy:

- a. [Defence Production Act \(R.S.C., 1985, c. D-1\)](#);
- b. [Financial Administration Act \(R.S.C., 1985, c. F-11\)](#);
- c. [Defence Materiel and Equipment Loaned to Contractors Order \(C.R.C., c. 689\)](#);
- d. [Defence Materiel Loan Regulations \(C.R.C., c. 690\)](#);
- e. [Defence Materiel Loan or Transfer for Test and Evaluation Regulations \(C.R.C., c. 691\)](#);
- f. [Loan of Defence Materiel to Canadian Contractors Order \(C.R.C., c. 709\)](#);
- g. [Public Property Loan Regulations \(SOR 92-745\)](#);
- h. [Treasury Board - Policy on Management of Materiel](#);
- i. [DAOD 3000-0 Materiel Acquisition and Support](#);
- j. [DAOD 3003-0 Controlled Goods](#);
- k. [DAOD 3003-1 Management, Security and Access Requirements Relating to Controlled Goods](#);
- l. [DAOD 3008-0 Intellectual Property](#);
- m. [Repair and Overhaul \(R&O\) of Centrally Managed Materiel 1500 \(MMI 1500\)](#); and

- n. [International Traffic in Arms Regulations, United States Department of State.](#)

## PROCESS

### Contract Details

- 2.1 DND/CAF provides GFE and/or controlled GFI on loan to contractors when loan provisions have been previously accepted as an obligation required by a contract.
- 2.2 A requirement referring to the need for government furnished property is specified in the contract.
- 2.3 Terms and conditions itemizing the responsibilities of both the Department and the contractor in the provision of GFE and/or controlled GFI are to be included in the contract itself.
- 2.4 GFE and/or controlled GFI on loan in support of one specific contract shall not be used in support of another contract without the written permission of the appropriate DND contract authority.

### Loan Conditions

- 2.5 GFE and controlled GFI loans to contractors may be made subject to the following specific conditions, which should be established and agreed to in writing via a loan agreement between DND/CAF and the contractor, in addition to being noted on the contract:
  - a. loans are supplied in support of a DND/CAF or PSPC contract and are subject to the general terms and conditions of the contract;
  - b. all requests for GFE and controlled GFI must be submitted in writing to the DND Procurement Authority;
  - c. GFE and controlled GFI will not be provided until all parties sign the loan agreement;
  - d. GFE and controlled GFI remain under the administrative control of DND. Loaned materiel will be managed through an appropriate loan account in the Materiel Management System of Record to ensure all DND assets follow accrual accounting policy;
  - e. all part numbers must be catalogued before they are loaned and added into the Materiel Management System of Record to enable DND to review assets for accrual accounting purposes. DND requires total visibility on the assets it lends to contractors, other government departments and agencies in Canada, and foreign governments;
  - f. the contractor is responsible for the safekeeping and return of materiel loaned by DND. DND will also determine if recovery action is warranted, and collect any claims against the contractor or third parties for loss or damage resulting from or during the term of the loan;
  - g. DND requires total asset visibility of the materiel it lends to contractors and companies;

- h. DND will not be responsible for any loss or damage to the GFE and/or controlled GFI;
- i. DND will not be responsible for loss or damage caused by the materiel loaned, or which may otherwise result from the loan (as per the loan agreement) to the contractor; and
- j. the contractor agrees not to use the GFE for other commercial purposes without the written authorization by DND.

**Compliance (Under Development)**

## PROCEDURES

3.1 Information on applicable DRMIS Procedures can be found by accessing the hyperlinks within the following Process Flow Charts or by referring to [DRMIS website](#).

### Process Flow Charts

3.2 The following are the Process Flow charts related to this chapter.

Processes	Descriptions
<a href="#">EP 54 Issue to a Loan via DFPS</a>	<ul style="list-style-type: none"> <li>• verify loan agreement</li> <li>• create a purchase requisition</li> <li>• create a purchase order</li> <li>• amend and inspect order as required</li> </ul>

### DRMIS Transaction Codes (Under Development)

3.3 These are the most common DRMIS transaction codes for the activities in this chapter.

Code	Descriptions
	<ul style="list-style-type: none"> <li>• NA</li> </ul>

### DRMIS Reports (Under Development)

3.4 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions
	<ul style="list-style-type: none"> <li>• NA</li> </ul>

**ANNEX A – Outward Loans (Under Development)**

**ANNEX B – Inward Loans (Under Development)**

**ANNEX C – Government Furnished Equipment (Under Development)**

# MANUFACTURE, REPAIR, AND MAINTAIN

- 7.1 Repair and Maintenance of Materiel
- 7.2 Management of Kits and Sets
- 7.3 Workshops Function – **Under Development**
- 7.4 Calibration

# 7.1 REPAIR AND MAINTENANCE OF MATERIEL

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## POLICY

### Aim

- 1.1 This chapter provides the policy for the repair and maintenance of the Canadian Armed Forces (CAF) assets from 2nd line Supporting Supply Organizations (SSO). The purpose of this chapter is to describe the aspects of Repair & Maintenance of CAF to ensure that assets are maintained and when economically feasible, assets are repaired, refurbished, and reused rather than be replaced.

### Context

- 1.2 At all levels, DND/CAF managers have legal responsibilities, financial accountability, stewardship, and materiel management responsibilities towards materiel assets. Repairable materiel can only be repaired up to a specific economic level. Once this level has been reached it is considered more advantageous to replace the materiel. Consequently, the unserviceable materiel is deemed beyond economical repair (BER) and disposal action is initiated.

### Definitions

- 1.3 Definitions, other than those listed below, can be found in Chapter 10.1 Glossary.
  - a. **Maintenance** encompasses all action taken to retain materiel in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, calibration, classification as to serviceability, repair, rebuilding and reclamation.
  - b. The **maximum repair cost (MRC)** is a standard established by DND to guard against the possibility of an item being repaired at a cost that exceeds its replacement value to DND. The MRC is the maximum amount including all labour, materiel costs and administration fees that the contractor or DND repair facility is authorized to spend to repair an item. It is not the cost DND necessarily intends to pay for all repairs.
  - c. **Overhaul** is the restoration of an item to its original condition or near-life expectancy. It includes the replacement of worn, damaged, or life-expired parts, the incorporation of approved modifications and the rework of components as necessary.
  - d. **Repair** is the restoration or replacement of parts or components of materiel as necessitated by wear and tear, damage, failure of parts or the like in order to maintain the specific item of supply in efficient operating condition.
  - e. **Repairable Reserve (RR)** refers to repairable equipment retained in stored reserve for future requirements or pending the availability of repair facilities or disposal authorization.
  - f. A **Repair and Overhaul (R&O) Facility** is an installation engaged in the repair or overhaul, modification or relieving of DND equipment. It may be a CAF repair establishment (known as in-house facility) or a commercial establishment (a firm holding current Public Services and Procurement Canada (PSPC) Repair and Overhaul contracts).

## Authorities and Responsibilities Tables

### 1.4 Authorities Table

<b>The....</b>	<b>Has or have the authority to...</b>
Department of National Defence (DND)	<ul style="list-style-type: none"> <li>contract for goods and services within the limits set out by the Treasury Board.</li> </ul>
Assistant Deputy Minister - Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>procure goods and services;</li> <li>manage materiel and materiel-related support; and</li> <li>supervise the full life cycle of materiel, including management of the Materiel Acquisition and Support process.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>develop and maintain supply policy, procedures, business processes, standards for Materiel Management on behalf of ADM (Mat).</li> </ul>
Director Quality Assurance (DQA)	<ul style="list-style-type: none"> <li>provide oversight regarding the management of DND/CAF owned materiel held by a Contractor.</li> </ul>
Supporting Supply Organization (SSO)	<ul style="list-style-type: none"> <li>arrange and maintain repair for all locally managed materiel.</li> </ul>

### 1.5 Responsibilities Table

<b>The...</b>	<b>Is or are responsible for...</b>
Director Quality Assurance (DQA)	<ul style="list-style-type: none"> <li>raising the work order to initiate the repair process only when the contractor does not have access to the Materiel Management System of Record;</li> <li>ensuring that appropriate action is undertaken to resolve contractor discrepancies;</li> <li>coordinating the stocktaking schedule with the contractor;</li> <li>approving system adjustments; and</li> <li>notifying the Procurement Authority (PA) of delinquent contractors and losses of materiel.</li> </ul>
Procurement Authority (PA)	<ul style="list-style-type: none"> <li>managing Repair and Overhaul service contracts with commercial contractors and all related financial approvals;</li> <li>authorizing additional funding when maximum repair cost has been reached; and</li> </ul>

	<ul style="list-style-type: none"> <li>• responding to delinquent contractors.</li> </ul>
Life Cycle Materiel Manager (LCMM)	<ul style="list-style-type: none"> <li>• the life cycle management of repairable materiel assigned to their equipment;</li> <li>• communicating on regular basis with procurement authority in regards to the financial limitation of the repair contract; and</li> <li>• responding to RMR's.</li> </ul>
Supply Manager (SM)	<ul style="list-style-type: none"> <li>• maintaining the repair information; and</li> <li>• coordinating the response from the Life Cycle Materiel Manager (LCMM) with regards to a Repair Materiel Request (RMR).</li> </ul>
Repair and Disposal (R&D) section	<ul style="list-style-type: none"> <li>• providing subject matter expertise and assistance on repair and overhaul matters;</li> <li>• approving and processing materiel transactions; and</li> <li>• shipping and redistributing materiel in accordance with (IAW) approved processes.</li> </ul>
Maintenance Technician	<ul style="list-style-type: none"> <li>• annotating and signing the CF 942 IAW applicable Canadian Forces Technical Order (CFTO).</li> </ul>

## References

1.6 The following references were used in the development of this policy:

- a. [Defence Production Act \(R.S.C., 1985, c. D-1\);](#)
- b. [Treasury Board - Policy on Management of Materiel;](#)
- c. [National Defence Security Orders and Directives \(NDSOD\);](#)
- d. [MMI 1500 Repair and Overhaul \(R&O\) of Centrally Managed Materiel;](#)
- e. [C-02-005-009/AM-000 CFTO Materiel Management Policy Inspection and Conditioning of Materiel Returned to and Held in Supply System.](#)
- f. [Special Instructions – Repair and Overhaul Contractors A-LM-184-001/JS-001](#)

## PROCESS

### Introduction

- 2.1 Repair and maintenance is a process that deals with equipment, parts, weapon system repair and/or overhaul support services which are normally performed at contractor's or DND facilities.
- 2.2 Items entering the CAF inventory are classified as repairable or non-repairable. This classification takes into consideration the cost, life expectancy and ease of replacement.
- 2.3 Repairable items within the CAF inventory that are undergoing repair are held as unserviceable materiel within a repairable storage location and are considered system assets.
- 2.4 Close liaison between supply and maintenance at all levels ensures materiel is repaired and returned back into the system with the greatest degree of flexibility and efficiency.
- 2.5 Both first and second line repair facilities return repaired materiel to their customers, i.e., supporting supply organization. Third line repair facilities normally return repaired materiel to depots.

### Repair of Holdings

- 2.6 Repairable materiel procured using centrally managed funds must be forwarded to Repair and Disposal Section to determine next course of action.
- 2.7 Repairable materiel procured with local funds is to be repaired using local funds.

### Second Line Repair and Maintenance Facilities

- 2.8 Second line technical maintenance facilities includes:
  - a. base maintenance sections;
  - b. maintenance companies of service battalions;
  - c. Regional Maintenance Facilities (RMF);
  - d. non-technical workshops; and
  - e. civilian contractors performing local repair services arranged by local procurement.
- 2.9 Non-technical workshops are established at bases to:
  - a. repair non-technical materiel; and
  - b. manufacture catalogued and non-catalogued materiel.

NOTE: Non-technical workshops are to be used where relative transportation costs, time and workshop capabilities make it practical and economical.

### Local Repair by Civilian Contractors

- 2.10 Bases may arrange to have materiel repaired locally by civilian contractors on behalf of a customer if there is no service maintenance facility available and the urgency of the requirement dictates immediate action. Materiel may also be repaired locally by civilian contractors as directed by National Defence Headquarters (NDHQ) on receipt of a response from a Repair Materiel Request (RMR).

### Third Line Repair and Maintenance facilities

- 2.11 Third line services are those that are normally beyond the capability of a CAF unit.
- 2.12 Materiel's are sent to third line R&M facilities under these circumstances:
- a. Implementation of modifications;
  - b. Reduction of assemblies to spares for return to the supply system;
  - c. Technical investigations;
  - d. Engineering studies;
  - e. Document support;
  - f. Configuration management; and
  - g. Structural life-monitoring programs.

### Repairable Items

- 2.13 Repairable items in a non-serviceable state are identified as such in the Materiel Management System of Record.

### Small Arms Repair

- 2.14 Small arms repair beyond first line (unit) capability are to be sent to the appropriate second line base maintenance facility. Only the basic small arms are submitted for repair, the ancillary (checklist) items are retained on base or unit charge, as separate items.
- 2.15 Small arms beyond second line repair capability (beyond local repair (BLR)) will be inspected and placed in short preservation.

### Calibration

- 2.16 Designated CAF Special Tools and Test Equipment (STTE) requires periodic calibration to ensure the operational effectiveness of weapons and supporting systems. STTE movement, work orders, calibration, historical data, recalls, pick-up and delivery are managed within the Test Equipment Maintenance Management Information System (TEMMIS). This is

until such time as the DRMIS Calibration Program Management Solution (CPMS) is available at which point use of TEMMIS will cease.

## Repairability Codes and Description

2.17 Repair Codes identifies the repairability of the item beyond first line units and if applicable the designated maintenance line of repair :

Code	Description	Action
A	Non - repairable	<ul style="list-style-type: none"> <li>This code signifies that once the item becomes unserviceable then disposal action can be initiated.</li> </ul>
B	Repair -Third Line Only	<ul style="list-style-type: none"> <li>This code signifies that the item is to be repaired at a 3<sup>rd</sup> line repair facility.</li> </ul>
D	Repair - Second Line Workshops Only	<ul style="list-style-type: none"> <li>This code signifies that the item is to be repaired at a 2<sup>nd</sup> line base workshop.</li> <li>Should the repair be ineffective then disposal action can be initiated.</li> </ul>
F	Repair - 2 <sup>nd</sup> Line Base Wksp & 3 <sup>rd</sup> Line	<ul style="list-style-type: none"> <li>This code signifies that the item will go first to the 2<sup>nd</sup> line base workshop and 3<sup>rd</sup> line will only be used when repair is deemed to be beyond the capability of the base workshop.</li> </ul>
G	2 <sup>nd</sup> Line Wksp & 3 <sup>rd</sup> Line (SM Referral)	<ul style="list-style-type: none"> <li>This code signifies that the item will go to the 2<sup>nd</sup> line workshop and the Repair Materiel Request (RMR) will only be raised when repair is deemed to be beyond the capability of the base workshop</li> </ul>
L	Repair - 2 <sup>nd</sup> Line RMF or Send RMR	<ul style="list-style-type: none"> <li>This code signifies that the item will go to the 2<sup>nd</sup> line Regional Maintenance Facility (RMF) and the Repair Materiel Request (RMR) will only be raised when repair is deemed to be beyond the capability of the maintenance facility.</li> </ul>
N	Repair - 2 <sup>nd</sup> line RMF & 3 <sup>rd</sup> Line R&O	<ul style="list-style-type: none"> <li>This code signifies that the item will go to the 2<sup>nd</sup> line Regional Maintenance Facility (RMF) and 3<sup>rd</sup> line will only be used when repair is deemed to be beyond the capability of the RMF.</li> </ul>

NOTE: The user and custodian of materiel is responsible to ensure that the assets entrusted in their possession remain in a serviceable condition. The care and minor maintenance using procedures that do not require detailed technical knowledge is referred to as “Operational Maintenance”. While major repairs are typically handled by trained technicians at the second or third line repair facility, operational maintenance is performed during the normal course of operations by the user or custodian themselves. This normally consists of inspecting, cleaning, servicing, preserving, lubricating, and adjusting, as required. Such maintenance may also include minor parts replacement that does not require the person performing the work to have highly technical skills or require any special tools or workshop facilities. Training the user or custodian

to handle these routine tasks helps reduce downtime and cut costs associated with repairs and replacement parts. Operational maintenance does not include more complex repairs and diagnostics, which must be left to the skilled technicians. The removal and replacement of large or hazardous components is also excluded from operational maintenance.

### Repair Priority Codes (RPC)

- 2.18 The RPC is used to direct the contractor/DND facility on which items should be repaired first. The RPC reflects the number of months of serviceable stock available :

Code	Description	Applies when
C	Critical	DND has less than three months serviceable stock-on-hand
U	Urgent	DND has between 3 and 6 months' serviceable stock-on-hand inclusively
R	Routine	DND has between 7 and 24 months serviceable stock-on-hand inclusively
P	Pending	DND has more than 24 months serviceable stock-on-hand.

### Maintenance Request for Materiel-in-use

- 2.19 When materiel-in-use (MIU) requires maintenance, a Maintenance Notification must be raised by the supporting maintenance organization using the Materiel Management System of Record. The Maintenance Notification is an electronic document that is automatically forwarded to maintenance work center. The Maintenance Planner will use those notifications to schedule work and will contact the customers when maintenance is ready to accept items in order to complete the request. While items are in the Maintenance custody, customers must initiate a Loan Card and have the Maintenance section sign for the items. This is mandatory for Controlled Equipment (“E” items). Refer to the [Maintenance Activities in EP 12](#).

### Re-allocation of In-service materiel

- 2.20 Operational Commands have the responsibility to assign controlled equipment such as vehicles, ships, or aircraft in support of mission imperative tasks. Normally, routine supply processes are used to maintain a fully serviceable state for equipment including the replacement of unserviceable materiel associated with that equipment.
- 2.21 Circumstances or conditions may exist that could result in replacement materiel not being reasonably available using normal supply processes. In these circumstances, the controlled removal (work order process) and re-allocation of in-service materiel from other equipment may be the most expedient method of restoring similar non-serviceable equipment to an operational state.
- 2.22 Authority to re-allocate in-service materiel must be approved only by the Operational Command(s) with authority over both the gaining and losing equipment. The SM/LCMM

must be advised of the transfer. Any outstanding demands for materiel associated with the gaining equipment for that repair are cancelled and any new demand(s) have to be initiated to replace the materiel re-allocated from the losing equipment.

NOTE: Requisitions must be assigned an appropriate MPC and RDD as determined by the criticality and operational status of the losing equipment.

2.23 Standard Steps are:

- Operational deficiency detected and reported
- Supply Demands created
- Operational decision to transfer in-service materiel taken
- Uninstall through normal work order processes
- Materiel issued from losing equipment/unit through normal supply processes
- Supply demand created to replace transferred items
- Materiel received by gaining equipment/unit through normal supply processes
- Supply demand cancelled for materiel received through transfer
- Install through normal work order processes.

Repair & Disposal Section (R&D)

2.24 The Repair and Disposal (R&D) warehouse is the only section that is authorized to process repairable assets received from the customers in accordance with instructions received from the Equipment Program Management (EPM). Under NO CIRCUMSTANCE are supporting supply organization to return repairable item(s) directly to a third line repair facility without utilizing the Materiel Management System of Record.

2.25 Repairable assemblies shall not be returned incomplete except when the urgency of the required repair so dictates. Should this situation develop, the maintenance section lists any missing components on the back of form [CF 942](#) (Materiel Condition Tag): description, quantity and complete a Deviation Record ([CF 1064](#)).

Regional Repairable Materiel Accounts (RRMA)

2.26 These warehouses record assets undergoing repair, overhaul, modification, re-life or investigation at a 2nd line military maintenance facility. A RRMA is internal to DND.

2.27 List of RRMA:

RRMA		PLANT	STORAGE LOCATION	
			Non Serviceable	Serviceable
JAB1	CFB Comox	2000	00A7	00A6
LFH1	CFB Cold Lake	2000	00LC	00LB
MGL1	CFB Trenton	2000	0061	0060
NAB1	CFB Montreal / St-Jean	2000	002J	002I
NEE1	CFB Bagotville	2000	002X	002Y

PJC1	CFB Shearwater	2000	00X4	00X3
PME1	CFB Greenwood	2000	010K	017B
PJB1	CFB Shearwater	1100	008C	005R
JBB1	CFB Esquimalt	1100	008Q	008R
MMF1	CFJSR Kingston	3200	0041 & 0011	0010

### Repairable Materiel Accounts (RMA)

2.28 These warehouses record assets undergoing repair, overhaul, modification, re-life or investigation at a military or civilian 3rd line maintenance facility.

### Return of Repairable Materiel

2.29 Units wishing to return repairable items back to R&D will proceed as per [EP 02 R and O Internal \(Base/Unit Processes\)](#).

2.30 Materiel returned to R&D will have a CF 942 Materiel Condition Tag attached to the materiel and the CF 942A Materiel Condition Label on the outer container(s). The return of repairable materiel must follow the instructions in CFTO C-02-005-009/AM-000.

2.31 All types of repairable Ammunition and Explosive returned to the Canadian Forces Ammunition Depot (CFAD) will have a CF 942 Materiel Condition Tag attached to the materiel and a CF 942A label on the outer container(s).

### Repairable Reserve (RR)

2.32 The RR process is employed by the EPM when it is decided to hold an asset in an unserviceable state or condition for future repair considerations, when a repair line is not in place or a repair line is suspended.

2.33 Items held under RR, must be reviewed annually by the SM, in consultation with the LCMM to determine a course of action. The SM also advises the supporting supply organization.

2.34 When receiving items from supporting supply organization, R&D Supply Technician has to verify the MMR Repair Reserve flag in the Materiel Management System of Record and the Current Year Forecast (CYF) in the List of Materiel - R&O / Forecast (ZEMM\_RO\_MANAGED). If the Repair Reserve flag is coded (Y) yes or the CYF is set to "00RR", this instructs the Repair and Disposal section to place the materiel in a Repairable Reserve storage location and to return item to regional depot. Refer to process [EP 02 RO Internal \(Base/Unit\)](#).

2.35 Prior to shipment, the returning supporting supply organization must liaise with the applicable depot receipt section/traffic section (by phone or email) to provide shipping detail and in order to request a shipment date:

- a. [7 CFSD](#) receipt section: 780-973-4011 ext. 4538 or 4533 or;
- b. [25 CFSD](#) traffic section: 514-252-2777 ext. 2363.

### Out of Country Repair Section (OCRS)

- 2.36 The Out of Country Repair Section resides at the depots in Montreal and Edmonton, they are responsible to:
- a. Maintain visibility for the various equipment, which must be shipped to and from R&O contractors outside Canada; and
  - b. Complete all supply accounting functions and procedures in support of this process.
- 2.37 A Special Instruction (SPIN) must be written by the SM/LCMM/PA prior to returning any repairable materiel to an out-of-country repair facility. The R&D section at the base must read the SPIN, action accordingly and include it in the shipment. This is imperative because of custom requirements according to CTAT/ITAR.
- 2.38 R&D action to be taken:
- a. The R&D section will issue the MMR against a waybill as per normal Stock Transport Order (STO).
  - b. The R&D section will inform the Out of Country Repair Section at the supporting depot by email/fax of the shipping details as follows:
    - i. MMR
    - ii. Quantity
    - iii. Stock Transport Order (STO)
    - iv. Outbound Delivery Number (ODN)
    - v. National Materiel Distribution System (NMDS) Waybill
    - vi. Date Shipped
    - vii. Contractor/Vendor Action
    - viii. Contact via email the appropriate depot [7 CFSD](#) and [25 CFSD](#)

### Repair Materiel Request (RMR)

- 2.39 The RMR is used to initiate repair on items that do not have a repair line established and the Repair Reserve Flag has been set to N(o). Ensure that Repair Code has been reviewed prior to initiating the RMR. Refer to process [EP 02 R&O Internal \(Base/Unit Processes\)](#).
- 2.40 When a RMR is required the R&D personnel or the contractor is to:
- a. raise a RMR DIR in the Materiel Management System of Record;
  - b. send an email (MS Outlook or DRMIS Internal) to the SM, quoting the RMR DIR tracking number in the subject line;
  - c. Wait for the SM/LCMM/PA response ([EP 04 R & O External Repairable Material Request \(RMR\)](#));
  - d. Process accordingly upon SM/LCMM/PA response; and

- e. Record action taken by the R&D section in the RMR DIR and change the RMR DIR Status to “CLOSED”.

### Stores Removal Request (SRR)

- 2.41 Stores Removal Request is used by the SM to instruct personnel at a plant / storage location to move stock to a repair facility for repair, testing, modification, or re-work. This decision to move the stock to a repair facility is a result of funding becoming available or a change to requirements.
- 2.42 These requirements are:
  - a. Changes to planning;
  - b. Forecasting customer demands;
  - c. Referrals;
  - d. High Priority Request (HPR) or
  - e. Contract award.
- 2.43 Action a STO and create an outbound delivery to the contract repair facility plant and storage location. Refer to [EP 04 R&O Stores Removal Request \(SRR\)](#).

### Materiel Under Warranty

- 2.44 Generally, equipment received from third lines repair or goods contracts are under warranty in accordance with the terms of the service/goods contract. Although managing warranty actions is a supply function, it will be reported to the LCMM via an [Unsatisfactory Condition Report \(UCR\)](#). When an item is found defective before being placed into service or fail within the warranty period, an UCR is raised by a technician. In such instances, the LCMM could have to liaise with supply, NDQAR and PSPC personnel to resolve these types of issues.
- 2.45 For item under warranty following a repair by a 3rd line R&O Contractor, the responsible LCMM shall take action to return the item to serviceable condition by invoking the warranty conditions of the applicable contract. The SM will raise a SRR and provide instructions to have the item returned to the R&D section at the repair storage location. They will also provide instruction to ship the item to the applicable unserviceable storage location. The R&D section will ensure that all shipping documentation and the CF 942 tag will be annotated “FOR WARRANTY REPAIR”. SM will also forward the Stores Removal Request (SRR) to NDQAR.

### Special Instruction Number (SPIN)

- 2.46 SPINs provide R&D sections and repair facilities special instructions such as direction for shipping or procedure notifications. SPINs are currently limited to one per MMR. The SM/LCMM/PA can create the SPIN but the SPIN has to be approved by the PA. DQA

R&O is responsible to post the SPIN on the website, maintain, and validate if the SPIN meets the R&O policies and procedures.

2.47 A copy of the applicable SPIN must be included with the outgoing shipment documents.

2.48 SPINs:

- a. are mandatory for all out of country repair facilities to provide supplementary instructions for the shipping of materiel.
- b. ensure items selected for both 2<sup>nd</sup> and 3<sup>rd</sup> line repair are sent first to the 2<sup>nd</sup> line RMF;
- c. may be included for in country facilities when required by the LCMM; and
- d. to select a MMR to more than one (e.g. to ship all items on the east coast to one location and all on the west coast to another location).

**Compliance (Under Development)**

## PROCEDURES

- 3.1 Supply Technicians at a R&D section will receive materiel deemed for repair as per business process [EP 02 RO Internal \(Base/Unit\)](#).
- a. Receive materiel at R&D (Internal/Inbound Process) with conditioning tag/label (CF 942) completed and cleaned as per CFTO C-02-005-009/AM-000.
  - b. Confirm materiel is on charge to the R&D section.
  - c. Review List of Materiel - R&O / Forecast (ZEMM\_RO\_MANAGED) and catalog data (MM03) via the Materiel Management System of Record and take one of the following actions:
    - i. If the Repair Reserve flag is set to “Y” or CYF is set to “00RR”; place the materiel in a RR storage location and ship the materiel to the supporting Depot.
    - ii. If there is a SPIN; read and action as per SPIN.
    - iii. If the MMR is selected with a CYF greater than ‘0’; raise Stock Transport Order (STO) in order to ship the materiel to the selected repair facility
    - iv. For MMR not selected and not having the RR flag to “Y”; process RMR if no repair facility is selected.
  - d. Process a Stock Transport Order (STO) in order to ship the materiel to the selected repair facility.
  - e. Process RMR if no repair facility is selected.
- 3.2 Information on applicable DRMIS Procedures can be found by accessing the hyperlinks within the aforementioned Process Flows or by referring to [DRMIS website](#).

### Process Flow Charts

- 3.3 The following are the Process Flow charts related to this chapter.

Process Flow	Description
<a href="#">EP 02 R&amp;O Internal (Base/Unit Processes)</a>	<ul style="list-style-type: none"> <li>• Return materiel from first line Supply</li> <li>• 2<sup>nd</sup> Line Repair or R&amp;D</li> </ul>
<a href="#">EP 04 R&amp;O External (For In and Out of Country Repair Facilities)</a>	<ul style="list-style-type: none"> <li>• Item returned from customer to R&amp;D</li> <li>• SPIN review</li> <li>• Issue to Out of Country Repair Facility</li> <li>• Out of Country Repair Services received repairable item</li> </ul>
<a href="#">EP 04 R&amp;O Stores Removal Request (SRR)</a>	<ul style="list-style-type: none"> <li>• Document used by the SM to instruct personnel at the/storage location to move stock to a repair facility for repair, testing, modification, re-work</li> </ul>
<a href="#">EP 04 R&amp;O External Priority Repair Request (PRR)</a>	<ul style="list-style-type: none"> <li>• In consultant with the LCMM, the SM will raise PRR as a result of a review</li> <li>• Review un-serviceable item is located</li> </ul>

Process Flow	Description
	<ul style="list-style-type: none"> <li>• Review SNAP</li> <li>• Review repair history of unserviceable materiel</li> </ul>
<a href="#"><u>EP 04 R&amp;O External Procurement Authority List (PAL)</u></a>	<ul style="list-style-type: none"> <li>• Document used to add, modify (mod) or delete (SRD) a selection of one or many MMRs to a repair line (RMA/SLoc)</li> </ul>
<a href="#"><u>EP 04 R&amp;O External Repairable Materiel Request (RMR)</u></a>	<ul style="list-style-type: none"> <li>• Create RMR</li> <li>• LCMM Review RMR, make recommendation or changes</li> <li>• Supply Manager review RMR response from LCMM</li> </ul>
<a href="#"><u>Selection Notice Observation Message (SNOM)</u></a>	<ul style="list-style-type: none"> <li>• Complete SNOM</li> <li>• SNOM verified, reviewed and forwarded to LCMM who makes recommendation</li> <li>• SNOM approved and actioned</li> </ul>
<a href="#"><u>EP 04 Unserviceable Repairable Component Removed From an Item Received for Repair</u></a>	<ul style="list-style-type: none"> <li>• Unserviceable items return from a Work Order</li> <li>• Transfer to the depot or action as per SPIN</li> <li>• RMR created</li> </ul>
<a href="#"><u>National Loans and R&amp;O Accounts Create/Amend/Closure</u></a>	<ul style="list-style-type: none"> <li>• Request made to create, amend or close an R&amp;O or Loan account</li> <li>• Form completed and forwarded to office in charge</li> <li>• Request reviewed</li> <li>• Request completed</li> </ul>

DRMIS Transaction Codes (Under Development)

3.4 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
	<ul style="list-style-type: none"> <li>•</li> </ul>

DRMIS Reports (Under Development)

3.5 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
	•

## 7.2 MANAGEMENT OF KITS AND SETS

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## POLICY

### Aim

- 1.1 The aim of this chapter is to outline the DND/CAF policy governing the materiel management activities for Kits and Sets in order to ensure proper accounting, control and management.

### Context

- 1.2 The DND/CAF are often required to group items together into a complete kit or set to facilitate materiel management and usage. Both kits and sets consist of related items that are packaged together, issued and accounted for as a single item. This chapter outlines the processes for materiel identification, procurement, assembly, refurbishment, dismantling and disposal of kits and sets.
- 1.3 As kits and sets are managed the same for the remainder of this chapter the term kit will be used to encompass both kits and sets, unless sets are specifically identified.
- 1.4 Materiel Manager is the term to denote the office responsible for the Life Cycle Management of kits and who has decision making authority for their overall usage and management. Materiel Managers are most often Equipment Program Managers, Life Cycle Materiel Managers, Supply Managers or Technical Authorities.

### Definitions

- 1.5 Definitions, other than those listed below, can be found in Section 8.4 Glossary.
  - a. **Kit:** a group of individual items that are packaged together under one Stock Code and managed under that Stock Code.
  - b. **Set:** a group of items that forms a whole and packaged together under one Stock Code and managed under that Stock Code.
  - c. **Moving average price (MAP):** inventory pricing method used under a perpetual inventory system whereby, after each acquisition, average unit price is recomputed by adding the price of acquired units to the price of units in inventory and dividing by the new total number of units.
  - d. **Supporting Kitting Section/Warehouse:** The kitting (assembling) section/warehouse, normally associated with the local base or unit, maintains the kits and sets and their deviation records.
  - e. **Deviation Record:** A record listing the items that are missing or non-conforming to the items identified in the kit list.  
NOTE: the online version is a CF 1064.
  - f. **Modification Kit:** Consists of items required to implement a modification to a piece of equipment.

- g. **Adapter Kit:** Consists of items required to adapt basic equipment for the fitting of an installation kit. In most instances, this changes the identity of the equipment because of the permanent addition of hardware items.

## Authorities and Responsibilities Tables

### 1.6 Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister - Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>• provide comptrollership guidance, financial authorities framework and advice necessary to support the resource management process;</li> <li>• assure compliance with financial legislation; and</li> <li>• provide policy direction on inventory management and accounting for departmental assets.</li> </ul>
L1's	<ul style="list-style-type: none"> <li>• approve their environment requirements</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> </ul>
Technical Authority (TA)/ Life Cycle Material Manager (LCMM)	<ul style="list-style-type: none"> <li>• approve and establish kits and sets in the Materiel Management System of Record</li> </ul>

### 1.7 Responsibilities Table

The...	Is or are responsible for...
Technical Authority (TA)/ Life Cycle Material Manager (LCMM)/ Supply Manager (SM)	<ul style="list-style-type: none"> <li>• coordinating projects relating to assembly and disassembly of sets.</li> </ul>
Kitting (Assembling) Warehouse Manager	<ul style="list-style-type: none"> <li>• initiating the kitting work order in the Materiel Management System of Record.</li> </ul>
Supply Technician at Base/Wing/ Unit	<ul style="list-style-type: none"> <li>• implementing the Kitting and Set Accounting Process when dealing with Kits; and</li> <li>• initiating the BoM incomplete kit/set for furtherance to the LCMM/TA/SM when kit cannot be completed at Base/Wing/Unit level.</li> </ul>

## References

1.8 The following references were used in the development of this policy:

- a. N/A

## PROCESS

- 2.1 As with any other inventory items, appropriate management of kits is critical to ensure operational readiness, responsiveness and proper materiel accountability. This section details the processes applicable to the life cycle management activities and accounting for kits from materiel identification through to disposal activities.
- 2.2 There are several main purposes for assembling materiel into kits or sets:
  - a. standardizing components of kit;
  - b. to identify the items authorized for issue; and
  - c. managing materiel held in stock as a complete kits can hasten the process of issuing stock.
- 2.3 The work order process will be used to provide the appropriate authority to create, amend, replenish or dismantle kits and sets.

### Materiel Identification for Kits

- 2.4 For new kits the EPM/Materiel Manager (SM/LCMM) will initiate all necessary actions within Materiel Management System of Record including the creation of, as applicable, Materiel Master Records (MMR), Equipment Master Records (EMR) and Asset Master Records (AMR) that will trigger the codification, cataloguing and other materiel management activities.
- 2.5 For kits under the cataloguing and MI control of DND/CAF the materiel identification **must** include:
  - a. The nomenclature of a kit will have Kit in the name;
  - b. The nomenclature of a set will have Set in the name;
  - c. The main MMR will reflect KT as the unit of issue;
  - d. The main MMR will reflect SE as the unit of issue;
  - e. The kit as a whole must be cataloged at the highest technical rigor of any item within its kit. This would include aspects such as, but not limited to: shelf life, controlled goods (CTAT), accountability, serialization, calibration, etc;
  - f. The price assigned at identification, normally the Standard Unit Price, must be the sum of the component items at their MAP;
  - g. For non-capitalized assets kits the price indicator must be “V”;
  - h. For capitalize asset kits the price indicator must be “S”;
  - i. For capitalized asset kits the price on the AMR must reflect the sum of the component items (MAP);
  - j. When the kit is used with, or to support specific equipment, it is to be linked to the appropriate ERN (Equipment Registration Number); and
  - k. The Bill of the materiel (BoM) will be associated with the MMR and in a DIR.

- 2.6 The Bill of the materiel (BOM) associated with the MMR will:
  - a. Be developed at creation;
  - b. Contain a full list of all component items; and
  - c. Uploaded into the Materiel Management System of Record
- 2.7 For further details on Materiel identification, refer to Chapter 2.3.
- 2.8 For pre-existing kits that do not meet the MI requirements as per this chapter the Materiel Manager is responsible to update the applicable MMRs during the next available modification, maintenance or amendment cycle.

### Capitalization and Kits

- 2.9 The majority of kits will not meet the criteria for capitalization and will be held on inventory as stock (ZSTC). However, there are certain circumstances in which capitalization may occur. A kit can be capitalized if it meets the definition of capital asset. This occurs when the kit or set combines or is assembled to form materiel that would, as a whole, meet the criteria as to be a capitalized asset. In this instance during the materiel identification process the main MMR will be set to (ZCAS), price indicator to an “s” and will require an AMR along with the MMR/EMR. Your Comptroller should be contacted to assist with the capitalization process
- 2.10 A capitalized item cannot be included as part of a kit or set as the AMR of the item cannot be subsumed into an EMR of another item.

### Pricing

- 2.11 The price of a kit is to reflect the actual procurement price of kits that are procured as a complete kits or the sum of the value of the component items if the kits are assembled from stocked/procured items. (Labour or overhead are not to be included in the price of assembled kits and those costs are to be settled to the appropriate cost centers.)
- 2.12 Kits that have been classified as inventory (ZSTC) are to be valued at their moving average price (MAP).
- 2.13 Kits that have been classified as a capital asset (ZCAS ) are valued at their historical price until such time as they are disposed or dismantled and the amended/depreciated price is determine by the Asset and Inventory Strategy and Analysis Section (AISA) of ADM(Fin).

### Entitlement

- 2.14 Before procuring, assembling or issuing a kit to satisfy a customer requirement the associated materiel manager (LCMM, SM) and Base/Wing/Unit Customer Service must ensure that the customer has an entitlement as per Materiel Authorization chapter 2.2.

2.15 The MA document list the authorized entitlements for the kit, and are recorded in the Materiel Management System of Record. The entitlements as identified in the MA documents are established by Materiel Managers on their particular accounts using the Materiel Management System of Record.

## Procurement

2.16 The procurement of complete kits will follow the policies and processes as per the PAM.

2.17 The Purchase order is to be done in Materiel Management Module of DRMIS. The use of the FI module or text buys is prohibited for the procurement of complete kits.

## Create a Kit

2.18 The Materiel Manager (LCMM, SM), after verifying entitlement, will authorize the kitting action at the appropriate warehouse/depot.

2.19 The kitting warehouse will initiate Work Order (WO) which will facilitate:

- a. Issue notification;
- b. Items requested and issued to WO;
- c. Receipt materiel into WO;
- d. Physically add items into the kit;
- e. Issue kit to serviceable stocking location;
- f. Close WO; and
- g. Issue to Customer

NOTE: the price of the kit will be the sum of the component items at their current MAP and the kit will settle to the kit's MMR at MAP.

NOTE: Ensure the kit is receipted via the WO and that the WO is properly closed in order to ensure that the materiel is not accounted for twice.

## Replenishment of Kits

2.20 Individual items within the kit may require replacement as they are consumed, broken or lost.

2.21 The normal process for replenishment/refurbishment will be through a work order, however, consumable items requiring replenishment can be issued directly to the end user without opening a work order.

2.22 All accountable or controlled goods must be replenished through a work order in order to ensure proper visibility, entitlement management and control of the materiel.

2.23 The replenishment process is:

- a. receipt kit /set into unserviceable stocking location; ;
- b. appropriate authority opens a WO;
- c. replenishment items requisitioned and issued to WO;
- d. items are receipted into WO;
- e. items are included into Kit;
- f. remove broken items and receipt into appropriate unserviceable stocking location and send for repair or disposal/EOL as required;
- g. issue amended kit to serviceable stocking location;
- h. close WO; and
- i. issue to customer.

NOTE: The price of the kit will have no change. It is important to close the work order so that the materiel does not remain associated with both an open work order and a receipted kit in order to avoid double accounting.

2.24 Lost items need to be identified on a CF152 as per chapter 4.4.

### Modification of Kit

2.25 Items may be permanently added or removed from a kit. The Materiel Manager is the authority for amending the list of items included in kits. Changes to the BoM can be generated due to things like changes in technology, engineering requirements, conformance issues, materiel availability, and policy changes.

2.26 The BoM will require updating when amendments are done to a Kit component items list and must include:

- a. the addition of new items to the kit increasing the overall number of items;
- b. the removal of items from a kit decreasing the overall number of items; or
- c. the exchange of items for technical requirements and the overall number of items remains the same.

2.27 All stocking locations holding affected kits, and the appropriate kitting sections must be contacted to initiate amendment.

2.28 Materiel Managers for the kit must issue a change notice so that all existing kits in stocking locations and materiel in-use accounts are amended.

2.29 Stocked kits should be transferred into an unserviceable stocking location pending amendments to avoid inadvertently issuing before the amendments.

## Accounting for Modifications to Kits

2.30 It is possible that the component items of a kit will change. For example, the MA document changes to remove or add an item from the contents of the kit. In this case, there is a potential for the value of the kit to change. Kits that require modification will be moved into unserviceable stocking locations until they are amended as they are not to be issued in an “incomplete” state.

2.31 Appropriate Authority opens a WO and the following activities will occur:

- a. For an Increase in component items:
  - i. additional items are requisitioned and issued to the WO;
  - ii. items received into WO;
  - iii. add component items physically into kit;
  - iv. issue kit to serviceable stocking location; and
  - v. close the WO.

NOTE: materiel, component items, are receipted back into inventory at the moving average price of the individual components automatically with the Batch Job.

- b. For a Decrease in component items :
  - i. remove items from kit;
  - ii. receipt into appropriate stocking location;
  - iii. unserviceable items to be sent for repair or disposal/EOL as required;
  - iv. issue kit to stocking location; and
  - v. close the WO.

NOTE: materiel, component items, are receipted back into inventory at the moving average price of the individual components automatically with the Batch Job.

- c. For an Exchange of component items:
  - i. remove component items from kit;
  - ii. receipt items into appropriate stocking location;
  - iii. additional items requested and issued to work order;
  - iv. items receipted into work order;
  - v. add component items into Kit;
  - vi. issue kit to stocking location; and
  - vii. close the WO.

NOTE: price of kits are automatically updated to reflect the amended sum of the component items and receipted back at MAP.

## Issue of Incomplete Kit in the Assembly Process

- 2.32 A kit will not be issued if it is incomplete or has a deviation record. Unserviceable kits will remain in an unserviceable stocking location until they are properly refurbished or the materiel manager has ordered them to be dismantled.
- 2.33 If there is an urgent operational requirement for the kit but there is not enough materiel to build a kit or refurbish an unserviceable kit then the SSO shall issue the available kit component items to the unit individually. Upon completion of the operational requirement then the individual items should be returned to the SSO and a complete kit issued at first opportunity.

## Dismantling of a Kit

- 2.34 The Materiel Manager may decide to break down a kit into component items when the requirement for the complete kit has diminished or to reclaim certain component items during the disposal process. In this instance, the Materiel Manager assigns a project number for control purposes and initiates the recall of all affected kits.
- 2.35 On receipt of an instruction to dismantle a kit, the SSO shall make arrangements to have the kit returned from all materiel in use accounts and warehouses to the kitting warehouse, or the assigned warehouse, to perform the dismantling function.
- 2.36 The process is as follows:
- a. Appropriate Authority opens a WO;
  - b. Remove all component items from kit.
  - c. Issue individual items into appropriate stocking location;
  - d. Receipt items;
  - e. Send unserviceable items for repair or disposal/EOL as required;
  - f. Remove AMR or EMR as required; and
  - g. Close WO

NOTE: component items are automatically receipted back into inventory at the moving average price of the individual components.

## Kit In-Service Management

### Kit Found Incomplete in Stock

- 2.37 When an incomplete kit is found in stock, the supply warehouse shall transferred it into an unserviceable stocking location. If a deviation record does exist, a copy shall be obtained and placed with the kit. If a deviation record does not exist or if the existing one does not cover all deficiencies, the warehouse shall ensure that an accurate deviation record is completed and shall follow the procedures for replenishment of incomplete kits.

### Distribution of Kits

- 2.38 Kits are sometimes distributed outside of Canada or transferred into the custody of a contractor or as part of a loan agreement. When this occurs materiel custodians must validate the items within the kit against the MMR checking for controlled goods or dangerous goods. If the MMR does not accurately reflect the contents of the kit then the Materiel Custodian must contact the Materiel Manager to have the MMR updated.
- 2.39 In addition, the Materiel Custodian must ensure that the movement of the kits meets the highest level regulations based on the contents including safety and security, export/import controls, CTAT/ITAR requirements and movement of dangerous goods.

### Disposing of Kits

- 2.40 Kits can be disposed as their component items or as a whole as determined by the Disposal Plan (DND 4001) provided by the Materiel Manager. For further detail on Disposal, refer to Chapter 8.1.

### Compliance

- 2.41 In order to demonstrate compliance with this chapter:
- a. Materiel Managers will ensure:
    - i. adherence to the Materiel Identification requirements for kits including the validation of kit price; and
    - ii. Conformance to controlled goods requirements.
  - b. Materiel Custodians will ensure:
    - i. Proper use of Work Order process, to include technical completion of the Work Order;
    - ii. Entitlement is confirmed before issue; and
    - iii. Unserviceable kits are segregated from stock until either completed or further direction is received from the Materiel Manager.

## PROCEDURES

3.1 Information on applicable DRMIS Procedures can be found by accessing the hyperlinks within the Process Flows or by referring to the DRMIS website.

### Process Flow Charts

3.2 The following are the Process Flow charts related to this chapter.

Processes	Descriptions
<a href="#"><u>EP 28C Create a Kit/set IM</u></a>	<ul style="list-style-type: none"> <li>• Kit to be created;</li> <li>• Add components;</li> <li>• Select items; and</li> <li>• Save Kit.</li> </ul>
<a href="#"><u>EP 28C Create a Kit/set WM</u></a>	<ul style="list-style-type: none"> <li>• Open created Kitting;</li> <li>• Select components;</li> <li>• Select items; and</li> <li>• Save Kit.</li> </ul>
<a href="#"><u>EP 28C Modify / Dismantle Kit IM</u></a>	<ul style="list-style-type: none"> <li>• Select components to remove</li> <li>• Select components to add</li> <li>• Complete dismantle, remove all</li> </ul>
<a href="#"><u>EP 28C Modify / Dismantle Kit WM</u></a>	<ul style="list-style-type: none"> <li>• Select components to remove</li> <li>• Select components to add</li> <li>• Complete dismantle, remove all</li> </ul>

### DRMIS Transaction Codes

3.3 These are the most common DRMIS transaction codes for the activities in this chapter.

T- Code	Descriptions
IW81 - K01 - K02 - K03 - K04	<ul style="list-style-type: none"> <li>• Create a Refurbishment Work Order (K001)</li> <li>• Maintenance Activity Compile Kit</li> <li>• Maintenance Activity Complete Kit</li> <li>• Maintenance Activity Cannibalize Kit</li> <li>• Maintenance Activity Dismantle Kit</li> </ul>

MIGO 101	<ul style="list-style-type: none"><li>• Goods Receipt</li></ul>
MIGO 261	<ul style="list-style-type: none"><li>• Goods Issue to a Work Order</li></ul>
MIGO 262	<ul style="list-style-type: none"><li>• Goods Receipt from a Work Order</li></ul>
IW32	<ul style="list-style-type: none"><li>• Technically Complete Work Order (TECO status)</li></ul>

### DRMIS Reports (Under Development)

3.4 These are the most common reports used in the management of the activities in this chapter.

<b>Report Code</b>	<b>Descriptions</b>
	<ul style="list-style-type: none"><li>• Name</li></ul>

# 7.3 WORKSHOPS FUNCTION (UNDER DEVELOPMENT)

# 7.4 CALIBRATION

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## POLICY

### Aim

- i. This chapter provides the policy for the calibration and maintenance of the CAF and DND Test, Measurement and Diagnostic Equipment (TMDE). The purpose of this chapter is to describe the aspects of the Calibration Program to ensure that TMDE are maintained and when economically feasible, repaired, refurbished, and reused rather than be replaced.

### Context

- ii. DND and CAF TMDE require periodic calibration to ensure the operational effectiveness of platforms, weapons systems and equipment. TMDE must be calibrated at regular intervals through authorized facilities with full traceability IAW DND Materiel Management policies and national/international standards.
- iii. NATO Requirements for Calibration of Test and Measuring Equipment states that participating nations will provide calibration services consistent with ISO 17025 and work together to set-up a system to exchange information about test and measurement equipment. The agreement enhances interoperability and cooperation among NATO armed forces in regard to test and measurement equipment.

### Background

- iv. Designated TMDE movement, work orders, calibration, historical data, recalls, pick-up and delivery is currently managed within the Test Equipment Maintenance Management Information System (TEMMIS). The Calibration Program Management Solution (CPMS) is currently in progress to replace TEMMIS.
- v. TEMMIS will be decommissioned when its functionality is completely integrated into a DRMIS based calibration management system.

### Definitions

- vi. Definitions, other than those listed below, can be found in Section 10.1 Glossary.
  - a. **Calibration:** A process of comparing an instrument to a standard to determine the accuracy of the instrument and correlate the instrument to the standard by adjustment or producing a corrected scale.
  - b. **Calibration authority:** The person who has the authority to set calibration specifications, intervals and standards, provide technical advice and monitor compliance with the Calibration Programme.
  - c. **Calibration Centre:** A static calibration facility assigned the responsibility of calibrating Canadian Armed Forces test equipment in a designated geographical area.

- d. **Test, Measurement and Diagnostic Equipment:** Equipment used to measure, calibrate, gauge, test, inspect, diagnose or examine other equipment, material or supplies to determine their compliance with established specifications.

## Authorities and Responsibilities Tables

### vii. Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister - Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>• issue policies, orders and directives for all calibration services; and</li> <li>• establish the framework for the Calibration Programme.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> </ul>
Level one advisors (L1s) whose organizations use TMDE	<ul style="list-style-type: none"> <li>• issue orders, directives and instructions regarding the use of TMDE in their organizations, within the framework established by the Calibration Programme; and</li> <li>• purchase TMDE in consultation with the calibration authority.</li> </ul>
QETE Superintendent	<ul style="list-style-type: none"> <li>• direct all aspects of calibration for the DND and the CAF, including the provision of calibration services of approved TMDE used by L1 organizations;</li> <li>• certify TMDE calibration standards;</li> <li>• establish technical requirements and procedures for the Calibration Programme;</li> <li>• designate the calibration authority to manage the Calibration Programme; and</li> <li>• establish appropriate calibration services to meet the needs of the DND and the CAF, including the authorization of calibration and repair services at designated facilities.</li> </ul>
Calibration authority	<ul style="list-style-type: none"> <li>• exercise functional responsibility for DND and CAF calibration centres.</li> </ul>

## viii. Responsibilities Table

The...	Is or are responsible for...
L1s whose organizations use TMDE	<ul style="list-style-type: none"> <li>• consulting with the calibration authority to:</li> <li>• coordinate calibration requirements on all projects or sustainment initiatives if calibration requirements may be required or modified; and</li> <li>• carry out any purchase of TMDE;</li> <li>• providing forecast calibration requirements and funding for TMDE;</li> <li>• providing funding, and forecast funding requirements, for the life cycle materiel management of their TMDE, including repairs; and</li> <li>• ensuring all TMDE within their area of responsibility receive periodic calibration.</li> </ul>
QETE Superintendent	<ul style="list-style-type: none"> <li>• managing the Calibration Programme;</li> <li>• maintaining a primary standards laboratory for the DND and the CAF; and</li> <li>• ensuring appropriate calibration services are established to meet the needs of the Calibration Programme.</li> </ul>
Base Commanders and Commanding officers of Calibration Centres	<ul style="list-style-type: none"> <li>• managing the facilities used by calibration centres;</li> <li>• providing efficient calibration services to all units and other elements within their area of responsibility; and</li> <li>• providing logistical and support services for calibration centres.</li> </ul>
Unit Commanding Officers	<ul style="list-style-type: none"> <li>• identifying a unit calibration coordinator;</li> <li>• consulting with the calibration authority on the purchase of TMDE and ensuring that a calibration certificate or record is provided with new TMDE;</li> <li>• ensuring the proper care, use, handling and cleanliness of TMDE;</li> <li>• ensuring TMDE is submitted for calibration services, as scheduled by the calibration authority, to meet mission support timelines or as necessary for maintenance requirements;</li> <li>• removing TMDE from service if the calibration certificate or calibration interval has expired; and</li> <li>• removing TMDE from the Calibration Programme if the TMDE is no longer required or disposal has occurred.</li> </ul>

The...	Is or are responsible for...
Calibration Authority	<ul style="list-style-type: none"> <li>• formulating technical requirements and procedures for the Calibration Programme;</li> <li>• managing the efficient provision of calibration services by calibration centres and commercial facilities;</li> <li>• administering calibration contracts for authorized TMDE;</li> <li>• determining calibration intervals and establishing permissible deviations if appropriate;</li> <li>• coordinating the repair of TMDE;</li> <li>• identifying funding requirements to support the Calibration Programme;</li> <li>• coordinating the funding of TMDE with L1s;</li> <li>• ensuring that trained, competent personnel perform calibrations at calibration centres;</li> <li>• managing calibration training for DND employees and CAF members;</li> <li>• providing advice on the calibration services of calibration centres; and</li> <li>• monitoring the Calibration Programme to ensure:               <ul style="list-style-type: none"> <li>• compliance by units and other elements using TMDE;</li> <li>• efficiency and effectiveness of calibration services and authorized facilities; and</li> </ul> </li> <li>• evaluation of anomalies presented in calibration results.</li> </ul>
Calibration Centre Managers	<ul style="list-style-type: none"> <li>• managing the operation of their calibration centre;</li> <li>• providing efficient calibration and repair services as designated by the calibration authority;</li> <li>• ensuring that trained, competent personnel perform calibrations;</li> <li>• providing advice to the calibration authority of any forecasted calibration requirements; and</li> <li>• monitoring the Calibration Programme to ensure:               <ul style="list-style-type: none"> <li>• compliance by units and other elements using TMDE in their area of responsibility;</li> <li>• efficiency and effectiveness of calibration services and their calibration centre; and</li> </ul> </li> <li>• evaluation of anomalies presented in calibration results.</li> </ul>
Unit Calibration Coordinators	<ul style="list-style-type: none"> <li>• administering TMDE recall on behalf of the calibration authority;</li> </ul>

The...	Is or are responsible for...
	<ul style="list-style-type: none"> <li>• coordinating the transfer of TMDE from user sections to the calibration facility and its return;</li> <li>• coordinating on site calibrations;</li> <li>• arranging for priority calibrations as required; and</li> <li>• ensuring all TMDE is submitted in a clean, operable condition and accompanied by all accessories essential for calibration.</li> </ul>

## References

ix. The following references were used in the development of this policy:

- a. [CPMS Implementation Directive](#)
- b. [DAOD 3036-0 Calibration](#)
- c. [DAOD 3036-1 Calibration Program](#)
- d. [Financial Administration Manual \(FAM\)](#)
- e. [Procurement Administration Manual \(PAM\)](#)
- f. [ADM\(Mat\) Functional Planning Direction and Guidance](#)
- g. [Materiel Acquisition and Support Functional Planning Guidance](#)
- h. [Materiel Identification](#)
- i. STANAG 4704, NATO Requirements for Calibration Support of Test & Measurement Equipment

## PROCESS

### Calibration Program Management Solution

- 2.1 The Calibration Program Management Solution (CPMS) has been developed to provide calibration services for the DND and the CAF to ensure the operational effectiveness of platforms, weapons systems and equipment, and meet the requirements of naval materiel assurance, land materiel assurance and airworthiness.
- 2.2 The program's objective is to provide a more efficient calibration service by scheduling the workload for regional calibration centres which is responsible for the calibration of test equipment within its designated region.
- 2.3 Under the Calibration Programme, the management of TMDE calibration must be controlled through the Materiel Management System of Record. DND employees and CAF members responsible for TMDE must ensure that TMDE:
  - a. is certified by the manufacturer and accompanied by a calibration certificate unless otherwise authorized by the calibration authority;
  - b. is identified and catalogued in the Materiel Management System of Record before being placed into service, in accordance with applicable materiel identification and management policies ;
  - c. has a calibration procedure established by a technical authority and approved by the calibration authority in accordance with the technical requirements established by the manufacturer;
  - d. has a prescribed calibration interval set by the calibration authority in accordance with its design, operational environment and proven long-term stability, with calibration interval deviations allowed:
    - i. in advance of the calibration expiry date to meet mission support timelines or as deemed necessary for maintenance requirements; and
    - ii. for extensions as authorized by the calibration authority based on equipment performance;
  - e. is assessed when found to be out of tolerance in order to determine the cause, and reported immediately to the applicable unit calibration coordinator to investigate and report on all products affected in accordance with their own quality assurance programs;
  - f. has a record of all calibrations and repairs conducted, with traceability to the International System of Units for audit and investigation purposes; and
  - g. is calibrated, following repair, prior to return to service;

## Cataloguing

- 2.4 All TMDE in the Calibration Program will be catalogued in a manner to support materiel movement and maintenance planning activities. A Materiel Master Record is created and assigned a serialized profile (EMR).
- 2.5 If an item meets the criteria of a Capital Asset IAW FAM Chapter 1020-4, an Asset Master Record (AMR) must be created and associated to the applicable MMR.

## Calibration Centres

- 2.6 The primary function of calibration centres is the calibration of test equipment. However, the centres may do repairs incidental to the calibration, within the constraints imposed by technician proficiency, time availability, tools, and spares which have been provided.
- 2.7 Test equipment that require calibration must be sent directly through the Calibration Programme to a calibration center. The same item will be returned to the originator. Calibration is not considered a repair.
- 2.8 Only when an item is transferred between In-Use accounts and Calibration centres is the use of a CF 942 Condition Tag not required.

## Repair

- 2.9 Test equipment that require actual repairs must be sent to R&D with a 942 tag and onward to a repair line through normal supply processes. Replacements must be demanded through proper supply processes.
- 2.10 When a piece of test equipment has been forwarded to a calibration centre and it is deemed beyond their capability to repair, the item is identified with a 942 tag, annotated "Beyond Repair Capability" and returned to the custodian.

## Test Equipment on Loan

- 2.11 TMDE on loan to outside agencies, such as contractors, and not used in direct support of CAF Regular Force operations, is not calibrated by the Canadian Armed Forces test equipment calibration program except when specific agreement to calibrate is included in the loan agreement.
- 2.12 For items on loan to a contractor, QAR must be notified to coordinate the transfer to the calibration centre. Referring to the applicable loan account QAR will forward a covering memo with the instructions to the contractor custodian to transfer to the designated Calibration coordinator. After calibration the item is returned to the custodian.

## Mission Planning

- 2.13 When planning a mission, it is important to ensure that TMDE calibration certificates will not expire before mission closeout. If a calibration certificate expires during a mission due to unforeseen circumstances an extension may be granted by QETE. Extension requests must be coordinated through the supporting Unit Calibration Coordinator.

## Units Without Access to Materiel Management System of Record

- 2.14 Units without direct supply support are to use their Supporting Supply Organizations to assist in the movement of TMDE to and from the calibration centers.

## TMDE Held at Depot Levels

- 2.15 To avoid unnecessary transportation costs and recall notifications, the maintenance plan must be deactivated for all TMDE not in-use and held in depot inventory.

## TDME from Depot Inventory to In-Use Accounts

- 2.16 Prior to the transfer of TDME from Depot to In-Use accounts, Materiel Managers must ensure that Maintenance plans are re-activated by contacting the respective Central or Fleet Data Manager.
- 2.17 If the certificate has expired the item must be transferred to the nearest Calibration Centre with instructions to forward to the requisition originator after Calibration.

## Compliance

- 2.18 In order to demonstrate compliance with this chapter materiel managers are required to:
- a. Maintain visibility by ensuring that all TMDE movement is coordinated IAW Calibration instructions and directives;
  - b. Ensure that applicable system transactions are applied during the transfer and movement of TMDE;
  - c. Provide assistance and to user units that do not have direct supply support;
  - d. Inspect on a periodic basis to ensure that Calibration certificates for TMDE in use are up to date.

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Processes	Descriptions
<a href="#">Procurement of Calibration Program Special Tools and Test Equipment</a>	<ul style="list-style-type: none"> <li>• STTE Requisition</li> <li>• Create Purchase Requisition</li> <li>• Coordinate Cataloguing</li> <li>• MMR modified – subject to Calibration</li> </ul>
<a href="#">Introduction / Approval Into the Calibration Program</a>	<ul style="list-style-type: none"> <li>• Calibration Request</li> <li>• Eligibility check for Calibration Program</li> <li>• Coordinate Cataloguing and Serialization</li> <li>• Set EMR status to CALA</li> <li>• Create and schedule Maintenance Plan</li> </ul>
<a href="#">Calibration Planning and Execution</a>	<ul style="list-style-type: none"> <li>• Calibration centre planned recall</li> <li>• Unit Calibration Centres notified</li> <li>• Recall list generated</li> </ul>
<a href="#">Calibration Planning and Execution for In-Situ</a>	<ul style="list-style-type: none"> <li>• Create work Order</li> <li>• Create Maintenance Plan and Notification</li> <li>• Create work order with ref to notification</li> <li>• Calibrate</li> </ul>
<a href="#">Mission Stock</a>	<ul style="list-style-type: none"> <li>• STTE requirement for Mission</li> <li>• System search for STTE</li> <li>• Validate Calibration Certificate for duration of Mission</li> <li>• Contact custodian and coordinate Transfer</li> </ul>

## DRMIS Transactions

3.2 These are the most common DRMIS transaction codes for activities in this chapter.

Code	Descriptions
<a href="#">IE01</a>	<ul style="list-style-type: none"> <li>• Create Equipment Master Record</li> </ul>
<a href="#">IE02</a>	<ul style="list-style-type: none"> <li>• Change Equipment Master Records (set status - CALA)</li> </ul>
<a href="#">IE03</a>	<ul style="list-style-type: none"> <li>• Validate CPMS Equipment Master Record</li> </ul>
<a href="#">IP41</a>	<ul style="list-style-type: none"> <li>• Create CPMS Maintenance Plan</li> </ul>
<a href="#">IW22</a>	<ul style="list-style-type: none"> <li>• Change CPMS Notification</li> </ul>
<a href="#">IE4N</a>	<ul style="list-style-type: none"> <li>• Manage Equipment Transfer (dismantle from FLOC)</li> </ul>
<a href="#">ME21N</a>	<ul style="list-style-type: none"> <li>• CPMS Stock Transport Order</li> </ul>

## Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions
<a href="#">IH08</a>	<ul style="list-style-type: none"> <li>• List and Find CPMS EMRs</li> </ul>
<a href="#">IW28</a>	<ul style="list-style-type: none"> <li>• List CPMS Notifications</li> </ul>
<a href="#">IE03</a>	<ul style="list-style-type: none"> <li>• Review movement and calibration history of TMDE</li> </ul>

# DISPOSAL

## 8.1 Disposal

# 8.1 DISPOSAL

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## POLICY

### Aim

- 1.1 The aim of this section is to highlight the general legislation regulating the disposal of surplus materiel while offering direction on the process and procedures involved. It must be read in concert with DAOD 3013-0. The purpose of this section is to ensure that the Department of National Defence (DND) and Canadian Armed Forces (CAF) divest of their materiel in accordance with Treasury Board (TB) standards and directives. The TB Directive on the Disposal of Surplus Materiel states that the disposal of surplus materiel is concluded as effectively as possible, as soon as possible after they become surplus to the requirements of program delivery, in a manner that obtains the highest net value for the Crown. The Directorate of Supply Chain Operations (DSCO) is the functional authority for the disposal of all surplus materiel on behalf of the DND and CAF.

### Context

- 1.2 In order to ensure that disposal activities adhere to a common set of procedures and are compliant with the TB Policy on Management of Materiel and the TB Directive on the Disposal of Surplus Materiel; the department must ensure that all materiel is disposed in a manner that:
  - a. is concluded as effectively as possible;
  - b. as soon as possible after they become surplus to requirements of program delivery;
  - c. as soon as possible after they have been designated as reaching End-of-Life (EOL);
  - d. obtains the best value or highest net value for the Crown;
  - e. respects heritage and public interest considerations; and
  - f. demonstrates due diligence in complying with all applicable requirements in statutes, regulations and guidelines for controlled goods, hazardous material, protection of the environment and personal safety.

### Definitions

- 1.3 Definitions, other than those listed below, can be found in Chapter 10.1 Glossary.
  - a. **assembly**: an item forming a portion of equipment that can be provisioned and replaced as an entity and which normally incorporates replaceable parts or groups of parts;
  - b. **best value for the Crown**: in disposal of materiel, the selection of a disposal method that obtains the best return for the Crown;

NOTE: Best value for the Crown takes into account the market price for disposals and the global cost of disposing, including handling, warehousing and maintenance, transportation, overhead, amortization, staff time, timing of cash expenses and sales, as well as any other related costs.

- c. **cannibalization:** the removal of salvageable parts and components from disposal materiel for use in re-building or repairing other materiel in order to restore the latter to a serviceable condition;
- d. **capital asset:** an asset that is purchased, constructed, developed or otherwise acquired, or is held for use in the production or supply of goods, in the delivery of services or the production of program outputs. (Defence Terminology Bank record number to be assigned).

NOTE 1: Capital assets are used to achieve government objectives, and the risks and benefits of their ownership clearly rest with the government. They are expected to have a useful life extending beyond one fiscal year, are intended to be used on a continuing basis and are not intended for resale in the ordinary course of operations.

NOTE 2: For DND accounting purposes, the standard dollar value threshold is \$30,000 to qualify as a capital asset. Items meeting the characteristics of a capital asset and costing less than \$30,000 are still considered capital assets but are not usually amortized.

- e. **centrally managed materiel:** any materiel that is assigned a supply manager and a supply manager code, other than locally managed materiel; and normally stocked nationally at depots and bases. Centrally managed materiel must meet specific criteria, as stated in Section 2.3 Materiel Identification; and
- f. **controlled goods:** has the same meaning as in section 35 of the Defence Production Act. As set out in the schedule to this Act, the following goods listed in the schedule to the Export Control List made under section 3 of the Export and Import Permits Act are controlled goods:
  - i. Group 2: goods listed in item 2001 that are prohibited firearms as defined in paragraph (c) of the definition "prohibited firearm" in subsection 84(1) of the Criminal Code;
  - ii. Group 2: goods listed in item 2003 that are ammunition with a calibre greater than 12.7 mm;
  - iii. Group 2: goods listed in items 2002 and 2004 to 2022;
  - iv. Group 5: goods listed in item 5504; and
  - v. Group 6: all goods listed.

NOTE: In general, controlled goods are goods designed or modified for a military or strategic purpose and consist of munitions (Group 2), strategic goods and technology, including goods covered by the International Traffic in Arms Regulations of the United States (item 5504) and missile technology (Group 6). Controlled goods include controlled technology.

- g. **conversion to waste:** the conversion of materiel to a waste product through recycling, destruction and discarding (garbage) must be done in an environmentally sustainable manner;
- h. **donation:** the provision of surplus DND and CAF materiel, without remuneration, to eligible recipients outside of the federal government;
- i. **end-of-life:** materiel for which a requirement still exists but the individual item, or its residual, can no longer be used for its intended purpose as determined by a technical or materiel condition authority;
- j. **fair market value:** the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties, dealing at arm's length, who are fully informed and not under any compulsion to transact;
- k. **inventory:** materiel held in stock at a storage facility and/or accounted for within the Materiel Management System of Record, including materiel that is undergoing repair, any item acquired by the Government of Canada and provided on a "free issue" basis to contractors for embodiment in materiel under production or for incorporation into federal government owned materiel undergoing modification, repair or overhaul. (Defence Terminology Bank record number to be assigned);
- l. **lead Materiel Manager:** the Lead Materiel Manager (LMM) is the position vested with the authority to manage locally managed materiel. This can include the Procurement Officer, the Local Technical Authority or any other person who has been otherwise authorized;
- m. **limited market:** a market in which the participation of eligible interested parties in dealings for surplus materiel have been artificially restricted;
- n. **locally managed materiel:** any materiel that is managed and purchased by a Base, Wing or Unit Commanding Officer or civilian equivalent using locally allocated funds;

NOTE: Locally managed materiel does not include any materiel that is subject to a restriction under the Defence Production Act or the Controlled Goods Regulations, or is otherwise centrally managed in accordance with Canadian Armed Forces (CAF) Supply Administration Manual, Chapter 2.3 Materiel Identification of Centrally Managed Item.

- o. **major support system:** any support ship, armoured support vehicle, transport aircraft or other similar materiel provided as a support system for the CAF;
- p. **major weapon system:** any destroyer, submarine, armoured land combat vehicle, artillery system, combat aircraft or other similar materiel provided as a weapon system for the CAF;
- q. **materiel:** includes all public property (capital assets, inventory, equipment, assemblies and sub-assemblies) other than real property, immovable and money, acquired by Her Majesty in right of Canada and as further defined under the National Defence Act;
- r. **materiel managed by a Level One Advisor:** any materiel procured centrally by a level one advisor or an organization within the Assistant Deputy Minister (Materiel) group using the funds of another level one advisor;

- s. **military artefact:** any military materiel that is retained for historical or cultural interest but no longer required for its intended purpose;
- t. **record:** any correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microform, sound recording, videotape, machine readable record, and any other documentary material, regardless of physical form or characteristic, and any copy thereof;
- u. **sale:** a sale of surplus DND/CAF materiel can occur at fair market value, to a limited market, or at less than fair market value;
  - i. **sale at fair market value** the competitive sale of surplus materiel, usually through the GCSurplus (Group) in Public Services and Procurement Canada (PSPC);

NOTE: Sale at fair market value is the preferred method of disposal.

- ii. **sale to a limited market** is the sale of surplus materiel on a competitive basis to a few selected recipients, or to a single recipient in a non-competitive manner, prior to offering the materiel for sale in an open, competitive manner to a wider market and can only be authorized by the MND in writing and requires coordination through DSCO; and
- iii. **sale at less than fair market value** the sale of surplus materiel for less than what is considered to be a fair price by the market.

NOTE: A sale at a value lower than the fair market value is considered to be a cost avoidance measure. It can only be authorized by the MND in writing and requires the coordination of the DSCO

- v. **surplus materiel:** any materiel that has been deemed, by an appropriate office holder, as no longer required by the DND or the CAF;
- w. **transfer:** the movement of DND/CAF materiel at fair market value, book value or without remuneration, to eligible recipients inside of the federal government;
- x. **trade-in:** the offering of surplus DND/CAF materiel as partial payment during the procurement process for the purchase of new items; and
- y. **valuable surplus materiel:** Surplus materiel that has a marketable value exceeding the projected costs of sale.

## References

1.4 The following references were used in the development of this policy::

- a. [Defence Production Act \(R.S.C., 1985, c.D-1\);](#)
- b. [Export and Import Permits Act \(R.S.C., 1985, c.E-19\);](#)
- c. [Federal Real Property and Federal Immovables Act \(S.C. 1991, c.50\);](#)
- d. [National Defence Act \(R.S.C., 1985, c.N-5\);](#)
- e. [Surplus Crown Assets Act \(R.S.C., 1985, c.S-27\);](#)
- f. [Treasury Board - Framework for the Management of Compliance;](#)
- g. [Treasury Board - Policy on the Planning and Management of Investments;](#)
- h. [Treasury Board - Policy on Management of Materiel;](#)

- i. [Treasury Board - Guide to Management of Materiel;](#)
- j. [Treasury Board - Directive on Disposal of Surplus Materiel;](#)
- k. [Treasury Board - Guideline on Common Financial Business Process 4.1 - Manage Other Capital Assets;](#)
- l. [Treasury Board - Controlled Goods Directive;](#)
- m. [DAOD 1000-0 Foundation Framework for Defence Administrative Orders and Directives;](#)
- n. [DAOD 3000-0 Materiel Acquisition and Support;](#)
- o. [DAOD 3003-0 Controlled Goods;](#)
- p. [DAOD 3003-1 Management, Security and Access Requirements Relating to Controlled Goods;](#)
- q. [DAOD 3008-0 Intellectual Property;](#)
- r. [DAOD 3013-0 Disposal of Materiel;](#)
- s. [DAOD 3017-0 Transfer of Materiel to Other Government Departments;](#)
- t. [DAOD 5045-0 Canadian Forces Personnel Support;](#)
- u. [A-FN-100-002/AG-006, Delegation of Authorities for Financial Administration for the Department of National Defence \(DND\) and the Canadian Armed Forces \(CAF\);](#)
- v. [Financial Administration Manual, Chapter 1019-2, Accounting for the Disposal of Surplus Assets and the Return of Proceeds from the Disposal of Surplus Assets;](#)
- w. [A-AD-266-000/AG-001, Canadian Forces Museums - Operations and Administration;](#)
- x. [A-LM-158-005/AG-001, Transportation Manual;](#) and
- y. [International Traffic in Arms Regulations, United States Department of State \(available in English only\).](#)

## PROCESS

### Introduction

- 2.1 Disposal of materiel occurs for two reasons: Surplus or End-of-Life (EOL).
- 2.2 Surplus materiel is materiel that has been identified as no longer required to fulfill or support a system or capability. It must be formally declared surplus to the DND or the CAF. This can occur for a variety of reasons such as, but not limited to, equipment obsolescence, technological changes, asset or capability divestment, production or supplier changes. The keynote is that the sustainment requirement has been diminished, in part or in whole, and there is no longer a need for replenishment or to utilize all current stock.
- 2.3 Surplus materiel can have a disposal activity that removes the entire remaining holdings, full disposal, or a portion of the remaining holdings, partial disposal. Disposal activities will be processed through the Supporting Supply Organisation's (SSO's) R&D section, unless otherwise specified by the Materiel Manager (SM/LCMM).
- 2.4 End-of-Life (EOL) materiel is not surplus to requirements and a disposal activity will often lead to a subsequent replenishment activity. However, the item itself, has reached the point where it can no longer be used for its intended purpose and must be disposed, or have its residual disposed, in an environmentally sustainable manner. EOL materiel is beyond economical repair (BER), broken and non-repairable, condemned, consumable, shelf-life expired and cannot be extended or beyond maintenance for safety reasons.
- 2.5 While the majority of this section will focus on the disposal process and procedures related to surplus materiel, EOL will be addressed later in Part 2.

### Exclusions

- 2.6 The disposal processes identified in this section only apply to surplus materiel and EOL materiel. The following exclusions are important to understand:
  - a. **Retention for alternate application:** Is the reuse and reclassification of materiel within the DND/CAF when it is no longer required for its intended purpose. The same position holding the authority to declare materiel surplus shall approve any alternate use. These include items retained for training aids, displays and as artefacts;

NOTE: When materiel is reclassified for alternate application, the Technical Authority (TA) information must be retained, and the TA is responsible for providing technical advice and guidance upon final disposition of the materiel.

- b. **Excess inventory:** there is a need to differentiate between surplus and excess materiel. Surplus materiel, as defined above, is any materiel which has been determined, by an appropriate office holder, as no longer required by the DND/CAF. Excess materiel is a quantity of materiel that is held by a unit or organization that is greater than the quantity authorized or a quantity of supply system stock that exceeds economic retention levels. Surplus materiel is disposed, whereas excess materiel is redistributed;
  - c. **Items for CF 152 Write-off Action:** a distinction must be made between those items subject to disposal action instead of CF 152 Write-off action. Disposal represents the final stage in the life cycle of materiel. When materiel has been abandoned, stolen, destroyed or sustained permanent damage that has caused a total and permanent reduction in the value of the materiel, it is subject to CF 152 Write-off action in order to remove it from the Materiel Management System of Record. Any residual product from an item that has been written-off shall be disposed of in accordance with the EOL process. Further information on write-offs can be found in FAM 1020-4 and SAM Chapter 4.4 Materiel Adjustment, Write-off and Financial Reporting;
  - d. **In-service materiel:** in-service materiel, for which a DND/CAF requirement still exists cannot be declared surplus to support donations or transfers; and
  - e. **Animals:** this section has limited application to animals. Animals that are being retired from service will have the additional requirement to be treated ethically and humanely and in accordance with the best interest of the animal and the Crown.
- 2.7 For the purposes of this section the terms Lead Life Cycle Materiel Manager (LCMM) for centrally managed materiel or Lead Materiel Manager (LMM) for locally managed materiel will be used to designate the responsibility to manage the disposal activities. However, depending on individual organizational constructs the role of LCMM or LMM in accordance with this section may be carried out by one or a combination of: a TA, a supply manager, a LCMM or a local equivalent authority.

## Surplus to Requirements

### Phases of a Disposal Activity

- 2.8 There are four phases in a disposal activity for materiel that has been declared surplus. They are: Planning, Analysis, Execution and Close Out. Each of these phases has specific requirements and gates that must be adhered to in order to demonstrate standardized progress through the overall process.

## Planning

- 2.9 The planning phase for disposal is a bi-product of materiel management planning. During materiel management planning, the Equipment Management Team (EMT) which consists of the Equipment Managers (LCMM or LMM), Technical Authority (TA), Supply Managers (SM) and Procurement Authorities (PA) must determine the appropriate levels of inventory holdings to meet current and future requirements. In short there are only three outcomes with regard to the quantity of a particular materiel: needs to be increased through a replenishment mechanism, materiel holdings are adequate and no action is required, or materiel holdings are higher than necessary to meet current and future requirements and a reduction action is necessary.
- 2.10 With regard to disposal, planning will only determine “what” needs to be reduced. The materiel holdings requiring a reduction will be identified from a combination of but not limited to:
- a. Beyond Economical Repair (BER);
  - b. Capital Projects;
  - c. Engineering Changes;
  - d. Mission Closure / Major Establishment Change(s);
  - e. Capability Change(s);
  - f. Policy/Regulatory Decisions;
  - g. Environmental Divestment Plans;
  - h. Legacy Stock Reviews;
  - i. Dormant Stock Reviews;
  - j. Stocktaking;
  - k. Migration of stock code(s) between TAs;
  - l. Equipment Obsolescence;
  - m. Annual Review;
  - n. Changes to Production/Supplier Access;
  - o. Changes to Reparability Access; and
  - p. Safety and Security Regulations and Requirements.
- 2.11 When determining what may require a reduction in holdings, and subsequently a disposal activity, planners must factor in all materiel and associated assemblies, sub-assemblies, inventory, special tooling, testing equipment, publications and/or technical drawings.
- 2.12 If the Lead LCMM/TA determines that there is a reduced requirement for a particular materiel, they must contact all other users. The outcome of this liaison will determine the quantity of materiel that needs to be transferred (if any) or disposed and whether a new Lead LCMM/TA will need to assume responsibility. The originating Lead LCMM/TA is always responsible to conduct either the full disposal, partial disposal, or the phased-full disposal prior to transferring responsibility. If a Lead LCMM/TA transfer is required an Equipment Identification and Documentation Data Base (EIDDB form DND 746) Update Form must be generated and uploaded into the Materiel Management System of

Record and attached to the Document Information Record (DIR) associated with each stock code, SAM Chapter 2.5 Transfer of Materiel Management Responsibility.

- 2.13 If a LCMM/TA determines they have a reduced requirement for a particular item, they must contact the Lead LCMM/TA who will determine the quantity of materiel that needs to be transferred (if any) or disposed.
- 2.14 If a LMM determines there is a reduced requirement for a particular item, they will determine the quantity of materiel that needs to be reduced and will either conduct a full or partial disposal of the materiel in accordance with local disposal procedures.

### Compliance

- 2.15 At the end of the planning phase all Stock Code(s) determined to require a disposal activity (full, phased-full or partial) will:
  - a. be marked with an IM Advisory code of 1B “under review as surplus”; and
  - b. generate and upload a DND 746 into the Materiel Management System of Record for Stock Code(s) being transferred to a new Lead LCMM/TA.
- 2.16 Once an item has an IM Advisory code of “1B” all users must contact the Supply Manager in order to get permission to process any further demands. Only the LCMM/TA can grant the reversal of an IM Advisory code.

### Analysis

- 2.17 The analysis phase is the most complex phase of the disposal process and will determine both the “how many” and “which method(s)” of the disposal activity. The “how many” will be the foundational information for the generation of the Declaration of Surplus. The “which method(s)” will form the basis for the Disposal Plan.
- 2.18 The following table summarizes which disposal documents will be required to be completed during the analysis phase.

Table 1 - Disposal Documentation Guide

Manager	Materiel Type		Declaration of Surplus	Disposal Plan
<b>Centrally Managed</b>	Major Weapon and Support Systems		VCDS Letters (Request and Authorization) and Declaration of Surplus (CF 1303)	Disposal Plan ( <a href="#">DND 4001</a> )
	Assemblies, Sub-Assemblies and Inventory	\$40M and above	ADM(Mat) Letters (Request and Authorization) and Declaration of Surplus (CF 1303)	Disposal Plan (DND 4001)
		Under \$40M	Declaration of Surplus (CF 1303)	Disposal Plan (DND 4001)
<b>Locally Managed*</b>	Assemblies, Sub-Assemblies and Inventory on charge**		Declaration of Surplus (CF 1303) Any Value	Disposal Plan (DND 4001)
	Assemblies, Sub-Assemblies and Inventory not on charge		Not Required	Local Disposal Policies/Procedures

\* See Annex B Appendix 28

\*\*Materiel required to be managed within the Materiel Management System of Record in accordance with Chapter 2.3 Materiel Identification

- a. **VCDS Letters:** are used when declaring major weapon and support systems of any value as surplus. For more details see Annex “A” Appendix 1 – VCDS Letter Template - Request for Declaration of Surplus and Appendix 2 – VCDS Letter Template – Authorization for Declaration of Surplus. VCDS letters are used in conjunction with the CF 1303 Declaration of Surplus; NOTE: The VCDS Letter - Request for Declaration of Surplus is produced by the Environmental Chief of Staff (ECS) in coordination with the Equipment Management Team (EMT) and DSCO 7 Disposal, Sales and Artefacts. It is imperative that the EMT and DSCO 7 are consulted to help identify what materiel will be in scope for Disposal.
- b. **ADM(Mat) Letters:** are used when declaring assemblies, sub-assemblies and inventory valued at \$40M and above as surplus. For more details see Annex “A” Appendix 3 – ADM(Mat) Letter Template - Request for Declaration of Surplus and Appendix 4 – ADM(Mat) Letter Template – Authorization for Declaration of Surplus. ADM(Mat) Letters are used in conjunction with the CF 1303 Declaration of Surplus;

- c. **Declaration of Surplus (CF 1303):** is used when declaring materiel (major weapons and support systems, assemblies, sub-assemblies and inventory) as surplus. It provides the necessary materiel details not captured within the VCDS or ADM(Mat) Letters. It can also be used as a stand-alone document for Declarations of Surplus that do not require VCDS or ADM(Mat) approval. The form is designed for electronic processing and has Digital Signature capability using PKI. The individual authorized to sign is as per the Delegation of Authorities Matrix Column 38. For more details see Annex “A” Appendix 5 Declaration of Surplus; and
- d. **Disposal Plan (DND 4001):** is used to plan and outline a specific disposal activity (or activities) while providing pertinent information to aid in the management of the disposal process. The Disposal Plan shall be completed for the disposal of all surplus materiel and must factor in all materiel and associated assemblies, sub-assemblies, inventory, special tooling, testing equipment, publications and/or technical drawings. The form is designed for electronic processing and has Digital Signature capability using PKI.

2.19 The following table summarizes the disposal Stock Type code that must be applied to the Materiel Management System of Record during the analysis phase.

**Table 2 – Stock Type Codes related to Disposal chapter**

<b>Stock Type</b>	<b>Application</b>
X	<ul style="list-style-type: none"> <li>Once the Declaration of Surplus has been signed for a partial or phased-full disposal, the Stock Type code will remain “X” with an IM Advisory of “1B”.</li> </ul>
G	<ul style="list-style-type: none"> <li>Once the Declaration of Surplus has been signed for a full disposal, the Stock Type code will be changed to “G” to indicate that the Stock Code has been declared surplus. Cross Plant DRMIS transactions can be done under this Stock Type.</li> <li>This is a financial indicator for Public Account Valuation as well as an indicator that the Stock Code has moved through the next gate in the disposal process.</li> </ul>
H	<ul style="list-style-type: none"> <li>This Stock Type code is assigned to stock codes that are being retained for Alternate Application as artefacts or monuments.</li> <li>Retention of centrally or locally managed materiel as artefacts or monuments must be approved by the same authority that would normally declare materiel surplus, using a Declaration of Surplus accompanied by the appropriate letter, if required.</li> <li>Any EOL materiel that is retained as artefact must be approved by the Lead LCMM/TA.</li> <li>The PSCN 9915 Group Stock Class will be used for this transitional process for materiel that is either surplus or EOL.</li> </ul>
P	<ul style="list-style-type: none"> <li>Once the Declaration of Surplus and the Disposal Plan have been signed for a partial or phased-full disposal, the Stock Type code will be changed to “P”.</li> </ul>

Stock Type	Application
	<ul style="list-style-type: none"> <li>This informs the materiel custodians that all information necessary for the execution of the disposal activity are approved and available</li> </ul>
D	<ul style="list-style-type: none"> <li>Once the Declaration of Surplus and the Disposal Plan have been signed for a full disposal, the Stock Type code will be changed to “D”.</li> <li>This informs the materiel custodian that all information necessary for the execution of the disposal activity of all held quantities are approved and available; and once the final phase of a phased-full disposal is reached, the Stock Type code will be changed from “P” to “D”.</li> <li>Procurement Data is removed from the MMR and DRMIS does not allow users to initiate PO.</li> <li>Material is to be moved into a R&amp;D Sloc.</li> <li>Cross Plant DRMIS transaction is not possible</li> </ul>
Z	<ul style="list-style-type: none"> <li>Once a full disposal has been complete; when the quantity held for all accounts including customer accounts, stocking locations, repairable reserve, government furnished equipment etc., reaches zero, the Stock Type code will be changed to “Z” to indicate pending archival of the stock code.</li> <li>Management Data is removed from the MMR and DRMIS does not allow users to initiate transaction.</li> </ul>

NOTE 1: When disposal activities allow for both the Declaration of Surplus and the Disposal Plan to be signed off at the same time, Stock Type code “G” is not required and it can be converted directly to either “D” or “P”.

NOTE 2: When it is required to BOC material for disposal after the Stock Type code was changed to “Z”, the Stock Type code must be changed from “Z” to “D” to allow all require transactions to be performed in DRMIS. Once the disposal activities are completed, the Stock Type code will revert to “Z”.

### Declaration of surplus “How Many”

2.20 During the analysis phase, the Lead LCMM/TA or the LMM will review entire holdings of the materiel under investigation to determine if a full, partial, or phased-full disposal is required. This includes all materiel: assets; assemblies/sub-assemblies and their spares; inventory holdings regardless of location (stocking locations and customer accounts); repairable reserves; associated publications and technical drawings; special tooling and test equipment; associated mobile support equipment; and government owned equipment in alternate locations (e.g. Contractor loans).

2.21 A full disposal declares that all remaining materiel, including those within customer accounts, stocking locations, repairable reserve, government furnished equipment, etc., are no longer required by the DND and CAF.

- 2.22 A partial disposal declares that a portion of the remaining materiel is no longer required. Partial disposal activities are commonly executed when systems are being phased out, targeted reductions are required or when there is more materiel than necessary to meet the anticipated remaining life of the materiel.
- 2.23 A phased-full disposal declares that all remaining materiel, including those within customer accounts, stocking locations, repairable reserves, government furnished equipment are no longer required by the DND and CAF and will be divested over an identified and controlled period of time.
- 2.24 Only after the determination of “how many” can the Lead LCMM/TA or the LMM determine the associated materiel valuation that will be utilized on the Declaration of Surplus. Valuation will determine the appropriate level of accountability and signing authority for the Declaration of Surplus.
- 2.25 Additional Instructions:
- a. DS and DP are always required except for Locally managed materiel that is non-accountable/consumable which is not being processed through GCTransfer/ GCSurplus;
  - b. if during the disposal process of Centrally managed materiel, it is determined that accountable materiel is not on charge, it must be brought on charge before it can be disposed;
  - c. if during the disposal process of Locally managed materiel, it is determined that materiel is not charge, it is not mandatory to bring that materiel on charge. Locally managed materiel not on charge is to be disposed to obtain the highest net value for the Crown, and be compliant with all applicable regulations and guideline for hazardous material, protection of the environment and personal safety;
  - d. if materiel with a centrally managed advisory code was procured locally in violation of Chapter 2.3 Materiel Identification, without LCMM/TA approval the LMM retains responsibility to fund and coordinate the disposal activity;
  - e. materiel that is centrally managed but locally procured (4P) remain the responsibility of the procuring organization to coordinate and fund disposal. In addition, this materiel does not require LCMM/TA authority for disposal; and
  - f. systems or assemblies that are being phased out entirely over a period of time (a phased full disposal) can utilize a single VCDS letter/ADM(Mat) Letter and Declaration of Surplus ([CF 1303](#)) but must clearly indicate the quantity of materiel to be included in each phase. Materiel that is serial numbered or specifically identified, (i.e. tail or hull numbers) must be identified individually in the phase in which they are to be divested and each phase must have a start date.
- 2.26 Since many disposal activities, especially those related to the divestment of a capability or system can have long lag times between the Declaration of Surplus and the Disposal Plan, a process gate is required. Therefore, in order to effectively

track the progress of the disposal activity once the Declaration of Surplus has been generated, signed and uploaded into the Materiel Management System of Record, the LCMM/TA or the LMM will have the Stock Type Code changed to “G” (for a full disposal) or will remain “X” (for a partial or phased-full disposal).

Compliance

2.27 At the end of determining the “how many” those managing the disposal activity shall:

- a. ensure the Declaration of Surplus (CF 1303) is completed, and either the VCDS letters or ADM(Mat) letters as required in accordance with table 1- Disposal Documentation Guide. These documents are then to be uploaded into the Materiel Management System of Record via a Document Info Record (DIR), Document Type “DSP”. All applicable Stock Codes shall be entered in the Object Link tab of the DIR Document Type “DSP”, thereby linking the documentation to each Stock Code identified for disposal action;
- b. for a full disposal the Stock Type code will be changed to “G”, which means the Stock Code has been declared surplus. This is a financial indicator for Public Account Valuation as well as an indicator that the Stock Code has moved through the next gate in the disposal process; and
- c. for a partial or phased-full disposal the Stock Type code will remain “X” with an IM Advisory of “1B”.

2.28 **Amplification Point:** It is possible to put many SCs onto the same Declaration of Surplus for efficiency but must respect the authorization levels as per the Delegation of Authority Matrix Column 38. Generating multiple Declarations of Surplus or multiple partial disposals (instead of one full disposal) to avoid appropriate levels of authority (“disposal splitting”) is not authorized.

**Table 3 - Authority for Declaration of Surplus**

Manager	Materiel Type	Value	Authority
Centrally Managed	Major Weapon and Support System	Any Value	VCDS
	Assemblies, Sub-assemblies and Inventory	Greater than \$40M	L1 responsible for the materiel (Mil and Civ), Environmental Chiefs of Staff
		\$3 - \$40 M	L2 Advisors (Mil and Civ) L2 (Mil) Advisors with the Authority of a Commander of a Command

		Up to \$3M	Director responsible for the materiel Other Responsibility Centre (RC) Managers
<b>Locally Managed</b>	Assemblies, Sub-assemblies and Inventory	Over \$250K	Base, Wing, Station, Contingent and Depot Commanders and Civilian Equivalents (not to be delegated)
		Up to \$250K	Base, Wing, Station, Contingent and Depot Commanders and Civilian Equivalents Directors Other RC Managers

### Disposal Plan “Which Method(s)”

2.29 During this portion of the analysis phase the Lead LCMM/TA or LMM determines the most appropriate method(s) of disposal in order to create the Disposal Plan. This can include transfers, sales, donations, trade-ins or conversion to waste or a combination thereof. The DND/CAF is mandated to obtain the highest net or best value for the Crown unless otherwise directed by the Minister of National Defence.

2.30 The following methods must be coordinated through DSCO 7:

- a. all transfers;
- b. the sale of controlled goods;
- c. sale to a limited market or sale at less than fair market value; and
- d. all donations.

2.31 **Transfer:** A transfer is the movement of DND/CAF materiel at fair market value, book value or without remuneration, to eligible recipients within the federal government.

NOTE: Whenever practicable materiel shall be transferred to other federal departments when the use of the materiel is in support of government programs and the use or exchange is cost-effective to the government as a whole. GC Transfer, a tool that is utilized for federal interdepartmental transfers, can be used to identify potential recipients; DSCO 7 will then facilitate these types of transfers.

2.32 **Sale:** A sale of surplus DND/CAF materiel can occur at fair market value, to a limited market, or at less than fair market value.

- a. sale at fair market value is the competitive sale of surplus materiel, normally through the GCSurplus (Group) in PSPC. Sale at fair market value is the preferred method of disposal, factoring in:

- i. when selling surplus materiel in Canada too remote for PSPC to effectively manage sales and at sites outside Canada, departments are authorized to sell their surplus materiel directly and DSCO is the advising agent for DND; and
  - ii. if GCSurplus determines that the items have no saleable value, DND must proceed with an alternate disposal method in accordance with the Disposal Plan.
- b. sale to a limited market is the sale of surplus materiel on a competitive basis to a few selected recipients, or to a single recipient in a non-competitive manner, prior to offering the materiel for sale in an open, competitive manner to a wider market and can only be authorized by the MND in writing and requires coordination through DSCO; and
- c. sale at less than fair market value is the sale of surplus materiel for less than what is considered to be a fair price by the market. This method can only be authorized in writing by the MND and requires coordination through DSCO.

2.33 **Donation:** The provision of surplus DND/CAF materiel, without remuneration, to eligible recipients external to the federal government. Normally materiel is donated only if it is deemed to be in the interest of the public, in the interest of preserving historical and heritage considerations or as a cost minimizing measure. Donations can be made to:

- a. other levels of Canadian Government such as provincial or municipal or to First Nations, Other National Governments, Treaty Organizations of which Canada is a Member, such as the United Nations (previously known as a gratuitous transfer);
- b. recognized charitable or non-profit organizations; and
- c. recognized charitable or non-profit organizations outside of Canada as approved by Assistant Deputy Minister (Policy) (ADM(Pol)).

2.34 All donations can be categorized into:

- a. valuable surplus materiel which requires approval by the Minister of National Defence; and
- b. non-valuable materiel which requires approval according to Table 4 – Authority for Disposal Method.

2.35 Donations to individuals or for-profit organizations can only be authorized by Treasury Board or an Order in Council. All donations require coordination through DSCO 7.

- 2.36 **Trade-in:** The offering of surplus DND/CAF materiel, as partial payment during the procurement process for the purchase of new materiel. The credit received for trade-in of materiel must reflect fair market prices. Trade-ins can be used to offset the replacement of like type items (like for like), the reduction of procurement costs for upgraded replacements (old for new) or for the purposes of contract cost reductions of alternate items. Consideration for trade-in capability should be integrated into Requests for Proposal and inserted into contracts as a clause to reduce the cost of procurement or leverage future dispositions. Ensure that the appropriate records of trade-in activity are kept for accounting and audit purposes, and ensure that the value of the trade-in is accounted for as the proceeds of disposal.
- 2.37 **Conversion to waste:** The conversion of DND/CAF materiel to a waste product occurs through destruction, recycling and discarding (garbage) and must be done in an environmentally sustainable manner. Conversion to waste is only utilized if it is in the best interest of the Crown, a cost minimizing option or as required by policy.
- a. Destruction: is performed to ensure that materiel can no longer be used for, or reverted to, its intended purpose and materiel is normally destroyed for safety and security reasons. Destruction shall be executed in accordance with instructions provided or authorized by the TA or from the Special Disposal Instructions (Annex B) and can include smelting, crushing, shredding, burning cutting, or demolition.

NOTE 1: If conversion to waste produces a residual materiel of value, it will normally be sold through the GCSurplus (Group) or PSPC approved contracts.

NOTE 2: As several disposal methods may be selected on any disposal plan it is important that materiel components identified for “cannibalization” not be removed from surplus materiel until the execution phase when the final disposition has been determined. Cannibalized materiel components must be brought back on charge in the Materiel Management System of Record.

- 2.38 The determination of the disposal method or methods is dependent on several critical pieces of information. The answers to the following questions will help determine the right disposal method(s):
- a. are there any special disposal instructions?
  - b. is the location restrictive or too remote for normal procedures?
  - c. is there a demilitarization requirement (DMC D or F)?

- d. is there an export limitation (DMC A or Q)?
- e. is the item considered hazardous material?
- f. are there any legal/contractual obligations to fulfill?
- g. is there any specific government direction to consider?
- h. are there any security concerns to consider?
- i. what is the cost benefit analysis for sale? and
- j. is the item listed on the central donation register maintained by DSCO 7?

2.39 Disposal methods for toxic products are subject to additional restrictions. DND shall adhere to those restrictions in all cases. Annex B - Appendix 5 “Asbestos/Product containing Asbestos” of this chapter provide the references on disposal of Asbestos/Products containing Asbestos.

### Special Disposal Instructions

2.40 In accordance with TB policies on Materiel Management, the Directive on the Disposal of Surplus Materiel, departmental policies, and Canadian Forces Technical Orders (CFTOs), special disposal instructions must be followed when disposing of certain types of materiel and commodities. These include but are not limited to e-waste, computers for schools, recycling, gifts, and specific commodities which can be found in Annex B.

### Cost Benefit Analysis

2.41 In accordance with TB policy, departments are mandated to maintain auditable records including “the costing analysis that was used to justify disposal decisions”. Therefore, those managing disposal activities will generate a disposal cost benefit analysis and a copy of that analysis will be included as part of the Disposal Plan.

2.42 The Cost benefit analysis will be used to identify and justify the disposal method(s) that will provide the highest net or best value for the crown. The following formula will be used:

$$\text{Estimated Return minus (-) Estimated Cost to Dispose} = \text{Estimated Net Return}$$

2.43 Estimated Return can be estimated from but not limited to the following:

- a. current market value;
- b. previous sales;
- c. like-item sales; and
- d. proceeds from the sale of scrap.

2.44 Estimated Cost to Dispose can be estimated from but not limited to the following:

- a. costs to store and maintain surplus materiel during the sale, i.e. warehousing costs;
- b. cost to conduct sale;

- c. cost for labour to conduct the analysis for sale;
- d. costs for contracting;
- e. costs for transportation to a sales location;
- f. costs for transportation to return to Canada;
- g. costs for conversion to a demilitarized state (labour or contract);
- h. value of scrap as a comparison against value of return from materiel to cost of conversion to waste; and
- i. commission/administrative fees incurred by PSPC.

### Demilitarization (DMC D and F)

2.45 Demilitarization of surplus materiel may be required as a part of the disposal process and is determined by both the disposal method and potential recipient. In accordance with the Controlled Technology Access and Transfer (CTAT) requirements, materiel with a demilitarization code of D or F are considered controlled goods and will require special technical instructions that describe how to appropriately demilitarize the materiel. For more details see the Certificate of Destruction / Demilitarization which can be found on the Defence Forms Catalogue (DFC) website.

2.46 Additional Information:

- a. if the recipient is controlled goods certified and authorized then either a partial demilitarization, in accordance with technical instructions or no demilitarization will be required for sales, transfers and donations;
- b. if the recipient is not controlled goods certified, excluded or exempted then full demilitarization, in accordance with technical instructions will be required. If this is not possible, the materiel cannot be sold, transferred or donated and must be converted to waste; and
- c. if the materiel is being converted to waste it must be demilitarized, in accordance with technical instructions including the method and degree required to render the materiel unusable for its intended military or strategic purpose, and so that it cannot be returned to its original form. Conversion to waste through destruction does not exclude the need to ensure that demilitarization requirements are met. Furthermore the demilitarization of surplus materiel does not necessarily exclude the need to obtain proper approval for export through the CTAT office.

2.47 These instructions shall be included as part of the Disposal Plan.

### DMC A

2.48 Demilitarization is not a requirement, nor is destruction unless there are contractual or other obligations to destroy (Annex B – Special Disposal Instructions). Other (non-controlled goods) international trade, export or regulatory controls may still exist for these items.

## DMC Q

2.49 The DMC of Q is assigned to materiel that is not controlled under the Defense Production Act but is listed on the Export Control List Group 2, 5 or 6 or is found in the US Commerce control list 500 or 600 Series. This materiel is subject to export/import restrictions and requires an authorized recipient. Materiel for which there is no authorized recipient shall be converted to waste through destruction so that the item is rendered unusable and cannot be returned to its original form. These instructions shall be included as part of the Disposal Plan.

NOTE: The DMC of Q and F have been, alternately, assigned by default to SCs that have not been reviewed by the CTAT office and may precipitate the requirement for a DMC Challenge.

## DMC Challenge Process

2.50 A challenge process is required for the following reasons:

- a. if a DMC other than D, F, A or Q is discovered;
- b. if the DMC has not been justified;

NOTE: DMCs are considered justified when the “N/A” reference appears in one or both DPA fields in the Canadian Government Cataloguing System (CGCS).

- c. if the DMC of Q or F has been assigned as a default for a newly built PSCN or NSN; and
- d. if you believe the wrong DMC has been assigned.

2.51 Only after the method(s) of disposal have been determined can the Lead LCMM/TA or LMM determine the appropriate level of accountability and signing authority for the Disposal Plan.

2.52 A Disposal Plan for locally managed materiel is required for:

- a. materiel offered through GCTransfer and/or GCSurplus;
- b. accountable materiel; and
- c. materiel required to be on charge IAW Chapter 2.3 Materiel Identification.

2.53 A Disposal Plan for locally managed materiel that doesn't meet those criteria is not required, and is to be disposed locally IAW local disposal policies and/or procedure. If during the disposal process it is determined that materiel is not on charge that should have been, it must be brought on charge before it can be disposed.

2.54 If a Centrally Managed Item was procured locally against policy ref Chap 2.3 Materiel Identification, without LCMM/TA approval the LMM retains responsibility to fund and coordinate the disposal activity.

- 2.55 Items that are centrally managed but locally procured (4P) remain the responsibility of the procuring organization to coordinate and fund disposal. In addition, this materiel does not require LCMM/TA authority for disposal.

### Compliance

- 2.56 At the end of determining the “Which Method” those managing the disposal activity shall:
- a. ensure the Disposal Plan is completed and is uploaded into the Materiel Management System of Record and attached via DIR to each associated Stock Code;
  - b. for a full disposal the Stock Type code will be changed to “D”, which informs the materiel custodian that all information necessary for the execution of the disposal activity of all held quantities are approved and available;
  - c. for a partial disposal the Stock Type code will change to “P”, which informs the materiel custodians that all information necessary for the execution of the disposal activity are approved and available;
  - d. for a phased-full disposal the Stock Type code will change to “P”, which informs the materiel custodian that all information necessary for the execution of the disposal activity are approved and available until the final phase when the Stock Type code will change to “D” and all remaining quantities are to be disposed; and
  - e. ensure E-Waste reporting requirements are met.

### Amplification Points:

- a. when beneficial, it is possible to put many items onto the same Disposal Plan i.e. when multiple Stock Codes will be disposed using the same method or can be grouped in like categories;
- b. when beneficial, multiple disposal plans can be generated for the same overarching disposal activity/NSN(s) to facilitate multiple disposal methods or materiel groupings. I.e. Materiel with spares/support materiel for sale as a whole and surplus obsolete/legacy/dormant materiel still in the system but not associated with an intended sale;
- c. when disposal activities allow for both the Declaration of Surplus and the Disposal Plan to be signed off at the same time only the second indicator of Stock Type code “D” or “P” will be required, the “G” is not; and
- d. the “After Clause” in the Disposal Plan must be completed to provide instructions in the case that materiel is found after the disposal activity. This materiel does not require that another Declaration of Surplus be raised and can be disposed in accordance with the existing Disposal Plan. Materiel shall be brought back on charge except for materiel that is considered non-repairable, consumable, does not require demilitarization and contains no HAZMAT unless otherwise stated in the Disposal Plan.

Table 4 - Authority for Disposal Method

		Centrally Managed		Locally Managed
Disposal Method		Major Weapon or Support System	Assemblies, Sub-Assemblies, Inventory	Assemblies, Sub-Assemblies, Inventory
Transfer		L1 (via DSCO 7 for ADM(Mat))	DG responsible for the materiel or designate, delegated in writing, to a level not below Section Head	Base, Wing, Station, Contingent and Depot Commanders and Civilian Equivalents but not below Base or Wing Log O.
Sale		L1 (via DSCO 7 for ADM(Mat))	DG responsible for the materiel or designate, delegated in writing, to a level not below Section Head	Base, Wing, Station, Contingent and Depot Commanders and Civilian Equivalents but not below Base or Wing Log O.
Donation (Note)	Donation of Non-Valuable Surplus Materiel	L1 (via DSCO 7 for ADM(Mat))	L1	L2
	Donation of Valuable Surplus Materiel	MND (via DSCO 7 for ADM(Mat))	MND	MND
Conversion to Waste		L1 (via DSCO 7 for ADM(Mat))	DG responsible for the materiel or designate, delegated in writing, to a level not below Section Head	Base, Wing, Station, Contingent and Depot Commanders and Civilian Equivalents but not below Base or Wing Log O.

NOTE: Authorities for Disposal Methods are always subject to the limitations and exclusions as per DAOD 3013-0.

## Execution

2.57 Execution is the phase whereby the materiel custodians are charged with the implementation of the disposal plan in order to physically remove the identified materiel from DND/CAF holdings and to amend the inventory records accordingly.

- 2.58 It is only possible for the materiel custodians to perform the execution phase of the disposal activity if the requirements as identified in the analysis phase have been fully completed. The Declaration of Surplus and the Disposal Plan must be completed and authorized by the appropriate authorities. If either of the disposal documents is incomplete or missing, execution is prohibited and disposal activities will stagnate.
- 2.59 Materiel components that are removed from surplus materiel “cannibalized” for retention must be brought back on charge in the Materiel Management System of Record.

NOTE: A Disposal Plan is not required for locally managed that is non-accountable and not required to be “on charge” in the Materiel Management System of Record. This materiel can be disposed in an environmentally sustainable manner using local disposal policies and/or procedures. If during the disposal process it is determined that accountable materiel is not on charge, it must be brought on charge before it can be disposed.

- 2.60 Base/Wing Logistics Officers, Warehouse Managers, Customer Services and/or Custodians shall run monthly reports in the Materiel Management System of Record to ensure timely disposal of materiel marked with Stock Type code of “D” or “P”.

## Compliance

- 2.61 At the end of the execution phase the materiel custodians shall:
- a. run monthly disposal reports for:
    - i. SCs with a “G” – consolidate at local Repair and Disposal Sections,
    - ii. SCs with a “D” – Initiate Full Disposal in accordance with Disposal Plan, and
    - iii. SCs with a “P” – Initiate Partial Disposal in accordance with Disposal Plan;
  - b. upload any demilitarization/destruction certificates into the Materiel Management System of Record and attach it via the disposal transaction;
  - c. upload any other execution documents into the Materiel Management System of Record and attached, either via DIR to each associated Stock Code or disposal transaction; and
  - d. ensure that all materiel, including those in Customer Accounts (i.e. contractor held inventory, government furnished equipment etc.) have been returned and disposed in accordance with the Disposal Plan and recorded within the Materiel Management System of Record.

## Close Out

- 2.62 Close out is the phase whereby the disposal activity has concluded and the Materiel Management System of Record is amended to reflect the current status of the Stock Code(s). In order to ensure the disposal activity has been accurately finalized the Disposal Closeout Checklist must be completed.

## Deactivating Equipment Master Records after Disposal

- 2.63 Regardless of the Supply Activity processing the disposal action for materiel with an associated Equipment Master Record (EMR), the Supply Activity must inform the responsible LCMM/TA to deactivate the EMR and related maintenance activities.
- 2.64 The LCMM/TA in turn, would notify their supporting Central Data Manager (CDM) to:
- a. de-activate existing Maintenance activities
  - b. ensure outstanding Plant Maintenance (PM) activities for disposed equipment are closed (IE Open Notifications/WO's); and
  - c. de-activate the equipment record, setting the functional status to "INAK", and user status to "DISP".

NOTE: Status INAK (object deactivated) is system assigned when user status DISP or SCRP is set. This status combination indicates that the Equipment Master Record and/or equipment are no longer active. Status INAK can also be manually set when required.

## Compliance

- 2.65 At the end of the close out phase the Lead LCMM/TA or LMM shall:
- a. conduct an audit using the Disposal Closeout Checklist to ensure that all disposal documentation has been uploaded into DRMIS and attached via DIR to each associated Stock Code;

NOTE: the Disposal Closeout Checklist must also be uploaded and attached via DIR to each associated Stock Code.

- b. for a full disposal, when the quantity held for all accounts including customer accounts, stocking locations, repairable reserve, government furnished equipment etc. reaches zero, the Stock Type code will be changed to "Z" to indicate pending archival of the Stock Code;

- c. for a partial disposal of a specific targeted amount, when the quantity held for all accounts including customer accounts, stocking locations, repairable reserve, government furnished equipment etc. reaches the targeted amount, the Stock Type code will revert to “X” and associated minimum and maximum levels will be amended accordingly; and
- d. for a phased full disposal project, the Stock Type code will remain as a “P” until the final phase when the Stock Type code will be converted to “D” and the full disposal processes will be utilized.

## End-of-Life (EOL)

- 2.66 Through the course of usage, maintenance and repair some items of materiel can become unserviceable to the point of non-reparability. EOL refers to materiel for which a requirement still exists but the individual item, or its residual, can no longer be used, or returned to use, for its intended purpose as determined by an on-site technical inspector or otherwise authorized individual. These items will be determined as having reached (EOL) in lieu of surplus and, therefore, the normal Declaration of Surplus is not required but the LCMM may decide to create a Disposal Plan for certain material.
- 2.67 Material custodians are to promptly issue the EOL items to their SSO’s R&D section. SSO’s R&D sections are to ensure that all returned EOL items are accounted in their Disposal SLoc in the Materiel Management System of Record. This will ensure that EOL items going for disposal are not valued on the balance sheet of the DND.
- 2.68 The individual item must be disposed in an environmentally sustainable manner and with consideration for the best or highest net value for the Crown. Items at EOL would include materiel that are Beyond Economical Repair (BER), broken and non-repairable, condemned, consumable, shelf-life expired and cannot be extended, or beyond maintenance for safety reasons.
- 2.69 A Technical Instruction (TI) is required from the associated LCMM/LMM/TA/Technical Inspector, ensuring the disposal method(s) respect environmental laws, hazardous materiel regulations and demilitarization requirements. For high turn-over item(s), the Lead LCMM/TA shall generate a Canadian Forces Technical Order (CFTO) and provide a National Defence Index of Documentation (NDID) number to be uploaded into the Materiel Management System of Record via RMR DIR and object-linked to the applicable Stock Code(s). The Lead LCMM/TA must be advised prior to disposal if materiel does not have a CFTO/TI in order to authorize the disposal and to create the CFTO/TI for disposal. For subsequent EOL disposals of the same item(s), the applicable CFTO/TI can be reutilized. Technical Authorities shall periodically validate that the CFTO/TI are still current with regulatory requirements.

- 2.70 For items with infrequent requirements for EOL, at high risk for regulatory changes impacting disposal (hazardous materiel or controlled goods) or under unique circumstances, technical guidance shall be provided by the appropriate technical authority and attached to the disposal transaction for that particular disposal activity.
- 2.71 In addition to the exceptions cited below, the Lead LCMM/TA/LMM maintain the responsibility and authority to restrict which can be disposed under the EOL process.

### Exceptions

- 2.72 Due to the impact on capability, financial accounting requirements and the inability to replenish, the following are excluded from EOL and shall be managed under the standard disposal of surplus materiel process.
- 2.73 EOL does not apply to:
- a. materiel requiring CF 152 Write-off;
  - b. loss of property;
  - c. capitalized assets;
  - d. major weapon systems;
  - e. major support systems; and
  - f. vehicles.

### Compliance

- 2.74 Once an item has been determined to be EOL:
- a. materiel custodians shall issue the EOL items to their SSO's R&D section, and be accounted in their Disposal SLoc;
  - b. managing TA shall ensure that EOL items requiring Disposal instructions are uploaded into the Materiel Management System of Record via RMR DIR and are current;
  - c. residual materiel disposed through recycling will be exercised in accordance with local recycling programs or PSPC contracts; and
  - d. the Disposal activities transactions are recorded in the Materiel Management System of Record with appropriate documents linked.

### Compliance

- 2.75 Compliance criteria for this chapter can be found at the end of each of the following sections: Planning, Analysis (how many), Analysis (which method), Execution, Close out and End-of-Life.

## PROCEDURES

## Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter. If not applicable put N/A.

<b>Process</b>	<b>Description</b>
<a href="#"><u>Disposal - Planning</u></a>	demonstrates how planning is conducted in order to identify materiel that is surplus to requirements.
<a href="#"><u>Disposal - Analysis - Develop Declaration of Surplus</u></a>	demonstrates what activities must be completed in order to create a Declaration of Surplus.
<a href="#"><u>Disposal – Analysis - Develop Disposal Plan</u></a>	demonstrates the activities involved in creating a Disposal Plan.
<a href="#"><u>Disposal - Execute - Consolidate Goods for Disposal</u></a>	demonstrates activities required in order to consolidate surplus materiel prior to disposal execution.
<a href="#"><u>Disposal - Execute - Transfer</u></a>	demonstrates activities required when surplus materiel is transferred to eligible recipients inside the Federal Government.
<a href="#"><u>Disposal -Execute - Sales</u></a>	demonstrates activities required when surplus materiel is sold to eligible recipients.
<a href="#"><u>Disposal - Execute - Donation</u></a>	demonstrates activities required when surplus materiel is donated to eligible recipients outside of the federal government.
<a href="#"><u>Disposal - Execute - Conversion to Waste</u></a>	demonstrates activities required when surplus materiel is converted to a waste product through destruction, recycling and discarding (garbage) in an environmentally sustainable manner.
<a href="#"><u>Disposal - Close Out</u></a>	demonstrates activities required to finalize the disposal process.

<a href="#"><u>Disposal – End-of-Life (EOL)</u></a>	demonstrates activities required to dispose of materiel that has reach its end of life. EOL refers to materiel for which a requirement still exists but the individual item, or its residual, can no longer be used, or returned to use, for its intended purpose as determined by an on-site technical inspector or otherwise authorized individual.
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## DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
MM03	<ul style="list-style-type: none"> <li>• Display materiel management information</li> </ul>
ME21N	<ul style="list-style-type: none"> <li>• Create Stock Transfer Order (STO)</li> </ul>
CV01N	<ul style="list-style-type: none"> <li>• Create a Document Information Record (DIR)</li> </ul>
CV02N	<ul style="list-style-type: none"> <li>• Change Document Information Records</li> </ul>
CV03N	<ul style="list-style-type: none"> <li>• Display Document Information Records</li> </ul>
CV04N	<ul style="list-style-type: none"> <li>• Listing of Document Information Records (DIRs)</li> </ul>
IE36	<ul style="list-style-type: none"> <li>• Display vehicle CFR</li> </ul>
IQ09	<ul style="list-style-type: none"> <li>• Get all serial number for a plant</li> </ul>
MB52	<ul style="list-style-type: none"> <li>• List of Warehouse Stocks of Material on hand</li> </ul>
MD04	<ul style="list-style-type: none"> <li>• Stock Requirement list</li> </ul>
MIGO_GI	<ul style="list-style-type: none"> <li>• Good Movement Issue</li> </ul>
MIGO 951	<ul style="list-style-type: none"> <li>• Good Issue - Scrapping</li> </ul>

MIGO 952	<ul style="list-style-type: none"> <li>• Reversal Scrapping</li> </ul>
ZE_UPD_SERNO	<ul style="list-style-type: none"> <li>• Modify manufacturer's serial number</li> </ul>
ZE_MM_EXTEND	<ul style="list-style-type: none"> <li>• Extend a materiel stock code to a Sloc</li> </ul>

## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
MMBE	Stock Overview for SOH and on order for a stock code. Give an overview of the stock balances across different Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)
ZSUPSTRIP	<ul style="list-style-type: none"> <li>• Supply Strip Report. Provides an overview of warehouse stock levels across different Plants and storage locations for a selected MRP Area.</li> </ul>
BI Portal	<ul style="list-style-type: none"> <li>• Disposal Report</li> </ul>

## ANNEX A - Forms for Disposal of Surplus Materiel

Name	Form Number	Location
ADM(Mat) Letter - Request	Template	<a href="#">Appendix 1 to Annex A</a>
ADM(Mat) Letter - Authorization	Template	<a href="#">Appendix 2 to Annex A</a>
Certificate of Destruction / Demilitarization	DND 2586	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
Certificate of Destruction For Classified Materiel	CF 779	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
Declaration of Surplus	CF 1303	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
Disposal Closeout Checklist	DND 4004-E	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
Disposal Plan	DND 4001-E	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
Equipment Identification and Documentation Data Base (EID DB) Application for Equipment Registration Number	DND 752-E	<a href="http://cgcs.mil.ca/DTICS/SITE/formlist_e.asp">http://cgcs.mil.ca/DTICS/SITE/formlist_e.asp</a>
Equipment Identification and Documentation Data Base (EID DB) Update Form	DND 746	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
Internal Publishing Service Request	CF 565	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
Record of Disposition	DND 1790-E	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
Report on E-Waste Disposal for Fiscal Year 20XX	DND 4003-E	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
VCDS Letter - Request	Template	<a href="#">Appendix 3 to Annex A</a>
VCDS Letter - Authorization	Template	<a href="#">Appendix 4 to Annex A</a>
<b>Miscellaneous</b>		
DRMIS Help Desk		<a href="http://drmis-sigrd.mil.ca/">http://drmis-sigrd.mil.ca/</a>

## Annex A - Appendix 1 - VCDS Letter Template - Request for Declaration of Surplus

### CLASSIFICATION



Director General Materiel Systems  
and Supply Chain

105 Rue de l'Hôtel de Ville  
Gatineau, Québec  
J8X 4H7

Directeur général - Systèmes de matériel  
et chaîne d'approvisionnement

105 Rue de l'Hôtel de Ville  
Gatineau, Québec  
J8X 4H7

XX Month XXXX

Position Title  
Work Address  
Work Address Line 2  
Work Address Line 3

### VCDS REQUEST – DECLARATION OF SURPLUS “INSERT MAJOR SYSTEM NAME HERE”

Ref(s): A. xxx (if applicable)

The purpose of this letter is to request authorization for the declaration of surplus and/or alternate application(s) (when applicable) as per the attached CF 1303 for the “*insert Major System name here*”.

In this paragraph(s), you must explain why the Major System is no longer required by the Department of National Defence and Canadian Armed Forces; identify any operational risk/impact, mitigation/replacement strategies, and alternate application(s) (when applicable).

As per the attached CF 1303 the following assets, associated assemblies, sub-assemblies including spares, inventory, special tooling, testing equipment, publications and/or technical drawings for the “*insert Major System name here*” are no longer required by the Department of National Defence and Canadian Armed Forces and have a cumulative total value of “*insert \$\$\$ value here*”.

Use one of the following three paragraphs:

As per the attached CF 1303, the *full disposal activity* for the “*insert Major System name here*” is expected to be completed over a period of “insert timeline here – i.e. weeks, months, years” commencing on “DD/MM/YYYY”; **or**

As per the attached CF 1303, the *partial disposal activity* for the “*insert Major System name here*” is expected to be completed over a period of “insert timeline here – i.e. weeks, months, years” commencing on “DD/MM/YYYY”; **or**

### CLASSIFICATION

1/2 (if more than one page)

As per the attached CF 1303, the *phased-full disposal activity* for the “*insert Major System name here*” is expected to be completed over a period of “*insert timeline here – i.e. weeks, months, years*” with “*insert number of phases here*” phases commencing on “DD/MM/YYYY”.

It is therefore requested that you authorize the declaration of surplus and/or alternate application(s) (when applicable) for the “*insert Major System name here*”.

If questions or additional information is required, please contact the undersigned.

(5 Spaces)

*Name*

*Position*

Enclosure(s): Number *(if applicable)*

Annex(es): Number *(if applicable)*

Annex A:

Annex B:

c.c. Name *(if applicable)*

Position

Action

VCDS

CLASSIFICATION

2/2 (if more than one page)

Annex A - Appendix 2 - VCDS Letter Template - Authorization for Declaration of Surplus

CLASSIFICATION



National Defence  
National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Défense nationale  
Quartier général de la Défense nationale  
Ottawa, Ontario  
K1A 0K2

XX Month XXXX

Position Title  
Work Address  
Work Address Line 2  
Work Address Line 3

VCDS AUTHORIZATION – DECLARATION OF SURPLUS  
“INSERT MAJOR STSYEM NAME HERE”

Reference A: Request for Declaration of Surplus and/or Alternate Application of “*Insert Major System name here*”, “*Insert date of letter*”  
B. CF 1303 for “*Insert Major System name here*”

In response to references A and B from the “*insert official Command name here*”, I declare the following assets surplus:

List quantity and asset plus reference to associated assemblies, sub-assemblies including spares, inventory, special tooling, testing equipment, publications and/or technical drawings in accordance with the applicable CF 1303;

Example:

- a. Four Husky 2.3 Light Armoured Vehicle (LAV);
- b. All associated assemblies, sub-assemblies including spares, inventory, special tooling, testing equipment, publications and/or technical drawings as per reference B

CLASSIFICATION

1/2 (if more than one page)

In addition, I authorize the following alternate application(s) of the asset(s):

List all information pertaining to the alternate application including, quantity, asset, recipient, and use:

Example:

- a. One Husky 2.3 LAV to CFSEME as a Complex Recovery Training Aid;
- b. One Husky 2.3 LAV to the Canadian War Museum as artefacts; and
- c. One Husky 2.3 LAV to DGLEPM for engineering and armour protection testing, after which it will be disposed in accordance with applicable disposal plan<sup>1</sup>

(5 Spaces)

Name  
Position

Enclosure(s): Number *(if applicable)*

Annex(es): Number *(if applicable)*

Annex A:

Annex B:

c.c. Name *(if applicable)*

Position

Action

DGMSSC

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<sup>1</sup>To avoid seeking re-approval, it is in your best interest to identify any future disposal activities that may be required for materiel previously authorized for alternate application.

CLASSIFICATION

2/2 (if more than one page)

## Annex A - Appendix 3 - ADM(Mat) Letter Template - Request for Declaration of Surplus

CLASSIFICATIONDirector General Materiel Systems  
and Supply Chain105 Rue de l'Hôtel de Ville  
Gatineau, Québec  
J8X 4H7Directeur général - Systèmes de matériel  
et chaîne d'approvisionnement105 Rue de l'Hôtel de Ville  
Gatineau, Québec  
J8X 4H7

XX Month XXXX

Position Title  
Work Address  
Work Address Line 2  
Work Address Line 3ADM (MAT) REQUEST – DECLARATION OF SURPLUS  
“INSERT APPLICABLE MATERIEL \$40M AND ABOVE (MAY  
INCLUDE ASSEMBLY, SUB-ASSEMBLY AND/OR INVENTORY”

Ref(s): A. xxx (if applicable)

The purpose of this letter is to request authorization for the declaration of surplus and/or alternate application(s) (when applicable) as per the attached CF 1303 for the “insert applicable materiel \$40M and above (may include assembly, sub-assembly and/or inventory)”.

In this paragraph(s), you must explain why the surplus materiel is no longer required by the Department of National Defence and Canadian Armed Forces; identify any operational risk/impact, mitigation/replacement strategies, and alternate application(s) (when applicable).

As per the attached CF 1303 the following assets, associated assemblies, sub-assemblies including spares, inventory, special tooling, testing equipment, publications and/or technical drawings for the “insert applicable materiel \$40M and above (may include assembly, sub-assembly and/or inventory)” are no longer required by the Department of National Defence and Canadian Armed Forces and have a cumulative total value of “insert \$\$\$ value here”.

Use one of the following three paragraphs:

As per the attached CF 1303, the *full disposal activity* for the “insert applicable materiel \$40M and above (may include assembly, sub-assembly and/or inventory)” is expected to be completed over a period of “insert timeline here – i.e. weeks, months, years” commencing on “DD/MM/YYYY”; or

As per the attached CF 1303, the *partial disposal activity* for the “insert applicable materiel \$40M and above (may include assembly, sub-assembly and/or inventory)” is expected to be completed over a period of “insert timeline here – i.e. weeks, months, years” commencing on “DD/MM/YYYY”; or

CLASSIFICATION

1/2 (if more than one page)

As per the attached CF 1303, the *phased-full disposal activity* for the “*insert applicable materiel \$40M and above (may include assembly, sub-assembly and/or inventory)*” is expected to be completed over a period of “*insert timeline here – i.e. weeks, months, years*” with “*insert number of phases here*” phases commencing on “DD/MM/YYYY”.

It is therefore requested that you authorize the declaration of surplus and/or alternate application(s) (when applicable) for the “*insert applicable materiel \$40M and above (may include assembly, sub-assembly and/or inventory)*”.

If questions or additional information is required, please contact the undersigned.

(5 Spaces)

Name

Position

Enclosure(s): Number *(if applicable)*

Annex(es): Number *(if applicable)*

Annex A:

Annex B:

c.c. Name *(if applicable)*

Position

Action

ADM (Mat)

CLASSIFICATION

2/2 (if more than one page)

## Annex A - Appendix 4 - ADM(Mat) Letter Template - Authorization for Declaration of Surplus

CLASSIFICATION

National Defence  
National Defence Headquarters  
  
Ottawa, Ontario  
K1A 0K2

Défense nationale  
Quartier général de la Défense nationale  
  
Ottawa, Ontario  
K1A 0K2

XX Month XXXX

Position Title  
Work Address  
Work Address Line 2  
Work Address Line 3

ADM (MAT) AUTHORIZATION – DECLARATION OF SURPLUS  
“INSERT APPLICABLE MATERIEL \$40M AND ABOVE (MAY  
INCLUDE ASSEMBLY, SUB-ASSEMBLY AND/OR INVENTORY”

Reference A: Request for Declaration of Surplus and/or Alternate Application of “*insert applicable materiel \$40M and above (may include assembly, sub-assembly and/or inventory)*”, “*Insert date of letter*”

B. CF 1303 for “*insert applicable materiel \$40M and above (may include assembly, sub-assembly and/or inventory)*”

In response to references A and B from the “*insert official Command name here*”, I declare the following assets surplus:

List quantity and asset plus reference to associated assemblies, sub-assemblies including spares, inventory, special tooling, testing equipment, publications and/or technical drawings in accordance with the applicable CF 1303;

Example:

- a. Four Radar Set NSN: 5840-01-361-2501
- b. All associated assemblies, sub-assemblies including spares, inventory, special tooling, testing equipment, publications and/or technical drawings as per reference B

In addition, I authorize the following alternate application(s) of the asset(s):

CLASSIFICATION

1/2 (if more than one page)

List all information pertaining to the alternate application including, quantity, asset, recipient, and use:

Example:

- a. One Radar Set to 42 Sqn as a Complex Training Aid;
- b. One Radar Set to the Canadian War Museum as artefacts; and
- c. One Radar Set to DGAEPM for engineering testing, after which it will be disposed in accordance with applicable disposal plan<sup>1</sup>

(5 Spaces)

Name

Position

Enclosure(s): Number *(if applicable)*

Annex(es): Number *(if applicable)*

Annex A:

Annex B:

c.c. Name *(if applicable)*

Position

Action

DGMSSC

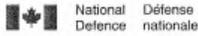
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<sup>1</sup> To avoid seeking re-approval, it is in your best interest to identify any future disposal activities that may be required for materiel previously authorized for alternate application.

CLASSIFICATION

1/2 (if more than one page)

Annex A - Appendix 5 - Sample CF 1303 Declaration of Surplus for Multiple Stock Codes Including Spreadsheet



Declaration of Surplus

Part 1: For: Applicable Supply Manager (SM)

The following item(s) (attached list) are under review as surplus.

1. Stock code <b>See attached</b>	2. DMC <b>A</b>	Total quantity	
		3. Serviceable <b>See attached</b>	4. Unserviceable <b>See attached</b>
5. Approximate date of last issue (yyyy-mm-dd) <b>2009-01-01</b>		Consumption	
		6. Previous year <b>0</b>	7. Year to date <b>0</b>
8. Description and applicability <b>All spare parts for ERN 77305-000 P250 Hale Pump</b>			9. Total cost <b>\$6,478.05</b>
10. Remarks <b>Submersible P250 Hale pump is obsolete. All spares for P250 are to be disposed</b>			
11. Name of Supply Manager <b>Carolyn X-Ray</b>		12. Position <b>D Mar P 4-9-8-7</b>	13. Telephone no. <b>819-123-4567</b>
14. Signature of Supply Manager 			15. Date (yyyy-mm-dd) <b>2016-02-01</b>

Part 2: For: Life Cycle Materiel Manager (LCMM)

The item(s) above have been reviewed and a decision is provided as follows:

16. <input checked="" type="checkbox"/> Full disposal <input type="checkbox"/> Partial disposal <input type="checkbox"/> Phased-fill disposal	17. Disposal remarks <b>See attached spreadsheet for list of all spares and their locations</b>	
18. <input type="checkbox"/> Retain for alternate application	19. Alternate application remarks	
20. Name of Life Cycle Materiel Manager <b>PO2 J Waterloo</b>	21. Position <b>D Mar P 4-9-8</b>	22. Telephone no. <b>819-654-3210</b>
23. Signature of Life Cycle Materiel Manager 		24. Date (yyyy-mm-dd) <b>2016-02-04</b>

Part 3: For: Approving authority

These item(s) are declared surplus to the DND/CF IAW Column 38 of A-FN-100-002/AG-006 Delegation of Authorities for Financial Administration for DND and the CF.

25. Name of authority for declaration of surplus <b>Capt (N) I. M. Better</b>	26. Position <b>D Mar P</b>	27. Telephone no. <b>819-987-6541</b>
28. Signature of authority for declaration of surplus 		29. Date (yyyy-mm-dd) <b>2016-01-22</b>

## Sample Spreadsheet to be attached to CF 1303 Declaration of Surplus

Stock Number	Description	DMC	SMC	Unit Cost	SOH	Plant	SLoc	Disposal Stock Value
00-019-8616	Ball, Bearing	A	24D	\$41.75	119	1100	007X	\$4,968.25
00-051-0852	Screw Machine	A	24D	\$0.73	60	1100	002E	\$43.80
00-071-8882	Bolt, Shear	A	24D	\$171.44	8	1100	004C	\$1,419.52
00-087-0535	Ring Retaining	A	24D	\$0.36	75	3201	007X	\$27.00
00-008-5829	Clamp Loop	A	24D	\$4.57	14	1100	001E	\$63.98
00-105-4223	Knob	A	24D	\$3.00	1	1100	002E	\$3.00

## **ANNEX B - Special Disposal Instructions**

1. For any issues or questions regarding the following annexes, please contact the Director Materiel Policy and Procedures (DMPP 7) at:

+MA&S Service Desk@ADM(Mat) DSCO@Ottawa-Hull  
<MASSD.CSASM@Forces.gc.ca>

**Annex B - Appendix 1 - Aircraft and Major Assemblies**

1. No aircraft, airframes, aero-engines or aircraft major assemblies, regardless of their serviceability or categorization as scrap or training aids, shall be disposed without the requisite authority of DGAEPM. Subject to DGAEPM approval, the disposal of the materiel is controlled and coordinated by DSCO 7.

## Annex B - Appendix 2 - Aircraft Hose Assemblies, Hose Fittings, Seals and Packing

1. If declared surplus to DND/CAF requirements, determined to be scrap or shelf-life expired, these items are actioned as follows:
  - a. ITEM: medium pressure Teflon hose assemblies to specification MIL-H-25579, high-pressure Teflon hose assemblies and Aeroquip part number 601 lightweight engine hose assemblies;  
ACTION: Ship to Aerospace and Telecommunications Engineering Support Squadron (ATESS), Trenton, Ont. for salvage action.
  - b. ITEM: hose assemblies to standard drawings AN6270, AN6271, AN6292 and MS28740;  
ACTION: Is to be destroyed beyond further use and disposed as scrap.
  - c. ITEM: hose fittings to standard drawings AN773, AN782, AN792 and MS28740;  
ACTION: Is to be destroyed beyond further use and disposed as scrap.
  - d. ITEM: all seals and packing for aircraft engines, hydraulics, fuel and air;  
ACTION: Is to be destroyed beyond further use and disposed as scrap.
  - e. ITEM: bulk hose to specifications: MIL-H-5511, MIL-H-5593, MIL-H-6000, MIL-H-7061, MIL-H-8788, MIL-H-8794 and MIL-H-182288; and  
ACTION: Do not mutilate but paint over the entire outer surface with white paint after sealing the ends to protect the inner surface. Dispose through GCSurplus.

## Annex B - Appendix 3 - Ammunition, Explosives and Associated Scrap

Ref: a. [CFTO C-09-005-004/TS-000 - Ammunition and Explosive Manual, Volume 4, Demilitarization and Disposal Publication.](#)

1. Ammunition and explosives that are surplus, obsolete, deteriorated or otherwise unserviceable are disposed of IAW Ref A. Components of expended ammunition, explosives and related packaging are screened and conditioned to scrap material IAW policies and procedures contained in SAM Chapter 9.2. Scrap material resulting from ammunition is disposed of the same as any other scrap commodity with the following exceptions:
  - a. All ammunition salvage shall be inspected by qualified personnel IAW Ref A prior to conversion to scrap for disposal;
  - b. Munition Scrap shall not be disposed of by DND without direction from DAEME; and
  - c. Ammunition Scrap generated shall be disposed of through local waste facilities if local conditions permit, otherwise scrap shall be back loaded to the nearest Support A&E Facility.
2. Electrical Explosive Devices (EED) embodied in items such as Hydraulic Power Units (HPU), Gas Power Units (GPU), Electrical Power Units (EPU), etc. are considered dangerous to be handled by inexperienced personnel and are destroyed IAW Ref A. without reference to GCSurplus.

**Annex B - Appendix 4 - Anchor Chains and Mooring Gear**

1. When an item of anchoring, mooring or towing gear, i.e., anchors, chain cable, shackles, swivels, stoppers, which requires a Lloyds Certificate or Dockyard Supplementary Chain Cable Test Certificate, is declared surplus, it will be accompanied by the ship's copy of the relevant certificate.

## Annex B - Appendix 5 - Asbestos/Product Containing Asbestos

## Refs:

- a. [Export of Substances on the Export Control List Regulations \(ESECLR amendments\) under the Canadian Environmental Protection Act, 1999;](#)
  - b. [Prohibition of Asbestos and Products Containing Asbestos Regulations \(PAPCAR\) SOR/2018-196;](#)
  - c. [Canada Gazette, Part 2, Vol. 152, No. 21 \(includes both the \*Prohibition of Asbestos and Products Containing Asbestos Regulations\* and related amendment of the \*Export of Substances on the Export Control List Regulations\*\);](#)
  - d. [DAOD 3013-0 Disposal of Materiel;](#)
  - e. [A-GG-040-004/AG-001 - Hazardous Materials Safety and Management Manual; and](#)
  - f. [C-02-040-009/AG-001 - General Safety Program Volume 2, General Safety Standards.](#)
1. When disposing of any materiel that contains asbestos it is mandatory to review references A, B and C above to ensure that disposal activities are in accordance with Government of Canada standards.
  2. Inhalation of asbestos fibers can cause a life-threatening disease, such as asbestosis, mesothelioma or lung cancer. In order to protect the health and safety of all Canadians, the Government of Canada imposed prohibitions on asbestos and products containing asbestos.

**Locally Managed Asbestos/Product Containing Asbestos**

3. Bases/Wings/Units local disposal activities for asbestos and products containing asbestos that are locally managed, are subject to the same restrictions as nationally managed items.

**Disposal of Asbestos through Conversion to Waste**

4. **Friable Asbestos Materiel:** Soft or loosely bound, i.e. friable, asbestos containing materiel can release asbestos fibers into the air following only minor disturbances to the materiel. If direction is not provided on removal and disposal of such materiel through a technical publication or other technical direction then guidance must be obtained from the Base Construction Engineering Officer (BCEO).
5. **Composite Fiber Waste/Friable Asbestos Disposal:** Composite fibre materiel contains carbon and graphite fibers. The use of dust masks, gloves and eye protection is required when handling composite fiber waste. Additionally, graphite/carbon fibers have the ability to cause electrical circuit disruptions and affect the functioning of computers etc. Graphite/ carbon fibres may be released when composite fibre materiel such as those used in the manufacture of the CF18 aircraft, motor vehicles and modern warships are burned or structurally damaged by explosion or by crashing.

When disturbed, the wreckage continues to emit fibers after the event. If direction is not provided on removal and disposal of such materiel through a technical publication or other technical direction then guidance must be obtained from the Base Construction Engineering Officer (BCEO).

**Annex B - Appendix 6 - Badges and Buttons**

1. Obsolete and unserviceable cloth and metal badges/buttons are disposed without reference to GCSurplus. The disposed items are taken off charge by a disposal transaction (with the appropriate Reason for Movement Code in DRMIS) and the Defence Supply Chain Document ([DND 2227](#)) is to be certified as to the method of disposal.
2. Disposal of badges/buttons held at a contractor's plant will be coordinated by the contract coordinator in conjunction with the applicable LCMM/TA. The items will be disposed onsite providing the disposal is witnessed by a DND/CAF representative who must inform the contract coordinator by email, fax, or letter the stock number, description and the quantity of each item destroyed.

**Annex B - Appendix 7 - Bedding and Textiles**

1. Unserviceable bedding and textiles returned to supply may be mutilated and brought on charge as cleaning rags. Unserviceable bedding and textiles not considered suitable for use as cleaning rags will not be mutilated but will be declared to GCSurplus in the normal manner. Infected or condemned bedding and textiles will be taken off charge by the disposal transaction (with the appropriate Reason for Movement Code in DRMIS) and destroyed by burning. The Defence Supply Chain Document ([DND 2227](#)) will be endorsed by the Medical Officer to this effect, or delegated by the Medical Officer to other medical or paramedical personnel (Senior SAR Tech or Senior Medical Technician).

**Annex B - Appendix 8 - Certification of Destruction by  
Smelting/Crushing/Shredding**

1. Replaced by Certificate of Destruction / Demilitarization ([DND 2586](#)).

## Annex B - Appendix 9 - Chapel Furnishings and Equipment

Ref: a. [A-CG-001-000/JD-000 Information Digest Canadian Forces Chaplain Branch Manual](#)

1. In the event that chapel furnishing and equipment are surplus to requirement, chaplains shall notify the appropriate level of authority for their disposal. Chaplains at the tactical and operational levels do not have the authority to dispose of any public or non-public materiel whether they are sacred or secular. Items that are deemed non-sacred, such as light fixtures, pews, and other church furnishings, etc., are Crown assets and are to be disposed in accordance with the regulations for all other Crown assets. Guidance and direction for such disposal can be obtained through the repair and disposal (R&D) section within the base/wing/unit Supply Assistance Group.

NOTE: Under the authority of the Director General Equipment Program Services, the Chaplain General is the sole authority to dispose of items classified as “sacred” and that authority cannot be delegated.

2. The Chaplain General’s authorization is required prior to the disposal of any non-public items that have been donated to or acquired by chapel communities. Unless a clause or codicil exists in the original donation act stipulating what should be done with the artefact in the event of the closure or transfer of a chapel, the memorabilia of a religious nature, memorial plaques, stained glass windows, and other artefacts will be relocated, in order of priority, to:
  - a. an active military chapel of the same environment;
  - b. an active military chapel of a different environment;
  - c. a civilian church with a military background;
  - d. a museum; a military headquarters; and
  - e. another suitable location at the discretion of the Chaplain General.
3. The following items are considered “SACRED” and may only be disposed of as directed by the Chaplain General:

NSN 9925-21-530-2025, Cross-Crucifix;  
NSN 9925-21-530-2035, Font, Holy Water;  
NSN 9925-21-530-2040, Lectern, Hardwood;  
NSN 9925-21-530-2070, Pulpit;  
NSN 9925-21-530-2110, Table, Credence;  
NSN 9925-21-530-2115, Bell, Sanctus;  
NSN 9925-21-530-2120, Candlestick, Altar;  
NSN 9925-21-530-2125, Candlestick, Altar;  
NSN 9925-21-530-2126, Candlestick, Altar, Item cancelled without replacement;  
NSN 9925-21-530-2127, Souche and Spring Set;  
NSN 9925-21-530-2130, Cross, Ecclesiastical;  
NSN 9925-21-530-2135, Cross-crucifix;  
NSN 9925-21-530-2195, Anointing Set;

NSN 9925-21-530-2200, Aspergillum Set;  
NSN 9925-21-530-2210, Bowl, Baptismal;  
NSN 9925-21-530-2215, Candle Burner, Brass;  
NSN 9925-21-530-2220, Candelabra;  
NSN 9925-21-530-2255, Fountain, Sacristy;  
NSN 9925-21-530-2266, Censer;  
NSN 9925-21-530-2267, Censer Boat;  
NSN 9925-21-530-2268, Incense Receptacle;  
NSN 9925-21-530-2269, Incense Spoon;  
NSN 9925-21-530-2275, Sanctuary Lamp;  
NSN 9925-21-530-2285, Stations of the Cross;  
NSN 9925-21-530-2301 - 2303, Holy Communion Sets and Items  
NSN 9925-21-530-2310, Holy Communion Sets and Items;  
NSN 9925-21-530-2312 - 2313, Holy Communion Sets and Items;  
NSN 9925-21-530-2320, Communion Set, Chapel;  
NSN 9925-21-530-2323 - 2325, Holy Communion Sets and Items;  
NSN 9925-21-530-2345, Cup, Ablution;  
NSN 9925-21-530-2350, Ciborium;  
NSN 9925-21-530-2355, Cruet, Communion;  
NSN 9925-21-530-2360 - 2362, Holy Communion Sets and Items;  
NSN 9925-21-530-2365, Flagon, Communion;  
NSN 9925-21-530-2375, Ostensorium Set;  
NSN 9925-21-530-2377 - 2378, Holy Communion Sets and Items;  
NSN 9925-21-530-2380, Veil, Luna Holder;  
NSN 9925-21-530-2390, Paten;  
NSN 9925-21-530-2400, Lavabo Tray;  
NSN 9925-21-530-2405, Host Box;  
NSN 9925-21-530-2415, Fair Linen, Altar;  
NSN 9925-21-530-2420, Dossal, Ecclesiastical;  
NSN 9925-21-530-2430, Credence Cloth;  
NSN 9925-21-530-2435 - 2436, Paper, Cover;  
NSN 9925-21-530-2440, Paper, Cover;  
NSN 9925-21-530-2450, Corporal, Communion;  
NSN 9925-21-530-2455, Fair Linen Altar;  
NSN 9925-21-530-2460, Pall, Chalice;  
NSN 9925-21-530-2462, Pall, Chalice;  
NSN 9925-21-530-2465, Purificator, Communion;  
NSN 9925-21-530-2467, Purificator, Communion;  
NSN 9925-21-530-2470, Towel, Finger;  
NSN 9925-21-530-2480 - 2483, Veil, Tabernacle;  
NSN 9925-21-530-2490 - 2491, Burse;  
NSN 9925-21-530-2495 - 2496, Veil, Chalice;  
NSN 9925-21-530-2498, Liturgical Vestments;  
NSN 9925-21-530-2500, Amice;  
NSN 9925-21-530-2505, Cincture;  
NSN 9925-21-530-2507, Surplice, Chaplains;  
NSN 9925-21-530-2515, Vestment Set;  
NSN 9925-21-530-2517, Cope;

NSN 9925-21-530-2519, Veil, Humeral;  
NSN 9925-21-530-2535, Vestment Set;  
NSN 9925-21-530-2545, Vestment Set;  
NSN 9925-21-530-2555, Vestment Set;  
NSN 9925-21-530-2565, Vestment Set;  
NSN 9925-21-530-2575, Vestment Set;  
NSN 9925-21-530-2601, Host Box;  
NSN 9925-21-530-2606 - 2608, Communion Veil, Sets, etc.;  
NSN 9925-21-530-2610 - 2613, Communion Veil, Sets, etc.;  
NSN 9925-21-530-2615, Purificator, Communion;  
NSN 9925-21-530-2617 - 2622, Communion Veil, Sets, etc.;  
NSN 9925-21-530-2628, Communion Veil, Sets, etc.;  
NSN 9925-21-530-2630 - 2632, Communion Veil, Sets, etc.;  
NSN 9925-21-530-2637 - 2638, Communion Veil, Sets, etc.;  
NSN 9925-21-530-2641, Bag;  
NSN 9925-21-803-6759, Chaplain's Kit;  
NSN 9925-21-803-6763, Chaplain's Kit;  
NSN 9925-21-803-6764, Vestment Set;  
NSN 9925-21-803-6767, Chaplain's Kit;  
NSN 9925-21-842-6482, Book;  
NSN 9925-21-859-2164, Altar, Main;  
NSN 9925-21-859-2165, Altar, Side;  
NSN 9925-21-859-2166, Altar, Baptistry;  
NSN 9925-21-894-2165, Statue, Virgin Mary;  
NSN 9925-21-904-7859, Candlestick, Altar;  
NSN 9925-21-904-7860, Paschal Candle Stand;  
NSN 9925-21-904-7861, Stole;  
NSN 9925-21-904-7862, Veil Set, Tabernacle;  
NSN 9925-21-904-7864, Tabernacle;  
NSN 9925-21-904-7869, Processional Set  
NSN 9925-21-904-7870 to 7888, Liturgical Books.

Annex B - Appendix 10 - Classified Equipment

Ref: a. [National Defence Security Orders and Directives \(NDSODs\)](#)

1. Report the disposal of classified equipment in accordance with National Defence Security Orders and Directives.

## Annex B - Appendix 11 - Clothing

1. Any item of clothing or equipment - BER that incorporates Canadian Disruptive Pattern (CADPAT) must be destroyed locally. CADPAT clothing is reduced to rags, preferably by shredding. Reducing to rags means the uniform can never be returned to its whole state. There are no restrictions on the disposal of CADPAT rags. They can be provided to other sections for use as rags, declared to PSPC or placed in a dumpster. Equipment including footwear, headwear, hand wear, packs is rendered unserviceable. Gloves should be cut lengthwise, from the cuff edge to the crotch of the second or third finger, through all layers. The upper part of boots shall be cut off through all layers, at the ankle. Reusable parts of equipment such as buckles and straps etc. can be stripped prior to disposal for use by NON-tech or material tech sections to conduct small repairs.

NOTE: CADPAT can be destroyed locally by burning only if Environment Canada regulations allow it. In such cases, local environment authorities must authorize the destruction by burning. If burning is the method of disposal, a locally produced "Certificate of Burning" must be used. The certificate is to contain a list of items burned and be signed by the warehouse supervisor or designated representative. The certificate must be retained for five years.

2. To help control unauthorized exchanges, all clothing items with a new value in excess of \$20 are marked or stamped with the letter "D" in indelible ink in an inconspicuous area of the item. For example, inside of collar for shirts and jackets, inside waistband for trousers, and inside center back of gloves, etc. All items of DEU kit and personal allotment clothing (excluding CADPAT) subject to disposal shall be disposed of in their whole state. Such items shall not be marked or mutilated in any manner which would detract from resale, except for removal of rank badges, buttons and other military insignia. Care shall be taken in the removal of insignia so as to minimize damage to the clothing.
3. Infected or infested clothing or clothing impregnated in such a manner as to present a fire or other safety hazard may be destroyed by burning. The disposal transaction (with the appropriate Reason for Movement Code in DRMIS), deleting such clothing from charge is certified by the Medical or other appropriate officer, as to the reason for destruction.

Annex B - Appendix 12 - Compressed Gas Cylinders

- Refs: a. [DAOD 3013-0 Disposal of Surplus Materiel;](#)  
b. [A-GG-040-004/AG-001 - Hazardous Materials Safety and Management Manual;](#)  
and  
c. [CFTO C-94-010-003/MG-000 - Compressed Gas Cylinders.](#)
1. Obsolete compressed gas cylinders shall have their gaseous pressure released prior to disposal. When destruction of cylinders has been authorized, because they have been certified as no longer capable of performing their intended purpose, such as destruction is to be accomplished in accordance with the requirements of CFTO C-94-010-003/MG-000 Compressed Gas Cylinders.

## Annex B - Appendix 13 - Computers for Schools

- Refs: a. [Computers for Schools](#);  
b. [Surplus Certification Report](#); and  
c. SAM Chap 8.1 Disposal - Appendix 15 to Annex B - E-waste.
1. All non-classified surplus personal computers with MS-DOS, Windows or Macintosh operating systems and all associated equipment is offered first for transfer to Innovation Science and Economic Development Canada, for the Computers for Schools Program (CFSP), prior to considering any other methods of disposal.
  2. Before transfer, all storage devices that contain Protected C, classified information and controlled technical data must be removed, destroyed or demilitarized. This is an IM responsibility, in accordance with the DWAN IS Security Orders and Chapter 7 Information Technology Security of the National Defence Security Orders and Directives.
  3. Regardless of the condition, either complete or there are components missing, all personal computer and associated equipment shall be offered to the Computer for School. Components will be used by the Computer for School to refurbished computers and associated equipment.
  4. If not required by the CFSP, surplus personal computers and related equipment can then be sold through the regional GCSurplus centres.

## Annex B - Appendix 14 - Deployed Operations

Ref: a. [DAOD 3013-0 Disposal of Materiel](#)

1. The Department of National Defence and the Canadian Armed Forces are bound by the same regulatory and policy requirements, as stated within DAOD 3013-0, for disposal, regardless of location, inside or outside of Canadian Borders. Subsequently, a Cost Benefit Analysis must be done to aid in decision making, and the same documentation and authority levels are still required. Furthermore, the requirement to adhere to Canadian Environmental Standards, Controlled Goods and Hazardous materiel remains unabated.
2. Materiel is defined as “all public property (capital assets, inventory, equipment, assemblies and sub-assemblies) other than real property, immovable and money, acquired by Her Majesty in right of Canada and as further defined under the National Defence Act”. Therefore, by definition, buildings, pads, permanent bridges or any other “immovable” structure is not considered to be materiel and its disposition is not included within this chapter and is not under the authority of ADM(Mat).
3. The identification of materiel, and the initiation of disposal while in an operational theatre, is the responsibility of the Operational Task Force Commander. Operational staff are required to follow the same basic procedures as outlined in this chapter with the following clarifications:
  - a. all materiel that is mission specific and not required for use in Canada will be disposed in theatre utilizing sales, transfers, donations, trade-ins or conversion-to-waste;
  - b. non-controlled centrally managed materiel that cannot be returned to a useable state in accordance with Canadian Standards are not required to be returned to Canada and will be processed for disposal under End-of-Life. LCMM/TA concurrence is required;
  - c. recipients for transfer are other Federal Departments of the Government of Canada operating in the same theatre;
  - d. recipients for donations to other National Governments or Treaty Organizations of which Canada is a Member must be cleared by ADM(Pol);
  - e. recipients for donations to charitable or non-profit organizations outside of Canada must be cleared by ADM(Pol);
  - f. the sale of materiel in locations too remote or without access to PSPC instruments will be done in an open and transparent manner. Each file is to have a quote for conversion-to-waste if an appropriate facility is available; and
  - g. Task Force Commanders, when possible, are to build in disposal clauses within their contracts for goods and services procured locally.

## Annex B - Appendix 15 - E-Waste

- Refs: a. [A-GG-040-004/AG-001- Hazardous Materials Safety and Management Manual](#);  
b. [Report on E-Waste Disposal for Fiscal Year 20XX \(DND 4003\)](#);  
c. [Public Services and Procurement \(PSPC\) – Electronic Waste](#) and  
d. SAM Chap 8.1 Disposal - Appendix 13 to Annex B - Computers for Schools.
1. Electronic Waste (E-waste) encompasses all surplus electronic and electrical equipment including information technology, audio-visual and telecommunications equipment, household appliances, power tools, and Navigational, Measuring, Monitoring, Medical or Control Instruments.
  2. The security of electronic materiel and the data contained within them must be given consideration from a risk reduction perspective at the point in time where they are declared surplus. In order to provide maximum security for data contained in surplus electronic and electrical equipment, the data sanitization process should take place prior to the materiel being transferred to the R&D Section for disposal action. Furthermore, this materiel must be protected from physical loss or theft to ensure that all materiel is tracked through to its final resting place, in accordance with the Reporting Requirements.
  3. Federal departments have sole responsibility for preventing the unauthorized release of information contained in surplus materiel. Thus, prior to disposal, demilitarization requirements for all e-waste must be met.
  4. GCSurplus will only sell electronic or electrical equipment that has been deemed capable of being reused, refurbished or sold as scrap.

## Recycling

5. E-Waste that is being scrapped or destroyed must be disposed in an environmentally sound manner through a fully audited recycling program
6. Qualifying electronic and electrical equipment should first be sent to provincial e-waste recycling programs in provinces where they exist. A step-by-step process on using provincial e-waste recycling programs for various provinces can be found in the PSPC Office of Greening Government Operations (OGGO) Publications.
7. All e-waste that cannot be managed through other mechanisms shall be recycled through Standing Offers or contracts. PSPC has established a Standing Offer (E60ZG-120002) for e-waste recycling services.
8. Non-conforming e-waste cannot be disposed of under the PSPC Standing Offer. This includes:
  - a. any equipment, which contains a radioactive element;

- b. any equipment, which contains a refrigerant, such as chlorofluorocarbons or hydro chlorofluorocarbons;
  - c. any equipment which contains residuals of chemicals;
  - d. any equipment, which contains liquid or gas fuel;
  - e. any equipment, which contains PCBs;
  - f. any equipment, which contains a biohazard;
  - g. any equipment, which contains explosives; and
  - h. Controlled Goods.
9. Non-conforming e-waste containing one or more of the substances listed above may be recycled through the Standing Offer for e-waste recycling services if the substance is removed. The substance must be removed by a certified professional in accordance with all applicable laws and regulations. Documentation concerning the removal must accompany the equipment when it is sent for recycling. A copy of this documentation must also be sent to the PSPC Environmental Services Directorate.
10. DND may dispose of its e-waste through alternate recycling services if it is more cost effective while still meeting all applicable environmental standards. No additional funds have been set aside or devolved for use of the Standing Offer or alternate e-waste disposal services; however they must be used in the event that there is no provincial recycling facility available.

### Reporting Requirements

11. Special reporting requirements exist for the disposal of computer equipment and communication electronic equipment for the purposes of complying with Goal 7 of the [Federal Sustainable Development Strategy](#) (FSDS).
12. A list of items that must be tracked can be found in the [DND 4003](#) E-Waste Reporting Form in the Defence Forms Catalogue. The form is designed for electronic processing and has Digital Signature capability using PKI.
13. The supporting Repair and Disposal (R&D) sections shall track and record the volume of E-Waste by quantity and type that is disposed through the various methods of disposal using the Reporting Form, which shall be submitted to higher headquarters at the end of each fiscal year.
14. After compiling results, the applicable environmental/operational command shall forward the consolidated results using the same Reporting Form to ADM(Mat)/ Directorate Supply Chain Operations (DSCO) by 15 May for inclusion in the departmental report.

Annex B - Appendix 16 - Ejection Equipment and Flying Clothing - Crashed Aircraft

Ref: a. [A-AG-135-001-AA-001 - Flight Safety for the Canadian Forces](#)

1. Follow “Processing of Special Equipment” section in “Flight Safety for the Canadian Armed Forces”, in particular Escape Systems, and Aviation Life Support Equipment.

Annex B - Appendix 17 - Fire Extinguishers

- Refs: a. [DAOD 3013-0 Disposal of Materiel](#); and  
b. [A-GG-040-004/AG-001- Hazardous Materials Safety and Management Manual](#).
1. Bases, wings, units and depots are authorized to destroy all obsolete and unserviceable methyl bromide, chlorobromethane and carbon tetrachloride fire extinguishers and all unserviceable extinguishers of other types provided that the accumulation of extinguishers does not exceed ten in number at any one location and the original cost was less than \$100 each. The aforementioned extinguishers are emptied, mutilated and added to the scrap accumulation.
  2. Stations authorized to act as sales agents on behalf of GCSurplus are not authorized to sell fire extinguishers other than those conditioned as scrap.

**Annex B - Appendix 18 - Fire Hose Unfit for Fire-Fighting Purposes**

1. Fire hose of 2-1/2 inch diameter shall have the brass couplings removed and retained for use with replacement hoses. Where the couplings are unfit for further use they are placed in the scrap accumulation. All other size hoses shall have the couplings removed and placed in the scrap accumulation. The hoses may be used for other purposes or disposed with no scrap resulting.

**Annex B - Appendix 19 - Flags**

1. Unserviceable national flags and personal standards are destroyed by burning or shredding, without reference to GCSurplus. The Defence Supply Chain Document ([DND 2227](#)), returning the items to supply, is certified by the Supply Officer to the effect the items have been destroyed by burning or shredding. Unserviceable signal and other similar flags are to be conditioned as scrap and disposed through GCSurplus.

## Annex B - Appendix 20 - Food, Kitchen By-Products and Combat Rations

### Food

1. Food which is suspected of being below specified standards for human consumption is to remain on inventory, but is promptly segregated from other stocks and withheld from issue. Food disposal will occur only once the Preventative Medicine Technician or appropriate international authority has declared that the segregated food is unfit for human consumption.
2. When disposal is authorized, the food must be immediately destroyed by using the appropriate wet waste disposal system. Under no conditions whatsoever is the food to be sold or donated. Items so destroyed are taken off charge by a disposal transaction and annotated as such in Unitrak.
3. If it is necessary to retain all or any food declared as unfit for human consumption for reasons of further investigation, etc., every reasonable effort is made to keep it in one location and isolated from all other stocks. All food declared as unfit for human consumption must be clearly marked as "UNFIT FOR HUMAN CONSUMPTION - DO NOT EAT".

### Kitchen by-Products

4. Kitchen by-products and refuse such as swill, bones, suet, rough fat, grease, etc. is disposed of:
  - a. by sale to a contractor at a specified price;
  - b. by turnover to a contractor on a "no charge" basis;
  - c. by collection by a contractor who will be paid for his services at a contracted rate; and
  - d. by using food waste to water digester system except for large bone, grease and other items listed in the operating manual.
5. To dispose of kitchen by-products, the supply officer shall follow procurement/contracting procedures for DND.
6. If a satisfactory contract for disposal cannot be arranged, the matter is referred to Real Property Operations, ADM (IE).
7. All funds received from the sale of kitchen by-products are made payable to GCSurplus.

### Combat Rations

8. The disposal of combat rations will occur once the Project Management Office National Combat Ration Program (PMO NCRP) has declared that the rations are unfit for human consumption.

9. The rations must first be condemned by the PMO NCRP. A request for disposal of combat rations must be sent through the CoC to the Supply Manager to the PMO NCRP.
10. Rations that are suspected of being unfit for human consumption and are awaiting disposal authorization from the PMO NCRP must be quarantined and marked as follows:



11. These rations may be subject of further investigation; therefore, every effort must be made to quarantine them.
12. The End-of-Life (EOL) process must be used when disposal is authorized and the rations must be immediately destroyed by burning or burying. If Environment Canada regulations prohibit the use of burning or burying as an on-site destruction method, a local contract is used to have food unfit for human consumption removed and destroyed by an outside agency. Under no conditions whatsoever are the rations to be sold, donated or placed in garbage cans or garbage dumps where they may be misused or become a source of disease or contamination. Ration earmarked for disposal are then taken off charge by disposal transaction, is annotated as to the disposal method and the authorization is attached to that transaction.
13. When disposal is authorized, theatre staff will take immediate action: fax a copy of the disposal certificate to CJOC J4 Log Operations (if fax not avail, message notification is acceptable); and include the original destruction certificate in the next handover/closure Board of Inquiry to be conducted.

## Annex B - Appendix 21 - Gifts to DND and CAF

Ref: a. [DAOD 7021-3, Acceptance of Gifts, Hospitality and Other Benefits](#)

1. This appendix covers gifts given to official offices or official office holders of DND and CAF and are gifts given to individuals. Gifts given to individuals are addressed under DAOD 7021-3, Acceptance of Gifts, Hospitality and Other Benefits
2. The disposition of gifts received by official offices is:
  - a. **Retained:**
    - i. for Display within DND or CAF facilities including Offices, unit displays and messes;
    - ii. for items with departmental, environmental, or heritage value: Right of first refusal is offered to Director History & Heritage (DHH), applicable Environmental Chiefs of Staff (ECS) history & heritage sections, or other suitable recipient associated with the gift by heritage, history, or other connection (e.g. a particular unit, Legion, local museum, etc.); and
    - iii. returned to a “Gift Bank” for redistribution. These items must be non-descript in that they are non-identifiable as to neither the source of the gift or the recipient of the gift.
  - b. **Destroyed:**
    - i. all distinguishable markings as to source of gift or recipient of the gift are removed and the item is converted to waste in an environmentally sustainable manner.
  - c. **Sold:**
    - i. the item must be non-descript in that they are non-identifiable as to the source of the gift nor the recipient of the gift;
    - ii. brought on charge into the Materiel Management System of Record; and
    - iii. sold through GCSurplus and the proceeds returned to the Crown.

**Annex B - Appendix 22 - Hay Crops**

1. The disposal of hay crops is in consultation with Real Property Operations, ADM(IE).

## Annex B - Appendix 23 - Hazardous Materiel

- Refs: a. [DAOD 3013-0 Disposal of Materiel](#); and  
b. [A-GG-040-004/AG-001- Hazardous Materials Safety and Management Manual](#).
1. The disposal of hazardous materiel is regulated by Canadian law and must be performed in accordance with A-GG-040-004/AG-001-Hazardous Materials Safety and Management Manual.

### Chemicals/Contaminated Fuels and Lubricants

2. Disposal procedures for, these products are:
  - a. Petroleum, Oils and Lubricants (POL). Disposal of POL products are affected within the constraints of all applicable international, federal, provincial, territorial and local environmental laws and regulations. When quantities of contaminated fuels and contaminated or used lubricating oil exceed the local requirements for alternate uses as specified in A-GG-040/AG-001- Hazardous Materials Safety and Management Manual they are to be returned to the Supply Section;
  - b. Contaminated Turbo Fuel is not to be used for cleaning or domestic purposes;
  - c. where practical, POL products are to be segregated by type to ensure a waste product of high quality for sale by PSPC/GCSurplus. Contaminated fuels and other used and contaminated POL products are to be reported to PSPC/GCSurplus with normal distribution. If PSPC/GCSurplus cannot arrange a sale, it may be possible for supply officials to arrange free pick-up. If neither a sale nor free pick-up can be arranged it is necessary to expend local funds to pay for removal.  
Note: It is essential that all contractors and carriers be properly licensed for the function/role they are contracted to perform. The onus for verification is on local supply authority; and
  - d. should sale of these products by DND at remote and isolated locations or outside Canada result in a direct remuneration, the funds are forwarded to GCSurplus.

### Inspection Penetrant Group

3. Surplus inspection penetrants in Class 6850 are reported for disposal, by message to the relevant Equipment Program Manager, attention applicable Supply Manager.

### Lithium Batteries

4. Expended lithium batteries are brought on charge and accumulated by individual stock numbers and disposed locally in accordance with provincial regulations. Disposal methods conform to instructions detailed in A-GG-040-004/AG-001 Hazardous Materials Safety and Management Manual.
5. Where there are problems, requests for disposal instructions of lithium batteries are submitted to the applicable LCMM/TA.

### Radiation Detection Equipment (Radiac Equipment)

6. Obsolete or unserviceable radial detection equipment, which does not contain a radioactive source and is not contaminated by radioactivity, is stripped down and serviceable components in continuing demand removed and placed in stock. Remaining items are issued off charge by a disposal transaction (with the appropriate Reason for Movement Code).
7. Radioactive sources, which form part of obsolete or unserviceable radical equipment, is removed from the equipment and disposed as radioactive waste. The radical equipment is then decontaminated, if required, and treated in accordance with preceding paragraph.

### Radioactive Waste

8. Items with a Storage Characteristics Handling Code (SCHC) of "R - Radioactive Contact ADM(Mat) RADSO", including the following items that contain radioactive materiel:
  - a. 6645-00-952-3767, Watch Wrist GP;
  - b. 6645-00-719-9138, Dial Luminous;
  - c. 6645-21-109-2442, Clock Panel;
  - d. 6645-21-114-5982, Watch Wrist GP;
  - e. 6645-21-558-0133, Watch Wrist Marine; and
  - f. 6645-21-802-1267, Watch Wrist Chronometer.
9. Requests for disposal of radioactive waste and any materiel that is suspected of containing radioactive materiel is forwarded by message to NDHQ/DGNS/DNSP 3 and provides the following information:
  - a. stock number, nomenclature and quantity of parts containing radioactive materiel;
  - b. estimated activity in millicuries;
  - c. name and address of manufacturer and date of manufacture;
  - d. licence number(s), if available;
  - e. quantity of containers;
  - f. weight and volume of each container;
  - g. maximum radiation level in mr/hr at surface of each container;
  - h. intended mode of transport; and
  - i. whether or not containers must be returned.
10. Components containing radioactive materiel are removed from equipment to be declared to GCSurplus as scrap and disposed as radioactive waste.
11. Instructions on packaging and labelling are contained in CFTO C-02-040-003/TP-000, Handbook for Radioactive materiel. If further information is required, contact the base radiation safety officer (BRadsO).

### Photographic and X-ray Fixing Solutions

12. All photographic processing effluent is captured in a holding tank which is then transferred to 190L barrels. When deemed necessary, PSPC is contacted and the barrels are picked up and the liquid processed as HAZMAT by a third-party contractor. Waste film, chemical containers and other processing laboratory waste is also collected at this time.

**Annex B - Appendix 24 - Helicopter Rotary Blades**

1. Helicopter rotary blades (consumables) that are time-expired are mutilated, reduced to scrap and declared to GCSurplus.

**Annex B - Appendix 25 - Inflatable Airborne Aviation Life Support Equipment (ALSE)**

1. Inflatable Airborne Aviation Life Support Equipment (ALSE) is disposed as follows:
  - a. obsolete, surplus, time expired or unserviceable inflatable ALSE equipment present a potential safety hazard to the general public and shall be disposed in accordance with applicable CFTO or the Life Cycle Materiel Manager's (LCMM) direction; and
  - b. all serviceable ancillary equipment including inflation mechanisms and survival contents shall be salvaged as spares and retained for future use.

## Annex B - Appendix 26 - Inflatables (Including Inflatable Accessories/Components)

Ref: a. [CFTO C-04-025-002/AG-000 Management Procedures and Guidelines - Condemnation of Land Technical Equipment by Base/Station Land Maintenance Sections and Maintenance Companies](#)

## Inflatable Devices

1. Surplus inflatable devices are considered to present a potential safety hazard to the general public and are not to be reported directly to PSPC/GCSurplus Regional Offices for disposal. Pertinent CFTOs are consulted and actioned accordingly. CFTO C-04-025-002/AG-000, Management Procedures and Guidelines – Condemnation of Land Technical Equipment by Base/Station Land Maintenance Sections and Maintenance Companies, forbids the condemnation of all inflatable boats and life rafts in Class 1940, 4220 and Training Aids in Class 6910 without approval from the applicable Life Cycle Materiel Manager (LCMM). Bases/stations/depots having inflatable devices condemned for disposal action, with LCMM approval are sent to DSCO 7 for screening and furtherance to PSPC/GCSurplus (Head Office).

## Inflatable Life Rafts, Boats, Life Preservers/Jackets (Excluding Airborne Life Support Equipment (ALSE))

2. If surplus to requirements dispose as follows:
  - a. liaise with GCSurplus and forward information to DSCO 7 for screening; and
  - b. convert to Class 6910 and use as training aids. Refer to following notes.

## NOTE:

- i. time-expired repairable training aids are to be used for dry land training ONLY;
- ii. time-expired serviceable training aids may be used for supervised water training; and
- iii. when no longer required as training aids, treat as unserviceable, mutilate and reduce to scrap in accordance with applicable CFTO and LCMM/TA approval.

## Inflatable Accessories/Components are disposed as follows:

3. Compressed gas bottles, whistle and light battery, pouch including web belt and attachments;
  - a. salvage as spares; and
  - b. report surplus directly to GCSurplus Regional Office.
4. Inflatable bladders, cells and stoles:
  - a. mutilate beyond repair and convert to scrap.
5. Inflation mechanisms:

- a. salvage as spares; and
- b. mutilate beyond repair and convert to scrap.

## Annex B - Appendix 27 - Items not referred to GCSurplus

1. The following items are destroyed or dumped without reference or report to GCSurplus:
  - a. broken crockery;
  - b. china;
  - c. contaminated bedding;
  - d. damaged enamel;
  - e. glassware;
  - f. paper/fiberboard ammunition tubes/containers or boxes;
  - g. paper son buoy tubes;
  - h. plastics;
  - i. Plexiglas plastics;
  - j. scrap rubber other than tires; and
  - k. utensils.
2. If the value is over \$100, a Report of Surplus is to be raised and forwarded to GCSurplus for disposal.

### Scrap Wood

3. Unsaleable scrap wood of no monetary value or further use is destroyed or disposed of by the most economical and feasible means, ensuring that the Canadian Armed Forces' image and public interest are protected.

NOTE: Scrap wood does not include furniture. For example: desks and chairs etc.

## Annex B - Appendix 28 - Locally Managed Materiel Disposal Amplification

1. Surplus, accountable and locally managed/procured materiel must be declared surplus with a CF 1303 Declaration of surplus.
2. There must be a Disposal Plan for surplus materiel directing the disposal method, i.e. sale.
3. If there is integral Supply Support in the Unit or Organization, these documents are to be completed by the Unit or organization (e.g. Base or Wing Maintenance, Base or Wing Construction Engineering (Real Property Ops), etc.) and signed by the appropriate authority with Delegation of Authority Column 38. If there is no unit or integral supply support, the supporting customer services section and maintenance section can complete the CF 1303 declaration of surplus and disposal plan. Part three of the CF 1303 and the disposal plan must still be signed by the Unit or Organization responsible for the management of the materiel. The form is designed for electronic processing and has Digital Signature capability using PKI.
4. Locally managed materiel (4L) is not to be sent to the Depots for disposal or retention. 4L materiel shipments will not be received by the Depots and will be returned to sender.
5. Centrally managed, locally procured and funded (4P) materiel:
  - a. Responsibility to dispose and coordinate the disposal activity remains within the local organisation;
  - b. A CF 1303 and DND 4001 is required for:
    - i. locally managed materiel that is accountable; and
    - ii. locally managed materiel, consumable or accountable, when offered through GCTransfer and/or GCSurplus.

NOTE: The LCMM/TA is not responsible for creating the CF 1303 and DND 4001; and

- c. is not to be sent to the Depots for disposal or retention without the prior approval of the LCMM/TA.

## Annex B - Appendix 29 - Low Value Materiel by Lots

1. For the purposes of this section, low value materiel, which is to be disposed, is defined as materiel held at one stocking point and having a line item cost of less than \$50. The line item cost is the product of the item unit cost multiplied by the item quantity to be disposed.
2. Low value materiel may be accumulated and reported to GCSurplus by lots, provided the items are all of one Class. For example:
  - a. "1 Lot - electronic spares-resistors Class 5905, 65 line items, 250 pieces, Total value \$325"; and
  - b. "1 Lot - screws Class 5305, 25 line items 3,000 pieces, consisting mainly of No. 4, No. 6 and No. 8 common wood screws. Total value of \$35".
3. When it has been determined that low value materiel will be disposed, a disposal transaction (with the appropriate Reason for Movement Code in DRMIS) is transmitted for each item and the item brought on charge by Class, until such time as sufficient quantities have been accumulated to warrant processing to GCSurplus.

NOTE: Any type of record keeping can be used, as long as it serves the purpose of controlling the accumulation of low value materiel, until it is disposed.

## Annex B - Appendix 30 - Major Equipment Disposal

Refs: a. SAM Chapter 9.5 Controlled Equipment, and

b. [Sale Approval - Crown Assets Distribution \(PSPC-SPAC 510\)](#)

1. On receipt of an Equipment Movement Order (EMO) message authorizing disposal action for major equipment (excluding aircraft and aero-engines), the Depot, Base and Station custodians shall:
  - a. Liaise with GCSurplus no later than 30 days after receipt of the Equipment Movement Order (EMO); and
  - b. If a Sale Approval – Crown Assets Distribution form from GCSurplus is not received within 90 days of submission of reporting the surplus to GCSurplus, the originator submits a hastener to GCSurplus with an information copy forwarded to DSCO 7.

NOTE: Reporting of surplus for aircraft and aero-engines are prepared by DSCO 7.

2. Vehicles being declared surplus shall have the following items removed upon receipt of an EMO authorizing that vehicle to be held in holding code MA, MB, MC or MD. No procurement or issue action is taken to replace missing items normally sold as a part of the vehicle, e.g. batteries:
  - a. Application Parts List (APL) items except those listed below and those which require repair, making them uneconomical to retain:
    - i. spare tire;
    - ii. tube (if applicable);
    - iii. flap, pneumatic tire (if applicable);
    - iv. spare wheel;
    - v. wheel wrench;
    - vi. jack; and
    - vii. APL items that are permanently mounted, i.e., fire extinguisher brackets.
  - b. New or nearly new tires when it is practical and economical to exchange them for tires with significantly less remaining life;
3. Base/wing/unit and depot Supply Officers, as responsible DND custodians of major equipment declared surplus to PSPC/GCSurplus and shall ensure that:
  - a. License plates are removed from vehicles before release to a purchaser or release to PSPC/GCSurplus for transport to an off-site location; and
  - b. All DND/CAF identifying markings, lettering and crests etc. are removed or obliterated in such a manner as not to detract from the equipment's re-sale value, prior to on-site public viewing or release to PSPC/GCSurplus for transport to an off-site sales location

NOTE: If approved by DSCO 7, AIRCRAFT/VEHICLES are exempt from the de-identification process when they are sold for display purposes only.

**Annex B - Appendix 31 - Mattresses**

1. Unserviceable mattresses may be used as protective padding when shipping materiel. Such mattresses are taken off charge by using a disposal transaction (with the appropriate Reason for Movement Code in DRMIS) endorsed by the Supply Officer. Condemned or infected mattresses are taken off charge by a disposal transaction (with the appropriate Reason for Movement Code in DRMIS) and destroyed by burning. If acceptable to the Medical Officer and local environmental authorities, earth burial in controlled sites is permitted. The disposal transaction is endorsed by the condemning medical officer and he authorizes the method of disposal. All other mattresses are disposed in the normal manner.

## Annex B - Appendix 32 - NBC canisters C2/C7

Refs: a. [Chemical, Biological, Radiological and Nuclear \(CBRN\) Defense](#);

b. [CANFORGEN 111/00 DCDS 251440Z SEP 00](#); and

c. [A-LM-187-004/JS-001- Hazardous Material Manual](#).

1. **Disposal** – The old C7 canister with ASC - 3T carbon contains Chromium and must continue to be disposed as Hazardous Waste in accordance with local, provincial and federal regulations. References c, d and e contain additional directions. The presence of ASC-3T carbon in the C7 is not considered a health hazard to the user as the carbon and glass fibrous paper perform adequate filtering functions. Although the new C7 canister does not contain hazardous materials in its manufacture, it may have been exposed to CBRN agents including CS gas and some agent may be trapped inside the canister with the danger of secondary exposure therefore it should also be disposed as hazardous waste. The C7 canister is subject to Controlled Technology Access and Transfer (CTAT) regulations and is assigned the demilitarization code Q and is listed on the Export Control List (ECL), Group 1, Group 2, Group 5 (article 5504) or Group 6 or found in the US Commerce Control List (CCL) 500 or 600 series. Destruction is to be accomplished by sawing or cutting off the threaded portion of the canister before disposal through the hazardous waste process.
2. **C2 Canister Disposal** - The C7 canister is the only Canadian NBC respiratory protective canister authorized for use with the C4 gas mask. Stocks of the old, metal bodied C2 canisters (NSN 4240-21-871-7842 and NSN 4240-21-900-4744) are to be disposed in accordance with Ref c, d and e.
3. POC for question are:
  - A. DNBCD 2-5, 613-996-6198; and
  - B. DSSPM 2-8, C7 Canister Equip Manager, 819-997-9974.

**Annex B - Appendix 33 - Office Appliances and Machinery**

1. With the exception of manual typewriters, all surplus items of office appliances and machinery normally are used by NDHQ materiel managers for trade-in purposes, and are therefore not to be declared to GCSurplus, unless instructed by NDHQ. Unserviceable manual typewriters are declared in the normal manner to GCSurplus. Most modern equipment except for photocopiers will fall under Appendix 15 to Annex B - E-Waste.

**Annex B - Appendix 34 - Parachutes**

1. Parachutes that are time expired (TX) are forwarded to the Canadian Army Advanced Warfare Centre (CAAWC) Trenton ON RMA code "DAX" for conditioning prior to conversion to aerial delivery. All aerial delivery canopies, when damaged beyond economical repair (BER), are forwarded to CAAWC for conversion to training aids or camouflage purposes. If not required by DND/CAF, parachutes shall have all suspension lines cut and both canopies and suspension lines are declared to GCSurplus.
2. Parachutes, which have been contaminated as a result of a fatality in an accident or incident, may be taken off charge by a disposal transaction (with the appropriate Reason for Movement in DRMIS) and burned when the Medical Officer decides that destruction is advisable for medical reasons. The disposal transaction is annotated with the reason for destruction and signed by the Medical Officer.

**Annex B - Appendix 35 - Shelf Life Expired Materiel**

1. End-of-Life procedures for the disposal of Shelf Life Expired (SLE) materiel can be found in this chapter.
2. Materiel is annotated as "Shelf Life Expired" when liaising with GCSurplus.

NOTE: Gaskets, seals and pre-formed packing that are in Class 5330 are to be mutilated beyond further use and disposed as scrap.

## Annex B - Appendix 36 - Small Arms

- Refs: a. [Certification of Demilitarization / Destruction DND 2586](#);  
b. [National Defense Security Orders and Directives](#); and  
c. SAM Chapter 9.14 Small Arms.
1. The term "small arms" embraces all hand held weapons including some light weapon systems, which might be useful to criminals, dissidents or revolutionaries. This includes:
    - a. rifles;
    - b. pistols and revolvers (all kinds);
    - c. sub-machine guns;
    - d. machine guns;
    - e. shotguns;
    - f. line throwing devices;
    - g. individual man-portable area fire weapons (including grenade throwers and 38 and 40 mm gas guns); and
    - h. smoke dischargers (except vehicle mounted).
  2. Repair parts may be classified as "sensitive" or "non-sensitive". "Sensitive" parts are those which could be assembled to simulate a serviceable weapon, i.e., barrels, bodies/receivers, cylinders (revolver), slides (pistol), breech blocks and bolts, complete magazines, and bayonets/blades. "Non-sensitive" parts are non-essential parts to such construction, i.e., springs, screws, pins, hand guards and butts.
  3. Small arms shall not be disposed of locally. Bases/wings/units do not report small arms to GCSurplus for disposal, but are to return them to the closest Canadian Forces Supply Depot (CFSD).
  4. Bases/wings/units are notified of the following when small arms are considered surplus or obsolete:
    - a. when the small arms are scheduled for shipment to a CFSD; and
    - b. disposition of repair parts held for their support. Any queries on disposition of repair parts should be directed to NDHQ/DSSPM 5.
  5. Disposal of small arms and sensitive repair parts are initiated by the Supply Manager in the Materiel Management System of Record. Non-sensitive materiel is converted to waste locally."
  6. CFSD accumulate surplus serviceable small arms and their associated repair parts for reporting to DSCO 7 quarterly, for consolidation. If GCSurplus cannot find a suitable purchaser within 90 days, DND is given authority to destroy.
  7. All weapons and sensitive repair parts, both serviceable and unserviceable, which DND has been authorized to destroy, are destroyed by smelting under the supervision of the

CFSD Commanding Officer (CO). Non-sensitive repair parts are scrapped and disposed in the normal manner.

8. Smelting of weapons and repair parts is carried out at local foundries as pre-arranged. Commanding Officers of CFSD, Esquimalt and Halifax arrange for a destruction party consisting of an officer-in-charge, military or civilian equivalent and two military members of not less than MCpl rank. If an officer is not available the officer in charge can be delegated to a WO. The CO must approve the composition of a destruction party in writing. In addition, an armed escort party is employed, sufficient in size to ensure that minimum security measures are taken to safeguard the shipment enroute, as prescribed in National Defense Security Orders and Directives and to provide maximum surveillance both outdoors and indoors during the smelting process at the foundry.
9. The destruction party witnesses the destruction of the weapons/repair parts listed on the Defence Supply Chain Document ([DND 2227](#)), and endorses the Certification of Demilitarization / Destruction form ([DND 2586](#)), certifying the serial numbers of the weapons/repair parts destroyed in their presence.

Annex B - Appendix 37 - Sodium Filled Engine Valves

Ref: a. [A-GG-040-004/AG-001 - Hazardous Materials Safety and Management Manual](#)

1. These valves are disposed as follows:
  - a. surplus serviceable sodium filled engine valves are reported to GCSurplus as individual items to GCSurplus. These valves contain the active element metallic sodium and present a definite fire hazard when ruptured;
  - b. disposal of unserviceable valves is by burial in a hazardous waste disposal site; and
  - c. in cases where it is impossible to action disposal of unserviceable valves. Refer to A-GG-040-004/AG-001, Hazardous Materials Safety and Management Manual.

## Annex B - Appendix 38 - Technical Publications and Drawings

1. The aim of this instruction is to define the processes and staff roles and responsibilities for the concurrent disposal of technical documentation associated to materiel undergoing a disposal activity.

### Definitions

2. The following definitions apply to this instruction:
  - a. **Technical Documentation.** Technical Documentation (TD) is used throughout the life cycle of materiel to define design requirements and to acquire, maintain, and facilitate configuration management and disposal. TD may consist of engineering drawings and associated lists (index lists, data lists and parts lists), specifications, standards, maintenance documentation, technical publications, illustrations and/or diagrams. Additionally, TD is the source of data used to produce publications for training, operations, and administration;
  - b. **Relevant Technical Documentation (RTD).** Is defined as the technical publications and engineering drawings applicable only to the particular system, equipment or portion thereof;
  - c. **Technical Data Package (TDP).** The TDP is a package of “approved Technical Documentation (TD)”, which provides a technical description of an individual item, equipment system or weapon system. The size and complexity of the TDP may vary and may consist of engineering drawings and associated lists (Data Lists, Index lists), technical, administrative, operational or training publications, commercial specifications, standards or manuals, quality assurance provisions, samples, models or any documentation related to the design, manufacture, installation, maintenance or configuration control of the item, equipment or weapon system;
  - d. **Technical Data Action Notice (form [DND 1024](#)).** The purpose of the Technical Data Action Notice (TDAN) is for the Technical Authority (TA) to formally introduce or control the configuration management of existing TD when the work described in the WO ([DND 1023](#)) has been completed. The TDAN will: have the same number as the WO, include a detailed description of the action taken (introduction, revision, additions, supersession or recension) and instructions for the distribution of the TDAN to stakeholders. TDAN can only be authorized by certified Professional Engineers of military equivalent (Major or Section Head) to ensure the engineering integrity of the TD; and
  - e. **Internal Publishing Service Request (form [CF 565](#)).** The purpose of the Internal Publishing Service Request (CF 565) is for the Technical Authority (TA) or delegated agent (LCMM, TA, OPI, Design Authority, Design Agent, PMO) to articulate and initiate work (inspection, introduction, changes, revision, supersession or recension) to be performed on publications by DSCO 4 staff or their contracted agent. The CF 565 authorizes the work to be performed on behalf of the originating TA.

## General

3. The disposal of Relevant Technical Data (RTD) will be addressed in the CF 1303 and the Disposal Plan.

## Disposal of Technical Documentations

4. Directorate Supply Chain Operations (DSCO) 4 is responsible for the acquisition, maintenance and archival/disposal of Technical Data (Engineering Drawings & Associated Lists) and Publications (Technical & Administrative). During the planning phase of materiel or system disposal, the LCMM/TA shall provide to DSCO 4 a list of unique ERNs, engineering drawings and associated lists that is marked for disposal.
5. Upon receipt of the TD Listing at DSCO 4, a Technical Data Package (TDP) compiled, the LCMM/TA shall ensure the lists do not include any drawings or publications, which have a continuing in-service applicability. The Supply Manager (SM) must also identify stock levels and initiate the CF 1303. Once the TD Listing is approved by the LCMM/TA, a final copy of this list, including a signed TDAN, CF 565 and approved CF 1303 (see Table 1), must be provided to DSCO 4.
6. DSCO 4 shall ensure that the record copies of technical documentation destined for disposal are dealt with according to the Disposal Plan.
7. Once all the required documents are received, DSCO 4 will then initiate disposal actions by:
  - a. quarantining the relevant RTDs and providing stock balances;
  - b. rescinding the RTDs from DSCO 4 repositories and databases;
  - c. disposing the surplus stock according to the approved CF 1303 and Disposal Plan, and
  - d. if identified in the Disposal Plan, packaging the record, copies of RTD, complete with amendments, for storage at Library and Archives Canada, forward to Canadian Museums, and other agencies specified in the Plan.
8. Administrative, Training or other NDID publications not used in direct support of individual items, equipment or weapon systems, may not require a TDP to support the disposal process. However, DSCO 7 must be engaged in the disposal process to ensure that the TA notifies all concerned stakeholders.
9. Destruction of Publications at vendors' locations or outside DND/CAF must be done under the supervision of a representative from the Directorate of Quality Assurance (DQA).
10. DSCO 4 will confirm the disposal process through the appropriate DRMIS disposal transaction, and upload any required documents via a DIR.

## ANNEX C - Disposal of Ammunition, Ammunition Salvage, Munitions and Non-Munitions Scrap

### Annex C - Appendix 1 - Ammunition Salvage, Munitions Scrap and Inspecting Tradesman

1. This section details the special disposal procedures for ammunition, ammunition salvage, munition scrap and non-munition scrap, and also applies to all visiting Forces training in Canada.
2. For the purpose of this annex the following definitions apply:
  - a. **Ammunition Salvage:** material resulting from any use or packaging of ammunition, including range practices, exercises or ammunition workshop procedures, and shall consist of all ammunition components and packaging such as fired cartridge cases, small arms brass, links, plastic clips, cardboard boxes and spacers, foam spacers, pallets, test sets, initiating devices, etc. This definition includes wooden, metal, cardboard and plastic ammunition containers and Aids to Production (A-P).
  - b. **Munitions Scrap (MS):** All recoverable solid by-products, including empty projectile remnants, fragments and pieces of fuse, resulting from the normal functioning of ammunition and explosives, other than those generated at the firing point. Note: Munition scrap may contain energetic residue.
  - c. **Inspecting tradesman.** For unit returns of Ammunition Salvage resulting from a range practice, shall be a military or civilian, who in the eyes of the commanding officer or supervisor is knowledgeable of the item(s) he/she is required to inspect in order to make a reliable assessment as to whether the item is or is not free from energetic material prior to returning the items to the supporting ammunition facility. An inspecting tradesman must be QL5 qualified or equivalent IAW C-09-005-001/TS-000. The final disposition and disposal of Ammunition Salvage, non-munition scrap and munitions scrap shall only be conducted by personnel qualified to do so, dependent upon the means by which the items are received or recovered from CAF Ranges and Training Areas.
  - d. **Ammunition Scrap:** scrap material resulting from processed ammunition salvage that has been certified Level 4 - Confirmation - Safe for Disposal

## Annex C - Appendix 2 - Ammunition

- Refs: a. [C-09-005-004/TS-000 Ammunition and Explosives Safety Manual Vol 4 Demilitarization and Disposal; and](#)  
b. [A-GG-040-006/AG-002 DND Ammunition Accident, Incident, Defect and Malfunction Reporting;](#)
1. Ammunition containing energetic material shall be disposed of IAW Ref A.
  2. Ammunition, found to be too dangerous to handle/transport or store shall be immediately destroyed in the interest of safety and shall be reported in SGISEM, in accordance with ref B.
  3. Inert ammunition, e.g., dummy, drill, display, inspection items, etc. authorized for disposal shall be demilitarized IAW its DMC in CGCS before disposal action is taken. Demilitarization shall be conducted by the supporting ammunition facility and accumulated according to its Appendix 8 of this Annex.
  4. Ammunition items that have been broken down for Live Explosive Ordnance Disposal (EOD) Targets, and assigned a specific stock code as a live component, shall be held in CC 12 For Training Use Only. These items do not require a DND 2586 Certificate of Destruction/Demilitarization when used for training. Live EOD Target ammunition that is not broken down into component parts, but rather retained as its original stock code, shall be held in CC 92 and shall require a DND 2586 Certificate of Destruction/Demilitarization signed by the Range OIC and a witness when used for training.

## Annex C - Appendix 3 - Ammunition Salvage

- Refs: a. [C-74-300-B02/NJ-000 Ammunition and Explosives Manual - Inspection of Ammunition](#); and
- b. [C-09-005-004/TS-000 Ammunition and Explosives Safety Manual Vol 4 Demilitarization and Disposal](#)
1. All ammunition salvage created as a result of exercises, operations or range practices shall be screened and certified Level 1 – Inspection (see Appendix 13 Image 1) by an Inspecting Tradesman of the unit generating the salvage IAW Ref A, prior to its return to the supporting A&E facility. The Level 1 Screening label identified in Ref B will only be signed by the person who actually inspected the item(s) and will contain in block letters the persons, name, rank, trade and unit. The label will be securely affixed at a readily visible location of the container holding the ammunition salvage. Except for cartridge cases over 75 mm, ammunition salvage will be boxed or bagged, sealed, and labelled with Level 1 Screening IAW Ref B. All ammunition salvage shall be separated by material (i.e. brass and links separated) and shall not contain any non-munition scrap (i.e. rocks, garbage, ear plugs, etc...).
  2. Upon receipt of Level 1 – Inspection screened ammunition salvage, the supporting A&E facility is responsible for inspecting the salvage and segregating useable Aids-to-Production for further use or declaring the ammunition salvage for disposal. Any ammunition salvage received by an A&E facility that is not Level 1 certified, or contains live ammunition items, shall be reported on AESIMS for further action.
  3. A&E facilities will perform a second screening of ammunition salvage for disposal to Level 4 Confirmation - Safe for Disposal (see Appendix 13 Image 4) by personnel qualified IAW Ref B. Based on the DMC Code in CGCS items may require demilitarization prior to disposal. The demilitarization process shall be carried out by one of the following:
    - a. A&E facility if equipment and personnel permit; some natures of ammunition salvage are demilitarized as part of the Level 4 certification process, i.e. primers removed from large calibre cartridge cases;
    - b. Local R&D facility; or
    - c. A CTAT approved disposal facility.
  4. A certification of screening to Level 4 Confirmation - Safe for Disposal is mandatory prior to converting ammunition salvage to ammunition scrap and final disposal. At units where such personnel are neither borne on strength nor available, the ammunition salvage shall be conditioned Level 1 Screening IAW para 1 and sent via DND vehicle to the unit's supporting ammunition facility, where the Level 4 certification will be performed and disposal action undertaken. To ensure safety, Repair and Disposal (R&D) Sections shall not to receive ammunition salvage directly from user units. They shall only accept ammunition scrap material which has been properly inspected and labeled as Level 4 Confirmation – Safe for Disposal from supporting ammunition facilities. R&D Section

personnel will confirm the presence of the accompanying label and visually examine it for completeness and accuracy.

5. If an item certified to Level 4 Confirmation does not have a disposal plan endorsed by DAEME it is to be back loaded to the nearest Support A&E Facility IAW SAM Chap 9.2 Para 2.89 and retained for further movement to CFAD Dundurn or otherwise managed IAW DAEME directions.

## Annex C - Appendix 4 – Expended Cartridge Cases

Ref: [C-09-005-001/TS-000 Ammunition and Explosives Safety Manual Volume 1 Program Management and Life Cycle Safety](#)

1. Expended Cartridge Cases are divided into two categories which are dealt with separately: cartridges 12.7mm (.50 Cal) and below, and above 12.7mm. Expended cartridge cases shall be screened to Level 1 IAW Appendix 3 Para 1 by the expending unit and returned to the supporting A&E facility for processing and disposal.
2. Cartridge Cases 12.7mm (.50 Cal) and below (Expended Small Arms Brass – ESAB): these cartridge cases are not considered Controlled Goods and therefore do not require demilitarization prior to disposal. All cartridge cases shall be individually screened by an ammunition practitioner qualified IAW ref and all live ammunition removed. Scrap is certified Level 4 Confirmation – Safe for Disposal and further sorted into the following two categories:
  - a. Scrap Metal Non-Ferrous (Brass) – all brass-only cartridge cases shall be packaged as following for disposal by sale through PSPC:
    - i. Half triwall on regular (non-ammunition) pallet, with liner installed (Appendix 13 images 6-9);
    - ii. Two square frames of 2"x2" lumber installed to give the walls strength, secured with metal strapping;
    - iii. filled to a maximum of 500kg;
    - iv. closed with lid strapped on;
    - v. net weight stencilled on triwall (max 500kg) with Level 4 Confirmation labels applied. Triwalls shall not be stacked more than two high;
    - vi. CFAD Dundurn only is authorized to use empty metal drums from ammunition containers for disposal of ESAB;
    - vii. When Support A&E facilities accumulate a full trailer load of scrap they shall notify their local R&D who will initiate disposal by reporting the surplus on GCSurplus using terms and conditions A to G laid out in Appendix 14; and
    - viii. All proceeds for sale are to be recovered by the facility or base initiating the sale.
  - b. Scrap Metal Contaminated – all cartridge cases that are not solely constructed of brass or contain a mix of materials such as brass, nickel, plastic, etc... (i.e. Simunition, Shotgun) shall be disposed of as contaminated scrap through local waste disposal methods. Note that these cartridge cases are not considered controlled goods and therefore do not require demilitarization. There are no specific packaging arrangements for Scrap Contaminated. This does not include expended Shotgun 12 Gauge CS cartridges, which shall be disposed of as ammunition.
3. Cartridge Cases greater than 12.7mm (.50 Cal): these cartridge cases are considered Controlled Goods under the Defence Production Act, Part 3, Schedule (Section 35), Para 1(b) and therefore require demilitarization prior to disposal. The Defence Production Act mandates that ammunition and their cartridge casings, even when fired, are considered

controlled goods and are included on Canada's Export Control List (ECL) under Group 2 (Munitions List), specifically, ECL 2-3, when they are larger than 12.7 mm (.50 cal), referring to the widest part of the projectile and not the base of the cartridge casing. All cartridge cases shall be individually screened by an ammunition practitioner qualified IAW ref and all live ammunition removed. When fired cartridge cases greater than 12.7mm go for disposal they must:

- a. Be demilitarized at a DND/CAF facility to the point where they may not be reloaded or re-used by one of the following processes;
    - (1) crushing;
    - (2) drilling large holes through the body;
    - (3) punching holes in the body;
    - (4) cutting in half (lengthways then width);
    - (5) shredding; and
    - (6) other methods approved on consultation with DAEME.
  - b. Be accompanied by DND/CAF personnel to a commercial scrap yard, where the demilitarization can be witnessed in order to prevent their being repaired, restored, re-loaded or able to perform their intended military function (Note: any item not demilitarized by the end of the working day must be accompanied back to the unit of origin where they are to be held under DND control until such time as they are returned to the facility and demilitarized); or
  - c. Sent to a Controlled Goods Directorate (CGD), Controlled Goods Program (CGP) registered facility for demilitarization.
4. A Certificate of Demilitarization shall be prepared once the item has been rendered unusable as determined by the demilitarization code. The certificate shall reference the original item that was demilitarized, not the resulting scrap, and shall be signed by the person conducting or witnessing the demilitarization. A copy shall accompany the processing documentation. One copy of the certificate shall be retained by the supporting ammunition facility and one copy to the supporting R&D section.

NOTE: Unless otherwise specified by DAEME a Certificate of Demilitarization shall not accompany the shipment or be given to PSPC or the purchaser. Certificate of Demilitarization and/or Destruction (DND 2586) may be found on the CTAT website or on the Defence Forms Catalogue website. In the two drop down boxes, enter the quote references (1) the Export Control List (ECL) as recorded in the CGCS and (2) when used, the US DoD M4160.28 reference where the demilitarization method and degree is found.

5. After demilitarization, large calibre cartridge cases are converted to the applicable scrap metal stock code, accumulated by type, and disposed of through the local R&D section IAW Chap 8.1.

**Annex C - Appendix 5 – Scrap Metal**

1. Ammunition salvage can result in various types of scrap metal. Some examples of scrap metal are:
  - a. Brass cartridge cases;
  - b. Steel links;
  - c. Steel ammunition containers; and
  - d. Steel, Aluminum and mixed metal cartridge cases.
2. All scrap metal shall follow the certification process in Appendix 3 of this Annex. Scrap metal shall not be disposed of unless all markings have been obliterated, items have been demilitarized if required IAW the item's DMC, and the scrap is certified Level 4 Confirmation.
3. Once certified, scrap metal shall be disposed of through the local R&D section IAW Chap 8.1.

**Annex C - Appendix 6 – Scrap Plastic**

1. Many various components of ammunition packaging and fired ammunition items contain recyclable plastic parts. Although the CAF does not currently enforce a plastic recycling program, bases are encouraged to investigate plastic recycling opportunities for ammunition packaging and components.
2. Plastic ammunition packaging and components for recycling shall be certified to Level 4 Confirmation prior to disposal action IAW Appendix 3 of this Annex. Scrap plastic that cannot be disposed of through local facilities shall be back loaded to the nearest support AE facility listed in Chap 9.1 Para 2.83.
3. A list of recyclable plastic ammunition containers and components can be found in Chap 9.1 Annex B Appendix 2. For questions on the recycle codes for any item not listed contact DAEME.

## Annex C - Appendix 7 – Scrap Contaminated

1. Scrap Contaminated consists of mixed metal and non-metallic materials resulting from certification and/or demilitarization of various types of ammunition, components and packaging.
2. Due to the variety of possible items of Contaminated Scrap within the CAF it is not possible to include a list of all items that this category includes. Some examples are:
  - a. Simunition and Shotgun cartridge cases;
  - b. Fibreglass, plastic and aluminum parts from demilitarized Launcher 66mm Rocket M72; and
  - c. Wood, cardboard and cloth packaging material.
3. Items converted to Scrap Contaminated shall be demilitarized IAW the item's DMC, markings obliterated and certified to Level 4 Confirmation prior to disposal.
4. Scrap Contaminated shall be disposed of locally as waste.

## Annex C - Appendix 8 - Munitions Scrap (MS)

## Refs:

- a. [B-GL-381-003/TS-000, Operational Training Vol 3, Range Clearance Handbook](#)
  - b. [Ammunition and Explosives Instruction #06 - Revision 1 Removal of Hard Targets from CF Ranges and Training Areas](#)
  - c. [C-09-005-001/TS-000 Ammunition and Explosives Safety Manual, Volume 1, Program Management and Life Cycle Safety;](#)
  - d. [C-09-005-003/TS-000 Ammunition and Explosives Safety Manual, Volume 3, Transportation;](#)
  - e. [C-09-005-004/TS-000 Ammunition and Explosives Safety Manual, Volume 4, Demilitarization and Disposal](#)
1. Munitions scrap (including vehicles used as hard targets) shall be collected and screened prior to removal from the range IAW Ref A and B. Scrap Screening shall be processed by only those personnel qualified to do so as detailed in Ref C.
  2. Munitions Scrap once Third Level screened and packaged, will be sealed to prevent intrusion and conspicuously labelled with a Level 3 Verification label (see Appendix 13 Image 3) on all sides and top, and one label placed inside the box. MS shall be packaged IAW Ref D Part 7 Sect 2. MS shall always be stored in a secure collection area to avoid any possibility that items may be added without screening.
  3. MS screened to Level 3 shall be transported to CFAD Dundurn IAW Ref D. Arrangements shall be made prior to shipping to ensure that space is available at the receiving unit. MS shall never be disposed by sale to civilian contractors or otherwise to the public.
  4. Upon receipt at the disposal site, packaged munitions scrap will be checked for the presence of appropriate third level screened labels (DND 2286). Packages that are broken or have a broken seal will be re-checked piece-by-piece and re-labelled in accordance with para 2. MS shall be disposed of IAW Ref E.

**Annex C - Appendix 9 - Non-Munitions Scrap (NMS)**

1. Non-Munition Scrap collected from range clearances and unit salvage returns will be treated as regular waste and disposed of according to local regulations and policies.

## Annex C - Appendix 10 - Local Disposal of Packaging Materiel

1. Ammunition packaging material that has little or no salvage value and is not listed as an aid to production shall be disposed of by the ammunition facility through recycling wherever possible. If the item cannot be recycled it shall be disposed of by DND landfill subject to environmental policy or through a local waste disposal contract. Ammunition packaging material shall only be disposed of by burning in extreme situations where no other options exist. In any case, all markings must be completely obliterated, the items mutilated to prevent re-use, and thoroughly examined to ensure that they are free from energetic material prior to disposal.
2. Wooden ammunition boxes of United States origin may have been treated with PCP (pentachlorophenol) a substance considered toxic, an environmental pollutant and a hazardous waste. Identification can be confirmed by the presence of a black "P" usually located on the bottom of a box (see Appendix 13 Image 5). Codes PA, PB, and PC may also be found on ammunition boxes of US DoD origin. If these markings are present precautions IAW AIG 1726 DAEME 343001 291741ZApr13 are to be followed.
3. Follow these special handling procedures:
  - a. Do not store them directly on the ground/soil;
  - b. Do not expose them to rain;
  - c. Use gloves and safety glasses/goggles when handling boxes and dispose of contaminated clothing and gloves in the same manner as the boxes; and
  - d. Once all ammunition markings have been obliterated or removed from the ammunition boxes, dispose through the supporting Base Repair and Disposal Section.

**Annex C - Appendix 11 - Visiting forces**

1. Visiting forces ammunition and scrap will be disposed as follows:
  - a. Serviceable ammunition may be repatriated to the visiting nation or sold to Canada under agreements described in the existing Memoranda of Understanding and Exchange of Notes; and
  - b. Unserviceable ammunition may be disposed of only under authority of DAEME.
2. Ammunition salvage and munitions scrap: all ammunition salvage and/or munitions scrap is to be processed in accordance with this Annex by the visiting nation or disposed in Canada by existing agreements where authorized. Where doubt exists NDHQ/DAER 4 is to be contacted.

## Annex C - Appendix 12 - Classification – Ammunition Salvage/Munitions Scrap

1. Ammunition Scrap and Munitions Scrap will be segregated and reported for disposal under the following classification numbers and units of measures (stock numbers are for stock record purposes only).

NOTE: Any fired cartridge cases that are for projectiles larger than 12.7 mm are considered a controlled good and must be demilitarized prior to conversion to scrap.

Stock Number	Classification	Number Description	Unit of Measure
9999-21-890-0399	303	Munitions scrap certified inspected to Level 3.	Kg
9680-21-114-3091	307	Scrap Metal Non-Ferrous, certified inspected to Level 4. State kind, i.e. brass, copper, aluminum, etc.	Kg
9670-21-877-4811	307A	Scrap Metal Ferrous, certified inspected to Level 4	Kg
9999-21-893-6847	307B	Scrap Metal Contaminated, certified inspected to Level 4. May include a mix of different types of metals and non-metallic materials.	Kg

Annex C - Appendix 13 - Images

Image 1 – DND 1484 Level 1 Inspection Label

 National Défense Defence nationale		
<b>LEVEL 1 SCREENING</b>		
"The contents of this container / item have undergone a visual screening and are considered safe to transport in DND vehicles. The contents may contain negligible explosive residues or material which requires special handling and disposal by qualified ammunition personnel and must be returned to the nearest supporting ammunition facility. The contents are not suitable for disposal."		
<b>CONTRÔLE DE NIVEAU 1</b>		
« J'atteste que le contenu de cet article ou de ce conteneur a fait l'objet d'un contrôle visuel et est considéré sécuritaire pour le transport à bord d'un véhicule du MDN. Les items peuvent encore contenir d'infimes quantités de matières explosives ou du matériel qui requièrent l'implication de personnel spécialisé en munitions et doivent être retournés à l'entité de soutien en munitions la plus près. On ne peut pas disposer de cet article ou de ce conteneur. »		
Screened By - Name (printed) - Contrôleur - Nom (en lettres moulées)    Signature		
<input style="width: 100%;" type="text"/>		
Rank, Position - Grade, Poste	Unit - Unité	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
DND 1484 (09-2012) 7890-21-891-2585		Design: Forms Management 613-857-6899 Conception: Gestion des formulaires 613-957-6906

Image 2 – DND 2834 Level 2 Inspection Label

 National Défense Defence nationale			
<b>LEVEL 2 INSPECTION</b>			
"Certified that the ammunition / ammunition salvaged / aids to production contained in this container have undergone second level inspection by a qualified tradesperson and are safe for handling and transportation to the next level of processing but may not be released for public sale or disposal."			
<b>INSPECTION DE NIVEAU 2</b>			
« J'atteste que les munitions / matériels récupérés / aides à la production de ce conteneur ont fait l'objet d'une inspection de niveau 2 par du personnel technique qualifié et sont considérés sécuritaires en vue d'être manipulés ou transportés vers la prochaine étape du processus. Ils ne peuvent être mis en vente publique ou éliminés. »			
Inspected by - Name (printed) - Inspecté par - Nom (en lettres moulées)    Signature			
<input style="width: 100%;" type="text"/>			
Rank, Position - Grade, Poste	Unit - Unité	Serial or Tracking Number Numéro de série ou de suivi	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
DND 2834 (09-2012) 7890-20-007-1927		Design: Forms Management 613-857-6899 Conception: Gestion des formulaires 613-957-6906	

Image 3 – DND 2286 Level 3 Inspection Label

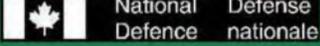
			
<b>LEVEL 3 VERIFICATION - SAFE FOR TRANSPORTATION</b>			
<p>“Certified that the munition scrap contained in this container have undergone third level verification and may be transported for further demilitarization or conditioning. They may not be released for public sale or disposal.”</p>			
<b>VÉRIFICATION DE NIVEAU 3 - TRANSPORT SÉCURITAIRE</b>			
<p>« J'atteste que les rebuts de munitions contenus dans ce conteneur ont fait l'objet d'une vérification de niveau 3 et qu'ils peuvent donc être transportés aux fins de démilitarisation ou de traitement supplémentaire, mais ils ne peuvent être mis en vente publique ou éliminés. »</p>			
Inspector - Name (printed) - Inspecteur - Nom (en lettres moulées)		Signature	
<input type="text"/>		<input type="text"/>	
Rank, Position - Grade, Poste	Unit - Unité	Serial or Tracking Number - Numéro de série ou de suivi	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DND 2286 (09-2012) 7690-21-921-3062		Design: Forms Management 613-957-6899 Conception: Gestion des formulaires 613-957-6906	

Image 4 – DND 2836 Level 4 Confirmation Label

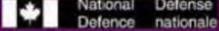
	
<b>LEVEL 4 CONFIRMATION - SAFE FOR DISPOSAL</b>	
<p>“Certified that the contents of this container are free from energetic residue having undergone heat treatment or other approved demilitarization process, and are suitable for final disposal through public sale or another approved method.”</p>	
<b>CONFIRMATION DE NIVEAU 4 - ÉLIMINATION SÉCURITAIRE</b>	
<p>« J'atteste que le contenu de ce conteneur a été exposé à un traitement à la chaleur ou à d'autres processus de démilitarisation approuvés, qu'il est exempt de résidus énergétiques et qu'il peut être éliminé de façon définitive par la vente publique ou une autre méthode approuvée. »</p>	
Inspected by - Name (printed) - Inspecté par - Nom (en lettres moulées)	Signature
<input type="text"/>	<input type="text"/>
Rank, Position - Grade, Poste	Serial or Tracking Number - Numéro de série ou de suivi
<input type="text"/>	<input type="text"/>
Unit - Unité	Date
<input type="text"/>	<input type="text"/>
DND 2836 (09-2012) 7690-20-007-1929	Design: Forms Management 613-957-6899 Conception: Gestion des formulaires 613-957-6906

Image 5 – Marking of Wooden Box containing PCP (pentachlorophenol)



Image 6 - Scrap Brass Triwall Empty



Image 7 - Scrap Brass Triwall Filled



Image 8 - Scrap Brass Triwall Filled and Marked



## Annex C - Appendix 14 – Terms and Conditions for Sale of Scrap

1. When reporting scrap through GC Surplus the following terms and conditions may apply depending upon the material for disposal. Applicable terms and conditions will be indicated in the Appendixes above:
  - a. Scrap material shall only be sold to Canadian companies for shredding or smelting and final disposal;
  - b. An info package shall be provided with the sale to the contractor identifying any hazards which they may use to educate their employees as they see fit;
  - c. The successful bidder shall provide a means of securing any live ammunition items which may be found in the shipments;
  - d. Once a contract is awarded the contractor shall be provided with contact information in the event that live ammunition is found, with the intent that the nearest second or third line ammunition facility to the contractor will be identified. These facilities will be notified once the contract is awarded so that they are aware of their responsibility to respond for recovery of live ammunition;
  - e. Scrap material is to be shredded or smelted within 90 days from pick-up unless there is a reason the contractor cannot comply. Any issue of non-compliance shall be managed through PSPC as DND's contracting agency;
  - f. A form DND 2586 Certificate of Destruction/Demilitarization, with reference to the stock code of the scrap material for disposal, shall be provided with the shipment for the contractor to complete in order to confirm that the disposal process is complete; and
  - g. DND shall be given full access to visit, inspect, and verify the processes within the contractor facility as deemed necessary by DND.

## ANNEX D - Materiel and Conditioning Tag/Label CF 942

Ref: a. [CFTO C-02-005-009/AM-000 Materiel Management Policy Inspection and Conditioning of Materiel Returned to and Held in Supply System](#)

1. [CF 942](#) Condition Tags are used to identify the serviceability of the materiel and consists of three portions as follows:
  - a. **Upper portion (white)** identifies and reflects the condition of the materiel as certified by the technician/inspector. This portion remains with the equipment until a change in condition occurs. When the equipment is issued to a customer, it is to be issued with the tag still attached. This is to ensure serviceable equipment is issued to customers and they have proof that the equipment is serviceable;
  - b. **Middle portion (green)** indicates detailed repair action required and is torn off when repair action has been completed; and
  - c. **Bottom portion (red)** indicates the general condition of the unserviceable materiel with a brief description of repair required, if is known. This portion is torn off when repair action has been completed.
  
2. When the CF 942 Condition Tag is used only to identify materiel, the bottom and middle portions will be removed and the upper portion completed as follows:
  - a. stock number;
  - b. description;
  - c. CFR/serial number;
  - d. holding unit - insert the code of the supply warehouse or the customer account holding the materiel;
  - e. removed from - insert brief description of end item component removed from; and
  - f. maintenance form control number - until new tags are in the system, add manually beside the removed from block (See note 2).

### NOTE:

1. [CF 358](#) Component History Card or [CF 543](#) Off Aircraft Maintenance Report are to be enclosed (if applicable) with materiel destined for Repair and Overhaul or with those items being returned to stock. The appropriate block of the CF 942 is to be checked off accordingly;
2. For aircraft maintenance databases (ADAM/DMS MRS) users, when a component requiring a [CF 349](#) (engine as a unit) or a CF 543 (aircraft unit) is repaired by a second line facility of the originating base/wing/unit, a copy is not required. CF 349 Control number or CF 543 Control number is transcribed to the CF 942 in the maintenance form control number block;
3. When the CF 942 is used to indicate the condition of materiel being submitted to a repair activity, the blocks detailed in subparagraphs "a" to "e" and the bottom portion of the CF 942 are completed. The remaining portions/blocks of the CF 942 are completed by maintenance as detailed in CFTO C-02-005-009/AM-000,

- Maintenance policy inspection and conditioning of materiel being returned to the supply system; and
- 4. Form CF 942 is available as a tag or label. Tag CF 942, stock number (9905) 21-8722435, label CF 942A, stock number (7690) 21-9010133.

**Information on HOW to properly complete condition tag/label  
CF-942/CF-942A for base/unit/Repair civilian contractors  
when returning items to a CF Supply Depot (CFSD)**  
(Ref: C-02-005-009/AM-000 part 3)

The diagram shows the CF 942 form with callouts for the following fields:

- Check off appropriate box if required (Aircraft parts only):** Points to the top section with checkboxes for CF 308 and CF 543 enclosed.
- Stock number or stock type « M »:** Points to the STOCK NO. field.
- Description of item:** Points to the DESCRIPTION field.
- CFR or serial # if applicable:** Points to the CF/SEIR NO. field.
- Part number or model number:** Points to the MIN FORM CONTROL NO. field.
- Customer code or unit code:** Points to the HOLDING UNIT field.
- Check off appropriate box:** Points to the SERVICEABLE - UTILISABLE section with NEW/REPAIRED checkboxes.
- Inspector's stamp:** Points to the WORK ORDER NO. field.
- Date:** Points to the DATE field in the WORK ORDER section.
- Inspector's legible signature:** Points to the INSPECTOR field in the WORK ORDER section.
- Inspector's unit:** Points to the UNIT field in the WORK ORDER section.
- Surround the nature:** Points to the REPAIRABLE - DISPOSAL section.
- Describe briefly action to be taken:** Points to the REPAIRABLE field in the REPAIRABLE - DISPOSAL section.
- Inspector's stamp:** Points to the INSPECTOR field in the REPAIRABLE - DISPOSAL section.
- Inspector's unit:** Points to the UNIT field in the REPAIRABLE - DISPOSAL section.
- Date:** Points to the DATE field in the REPAIRABLE - DISPOSAL section.
- Inspector's legible signature:** Points to the INSPECTOR field in the UNSERVICEABLE section.

**A :** Item returned as Serviceable (remove green and pink portion)  
**B :** Item returned as Repairable or Disposal (remove pink portion)  
**C :** Item identify as Unserviceable by users (Use by CF users only)  
 Note: All returning items must have a complete condition tag CF-942 attached directly on each item and, when appropriate, a condition label CF-942A affixed on the outside of pakaging boxes/containers. The CF-942A label takes the same info then the CF-942 tag.

## ANNEX E - Conversion to Waste Stock Number

Stock Number	Class No.	Description	Unit of Measure	Min Qty for Anticipatory Reports
21-1143089:NSN	302	Ferrous metal - iron and steel.	Kg	2000
21-1143090:NSN	304	Non-ferrous metals, state kind - brass, copper, aluminum, etc.	Kg	500
21-1143083:NSN	306	Paper and cardboard minimum 2500 kg.	Kg	2500
21-1143084:NSN	308	Leather, non-metallic	Kg	500
21-1143088:NSN	312	Wood, non-metallic	Kg	500
21-1143092:NSN	314	Contaminated scrap (components consisting of two or more base metals). Show type of metals and proportion of each.	Kg	2000
21-1143093:NSN	314B	Contaminated scrap (components consisting of metal and non-metallic materials). Show type and proportion of each.	Kg	2000
21-1143086:NSN	318	Rubber (not including tires)	Kg	500
21-1143079:NSN	319	Textiles – wool	Kg	500
21-1143080:NSN	320	Textiles – cotton	Kg	500
21-1143081:NSN	321	Textiles – mixed	Kg	500
21-1143087:NSN	322	Leather boots, shoes and footwear generally (not including rubber). Report repairable under R-3.	Kg	500
21-1148460:NSN	326	Batteries - lead acid.	Kg	See Note 1
21-1148000:NSN	326A	Batteries - mercury.	Kg	See Note 2
21-1161584:NSN	326B	Batteries - silver cell.	Kg	See Note 2
21-1161583:NSN	326C	Batteries - other types (specify kind).	Kg	See Note 1
21-1148463:NSN	328	Rubber tires (except aircraft)	Kg	500
21-1148464:NSN	330	Rubber tires - aircraft.	Kg	See Note 1

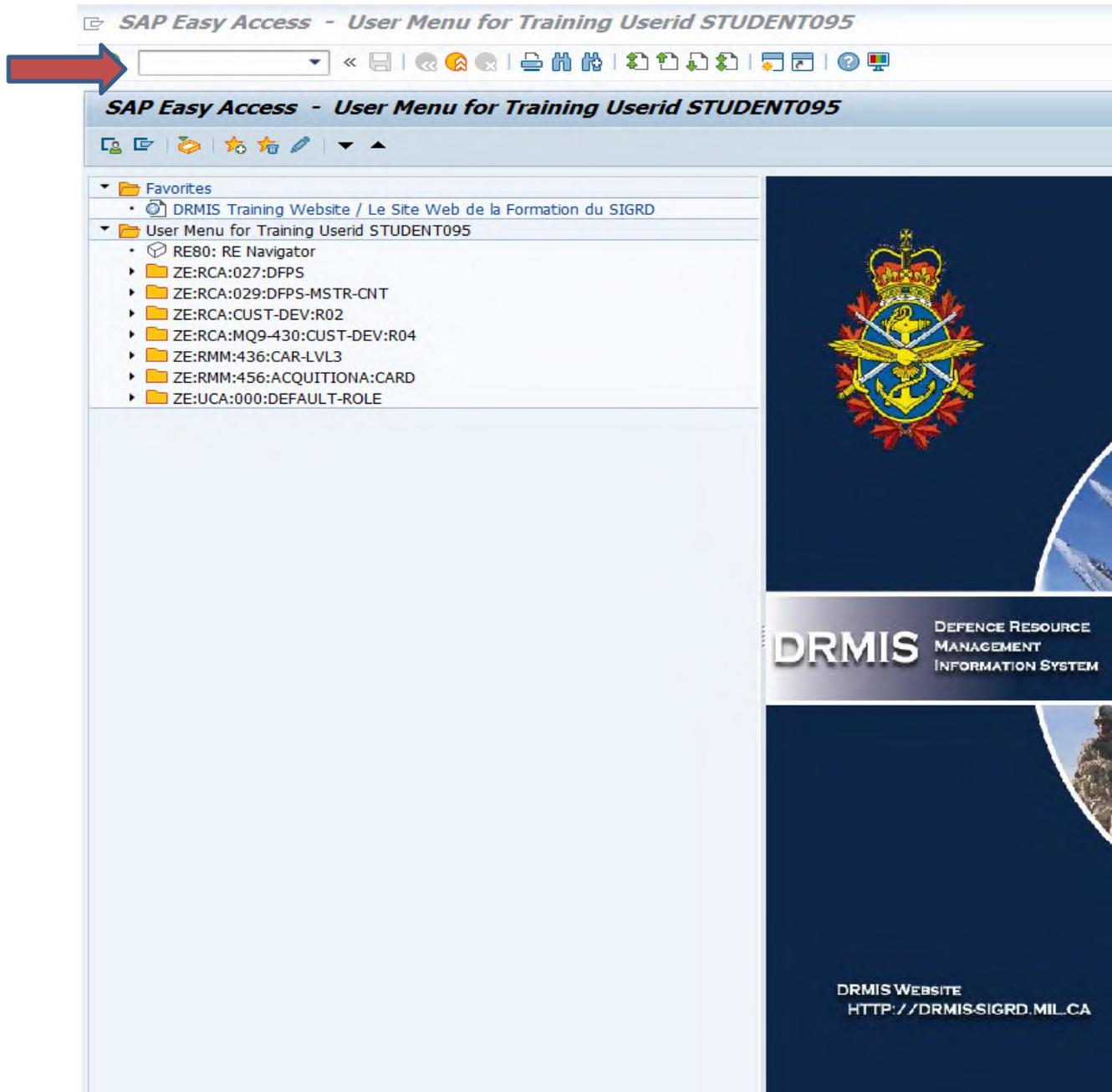
## NOTE:

1. Not to be estimated. Report actual holdings.
2. Report actual holdings by unit quantity, weight, description and size, not by total weight alone.

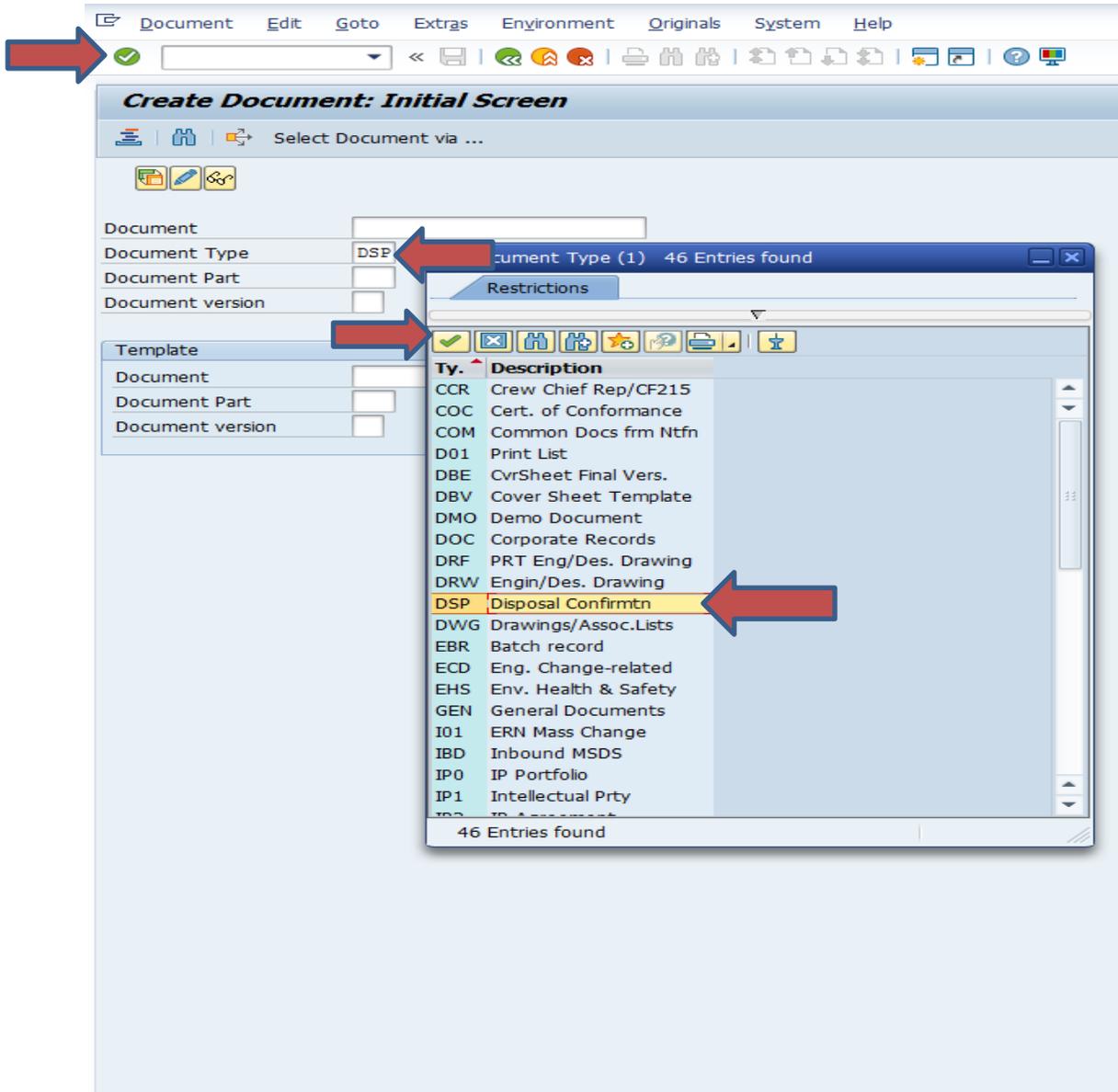
## ANNEX F - Document Info Records (DIRs)

CV01N - DSP: Create Document specifically for CF 1303 and DP

Insert CV01N into the command line



In the “Document Type” field select “DSP Disposal Confirm”  
Select “DSP” for disposal, than select the green check mark  
When selection is done, press the green check mark at top of screen



In the “Description” Field use the following format:

EPM Resource Code: (ME, LD, AR)

Date: YYMMDD, Type of document (DOS, Plan, or other)

In the “Document Status” field select AC for active

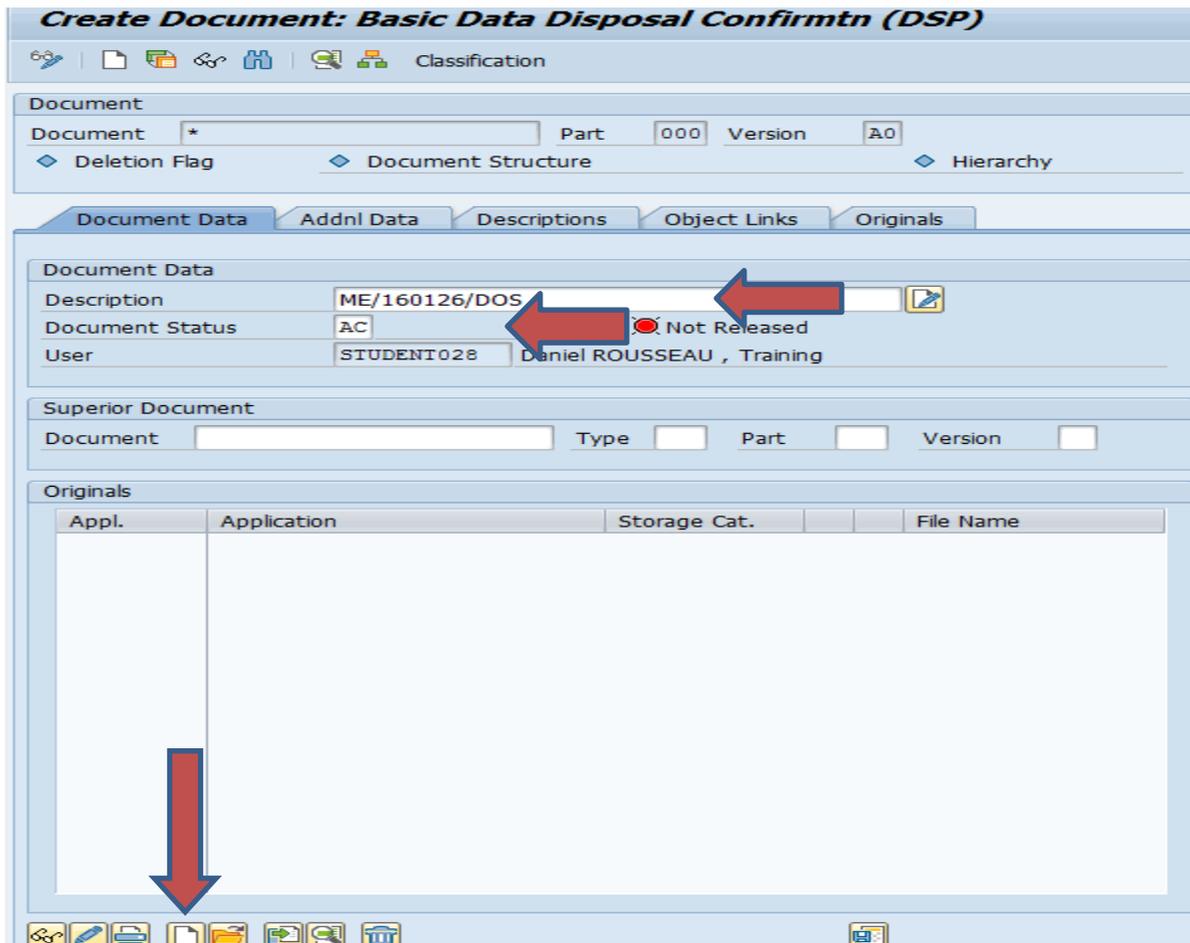
Then select the Create Original icon at the bottom of the screen

Additional Info:

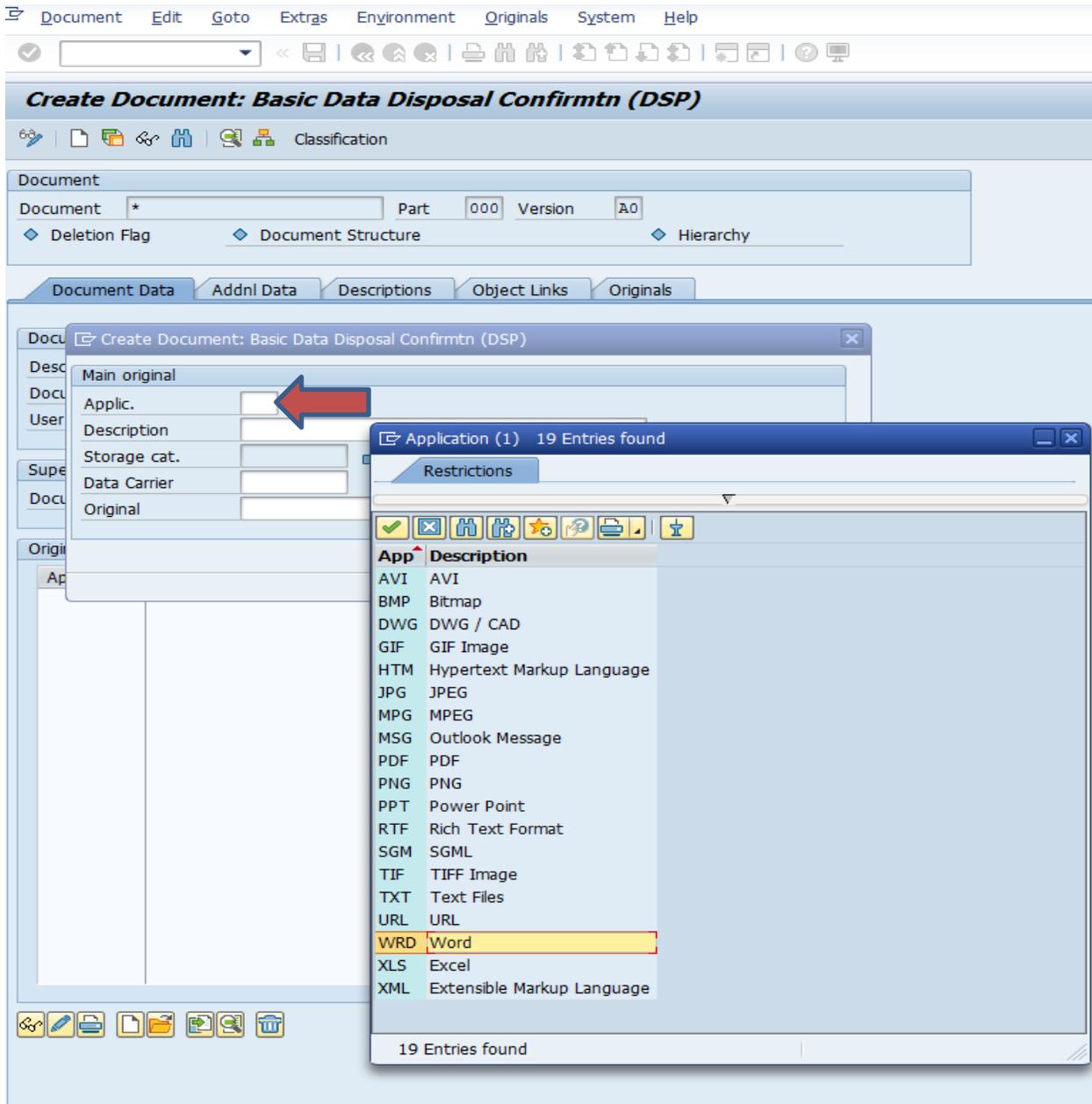
Pre-Release (PS) Status: This is while documentation is being produced and object links are being added. This could take time depending on the number of NSNs to be included in the DSP DIR. This is a way for custodians to tell within DRMIS that a DSP DIR is in progress.

Active (AC) Status: This is when the DSP DIR is completed with the relevant documentation uploaded and the appropriate NSNs object linked. This is a way for custodians to tell within DRMIS that a DSP DIR is ready to be executed.

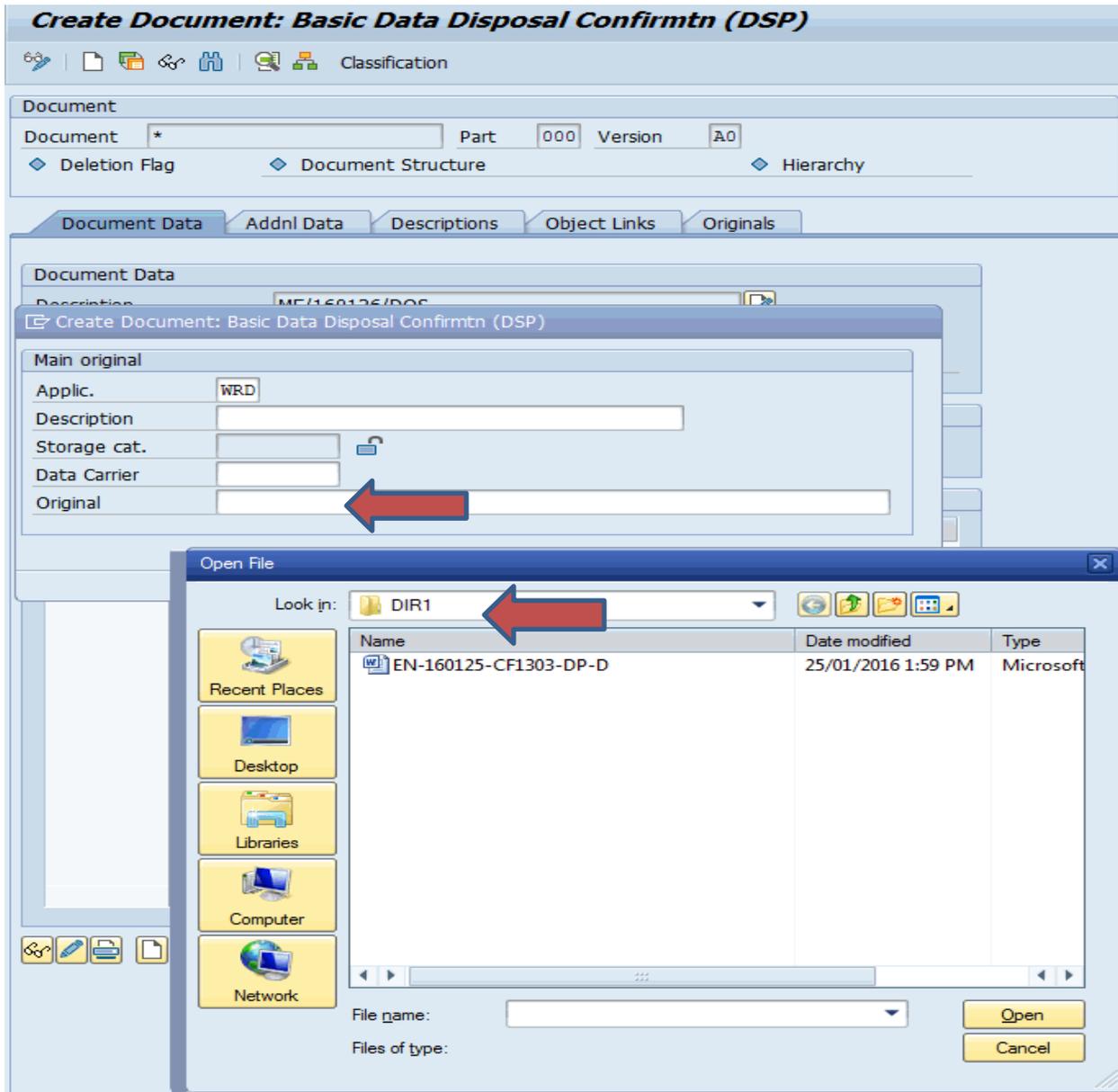
Note: users can select PS to begin with but once they are done the appropriate paperwork and object links, they must change the status to AC. If it is a simple DSP DIR, users can select AC and complete the DIR DSP in one sitting.



In the “Applic” field select the type of document to be uploaded (in this case it is a WRD)

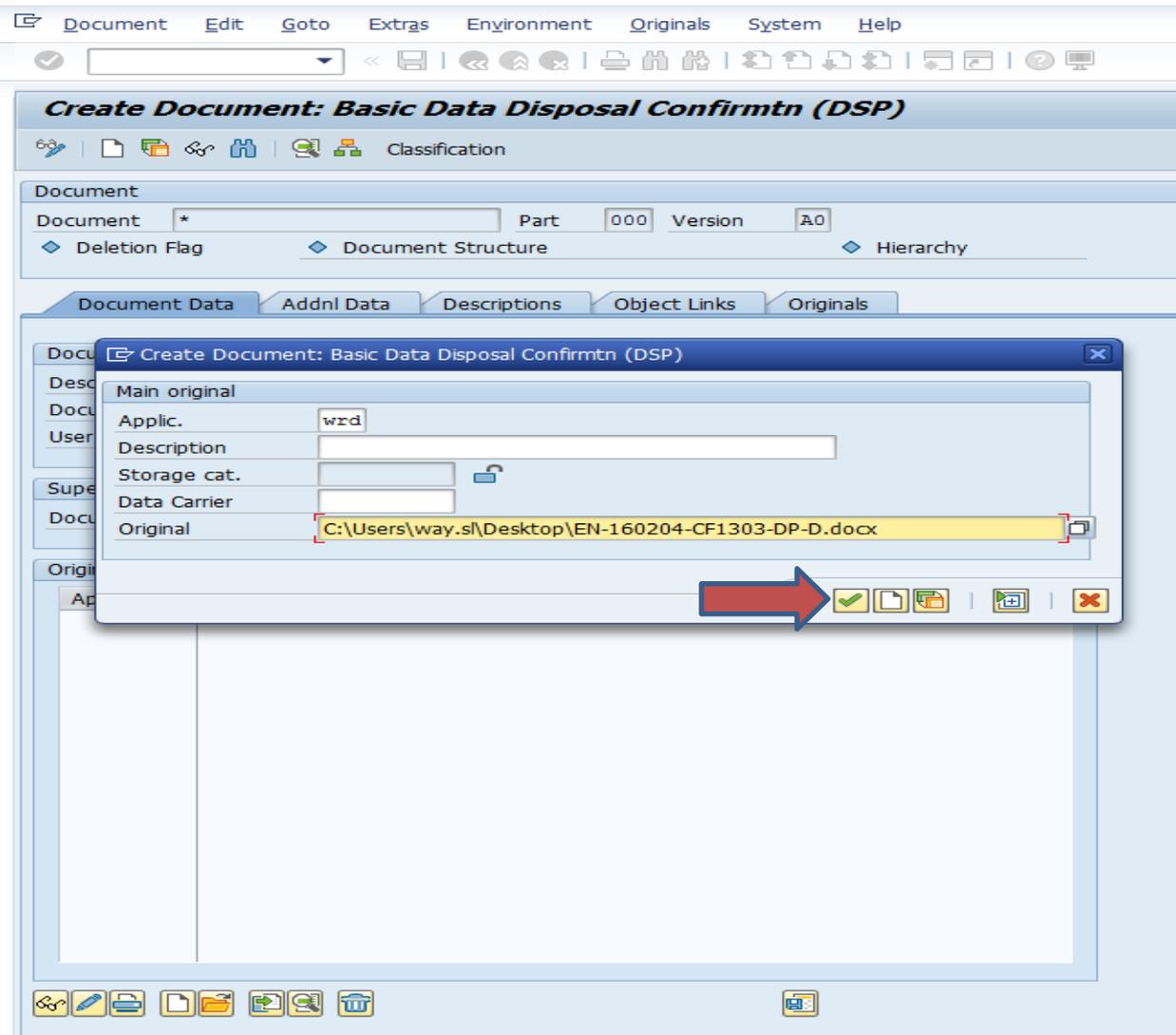


In the “Original” field under document data tab select the search icon, and find the document to upload, select it and then hit the “Open” icon

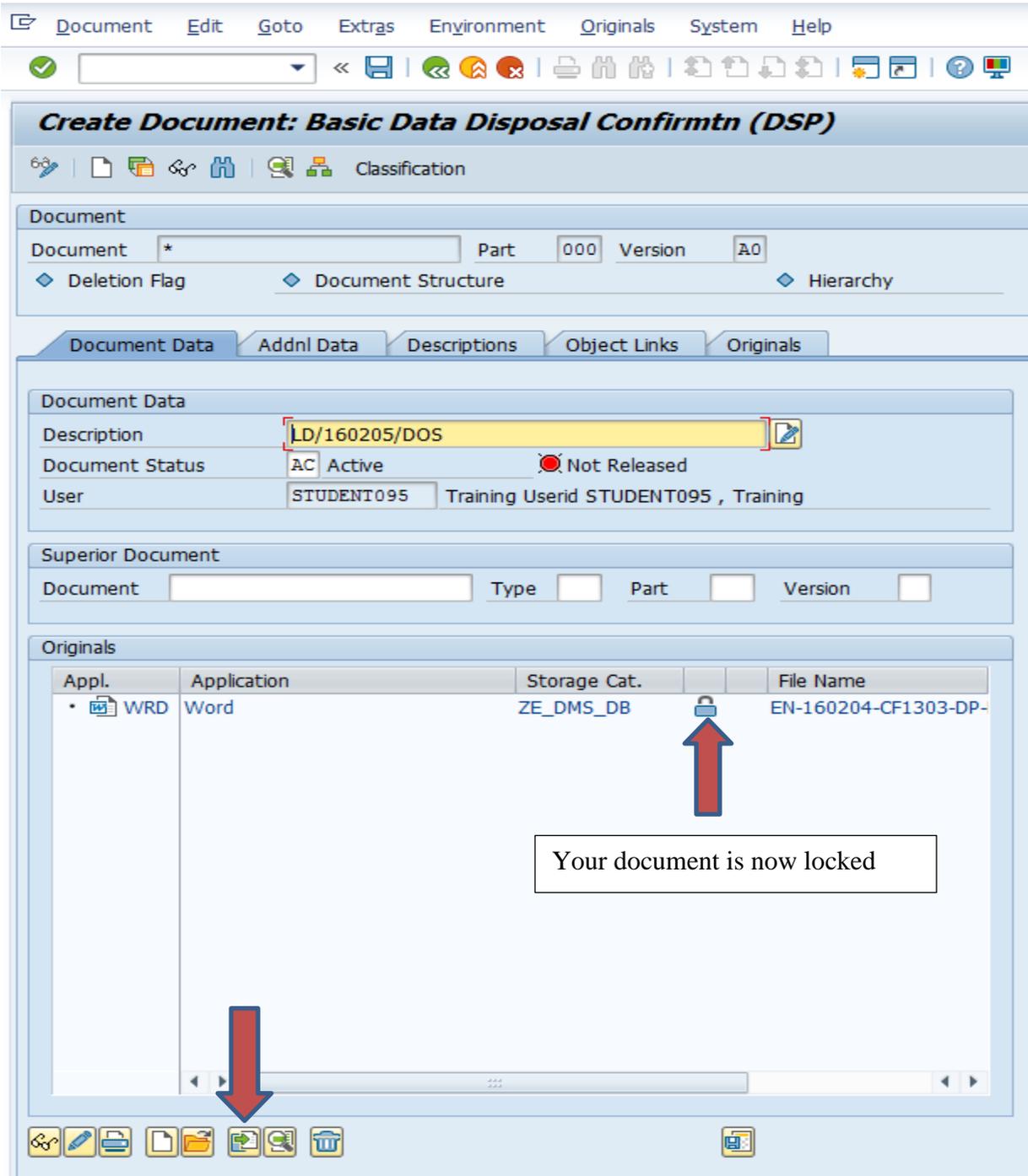


NOTE: when creating your disposal documentation ensure that file name is in this format: FR or EN-YYMMDD-DOCUMENTS-D  
 English or French-year month day- 1303, VCDS, DP,  
 \*This will already be created before starting the DIR\*

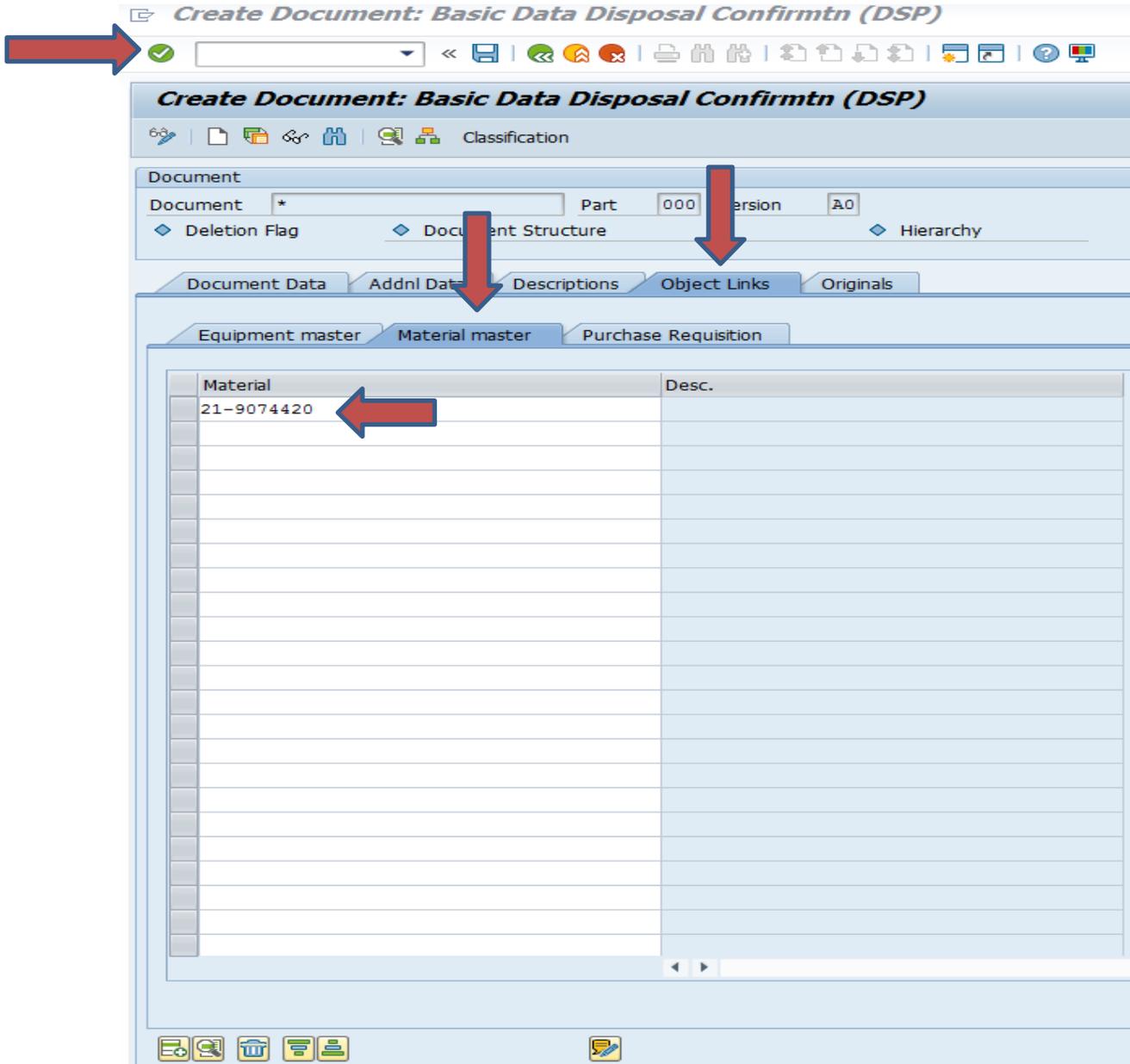
Select the checkmark continue



You can add more documents by repeating the above process (DP, DMIL instructions, Certificate of Demilitarization and/or Destruction) by repeating the above process. Once all documents are uploaded manually lock in the file by selecting the “Check in Orig” icon. This will change the lock icon from unlocked to lock.

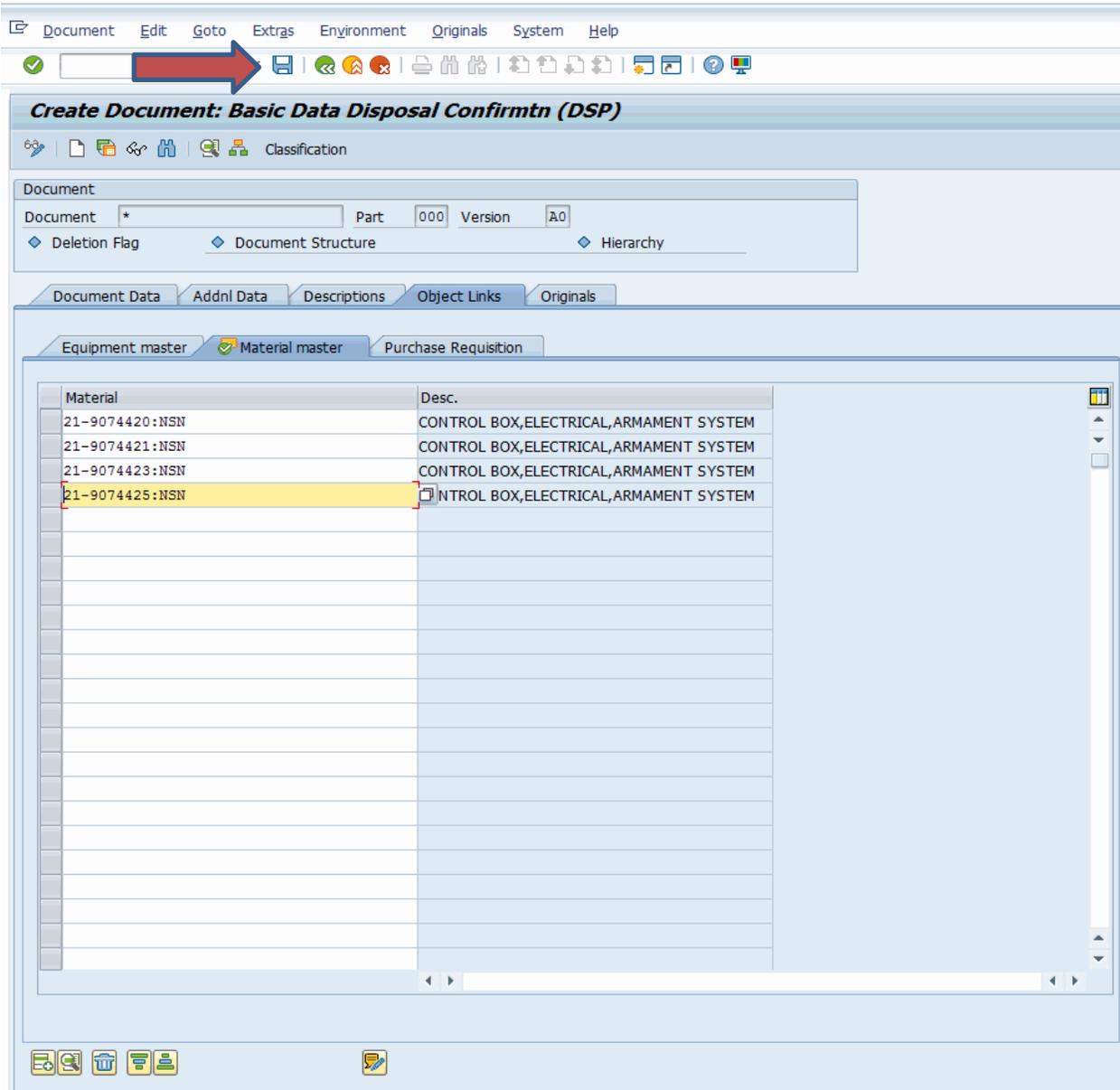


Select Object Links Tab, then select Material Master Tab, then enter SC in the Material field, Hit the check mark icon (or hit enter)



At this point you can enter more NSNs if they are using the same documents (1303, DP etc.) that are to be uploaded as DIRs. You can also copy and paste multiple NSNs from a spreadsheet.

Now save file by clicking on the Save icon



A document number is created, make note of this for future reference.

**Create Document: Initial Screen**

Select Document via ...

Document 100000000199

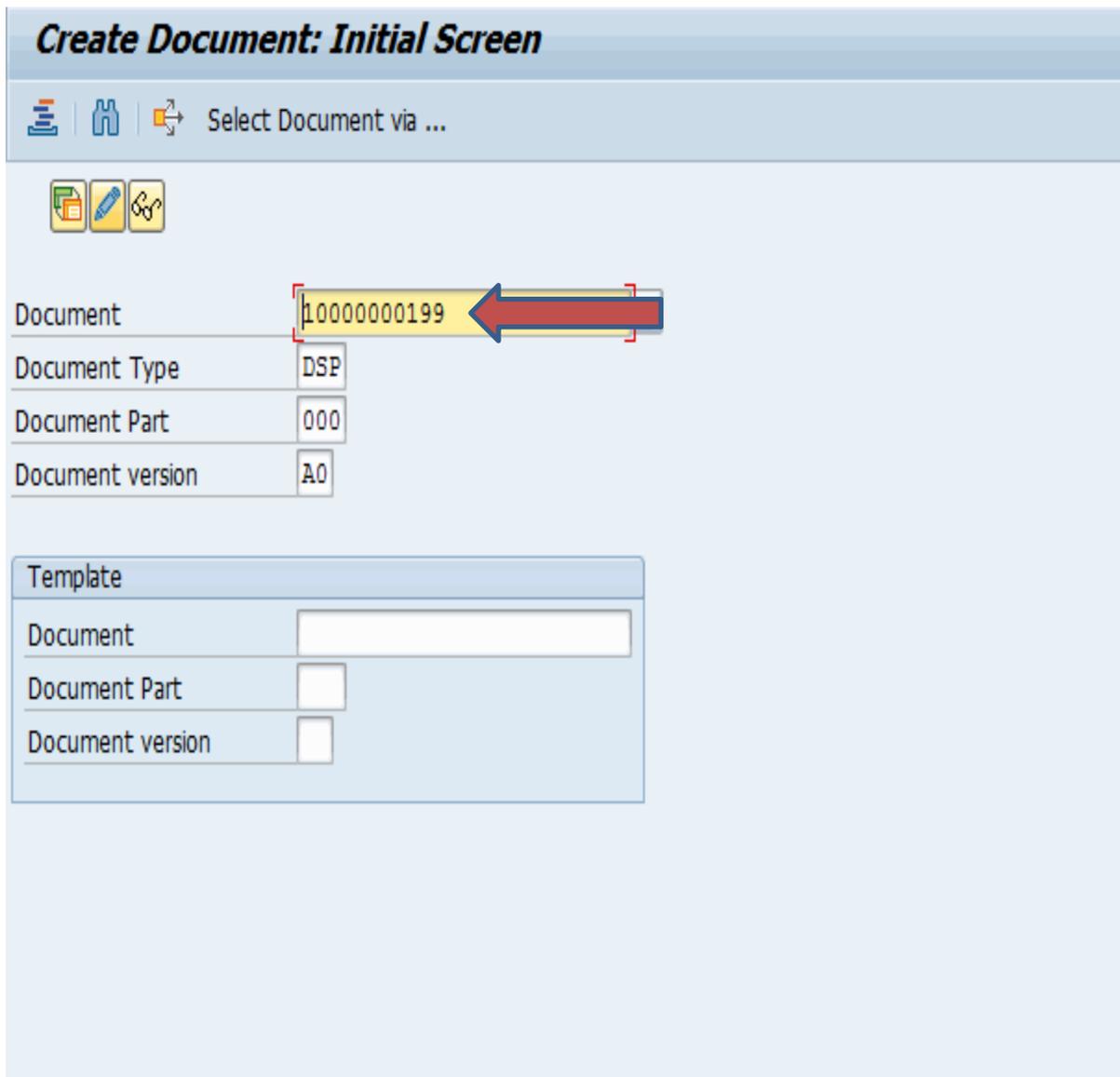
Document Type DSP

Document Part 000

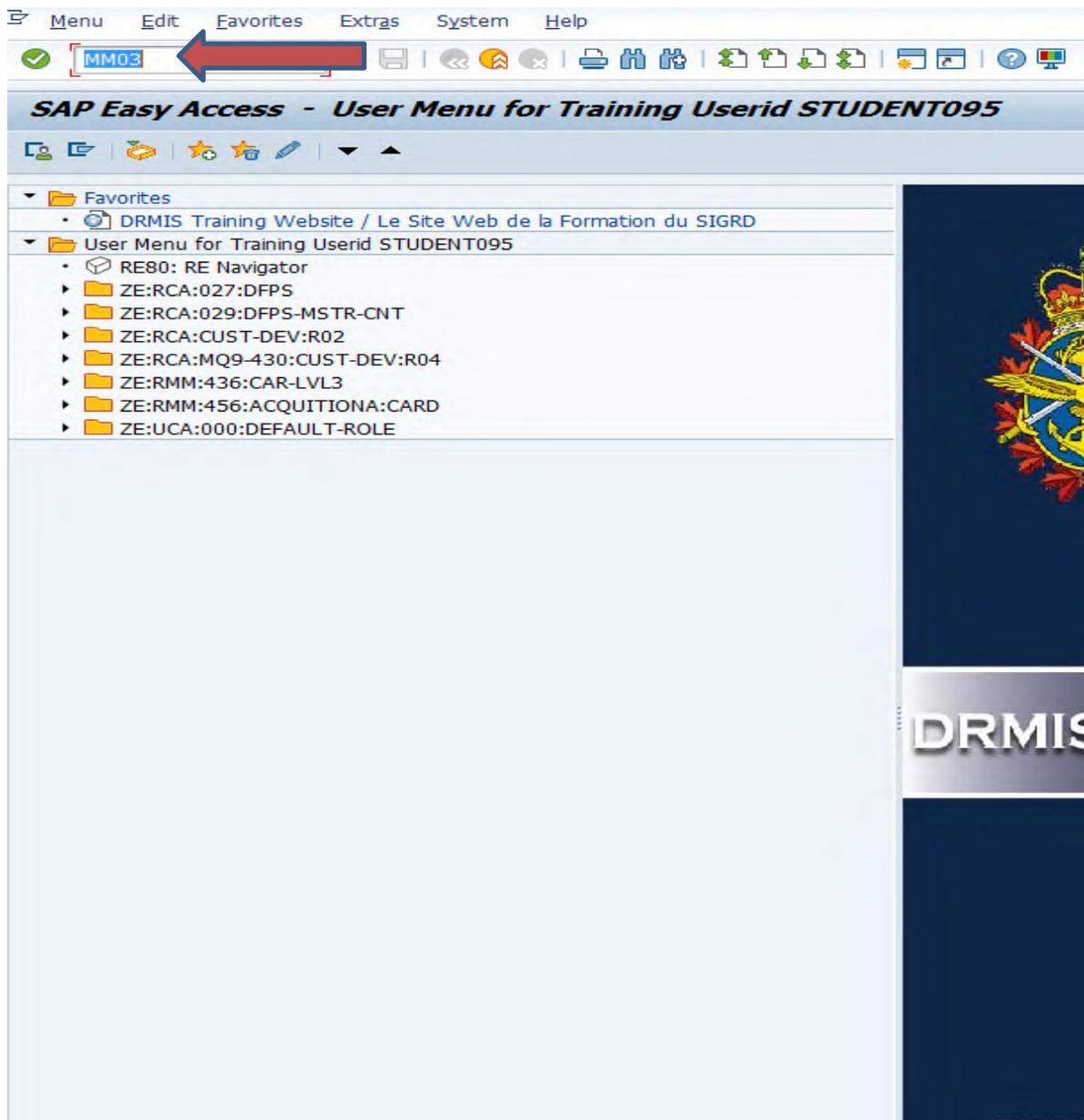
Document version A0

Template

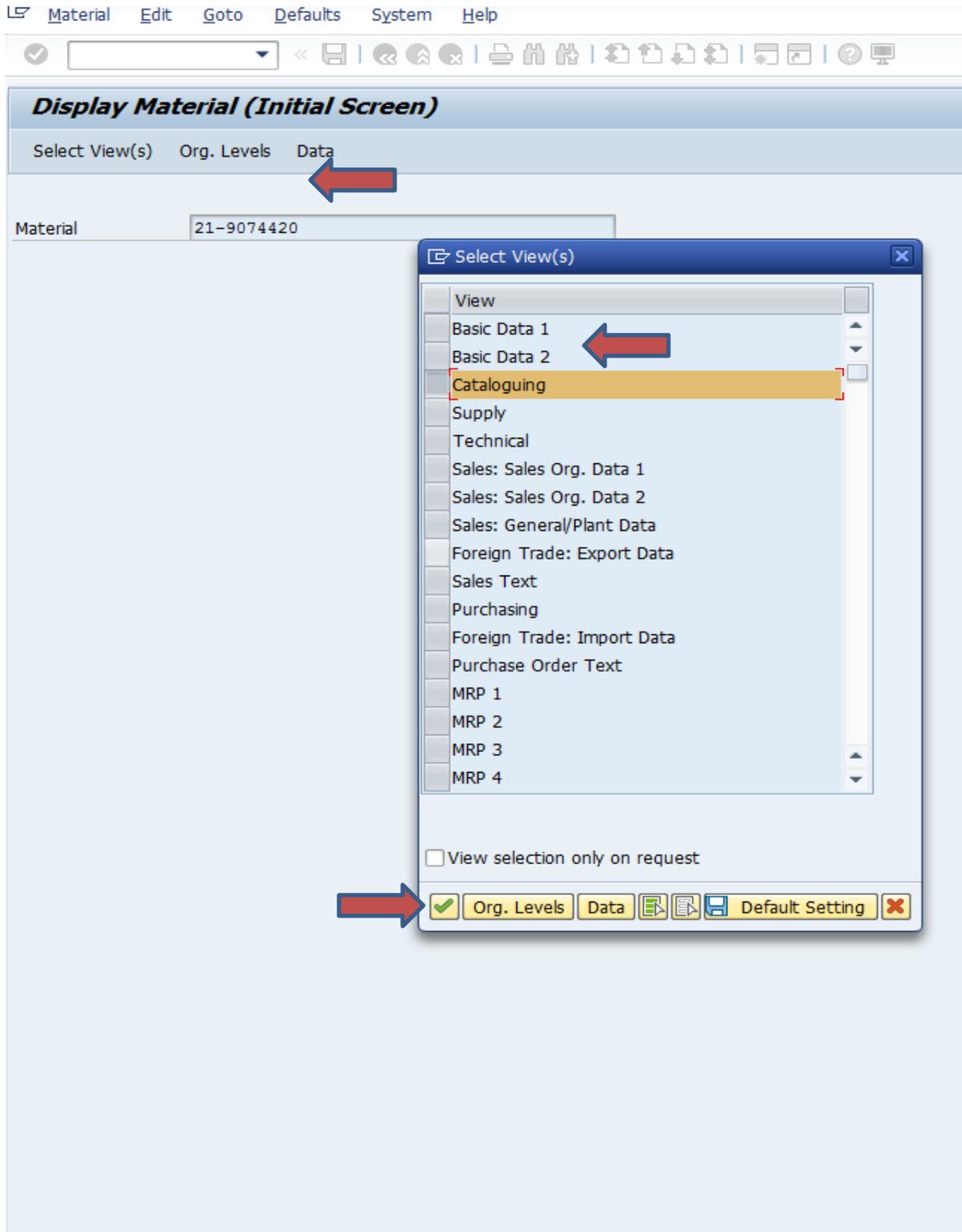
Document	<input type="text"/>
Document Part	<input type="text"/>
Document version	<input type="text"/>



To verify the document has been attached:  
Input MM03 into the command line.



Select “Cataloguing” tab and press green check mark or enter



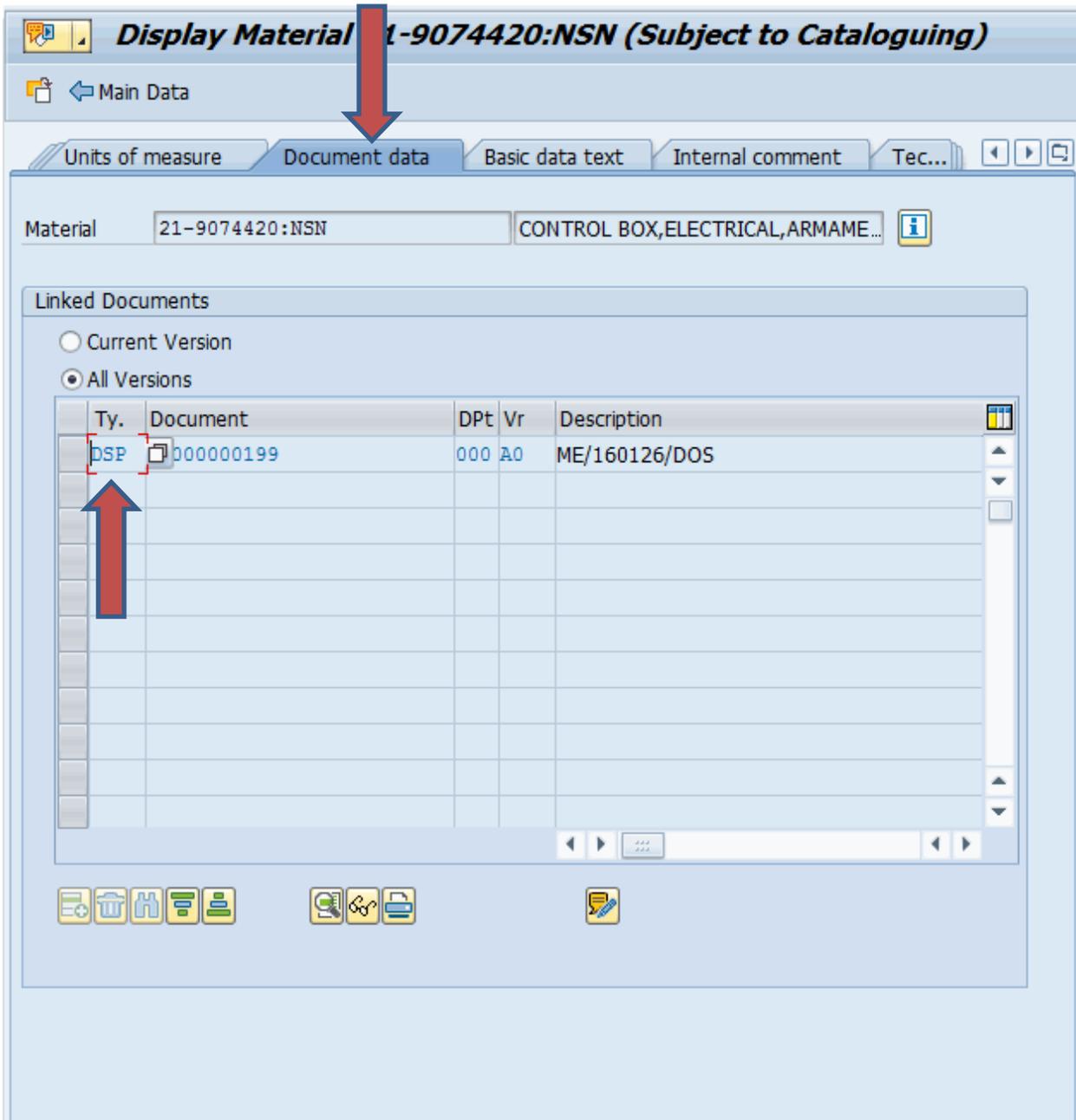
Select “Additional Data” tab

The screenshot shows the SAP 'Display Material' interface for material 21-9074420:NSN. The title bar reads 'Display Material 21-9074420:NSN (Subject to Cataloguing)'. Below the title bar, there is a navigation bar with tabs: 'Basic data 2', 'Cataloguing', 'Supply', 'Technical', 'Sales: sales org. 1', and 'Sa...'. A red arrow points to the 'Additional Data' tab, which is currently selected. The main content area displays the material name '21-9074420:NSN' and the description 'CONTROL BOX,ELECTRICAL,ARNAME...'. Below this, there is a section for 'CGCS' (Control Box Cataloguing) with the following fields:

Assigned NSN	1045	21	9074420	Cataloguing Option	N
Replacing NSN				Technical Data Pkg	Y
CGCS Create Date	10.06.2009			Auto Approve Flag	No
				T OF I Code	2
				NSN Cancel code	

Below the CGCS section, there is a 'Link to Texts' area with buttons for 'NATO Text', 'CTAT Instruction', 'CGCS Response', 'Hazmat Instruction', and 'Technical Detail'. A 'Change History' button is also present. At the bottom, there is an 'RCO' (Reason for Change) section with the value 'DGMEPM' and an 'RCO Comments' button. The 'Demilitarization' section includes fields for 'ECL Reference', 'DOD Manual', and 'DMC'.

Select “Document Data” and then select DSP under the “Ty” tab. You now can view the documents that have been uploaded into the DIR.



## ANNEX G - Disposal Procedures

### Introduction

1. In addition to the Disposal Process Flowcharts that outline all of the steps required to carry out a disposal activity, the following procedural information has been provided in more detail to ensure that disposal practitioners are able to carry out disposal activities in a manner that meet all of the requirements outlined under Part 2 of the Process.

### Planning

2. During this phase, the Lead Life Cycle Materiel Manager (LCMM/TA) or Lead Materiel Manager (LMM), will investigate entire stock holdings of the Stock Code under review and determine if a full or partial disposal is required.

Supply Process (Flowcharts)	Disposal – Planning
Gather Information	In order to gather information, the following references should be investigated: <ul style="list-style-type: none"> <li>• Materiel Management System of Record;</li> <li>• Canadian Government Cataloguing System (CGCS)</li> <li>• Defence Resource Planning (DRP), and</li> <li>• History Data Repository (HDR) <a href="http://drmis-sigrd.mil.ca/jobaids-aidememr-eng.asp">http://drmis-sigrd.mil.ca/jobaids-aidememr-eng.asp</a>.</li> </ul>
Application of the “1B” IM Advisory Code	All Stock Codes that are deemed to be either fully or partially disposed will be marked with an IM Advisory Code of “1B”.
Modify IM Advisory Code	The RCO (Record Control Officer) function in DRMIS must change the IM Advisory Code to “1B” using DRMIS transaction MM02 (Amend or Update Material Master Record). This action can also include multiple Stock Codes.
MASS UPDATE	<a href="http://drmis-sigrd.mil.ca/jobaids-aidememr-eng.asp">http://drmis-sigrd.mil.ca/jobaids-aidememr-eng.asp</a>
MM02	<a href="http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02">http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02</a>
NOTE	Once the IM Advisory Code has been changed to “1B”, all users must contact the Supply Manager in order to get permission to process any further demands (creates a STO). Only the LCMM/TA can grant the reversal of the IM Advisory Code. Also, any challenges to the IM Advisory Code change can be forwarded to the SM/LCMM/TA.

Transfer of Materiel Responsibility	When a LCMM/TA determines that there is no longer a requirement for a Stock Code, but is still required by another LCMM/TA, this responsibility must be transferred to the new LCMM/TA with usage (Reference: Materiel Identification (MI) Training Guide Plan). This responsibility is confirmed through the Equipment Identification and Documentation Data Base (EID DB) - Update Form which is completed by the relinquishing LCMM/TA.
EID DB-Update Form (DND 746)	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
TA Code Update	The new LCMM/TA Code is required to be sent to DSCO to have the Materiel Management System of Record updated via the EID DB form. The new LCMM/TA will have to accept, via email to DSCO, responsibility for the equipment.
Upload DND 746 to DRMIS via DIR	A copy of this form is attached to the specific Stock Code by the relinquishing LCMM/TA through a DIR, see Annex F.
Updating of MMR/EMR/AMR	Requirements to further update the MMR/EMR/AMR in the Planning Stage only exists when there is a transfer of responsibility between LCMMs/TAs for the Stock Code and there is no plan for disposal to take place, in full or in part. The out-going Lead LCMM/TA is responsible to remove data that is no longer valid, including making ERNs Historical ( <a href="#">DND 746</a> ), ensuring the Supply Manager changes the Min/Max levels via MM02/MRP 1 tab, or removing the Stock Code from the EMR (DND 746). All inventory will then be migrated to the new LCMM's/TA's Code.
Updating of Master Records MM02	<a href="http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02">http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02</a>

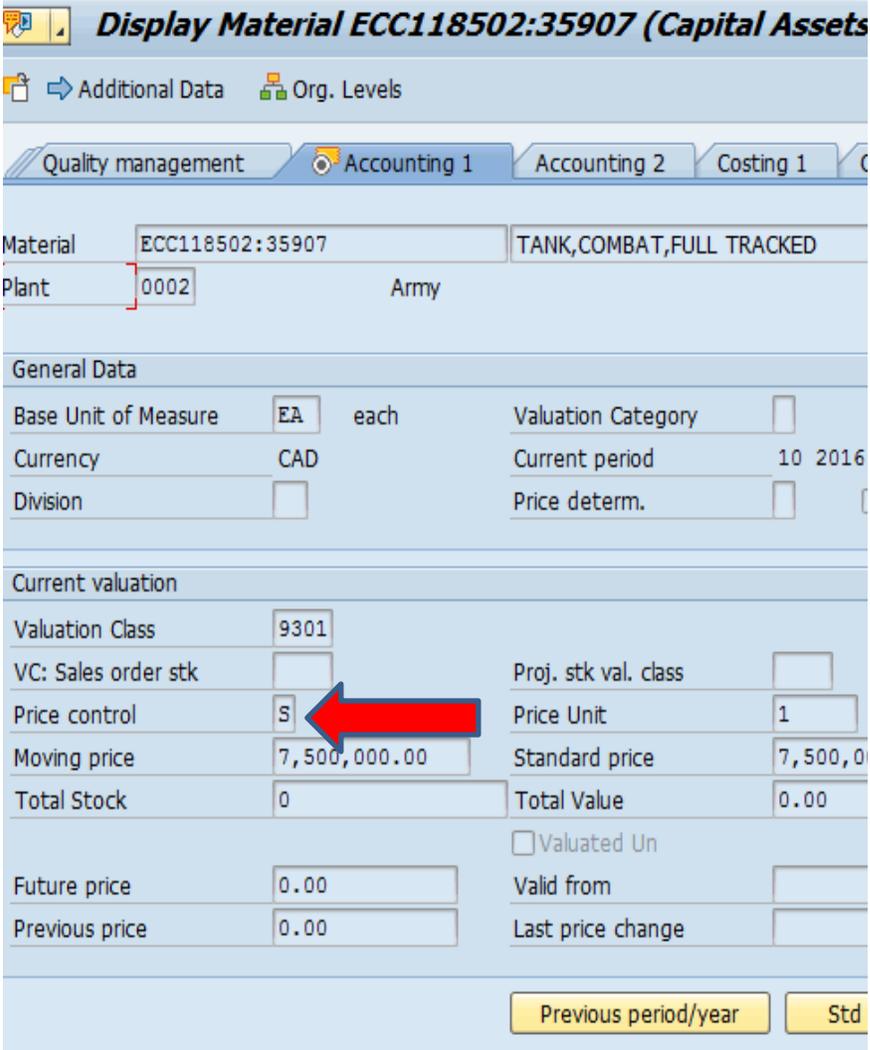
## Analysis

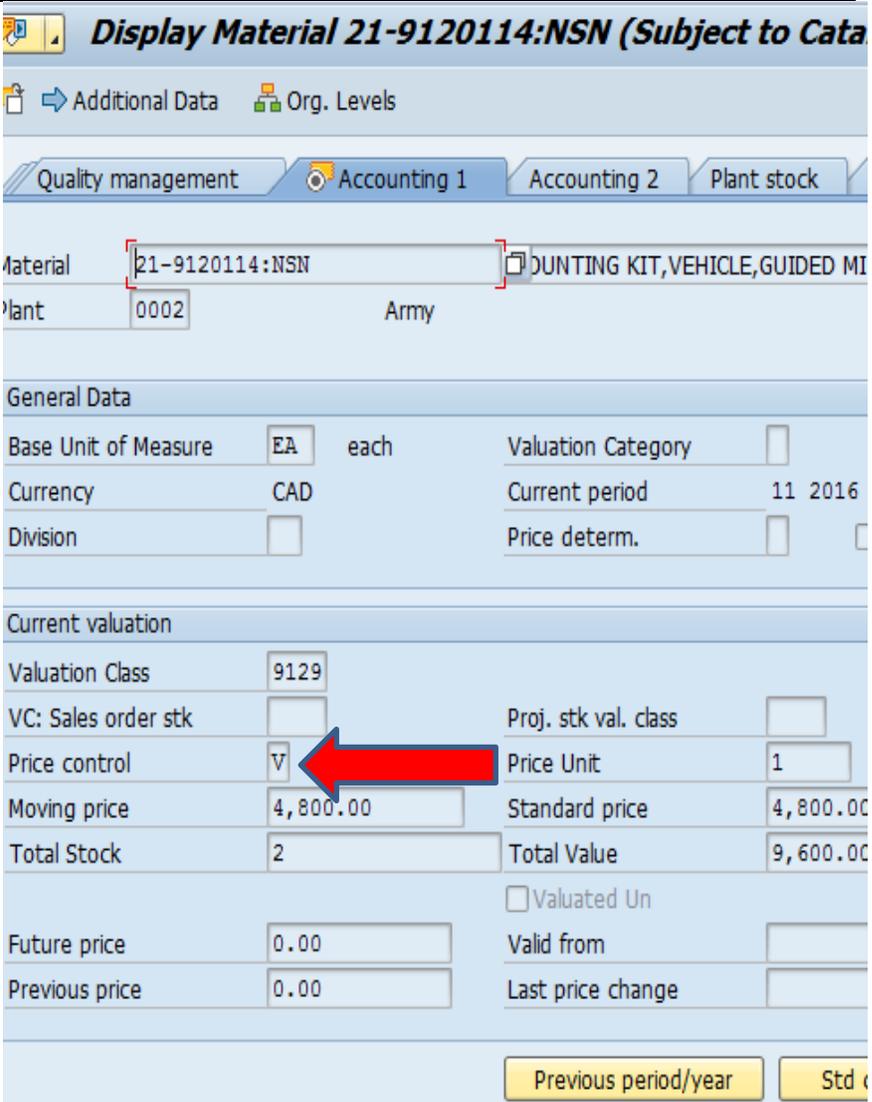
### Declaration of Surplus

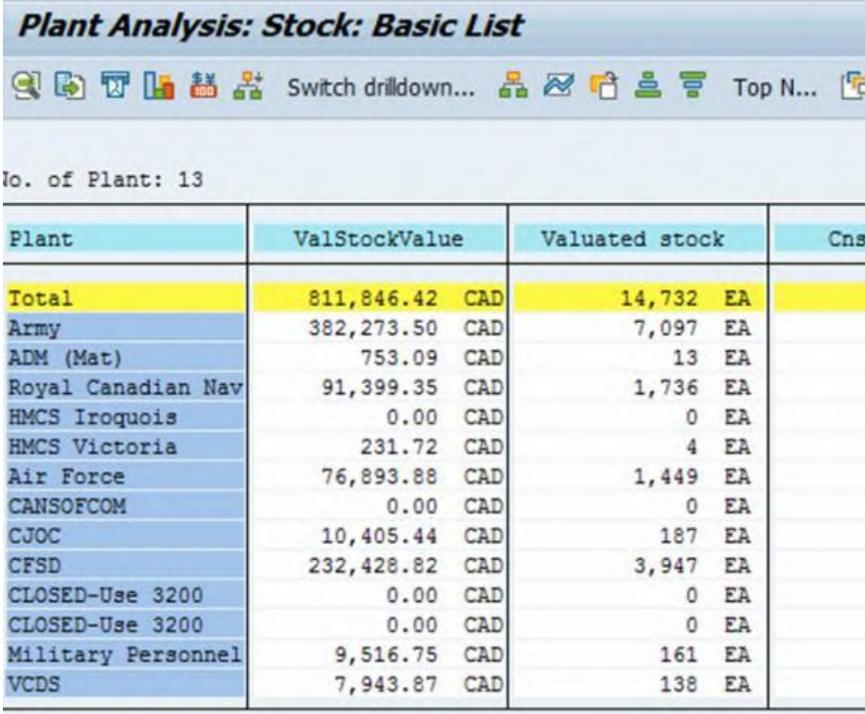
- The Lead LCMM/TA or LMM has now segregated the materiel that are under investigation for disposal by marking the IM Advisory Code "1B" in the Materiel Management System of Record. The analysis phase determines how many of the 1B items will be disposed, whether partial or full, as well as which disposal method is required.

<b>Supply Process (Flowcharts)</b>	<b>Disposal – Analysis - Develop Declaration of Surplus.</b>
Declaration of Surplus and Request Letters	Once the LCMM/TA has determined “how much” will be disposed, a Declaration of Surplus <a href="#">CF 1303</a> must be completed. For Major Weapons and Support Systems, a VCDS Request Letter and Authorization Letter are also required. For Assemblies, Sub-assemblies and Inventory valued at \$40 Million and <b>above</b> the ADM(Mat) Request Letter and Authorization Letter are required along with the CF 1303. For Assemblies, Sub-assemblies and Inventory valued <b>below</b> \$40Million only a CF 1303 is required.
Create VCDS letter	The VCDS letter must be completed in order to declare Major Weapons and Support Systems surplus due to its effect on capabilities.
VCDS Letter Templates	DSCO 7 must be contacted regarding the creation of the VCDS Letter; however some key elements are common to all. See Appendix 1 to Annex A VCDS Letter Template - Request for Declaration of Surplus and/or Alternate Application, and Appendix 2 to Annex A Letter Template – Authorization for Declaration of Surplus and/or Alternate Application.
ADM(Mat) Letter Templates	If the Level 1 in the LCMM’s/TA’s organization is not ADM(Mat), then the appropriate ADM Group is used for approval, but the letters must follow the same ADM(Mat) templates. This template is required for Assemblies, Sub-assemblies and Inventory valued at \$40 Million and above. See Appendix 3 to Annex A ADM(Mat) Letter Template – Request for Declaration of Surplus and/or Alternate Application, and Appendix 4 to Annex A ADM(MAT) Letter Template – Authorization for Declaration of Surplus and/or Alternate Application.
Create the CF 1303	A <a href="#">CF 1303</a> is the formal Declaration of Surplus and must be completed in order to initiate the removal of materiel from the Materiel Management System of Record both financially and materially. A copy of this form with instructions can be found in the Defence Forms Catalogue. See Appendix 5 to Annex A for multiple Stock Codes.
Declaration of Surplus (CF 1303)	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>

Multiple Stock Codes on CF 1303	If there is more than one Stock Code requiring full disposal under the same Equipment Management Team, it is possible to create one CF 1303 for multiple items by attaching a document that lists each Stock Code, along with the total stock, unit cost, location and total value per item. See Appendix 5 to Annex A.
Determine total materiel held	The LCMM/TA requests that the CF 1303 form is initiated by the Supply Manager, whose responsibility is to confirm the total amount of materiel held in the Materiel Management System of Record. Regardless if the disposal is full or partial, the total amount of held materiel must be confirmed, including all departmental storage locations, depots, customer accounts and repairable reserves and materiel on loan; if is found in _SLOC (Customer Accounts), it is essential that the materiel is returned back to the closest Base Repair and Disposal Section during the disposal process prior to Close Out (Section 3 Part 5); and Project Stock (with a WBS element) is not controlled by the National Inventory Control Point, or by Local Authorities, and must be verified by the applicable Project prior to disposal. There are circumstances where Stock Codes were placed in Project Stock in error; therefore these holdings should must be verified and transferred to available stock, if require.
Major Disposal Project Valuation	Valuation for Major Disposal Projects must be obtained from DSCO 7.
Valuation Methods for the Declaration of Surplus (CF 1303)	Inventory for the Declaration of Surplus Form shall be valued based on the price control indicator located in DRMIS via MM03 Display Material/Accounting 1 Tab. There are two price control indicators:
1. Standard Unit Price (S)	<b><u>Standard Unit Price (S)</u></b> - If the price control is S, then the Standard Unit Price will be multiplied by the associated number of materiel for disposal to determine the value for the Declaration of Surplus. This information can be found within the Accounting 1 Tab. (Figure 1).

<p>Fig. 1</p> <p>MM03 Display Material Accounting 1 Tab</p>	 <p>The screenshot shows the SAP 'Display Material' interface for material ECC118502:35907. The 'Accounting 1' tab is active. Under 'Current valuation', the 'Price control' field is set to 'S' (Standard Price), which is highlighted with a red arrow. Other fields include 'Moving price' at 7,500,000.00, 'Total Stock' at 0, and 'Standard price' at 7,500,000.00.</p>
<p>2. Moving Average Price (V)</p>	<p><b><u>Moving Average Price (V)</u></b> - If the price control is V, then the Moving Average Price shall be used (Figure 2).</p>

<p>Fig. 2</p> <p>MM03 Display materiel Accounting 1 Tab</p>	
<p>Three Valuation Scenarios</p>	<p>There are three scenarios for valuation: Full Disposal, Partial Disposal System Wide or Partial Disposal Plant Specific.</p>
<p>1. Full Disposal</p>	<p><b>Full Disposal</b> – the total cumulative value taken from the MC.1 Report will be used. This report will provide the aggregate value of all individual Plants' Moving Weighted Average. The total of this report and the total number of items can be used for the Declaration of Surplus. (see Figure 3)</p>
<p>2. Partial Disposal System Wide</p>	<p><b>Partial Disposal System wide</b> – when there is a system wide partial reduction of materiel the overall value from the MC.1 report shall be used divided by the number of materiel in the system to obtain a per unit value. That value will be multiplied by the number of items to be disposed to determine the appropriate cross plant valuation.</p>

Valuation Calculation	Declaration of Surplus Valuation = (Total value/total materiel quantity) x Quantity to be Disposed. (Figure 3)																																																												
3. Partial Disposal Plant Specific	<b>Partial Disposal Plant Specific</b> – The value for an individual plant can be found at the Accounting 1 Tab. The moving price is multiplied by the materiel quantity to be disposed in order to determine the appropriate in Declaration of Surplus value. If the entire holdings of a single plant are being disposed then the Total Value valuation can be used.																																																												
Valuation Calculation	(ValStockValue/Valuated Stock) x Quantity to be disposed = Total Cost of items for disposal.																																																												
Fig.3 MC.1	 <p><b>Plant Analysis: Stock: Basic List</b></p> <p>Switch drilldown... Top N...</p> <p>No. of Plant: 13</p> <table border="1"> <thead> <tr> <th>Plant</th> <th>ValStockValue</th> <th>Valuated stock</th> <th>Cns</th> </tr> </thead> <tbody> <tr> <td><b>Total</b></td> <td><b>811,846.42 CAD</b></td> <td><b>14,732 EA</b></td> <td></td> </tr> <tr> <td>Army</td> <td>382,273.50 CAD</td> <td>7,097 EA</td> <td></td> </tr> <tr> <td>ADM (Mat)</td> <td>753.09 CAD</td> <td>13 EA</td> <td></td> </tr> <tr> <td>Royal Canadian Nav</td> <td>91,399.35 CAD</td> <td>1,736 EA</td> <td></td> </tr> <tr> <td>HMCS Iroquois</td> <td>0.00 CAD</td> <td>0 EA</td> <td></td> </tr> <tr> <td>HMCS Victoria</td> <td>231.72 CAD</td> <td>4 EA</td> <td></td> </tr> <tr> <td>Air Force</td> <td>76,893.88 CAD</td> <td>1,449 EA</td> <td></td> </tr> <tr> <td>CANSOFCOM</td> <td>0.00 CAD</td> <td>0 EA</td> <td></td> </tr> <tr> <td>CJOC</td> <td>10,405.44 CAD</td> <td>187 EA</td> <td></td> </tr> <tr> <td>CFSD</td> <td>232,428.82 CAD</td> <td>3,947 EA</td> <td></td> </tr> <tr> <td>CLOSED-Use 3200</td> <td>0.00 CAD</td> <td>0 EA</td> <td></td> </tr> <tr> <td>CLOSED-Use 3200</td> <td>0.00 CAD</td> <td>0 EA</td> <td></td> </tr> <tr> <td>Military Personnel</td> <td>9,516.75 CAD</td> <td>161 EA</td> <td></td> </tr> <tr> <td>VCDS</td> <td>7,943.87 CAD</td> <td>138 EA</td> <td></td> </tr> </tbody> </table>	Plant	ValStockValue	Valuated stock	Cns	<b>Total</b>	<b>811,846.42 CAD</b>	<b>14,732 EA</b>		Army	382,273.50 CAD	7,097 EA		ADM (Mat)	753.09 CAD	13 EA		Royal Canadian Nav	91,399.35 CAD	1,736 EA		HMCS Iroquois	0.00 CAD	0 EA		HMCS Victoria	231.72 CAD	4 EA		Air Force	76,893.88 CAD	1,449 EA		CANSOFCOM	0.00 CAD	0 EA		CJOC	10,405.44 CAD	187 EA		CFSD	232,428.82 CAD	3,947 EA		CLOSED-Use 3200	0.00 CAD	0 EA		CLOSED-Use 3200	0.00 CAD	0 EA		Military Personnel	9,516.75 CAD	161 EA		VCDS	7,943.87 CAD	138 EA	
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Negative Balances	If there is negative balance in any of the plants such as Plant 4000, you must verify the quantities and possibly adjust the total ValStockValue.																																																												
Determine Authorization Level for CF 1303	The Total Stock Value determines the level of authority necessary for Centrally Managed Assemblies, Sub-assemblies and Inventory, as well as authority levels for Locally Managed accountable materiel.																																																												
DND/CAF Delegation of authorities	<a href="#">Table 2 Authority for Declaration of Surplus.</a>																																																												

Upload CF 1303, VCDS or ADM(Mat) Letters to a DIR in DRMIS	See Annex F for DIR Uploads. All applicable Declaration of Surplus forms and letters shall be uploaded.
Amend Stock Type Code	When materiel has been declared surplus for full disposal, and the Disposal Plan has not yet been authorized, the Records Control Officer (RCO) must amend the Stock Type Code from an “X” (Active), to a “G” (Declared Surplus). The “G” is to be used when there is a lag in time between completing the Declaration of Surplus and the Disposal Plan. The “G” notifies users that the SC is no longer available for issue. It also notifies users/customer service/warehouse that the associated materiel is to be moved to Base Repair and Disposal Stores awaiting a valid Disposal Plan. This is also the financial indicator to “write down” the value of the materiel in the public accounts.
Full Disposal	When a Stock Code has been declared surplus for a <b>full disposal</b> activity, the Stock Type Code must be amended to “G” via the MM02.
MM02	<a href="http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02">http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02</a>
Mass Update	<a href="http://drmis-sigrd.mil.ca/jobaid-aidememr-eng.asp">http://drmis-sigrd.mil.ca/jobaid-aidememr-eng.asp</a>
Partial Disposal	When a Stock Code has been declared surplus for a <b>partial disposal</b> activity the Stock Type Code will not be amended as the Stock Code is still available for use.
Upload Declaration of Surplus (DoS) to a DIR in DRMIS	After the Declaration of Surplus has been signed, it is required to be uploaded into the Materiel Management System of Record via a DIR (Annex F) to each associated Stock Code. Just as a CF 1303 can have multiple Stock Codes listed (Appendix 5 to Annex A), the DIR can be uploaded to several Stock Codes. The Declaration of Surplus DIR can then be available for the Supply chain to refer to when the SC has an authorized Disposal Plan and is ready to be disposed, whether at a Base, Depot, or EPM level.
MM02	<a href="http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02">http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02</a>
Mass Update	<a href="http://drmis-sigrd.mil.ca/jobaid-aidememr-eng.asp">http://drmis-sigrd.mil.ca/jobaid-aidememr-eng.asp</a>

Disposal Plan

4. The following methods of disposal must be reviewed in the following order: Transfer, Sale, Donation, Trade-in and Conversion to Waste. The LCMM decides which method is being used in order to dispose of surplus stock.

Supply Process (Flowcharts)	Disposal – Analysis – Develop Disposal Plan.
Special Disposal Instructions	Annex B Lists all Special Disposal Instructions for specific commodities that must be followed.
Demilitarization	Stock Codes with a Demilitarization Code (DMC) of D and F are considered Controlled Goods and will require special technical instructions to demilitarize the item. Conversion to waste through destruction still requires that special technical instructions are met. A Certificate of Destruction / Demilitarization ( <a href="#">DND 2586</a> ) must be completed.
Certificate of Destruction / Demilitarization (DND 2586)	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
Demilitarization Code (DMC) Accuracy Responsibility	It is everyone’s responsibility to ensure that DMC are applied correctly to a SC. When a Stock Code appears to have a DMC that is incorrect, the LCMM/TA must be contacted for advice of the potential error. The LCMM/TA will in turn “challenge” the accuracy of the DMC through the CTAT office. When a DMC Challenge is required, a detailed email on the item being challenged should be sent to the appropriate SM/LCMM/TA at NICP for furtherance to CTAT. Information on how to initiate the challenge process can be found on the CTAT website via the following link:
DMC Challenge Process	<a href="http://materiel.mil.ca/en/business-functions-controlled-goods-management/ctat-online-tools.page">http://materiel.mil.ca/en/business-functions-controlled-goods-management/ctat-online-tools.page</a>
Disposal Plan	<p>The Disposal Plan is completed by the LCMM/TA;</p> <p>A DP is required for the disposal of all surplus materiel and must factor in all materiel and associated assemblies, sub-assemblies, inventory, special tooling, testing equipment, publications and/or technical drawings;</p> <p>The DP for Major Weapon and Support Systems must be completed in consultation with DSCO 7; and</p> <p>The DP must be available in both official languages. The DP is uploaded into Materiel Management System of Record and attached via a DIR to each associated Stock Code. The DP will</p>

	be named in the DIR in accordance with the naming convention in Annex F.
Disposal Plan (DND 4001)	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
DIR	<a href="http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.18751?mode=EU&amp;primaryCSH=cv01n">http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.18751?mode=EU&amp;primaryCSH=cv01n</a> See Annex H
Cost Benefit Analysis	Estimated Return to the Crown minus (-) Estimated Cost to Dispose = Estimated Net Return per disposal method.
Amend Stock Type Code	Now that the Stock Code has both the Declaration of Surplus and a Disposal Plan, the LCMM/TA shall ensure the Stock Type Code is amended through the Records Control Officer (RCO) in DRMIS, for either a Full or Partial disposal.
Full Disposal "D"	For a Full Disposal, the Stock Type Code will change to <b>"D"</b> via the MM02 Mass Update. The <b>"D"</b> informs the materiel custodians from the Bases, Warehouses, etc. that the Stock Code has all of the information necessary for the <b>full execution</b> of the disposal activity and that this information is available in the DIR for that Stock Code.
Partial Disposal "P"	For a Partial Disposal, the Stock Type Code is changed to <b>"P"</b> via the MM02 Mass Update. The <b>"P"</b> informs the Materiel Custodians from the Bases, Warehouses, etc. that this Stock Code has all of the information necessary for the execution of a <b>partial</b> disposal activity and that this information is available in the DIR for that Stock Code.
MM02:	<a href="http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02">http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02</a>
Mass Update:	<a href="http://drmis-sigrd.mil.ca/jobaids-aidememr-eng.asp">http://drmis-sigrd.mil.ca/jobaids-aidememr-eng.asp</a>
Reporting on E-Waste	E-waste must be declared on the Report on E-Waste Disposal for Fiscal Year form prior to disposal.
DND 4003	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
Donation Register	DSCO 7 is the OPI for the permanent gifting of surplus materiel to recognized charitable or non-profit organizations. LCMMs/TAs must refer to the DSCO 7 Donation Register to verify if there are any possible recipient identified. If so, they are to liaise directly with DSCO 7 for more direction. This will become part of the Stock Codes' disposal plan.

## Execution

5. Materiel custodians are required to execute the Disposal Plan as provided which is located in the DIR for each associated Stock Code.

Supply Process (Flowcharts)	Disposal - Execute - Consolidate Goods for Disposal; Disposal - Execute - Transfer; Disposal - Execute - Sales; Disposal - Execute - Donation; and Disposal - Execute - Conversion to Waste.
DND 2227	Materiel Custodians are required to fill out the DND 2227 ( <a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a> ) in order to transfer materiel from their materiel <a href="http://dfc-rfd.mil.ca/holding">http://dfc-rfd.mil.ca/holding</a> account (Customer Account, Stocking Account (Warehouse), Contractor Repair Account, etc.) in order to transfer to R&D Sections. Disposal can then take place in accordance with either the Disposal Plan for surplus materiel or CFTO/TI for EOL materiel.
CF 942 Condition Tags	All materiel being returned to R&D Sections must be accompanied with a CF 942 Condition Tag.
Purge Certificate (Local Managed Form)	When materiel that has contained Hazardous Materiels is being returned, a purge certificate must be attached to the item certifying that there is no HazMat within the materiel.
Consolidation of Surplus Materiel	Customer Service Sections initiate the return of surplus materiel or EOL materiel from Customer Accounts. Warehouse materiel custodians initiate returns of surplus materiel or EOL materiel from warehouse accounts. These are transferred to the Repair and Disposal (R&D) Section. All materiel is received by R&D. R&D will action according to the Disposal Plan/CFTO/Technical Instruction including the transfer of materiel to Depots (if the Disposal Plan instructs).
Equipment Movement Order	Equipment Movement Orders (EMOs) shall be created if vehicles or other e-tracked equipment are being moved.
GCSurplus	R&D Section has the responsibility to liaise through the GCSurplus portal. They shall provide information including photos of the materiel to be listed on the "GC Surplus" website.
Certificate of Demilitarization and/or Destruction (DEMIL)	R&D is responsible to ensure that: <ul style="list-style-type: none"> <li>Demilitarization has been completed in accordance with Disposal Plan;</li> </ul>

	<ul style="list-style-type: none"> <li>• The certificate has signed by the appropriate authorities, and</li> <li>• A copy of the certificate is uploaded into DRMIS attached to the MIGO 951 transaction.</li> </ul> <p>When Demilitarization is not required, but destruction is being done, R&amp;D is to ensure that:</p> <ul style="list-style-type: none"> <li>• destruction has been completed in accordance with Disposal Plan;</li> <li>• the certificate is signed by the appropriate authorities; and</li> <li>• A copy of the certificate is uploaded into DRMIS attached to the MIGO 951 transaction (as identified below).</li> </ul>
Certificate of Demilitarization / Destruction ( <a href="#">DND 2586</a> )	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
DRMIS Disposal Transaction	The quantity of materiel identified in the Disposal Plan is removed from the Materiel Management System of Record (DRMIS) utilizing the MIGO 951 disposal transaction with the appropriate Reason for Movement Code. The certificate (DND 2586) shall be attached to the transaction as proof of completion, for both compliance and audit purposes.
MIGO 951	<a href="http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.54825?mode=EU&amp;primaryCSH=migo">http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.54825?mode=EU&amp;primaryCSH=migo</a>

Close Out

6. The disposal activity is concluded and the Material Master Record (MMR) is amended to reflect the current status of the Stock Codes. In order to ensure the disposal activity has been accurately finalized, the Disposal Closeout Checklist must be completed by the LCMM/TA and uploaded into the Materiel Management System of Record via the DIR.

Supply Process (Flowcharts)	Disposal – Close Out.
Disposal Closeout Checklist (DND 4004)	<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>
DIR	<a href="http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.18751?mode=EU&amp;primaryCSH=cv01n">http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.18751?mode=EU&amp;primaryCSH=cv01n</a>
Amend Stock Type Code - Full Disposal Change “D” to “Z”	For a Full Disposal, the Stock Type Code will change to “Z” via the MM02 Mass Update. The “Z” informs the materiel custodians from the Bases, Warehouses, etc. that this Stock Code has been reduced to zero and is pending archival;
- Partial Disposal Targeted Quantity change “P” to “X”	For a Partial Disposal of a targeted amount, the Stock Type Code is changed to “X” via the MM02 Mass Update. The

<p>- Phased Full Disposal Project Ongoing leave as “P”</p> <p>- Phased Full Disposal Final Divestment Phase change “P” to “D”</p>	<p>“X” informs the Materiel Custodians from the Bases, Warehouses, etc. that this Stock Code is now available for issue and movement. The associated minimum and maximum levels must be amended accordingly;</p> <p>For a Phased Full Disposal the Stock Type Code will remain as a “P” until the final phase of divestment; and</p> <p>At the final phase of divestment the Stock Type Code will then be converted to “D” via the MM02 Mass Update and the Full Disposal processes will be utilized.</p>
<p>MM02</p>	<p><a href="http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02">http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.75623?mode=EU&amp;primaryCSH=mm02</a></p>

End-of-Life

- Through usage, maintenance and repair some items of inventory can become unserviceable to the point of non-reparability. The requirement for the item still exists and must be replenished, but the unserviceable item itself requires a disposal activity. In lieu of being declared surplus, these items will be declared as having reached their End-of-Life (EOL). Disposal will be executed utilizing a CFTO/Technical Instruction, including demilitarization instructions, provided by the appropriate Technical Authority instead of following a Disposal Plan.

Supply Process (Flowcharts)	Disposal – End-of-Life (EOL)
<p>DND 2227</p>	<p>Materiel Custodians are required to fill out the DND 2227 (<a href="http://dfc-rfd.mil.ca">http://dfc-rfd.mil.ca</a>) when transferring materiel from their materiel holding account (Customer Account, Stocking Account (Warehouse), Contractor Repair Account, etc.) to R&amp;D Sections. Disposal can then take place in accordance with either the Disposal Plan for surplus materiel or CFTO/TI for EOL materiel.</p>
<p>CF 942 Condition Tags</p>	<p>All materiel being returned to R&amp;D Sections must be accompanied with a CF 942 Condition Tag.</p>
<p>Purge Certificate (Local Managed Form)</p>	<p>When materiel that has contained Hazardous Materiels is being returned, a purge certificate must be attached to the item certifying that there is no HazMat within the materiel.</p>

<p>Upload Technical Instructions</p>	<p>The Technical Authorities (LCMM, TA, and LMM) shall ensure the CFTO/technical instructions are uploaded into Materiel Management System of Record via the DIR. DEMIL instructions, if required, shall be included in the Technical Instructions.</p>
<p>DIR</p>	<p>When the MIGO 951 is done the CFTO/Technical Instructions must be attached as a DIR.</p>
<p>Certificate of Destruction / Demilitarization (<a href="#">DND 2586</a>)</p>	<p>R&amp;D is responsible to ensure that the certificate has been completed in accordance with the technical instructions. (<a href="http://dfc-rfd.mil.ca/">http://dfc-rfd.mil.ca/</a>)</p>
<p>Attached to MIGO 951</p>	<p>Remove End of Life item from holdings via the MIGO 951. All required documentation (such as a Certificate of Destruction / Demilitarization (<a href="#">DND 2586</a>)) is to be attached to the transaction as proof of completion, and for compliance purposes.</p>
<p>MIGO 951</p>	<p><a href="http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.54825?mode=EU&amp;primaryCSH=migo">http://img-dco-av04220.forces.mil.ca/gm/folder-1.11.54825?mode=EU&amp;primaryCSH=migo</a></p>

# SPECIAL COMMODITIES AND CONSIDERATIONS

- 9.1 Artefacts
- 9.2 Ammunition and Explosives
- 9.3 Clothing and Personal Equipment
- 9.4 Combat Rations
- 9.5 Controlled Equipment
- 9.6 Controlled Goods & Export Regulated Defence Goods and Technology
- 9.7 Forms and Controlled Serial Numbered Forms
- 9.8 Fuel Management
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- 9.11 Project Stock – **Under Development**
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# 9.1 ARTEFACTS

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## POLICY

### Aim

- 1.1 The aim of this section is to clearly explain the policies, processes, authorities and responsibilities regarding the retention of materiel with historical or heritage value as artefacts within the Department of National Defence (DND) and Canadian Armed Forces (CAF). This section is to assist with the identification and management of such items.

### Context

- 1.2 A common set of procedures to protect these assets will ensure consistent decision-making and management practices, and will ultimately contribute to the promotion and reinforcement of Canada's cultural and military identity. At all levels, DND/CAF positions with the Authority to Declare Materiel Surplus under Column 38 of the [Delegation of Authorities for Financial Administration for the DND and the Canadian Armed Forces \(CAF\)](#) also have the responsibility to approve materiel with historical and heritage value for retention as artefacts. Materiel retained by the DND/CAF as artefacts must be clearly identified as such in the system of record and managed accordingly.

### Definitions

- 1.3 Definitions, other than those listed below, can be found in Section 10.1 Glossary.
- a. **Artefact:** Any materiel retained and preserved for display or as a monument by a museum, base, unit or other organization within the Department of National Defence or Canadian Armed Forces.

### Authorities Table

#### 1.4 Authorities Table

The....	Has or have the authority to...
Authority to Declare Materiel Surplus	<ul style="list-style-type: none"> <li>• Approve the retention of materiel for alternate applications, including as artefacts; and</li> <li>• Liaise with DHH to determine the right materiel in the right quantities and locations to achieve preservation of heritage objectives.</li> </ul>
Directorate of History and Heritage (DHH) and environmental History and Heritage Officers	<ul style="list-style-type: none"> <li>• Determine whether materiel has any historical or heritage significance;</li> <li>• Recommend the quantity of materiel to be retained as artefacts; and</li> </ul>

	<ul style="list-style-type: none"><li>• Recommend the distribution of materiel retained as artefacts, including the order of precedence/priority;</li></ul>
Director Supply Chain Operations (DSCO) 7	<ul style="list-style-type: none"><li>• Convert materiel in the system of record to artefact Permanent System Control Numbers (PSCNs); and</li><li>• Manage loans involving artefacts.</li></ul>
Director Materiel Policy and Procedures (DMPP) 7	<ul style="list-style-type: none"><li>• Publish policy and procedure related to the materiel management of artefacts.</li></ul>

## References

1.5 The following references were used in the development of this policy:

- a. [Treasury Board - Policy on Management of Materiel](#)
- b. [Guide to the Management of Movable Heritage Assets - Canada.ca](#)

## PROCESS

### Introduction

- 2.1 Policies that contribute to progressively strengthening the protection of Canada's cultural heritage have grown in importance. The conservation of materiel with historical or heritage significance benefits both present and future generations by supporting avenues for education, recreation, and employment.

### Artefact Management

- 2.2 When a decision is made to replace an asset and prior to declaring material surplus consultation is necessary to determine if any of the materiel should be retained for preservation. The identification of materiel with historical or heritage value is a joint responsibility between DHH (Director of History and Heritage), environmental history and heritage officers, Level One (L1s) strategic planning personnel, Base Staff for local materiel and LCMMs.
- 2.3 In all circumstances, the position with the Authority to Declare Materiel Surplus under Column 38 of the [Delegation of Authorities for Financial Administration for the DND and the Canadian Armed Forces \(CAF\)](#) is the same authority required to approve the retention of materiel for alternate applications, including as artefacts. Furthermore:
  - a. All Major Weapon or Major Support Systems being retained as artefacts must be approved by the Vice Chief of Defence Staff (VCDS) as part of the VCDS Declaration of Surplus Letter; and
  - b. All other centrally and locally managed materiel being retained as artefacts is approved by the appropriate Authority to Declare Materiel Surplus using a CF1303 form.
- 2.4 The organization responsible for the life cycle materiel management of the materiel is responsible for organizing, coordinating and funding all artefact conversion, preparation, demilitarization and transportation to the artefact recipient location. Accordingly, it is imperative that early engagement between LCMMs, ECS and DHH staff occur to ensure that proposed artefact retention quantities are technically and economically feasible.
- 2.5 The organization responsible for the life cycle materiel management of the materiel must create demilitarization instructions for any artefact containing controlled goods that have not been completely demilitarized. These must be made available in the Materiel Management System of Record for the artefact.
- 2.6 Once the artefact has been transported to the artefact recipient location, DSCO 7 is responsible to convert the materiel to artefact PSCNs and to update and re-catalogue the artefact information in the system of record. The DSCO 7 artefact desk requires copies of all authorizing documentation and demilitarization instructions, if applicable, prior to the

artefact PSCN conversion. The DSCO 7 artefact desk is listed as the Supply Manager (SM) and LCMM for all artefacts.

- 2.7 The artefact recipient is responsible for the physical maintenance and upkeep of all artefacts under their SLoc.

#### Artefact Redistribution or Disposal

- 2.8 Should an artefact recipient decide that the artefact is excess to their requirements, the position responsible for the SLoc must contact DHH and environmental history and heritage officers in order to determine if another organization within the DND/CAF would like the artefact. DSCO 7 will facilitate the movement of artefacts in the system of record when a new recipient is found.
- 2.9 If DHH and environmental history and heritage officers do not find another recipient for an excess artefact, it will be declared surplus and disposed unless otherwise directed. Artefact recipients are responsible for the disposal of artefacts, and all associated costs, on their SLoc in accordance with the Supply Administration Manual Chapter 8.1.
- 2.10 If artefacts are being disposed which may contain controlled goods or other considerations requiring the input from a technical authority, and instructions are not attached to the PSCN of the artefact, the organization responsible for the life cycle materiel management of the original NSN must be consulted and must provide direction to the artefact recipient for the disposal of the artefact.

#### Inward Donation / Captured Materiel Artefact

- 2.11 Should an artefact be received as an inward donation, or as captured materiel then the receiving Unit/Museum must complete a DND2227/28 (Supply document) and contact their supporting SSO (Supporting Supply office) or Supporting Warehouse. Once PSCN is created and extended to receiving SLoc, the artefact must be issued, received and receipted on the appropriate Unit/Museum SLoc.

#### Compliance

- 2.12 To demonstrate compliance with this chapter:
  - a. The Approving Authority will have indicated and approved on the signed Declaration of Surplus the retention of the materiel as artefacts;
  - b. DSCO 7 will have the materiel listed on a special PSCN for tracking and oversight; and
  - c. Copies of all approved documentation will be held in the DIR.

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#">Inward donation / Captured materiel Artefact</a>	<ul style="list-style-type: none"> <li>Inward Donations or Captured materiel</li> </ul>
<a href="#">EP 11 New Materiel Identification Artefacts Process (DSCO 7)</a>	<ul style="list-style-type: none"> <li>Materiel Identification Artefacts process</li> </ul>

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

Code	Description
CV01N	<ul style="list-style-type: none"> <li>Create DIR against EMR</li> </ul>
ZE_MM_Extend	<ul style="list-style-type: none"> <li>Extends PSCN to receiving SLOC</li> </ul>
MB21	<ul style="list-style-type: none"> <li>Create reservation/Dues-in at the receiving SLOC</li> </ul>
MIGO 501 reason code 5016	<ul style="list-style-type: none"> <li>Goods Receipt ( Inward Donation)</li> </ul>
MIGO 501 reason code 5017	<ul style="list-style-type: none"> <li>Goods Receipt ( Captured materiel )</li> </ul>

### DRMIS Reports (Under Development)

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
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## ANNEX A - Decommissioning of Her Majesty's Canadian Ships - Artefacts, Relics and Trophies

1. This annex details the procedures for disposition of artefacts, relics and trophies from Her Majesty's Canadian Ships (HMC Ships)
2. Formations must ensure that the items the Commanding Officer (CO) deems to be artefacts, relics and trophies are clearly marked as such, and entered into Defence Resource Management Information System (DRMIS). Once the final disposition of an item is identified the item will be shipped to its final destination.
3. Artefacts, relics or trophies also must be classified by the CO. If in doubt, an opinion may be sought from the DHH. For guidance, the following are normally considered to be artefacts, relics or trophies:
  - a. Ship's bells (normally a ship will hold 3);
  - b. Ship's badge and boat badges;
  - c. Ship's name boards;
  - d. Battle Honour Boards;
  - e. Sport trophies engraved with the ship's name;
  - f. Silverware engraved with the ship's name or badge and whether acquired by non-public funds (NPF) purchase or donation;
  - g. Pictures of the monarch and consort that bear a signature;
  - h. Pictures of the Governor-General that bear a signature;
  - i. Pictures of important people who have been associated with the ship that bear an engraving or historic memento of the occasion;
  - j. Badges, crests, shields and insignia that have been presented to the ship by other countries, military forces, ships, regiments, cities or towns and are either directly relative to the ship, or bear an engraving or inscription;
  - k. Ship's diaries, scrap books or visitors' register;
  - l. Ensign and jack-staff headpiece (final);
  - m. Threshold plates (quantity 2);
  - n. Artwork presented to the ship, which may include artwork donated to the ship by the sponsor or namesake community; and
  - o. Any item that, in the opinion of the CO, has significant historical interest and that a re-commissioned ship of the same name might wish to acquire for historical and sentimental reasons.
4. Materiel provided by the public or acquired with public funds will be returned to stores for redistribution or normal disposal.
5. Materiel provided by NPF is not considered within the realm of artefacts, relics and trophies will be managed in accordance with the NPP Manual. This includes items like:
  - a. Pianos, organs and stereo equipment;
  - b. Tape recorders, video home system players, and digital versatile disk players;

- c. Televisions sets; and
  - d. Other items of a recreational nature.
6. Once the items have been entered into DRMIS and brought on charge by the supporting base, a report listing these items must be sent to DSCO 7 with a copy to Directorate of History & Heritage (DHH) 5 Canadian Armed Forces Museums. DSCO 7 and DHH will provide direction on the disposition of these items.
7. Refurbishing artefacts, relics and trophies from HMC Ships will only be carried out on direction from NDHQ when required for a ship/unit being commissioned.

### Guide for Reporting Ship's Artefacts

When preparing a report listing ship's artifacts the following information is required:

#### Ship's Bells:

- a. dimensions (diameter of base and height);
- b. engravings or inscriptions on outside of bell;
- c. christening names (usually inscribed on inside lip of the bell); and
- d. material (for example: brass or bronze with silver finish)

#### Ship's Badges:

- a. dimensions and material of badge proper (diameter and height);
- b. dimensions and material of backing (if mounted); and
- c. inscription of any presentation plaques attached.

#### Ship's Nameboards:

- a. dimensions of board (height and width); and
- b. dimensions of lettering (height).

#### Battle Honours Boards:

- a. dimensions of board (height and width).

#### Emblazonments of Ships Badges:

- a. dimensions of frame (height and width); and
- b. official sealed pattern with signatures or plain crest.

#### Silverware:

- a. description of item (for example: tray, water pitcher, fruit bowl, etc.);
- b. dimensions (diameter height, width, etc.);

- c. inscriptions; and
- d. any additional information that would assist in identification.

**Trophies:** (only those which are presented within the ship or which are no longer presented; must have historical merit)

- a. description of trophy (for example: cup, figurine, etc.);
- b. dimensions; and
- c. engravings or inscriptions.

**Badges, crests, shields and insignia** presented to a ship by other countries, military forces, ships, regiments, cities or towns and which bear an engraving or inscription which includes a ship's name:

- a. description of the item;
- b. dimensions; and
- c. inscriptions.

**Pictures** (to be reported as painting, sketch, drawing, photograph, print or portrait):

- a. framed dimensions (height and width);
- b. title of picture or name of ship with pendant or hull number;
- c. name of artist;
- d. composition (for example: oil, water colour, crayon, etc.);
- e. inscription of any presentation plaque attached; and
- f. written or printed inscriptions.

**Any item not included in the above list which has significant historical interest** and which can be identified to a ship by an inscription bearing the ship's name, a ship's crest or any other discernable means.

- a. include as much description as possible.

NOTE 1: Engravings and inscriptions are to be reported exactly as they appear.

NOTE 2: Except for pictures of ships, only pictures which can be identified to or associated with an HMCS by means of an inscription need be reported.

# 9.2 AMMUNITION AND EXPLOSIVES

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## POLICY

### Aim

- 1.1 The aim of this chapter is to detail specific supply policies, processes, and procedures which are unique to the life cycle of Ammunition and Explosives (A&E).

### Context

- 1.2 The intent of government policy is that materiel in use or inventory is to be managed and secured in a cost-effective manner, balancing the cost of tracking and control of the item, with the associated risks such as loss, fraud or theft. The Defense Supply Chain (DSC) complies with this policy by maintaining auditable records of items identified as A&E throughout their life cycle from the acquisition phase through to disposal. Government Security Policy directs that valuable or sensitive assets must be afforded special protection when their unauthorized destruction, removal, modification or interruption could reasonably be expected to cause injury to the national interest.
- 1.3 The Government Security Policy also states that such assets shall be protected by limiting access to those persons who require it to perform their duties or tasks and who have met the standards applicable to an enhanced reliability check. The Government Security Policy also requires the implementation of specific standards for the physical security of such assets.

### Definitions

- 1.4 Definitions, other than those listed below, can be found in Section 10.1 Glossary.
  - a. **Small arms ammunition (SAA):** is deemed to include all types of ammunition used in pistols, revolvers, rifles, carbines, shotguns, machine guns, submachine-guns and automatic rifles. The caliber of the ammunition is considered to be below 20 mm;
  - b. **An explosive:** is defined as a substance which, when subjected to heat, impact, friction or other suitable initial impulse, undergoes a rapid chemical transformation forming more stable products entirely or largely gaseous, whose combined volume is much greater than that of the original substance. Examples include dynamite, gunpowder and plastic explosives;
  - c. **Scrap:** is defined as fragments of discarded or leftover, to abandon or get rid of as no longer of enough worth or effectiveness to retain;
  - d. **Ammunition:** means a device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological or chemical material, for use in military operations;
  - e. **Ammunition Salvage:** is salvage resulting from range practices or from ammunition workshop procedures, and will consist of readily identifiable ammunition components such as fired cartridge cases, small arms brass, links, etc., including all ammunition packaging;

- f. **Munitions Scrap (Range Scrap):** is all recoverable solid by-products, including empty projectile remnants, fragments and pieces of fuse, resulting from the normal functioning of ammunition and explosives, other than those generated at the firing point, and the remains of hard targets. Note: Munition scrap may contain energetic residue;
- g. **Non-Munitions Scrap:** is scrap removed from ranges and which has never been part of munitions, e.g., pickets, ear plugs, barbed wire, telephone cable and litter; and
- h. **Ammunition Scrap:** is any item of Ammunition Salvage or Non-Munitions Scrap that has been suitably demilitarized and screened to Level 4 which allows for release for sale through Public Service and Procurement Canada (PSPC).

## Authorities and Responsibilities Tables

### 1.5 Authorities Table

The....	Has or have the authority to...
Chief of the Defence Staff Strategic Joint Staff (CDS SJS)	<ul style="list-style-type: none"> <li>approve requirements and allocation of A&amp;E in support of Training, Contingency, and Operational requirements.</li> </ul>
Environmental Command Staff (ECS)	<ul style="list-style-type: none"> <li>allocate ammunition within their organization.</li> </ul>
NDHQ/ Director Ammunition and Explosives Management and Engineering (DAEME)	<ul style="list-style-type: none"> <li>procure all ammunition as well as any unplanned operational requirement procurement.</li> </ul>

### 1.6 Responsibilities Table

The...	Is or are responsible for...
CDS SJS	<ul style="list-style-type: none"> <li>determining requirements and approval authority for the allocation of A&amp;E in support of Training, Contingency, and Operational requirements.</li> </ul>
Canadian Joint Operations Command(CJOC) / Canadian Materiel Support Group (CMSG)	<ul style="list-style-type: none"> <li>commanding 3<sup>rd</sup> Line ammunition facilities in support of the DND Ammunition Program.</li> </ul>
ECS	<ul style="list-style-type: none"> <li>identifying to the CDS SJS the requirement for A&amp;E; and</li> <li>managing their allocation.</li> </ul>

Canadian Forces Ammunition Depot (CFAD) and Second Line Ammunition Support Facilities	<ul style="list-style-type: none"> <li>• storing and managing of A&amp;E in their facilities in accordance with National Materiel Acquisition and Support (MA&amp;S) policy and explosives safety regulations.</li> <li>• reporting time-expired A&amp;E to the unit's L1 Ammunition Technical Authority (ATA) for furtherance to the appropriate Life Cycle Materiel Manager (LCMM); and</li> <li>• actioning A&amp;E maintenance, surveillance and disposal direction from LCMM.</li> </ul>
NDHQ/ Director Ammunition and Explosives Management and Engineering (DAEME)	<ul style="list-style-type: none"> <li>• performing the Supply Manager functions for A&amp;E inventories;</li> <li>• providing LCMM support for A&amp;E;</li> <li>• initiating new log guide entries and amendments to the existing ones; and</li> <li>• initiating the Ammunition Safety and Suitability Board (ASSB) review process in support of new A&amp;E inventory items and any unplanned Operational Requirement procurements.</li> </ul>
Director Ammunition and Explosives Regulation (DAER)	<ul style="list-style-type: none"> <li>• regulating the complete life cycle of ammunition and explosives under the direction or control of the Minister of National Defence in accordance with DND/CAF exemption from the Explosives Act;</li> <li>• regulating the procurement, storage, transportation, inspection, maintenance, authorized modification, issue, use and disposal of all ammunition and explosives within the DND and the CAF, including ammunition and explosives used for Research and Development (R&amp;D); and</li> <li>• managing the DND Explosives Safety Program.</li> </ul>
SJS J4 AMMO	<ul style="list-style-type: none"> <li>• developing and monitoring non-regulatory A&amp;E policy within the DND Ammunition Program; and</li> <li>• integrating all Ammunition Program functions; and Operational Support force development.</li> </ul>

## References

1.7 The following references were used in the development of this policy:

- a. [Defence Production Act \(R.S.C., 1985, c.D-1\)](#);
- b. [Treasury Board - Controlled Goods Directive](#);
- c. [Controlled Technology Access and Transfer \(CTAT\) Manual](#);

- d. [DAOD 3002-0 Ammunition and Explosives;](#)
- e. [DAOD 3002-1 Certification of Ammunition and Explosives;](#)
- f. [DAOD 4003-0 Environmental Protection and Stewardship;](#)
- g. [DAOD 4003-1 Hazardous Materiel Management;](#)
- h. [National Defence Security Orders and Directives Chapter 5 – Physical Security; Standard 5: Physical Security Technical Standards, Standard I: Security of Arms, Annex A Ammunition and Explosives](#)
- i. [A-GG-040-006/AG-002 DND Ammunition or Explosives Accident/Incident/Defect/Malfunction reporting;](#)
- j. [C-74-300-B02/NJ-000 Ammunition and Explosives Manual Inspection of Ammunition;](#)
- k. [D-09-002-010/SG-000 Standard Assessment of the Safety and Suitability for Service of Ammunition and Explosives.](#)
- l. [C-09-005-001/TS-000 Ammunition and Explosives Safety Manual Vol 1 – Program Management and Lifecycle Safety;](#)
- m. [C-09-005-004/TS-000 Ammunition and Explosives Safety Manual Vol 4 – Demilitarization and Disposal;](#)
- n. ASSB EA 11-13 Repackaging of Loose Small Arms Ammunition (RDIMS #2386950-VI-OTT\_LSTL)

## PROCESS

### Planning

#### Ammunition Identification

- 2.1 All stock codes considered ammunition (i.e. bullets, shells, grenades) or accessories (i.e. tools specific to ammunition repair or ammunition related parts) shall be catalogued in NATO Stock Group “13”.
- 2.2 NATO Stock Group 1410 is used to catalogue missiles and components. When these items are catalogued, the following must:
  - a. have an NSN associated to item and identified in the Materiel Management System of Record;
  - b. be globally maintained in the Materiel Management System of Record; and
  - c. be batch lot managed within the ammunition maintenance system.
- 2.3 For the purposes of training and operational allocation and mission support, ammunition is further grouped into Log Guides. Each Log Guide represents a group of stock codes of similar natures with other items within the Log Guide. Log Guides are not meant to represent interchangeable ammunition. The assignment of Log Guides is controlled by DAEME.

#### Allocation Management

- 2.4 The authority for units to draw ammunition and explosives (A&E) is based on yearly allocations determined by the Ammunition Effects Planning Working Group and passed down from the CDS SJS to the individual L1s. The three (3) categories of A&E are:
  - a. **Training:** A&E allocated for annual training such as schools, exercises, personal weapons training, Theatre Missions Specific Training, aircraft Cartridge Activated Device (CADs) and Propellant Activated Device (PADs) used for ejecting stores during training exercises, expended in shipboard drills (i.e. markers for man overboard exercises), and training for a domestic operational requirement (i.e. annual or refresher qualifications, Base Auxiliary Security Force (BASf) training;
  - b. **Operational:** A&E used during named operations for both training (while deployed) and operations, in aircraft emergency operations (CADs and PADs), Safety of Life at Sea (SOLAS) and Aviation Life Support Equipment (ALSE) (i.e. marker man overboard, signal distress flares, items in life rafts and aircrew vests), Ceremonial purposes (i.e. saluting guns), non-training requirements (i.e. Explosive Ordnance Disposal (EOD) requirements, side arms for MPs), demonstrations, Canadian Armed Forces Small Arms Competition (CAFSAC) Criminal Intelligence Service Canada (CISC) etc., and NDHQ sponsored trials. Operational requirements should be forwarded by units up through their operational allocation chain of command to the

- L1 Allocator, who will then request an operational allocation from SJS. Operational allocations should be entered into the ammunition maintenance system allocations module by L1s as A&E is allocated. If the allocation module has not been updated the applicable L1 is to ensure that an email or message is issued authorizing a unit to draw operational A&E, with an info to SJS J4 Ammo. Supporting ammunition facilities will use these approval messages as the authority to issue A&E directly to the units, or to hold those amounts of Op Stock in their facilities to ensure A&E is available to support the Operational requirement; and
- c. **Contingency:** A&E held in national inventory as uncommitted and available for uncommitted plans and future missions. Contingency A&E is managed and released by SJS.
- 2.5 In order to ensure units are given credit to the appropriate allocation for serviceable returns they are to identify if the return is from a training or operational requirement.
- 2.6 Requirements for training ammunition are determined annually based on the Force Posture and Readiness levels. The CDS Strategic Joint Staff (CDS SJS) are the ultimate review and approval authority for the allocation of A&E. These allocations are determined through consultation with key stakeholders and approved by SJS COS. Once approved, the Level 1 will receive their allocation in AIMS from SJS Strategic (Strat) J4 Ammo. L1 Allocators are responsible to ensure there is a process in place to ensure the approved allocations are not exceeded when allowing units to draw their allocated training A&E. This may be by delegating allocations down to lower levels in AIMS or by another method of the L1 allocator's choosing, as long as there exists a system in place to ensure that demands are vetted and approved by an allocation authority prior to demanding from an A&E facility. There will be occasions when Units are required to move to a higher state of readiness based on an Operational Tasking or Deployment. L1 Operational staffs will, as part of the Operational Planning Process, identify to the CDS SJS the requirement for additional A&E that will be required to address any of the Unit's transition training requirements.
- 2.7 Once approved by CDS SJS the Units will be informed by their L1 of the natures and amounts of Transition training A&E approved through message or email. The message or email will be used to substantiate supplemental demands to their A&E Support facility. Transition training A&E shall be provided as a training allocation in the ammunition maintenance system. Based on these allocations and availability, ammunition may be pre-positioned at the appropriate ammunition facility. Units shall inform their supporting facility of any training events which will not be conducted in their local areas within the training cycle to allow for a portion of their allocated A&E to be pre-positioned at the end use location thereby saving considerable transportation costs.
- 2.8 Ammunition expenditure is not to be used as a metric to measure readiness targets. Commanders at all levels are to ensure that ammunition allocated for training is not consumed frivolously solely to meet consumption of the full allocation granted.
- 2.9 National Inventory Control Point and the Ammunition Stockpile Working Group in conjunction with L1 and DAEME shall determine the initial positioning of training A&E

so that national assets may be pre-positioned or called forward to provide support, in a manner that results in minimal transportation requirements. The overarching principle is that A&E should be moved only once from a CFAD to second line ammunition support facilities using third line freight funding. Any subsequent moves required due to un-forecasted unit training may be at the expense of the unit and captured against the training event budget, dependent on reason for subsequent movement.

- 2.10 Second and third line A&E facilities are to review their supported units' upcoming allocations and ensure that there is ammunition on hand sufficient to support training and operations, subject to availability of space. Third line facilities are also to ensure that there is enough stock on hand to support the anticipated resupply requests for their supported second line facilities, and when inventory levels are low shall request replenishment from the National Inventory Control Point (NICP).
- 2.11 Requirements for ammunition in excess of annual training allocation are submitted to the applicable L1 allocator for approval with an information copy to the supporting ammunition facility. L1 may re-allocate A&E approved in their overall yearly Training allocation within the ammunition maintenance system at any time during the fiscal year without NDHQ approval. Once the ammunition maintenance system allocation module has been updated the requesting unit may draw the additional training A&E from their supporting facility. Increases to approved Operational allocations are requested through the applicable Force Employer. These requests will be reviewed to ensure validity and action will be taken to either approve or deny the request. If the request results in the requirement to procure or redistribute other A&E stocks CDS SJS, CJOC/CMSG, and DAEME will be engaged to ensure appropriate funding is used for procurement, and that any training stocks affected are identified to the CDS SJS for replacement.

NOTE: There may be occasions where the issuing A&E facility may make a technical substitution of one type of ammunition for another (substitute LOG Guide). For example, tracer ammunition cannot be fired due to an elevated fire index for the training area in which the tracer ammunition is to be expended. As units are not authorized to modify ammunition by delinking tracer from linked ammunition, A&E issuing facilities are authorized to issue ball linked ammunition in place of 4BIT (tracer) when the fire index restricts the use of tracer ammunition. In these cases, allocators are to ensure that the total combined issue (original and substitute) does not exceed the entitled allocation.

- 2.12 Not all ammunition and related items require allocations. In the case of items without allocation, A&E facilities are to review their unit's demands against actual requirements, past usage, requirements for other units, and ability for units to hold items (i.e. space in unit lock up). A&E facilities may adjust demands within reason, in consultation with the requesting unit. Requesting units should limit their demands for ammunition without allocation in such a way that replenishment for every range or exercise is not a recurring requirement. Units should be demanding enough ammunition to fill their unit lockup at the beginning of the fiscal year, and only requesting replenishment when a nature is about to be exhausted.

## Acquisition

### Procurement

- 2.13 Procurement of ammunition, explosives or explosive accessories is prohibited without prior approval from the appropriate environmental requirements authority (Director Land Requirement for Army units, Director Aerospace Requirement for Royal Canadian Air Force units and Director Maritime Policy Operation and Readiness for Royal Canadian Navy units).
- 2.14 No procurement of ammunition, explosives or explosive accessories will take place until the Ammunition Safety and Suitability Board (ASSB) review process has been satisfied and approval of the appropriate ECS has been granted with the exception of power-activated tool cartridges, Hilti, Ramset, etc., which may be procured without DAEME approval. CANSOFCOM has integral resources to perform the functions described in this paragraph.
- 2.15 Ammunition requirements are determined based on the Force Posture and Readiness. In consultation with CDS SJS, ECS, DAEME, CJOC/CMSG and based on current stock on hand, warehouse space available, and delivery lead times. Once quantities and natures required for procurement have been determined and approved, the SM and LCMM will initiate procurement action.
- 2.16 Where local procurement is deemed as a requirement by the above authorities, they shall engage DAEME to initiate the Ammunition Safety and Suitability Board (ASSB) review process. For ammunition items identified with IM Code 4P, ADM (Mat)/DAEME authority has been granted for local purchase of these items as long as the purchase request is approved by a 2nd or 3rd line Ammunition Facility. No reference to ADM (Mat)/DAEME is required in this situation. Requests for purchase of ammunition that is not IM Code 4P, or have not been approved by a 2nd or 3rd line Ammunition Facility, shall be returned to the requestor with direction to follow the authorized policy above.

### Ammunition Requisition

- 2.17 This section shall be read IAW the 3.2 Materiel Requisition chapter and DAOD 3002-0 Ammunition and Explosives and DAOD 3002-1 Certification of Ammunition and Explosives. Ammunition requisition shall be submitted using a DND 2287, Ammo - Supply Document. A&E facility will issue ammunition only when an authorized demand (DND 2287) is received from the customer account holder. This demand will either be approved by the unit's allocation authority (by email, training support request, or other trackable method), or confirmed in the maintenance system that the unit has an allocation for the A&E requested as per the process approved by the L1 Allocator. The demand will then be processed in the maintenance system prior to issue and in the system of record once the issue is complete. If upon completion of issue the allocation is no longer available in the maintenance system the A&E facility will complete the issue, putting the unit into a negative allocation balance, and notify the L1 allocator of the discrepancy.

- 2.18 The minimum information required on the demand (DND 2287) is:
- a. Ammunition Log Guide number (Specific number which is used to group types of A&E);
  - b. Stock code;
  - c. Item description (i.e. 5.56mm Ball);
  - d. Quantity requested;
  - e. Customer SLOC;
  - f. Document number; for example :8A1234 1123 JB01(AIMS);
  - g. Unit/exercise name/location of exercise/date;
  - h. Date/time of Ammo pick-up at the Ammo Section; and
  - i. Unit ammunition representative authorized to sign for ammunition as per unit's access list signed by the CO

NOTE: Units are to make every effort to demand full box quantities which will speed issue process. Contact your supporting ammunition facility to confirm full box quantity if unknown.

- 2.19 Customer Account holders shall ensure that accounts for ammunition do not hold other classes of material.
- 2.20 Supporting ammunition facilities as part of initial vetting of requisitions for A&E will ensure that customer allocations are verified either in the maintenance system or by the allocator. Requisitions that are not pre-authorized or exceed allocated quantities shall be provisionally suspended and the unit advised to have their allocation updated or approved by their higher HQ or to amend the demand to the quantity available for issue in ammunition maintenance system. Requisitions for Operational requirements shall be accompanied by specific approvals (email or message from L1 Ops authority identifying CDS SJS approval) for the quantity and natures authorized to be drawn by the unit, unless there is an Operational allocation within the maintenance system. Ammunition for approved trials requires an operational allocation and shall be accompanied by a specific approval, and issued in the AIMS maintenance system TIC ECK.
- 2.21 Requests for ammunition and explosives will be submitted manually a minimum of 10 working days prior to requirement for local units and 20 working days for units not normally supported by the ammunition facility, this will eliminate undue delay in processing the request.
- 2.22 The supporting ammunition facility shall review the request and if stock is available, the supporting ammunition facility shall satisfy the requirement using the appropriate issue transaction. When stock is not available for an approved requisition the supporting ammunition facility shall take appropriate supply action to demand the requested A&E on behalf of the customer from their support CFAD or another ammunition warehouse:

- a. Verify supporting Depot holdings, Transaction Code (TC) MMBE, verify WM stocks by right clicking on displayed serviceable quantity and selecting the WM from drop down to ensure the supporting Depot has sufficient serviceable stock;
- b. **If serviceable assets are available** at the supporting ammunition depot facilities are to process the Stock Transfer Order (STO), TC ME21N.  
NOTE: due to ammunition compatibility and the subsequent shipping requirements, only TC ME21N single item request will be actioned by supporting ammunition facilities; and
- c. **If no assets are available** from the supporting depot facility or if items have an assignment IM "1" NDHQ intervention is required and therefore second line ammunition facilities are to send an e-mail to +NICP@ADM(Mat) DAEME@Ottawa-Hull portal for the requested ammunition natures. DAEME National Inventory Control Point will review the requirement and if the request is approved, DAEME National Inventory Control Point will generate the STO on behalf of the second line facility. National Inventory Control Point will advise via e-mail all concerned once the appropriate action has been taken.

NOTE 1: Under no circumstances shall a second line ammunition requester process a stock transfer order from any other location other than their supporting ammunition depot.

NOTE 2: A&E Facilities shall not cancel the NICP generated STO and generate their own to facilitate matching of document numbers with the maintenance system, or any other reasons, without prior approval from NICP. Any maintenance system transactions required will be made prior to redistributing the stock, and the NICP generated STO will be the document used to effect the transfer. CC changes to facilitate the transfer can be made in isolation within the maintenance system prior to fulfilling the STO.

- 2.23 Local procedures to initiate an A&E demand are authorized as long as the resulting issue is captured on the appropriate Materiel Management System of Record document and contains the signature of the individual receiving the A&E.
- 2.24 Requisitions submitted by third line repair parts accounts and repairable materiel accounts (RMA) for ammunition classes shall be forwarded offline to the SM. The Supply Manager shall advise the supporting ammunition facility to action the request for issue and direct delivery to the RMA.
- 2.25 Her Majesty's Canadian Ship (HMCS) are required to carry both Operational and Baseline A&E as part of their basic loads. Due to special packaging requirements for stowage of ammunition aboard ships, all demands and issues in support of ammunition in NATO Group 13 and Group Class 1410 must only be actioned through their servicing CFAD, unless other logistical support arrangements are in place based on Operational deployment.
- 2.26 Ammunition requirements for Reserve Force and Cadet Units must be submitted to the applicable L3, region or district headquarters for approval before submission to the appropriate servicing ammunition facility unless the requisitioning unit has been given an allocation for the required A&E in ammunition materiel system.

- 2.27 Demands for non-ammunition items (i.e. not held on Plant 9000, not allocation controlled and/or managed in the maintenance system) shall be submitted as per regular supply requests in the Materiel Management System of Record.

### Requisition for Deployed Unit

- 2.28 Deployed Units requiring ammunition from locations other than their normal supporting ammunition facility shall submit their requisitions through their supporting ammunition facility a minimum of 90 days before the date required. This lead time is necessary to enable the supporting warehouse to make whatever arrangements are necessary to review allocations and ensure availability of ammunition at the issuing facility as well as to allow enough time to arrange for potential cross border movement of A&E and Threat Assessments. On completion of the unit deployment all unexpended A&E and ammunition salvage shall be returned to the issuing ammunition facility unless prior return/disposal arrangements that meet all Controlled Technology Access and Transfer (CTAT) International Traffic in Arms Regulations (ITAR) and accounting requirements have been authorized. Authorization to leave unused A&E or ammunition salvage in a deployed training or operational location, for appropriate disposal, is to be addressed through the L1 ATA during the planning stages of any exercise or Operational deployment.
- 2.29 Receipt inspections of returned A&E may take an extended period of time based on the amounts of A&E involved and the work priorities of the receiving warehouse. Supply account holders, supporting ammunition facilities and the deployed issuing facility must remain in contact until all aspects of the return are completed in order to ensure accurate unit transactions and unit allocation records are updated. A&E requirements that are intended for out of country use and/or require support from the SM shall be submitted through their supporting ammunition facility a minimum of 90 days prior to the requirement. The lead time will allow for any special security or US / Foreign Government clearance requirements to permit the importation or transshipment of ammunition and explosives through or to the country required.

## Materiel Management

### Database Tools Used to Manage Ammunition Data

- 2.30 A&E is managed and accounted for using a combination of the Materiel Management System of Record and the Ammunition Information Maintenance System (AIMS) which captures the technical data required for A&E practitioners to safely warehouse, issue, and dispose of the A&E inventory.
- 2.31 It is imperative that units ensure their Materiel Management System of Record balances are kept as current as possible. This will allow Supply Managers to search for and re-distribute A&E in times of shortage, to support deployed operations, or in times of National emergency. It is imperative that supply staff for Self-Accounting Base/Wing/Units monitor customer accounts for which they are responsible to ensure that A&E adjustment

transactions are being submitted for A&E consumed. Ammunition shall not be held on a customer account with other natures of material.

- 2.32 Two separate databases are used for managing ammunition information;
- a. **AIMS** - Ammunition Information Maintenance System used by both authorized core ammunition practitioners and non-core Operational/Support personnel. Access to core personnel working in a direct technical support role at second line and third line ammunition facilities is approved by SJS Strat J4 Ammunition 4 upon request direct from the facility Chain of Command. Non-core operational personnel who requires access for ammunition allocation or planning, or for non-core support personnel (such as supporting Base/Wing/Unit Supply stocktaking cells or customer services organizations) shall request access through their respective L2 or L1 headquarters.
  - b. **Materiel Management System of Record** - Supply personnel are responsible to ensure that they use the appropriate transaction documents within the Materiel Management System of Record to properly account for the A&E for which they are responsible and for which the support situation demands.

#### CF 1040 - Ammunition Data Card

- 2.33 In addition to its technical function, ammunition maintenance system, or the CF 1040 where the volume of ammunition stocks held does not justify the use of ammunition maintenance system, is used in conjunction with the Materiel Management System of Record to provide a manual location system for all ammunition items stocked at CF Ammunition Depots (CFAD) and second line ammunition support facilities. In conjunction with stock reservation notices and Item Management Records ammunition maintenance system or the CF 1040 provides information that would allow for the A&E support system to operate offline should the Materiel Management System of Record become inoperative.

#### Issuing of Ammunition

- 2.34 This section shall be read in conjunction with procedures outlined in the Issues chapter 4.2. The following priorities will be followed in the issue of ammunition for training:
- a. Ammunition sentenced CC 12 or Priority Issue;
  - b. Ammunition from the small remaining portions of lots; and
  - c. Except as detailed below, the oldest lots will be issued first.
- 2.35 Subject to the above priorities, whenever possible, individual issues of sniper, gun, howitzer and mortar ammunition should be made from one lot to ensure consistent ballistic performance.
- 2.36 Ammunition issued for operations is not required to be the newest stock available, but shall have a minimum 24 months of service life remaining, and meet all of the requirements for expected time in theatre and conditions to be encountered in storage.

- 2.37 Ammunition shall be issued only to units who have an allocation for the A&E. Authorization for Operational requirements will be in the form of a message or email attached to the demand, unless an Operational allocation is present in the maintenance system. Prior to issuing A&E to satisfy a units demand, the issuing facility tradesman will ensure that:
- a. The correct item has been requisitioned;
  - b. Ammunition maintenance system has been used to select the Lots for issue ensuring that principles in Chapter 4.2 are followed;
  - c. Either ammunition maintenance system or CF 1040 data card when used are updated to reflect the issue transaction;
  - d. Pre-issue inspections where necessary are conducted IAW Ref J;
  - e. The customer is provided with any applicable user caution, warning or ammunition restriction. User cautions and warnings are normally found in the applicable Canadian Forces Technical Order (CFTO), B-GL-381-001/TS-000, or message from DAER or DAEME. Ammunition restrictions are maintained in the ammunition maintenance system database;
  - f. Ammunition facilities are to issue Safety of Life at Sea (SOLAS) and Aviation Life Saving Equipment (ALSE) pyrotechnics with a minimum of 24 months service life remaining when requested for items used for life saving applications, such as survival kits, life rafts and life vests, in order to respect the inspection cycle. A list of these items may be found in C-74-370-A00/TA-000; and
  - g. At the discretion of the A&E facility, requests for SAA and pyrotechnics for training may be increased to the nearest standard pack quantity and exceed the unit's allocation remaining in the AIMS allocation module. When deciding whether to increase an issue to full box, the issuing facility should consider the frequency of requests from the unit, their remaining allocation, and the amount by which the issue is increased to make a full standard pack quantity. An A&E facility may also amalgamate multiple requests over time for a unit in order to reduce the amount of fraction cans issued and minimize the amount issued over allocation if net explosive quantity (NEQ) and physical storage space is available. If a request must not be increased, for example a unit's lockup does not have the requisite licensed Net Explosives Quantity, then the request shall be annotated by the unit as such and only the quantity requested will be issued. All allocators should be aware of the full box quantities for the SAA and pyrotechnic items they support and make every effort to ensure only full box quantities are approved for issue. This may put the unit's allocation into a negative balance for that item; and
  - h. A&E facilities may also issue technical substitutions IAW authorized procedures without reference to the L1 allocator. This may result in negative allocation balances beyond the allocator's ability to correct. SJS will monitor the overall allocation module for negative balances and take action to re-allocate the issued item if deemed necessary.

## Ammunition Shipping

- 2.38 All A&E shall be shipped by approved carriers and where necessary, certain items shall be subjected to Threat Assessment IAW National Defense Security Orders and Directives (NDSOD) Physical Security, Chapter 5 prior to movement. All applicable transportation and supply documentation shall accompany the shipment to the destination consignee.
- 2.39 The use of the mail or postal services for the transportation of explosives is illegal. Under no circumstances shall A&E be dispatched by postal services.
- 2.40 CF ammunition activities receiving ammunition in bond for shipment overseas shall prepare and forward one copy of a B13 Export and Entry Customs form to the manufacturer and retain one copy on file once shipment is made. The form must identify the ammunition by lot number, quantity, and value.
- 2.41 Units deploying to the USA must ensure that any A&E being moved by commercial ground transport has the appropriate EX Number in accordance with US DoT regulations. Supporting ammunition facilities will identify those A&E items demanded which require an EX number and initiate the “Exportation of Class 1 Materiel to the US Request for EX Number SOP” which is produced by the Director of Transportation (DTn). Every effort should be made throughout the logistics planning phase of the deployed training to ensure that only those A&E items that have an assigned EX number have been demanded.

## Ammunition Receipts

- 2.42 Receipts in ammunition shipments will be processed IAW the procedures outlined in the Receipts chapter 4.1 Receipts.

## Discrepancies in Ammunition

- 2.43 Discrepancies in ammunition shipments will be processed IAW the procedures outlined in the Receipts chapter 4.1.

## Inventory Management of A&E

- 2.44 A&E inventories are managed by Item and Lot Number. It may be further controlled by serial number where an item requires that level of identification. This data is maintained in ammunition maintenance system. Lot numbers will be in a standard format in the maintenance system as follows:
- a. standard lot format, including local lot numbers (i.e. CA-14M37-15 or PEC17A01-01);
  - b. non-standard lot format when standard format does not apply (i.e. 031, but not if the number is an abbreviation of a complete lot number such as PW-15C001-031);
  - c. NK, for unserviceable ammunition where the lot number is not known (NK), mixed, various, or otherwise unidentifiable. This includes ammunition recovered as amnesty.

No other lot number is acceptable for use in this case, i.e. N/K, NA, N/A, NK Various, NK 2017 are all unacceptable lot numbers;

- d. Local lot number, for serviceable ammunition where lot numbers are mixed and cannot be individually identified. Local lot numbers shall always include the parent lot numbers indicated on the Supplementary Info tab of the data card. Local lots shall not be redistributed to other A&E facilities, and shall only be used in the local area, unless authorized by DAEME. Local lot numbers shall be in the format: Station Monogram, year, month, serial. i.e. DUC18A01-01 or VAC16F01-02.
  - e. SERIALIZED, when the items do not have a common lot number but are recorded only by serial number. In this case the serial numbers will be listed on the Supplementary Info tab of the maintenance system. Disposition of individual serial numbers will be tracked separately from the maintenance system. Serial numbers for ammunition items shall also be tracked in the Materiel Management System of Record;
  - f. The ammunition facility will determine the storage locations required to simplify item management and enable stocktaking; and
  - g. Non-explosive items that do not meet the criteria for management in the maintenance system shall be managed exclusively through the Materiel Management System of Record. These items shall not be held on Plant 9000 in DRMIS, nor shall they be held on customer accounts designated for ammunition items.
- 2.45 The maintenance system (AIMS) is only to be used to control items that contain energetic materials (i.e. explosives, pyrophoric flares, binary explosives), are allocation controlled, inert ammunition items (dummy, display, training aids), or require an ammunition specific maintenance cycle. The following classes of items shall not be managed on the maintenance system:
- a. items that do not meet one of the criteria for administration in the maintenance system; tools and equipment; test sets; aids to production (boxes, containers, pallets, clips, etc.); ammunition scrap; munitions scrap; ammunition components that do not fall into the categories above; sonobuoys; and EOD tools (junction clips, blasting machines, blasting wires, demolition containers, etc.); and
  - b. items that are not allocation managed in the maintenance system are to be issued TIC ECE and returned TIC FEE to avoid unnecessarily triggering the allocation module.
- 2.46 Item level management takes place within the Materiel Management System of Record for asset visibility purposes only, with access restricted to the general supply community. All centrally managed ammunition shall be globally maintained in the following manner:
- a. Ammunition items are NOT lot or shelf life managed automatically within the Materiel Management System of Record;
  - b. Searches across other materiel re-provisioning point are conducted manually by the SM;
  - c. All replenishment is accomplished manually (Pull) and not by the database replenishment settings;
  - d. Max/Min at all levels must be set to zero;

- e. The materiel re-provisioning point will determine the storage locations required to simplify item management and enable stocktaking;
- f. Past Defence Supply Chain programs allowed for identification of stocks by Stock Holding Codes (SHC). The introduction of Defence Resource Management Information System (DRMIS) has resulted in the grouping of stocks into Stock
- g. In order to allow for more detailed technical condition/specific use data the Ammunition Program has adopted the use of Condition Codes (CC) for use in the Ammunition Information and Maintenance System (AIMS). CC will also be used as part of the DRMIS SLoc management system which will allow ammunition facilities to readily identify their stock holdings by CC within DRMIS. Ref to ANNEX C Table 3: The table identifies the current approved AP CC.

NOTE: All A&E inventories have been rolled over to the DRMIS system as the departmental Materiel Management System of Record. In order to provide greater detail to A&E managers at the National and Strategic J4 level, 2nd and 3rd line A&E facilities are to structure their DRMIS warehouses by Stock classification, location, and Condition Code as detailed in Annex C. This will ensure continuity across the Materiel Management System of Record and allow for a higher level of confidence in the data available to planners and inventory management personnel on which to base decision making. The processes and transactions needed to accomplish the movement of A&E stocks into their new SLoc can be found in the Procedure section of this chapter.

- 2.47 Lot level management of A&E is conducted in ammunition maintenance system at second and third line facility level. Ammunition facilities without ammunition maintenance system access shall use a CF 1040 Ammunition Data Card. The CF 1040 may also be used by first line units to manage their A&E holdings within their unit lock-ups if desired to augment departmental Materiel Management System of Record systems. Information maintained and processed at this level is:
- a. Components of a lot including corresponding numbers;
  - b. Shelf life/expiry date which relates to the lot number;
  - c. Category/Condition code of the item; and
  - d. Technical information related to the item such as serial number.
- 2.48 All A&E assigned CC 16, 90, 92, 93 or 97 in the ammunition maintenance system (AIMS) shall be transferred to the Ammunition facility Disposal SLoc in DRMIS. This will prevent that A&E going for Disposal being valued as inventory.

### Time-Expired

- 2.49 CFADs and A&E facilities shall report by email in January of each calendar year those items held as serviceable stock which will reach their time expiry (TX) dates within the next 12 months. Units are to provide this information to their L1 ATA in the form of an Excel spreadsheet identifying the item, Lot Number, expiry date and quantity. L1 ATAs shall collate their returns and forward the information as soon as possible to the LCMMS, who will use this information to action redistribution if possible. TX items shall not be

reported in Ammunition & Explosives Safety Information Management System (AESIMS).

- 2.50 Once the time-expiry date has been reached, and if no re-distribution has occurred, ammunition shall be converted to Condition Code 90 (ammunition maintenance system) for disposal in accordance with DAEME instructions.

### Reusable Practice Ammunition

- 2.51 Non-explosive ammunition components used for practice that are considered reusable shall not be consumed by units. They may be requested without allocation, but allocations shall apply to the explosive components required for function of the complete item. These components shall never be stored with explosive components installed. Damaged components shall be returned to the supporting A&E facility for repair or disposal.

### Ammunition Stocktaking

- 2.52 A&E is subject to 100 per cent stocktaking annually. The stocktaking procedures and principles detailed in the Stocktaking chapter 4.3 shall apply, however, there are additional data points regarding the A&E inventory which must be verified.
- 2.53 A&E facilities must also verify quantities held by lot number and in some cases serial number. While errors between holdings by specific lot number may not result in a discrepancy in the overall reported quantity in the Materiel Management System of Record, they must be corrected in ammunition maintenance system to ensure the integrity of the technical data required to accurately and safely manage the A&E inventory. CFADs and second line ammunition facilities will create their own technical data count sheets, in addition to the Materiel Management System of Record count sheets, which take into account the additional information captured during the stocktaking process, that they will use to reconcile ammunition maintenance system if discrepancies are found. Overall quantities on hand will be totaled on the Materiel Management System of Record count sheets to support the Stocktaking while the technical data count sheets will be maintained in the ammo section to support update of ammunition maintenance system.
- 2.54 For the purpose of quarterly verification the following items of Canadian inventory are currently classified as Self-contained:

LOG	Item
0369	Rocket 66mm HEAT
1140	Grenade Hand Fragmentation, C13
1310	Mine Anti Personnel Non-Metallic C3A2
1335	Mine Anti-Personnel Metallic M16A2
1340	Defensive Command Detonated Weapon C19
1345	Mine Anti-Tank DM21
1347	Mine Off Route C14 Assembly

2.55 The following A&E items are on a four year stocktaking cycle versus annual:

- a. dummy and display ammunition;
- b. ammunition salvage;
- c. scrap;
- d. aids to production;
- e. non-explosive tools; and
- f. equipment.

### Inspection of Ammunition

2.56 Frequency of inspection activities is determined at the time of the purchase and is controlled by DAEME. Inspections are carried out using SC and Lot numbers as the selection criteria. Inspection and testing can be carried out for the following reasons:

- a. Proof - to determine that ammunition meets the required specifications;
- b. Test - to establish that ammunition meets the specifications or operational requirements;
- c. Special Inspection - to verify the condition of the ammunition under specific circumstances, usually directed by DAEME; and
- d. Periodic Inspection – to verify the condition of ammunition at regular intervals during its life.

2.57 Inspections are carried out IAW schedules identified in the CFTO for the A&E nature but may also be ordered by DAEME if a situation warrants. In this case DAEME will submit a request to CJOC/CMSG/Depot Support for CFAD's, and with the L1 ATA for second line facilities, who in turn will co-ordinate the inspection task with the appropriate holding facility. The designated facility who is given the task will take the appropriate action required, including the creation of Inspection Work orders, demanding/issuing stock in support of the task, monitoring progress of task, and completing any required Materiel Management System of Record transactions as the work is completed.

### Management of A&E Fraction Boxes

2.58 A&E is inspected and repackaged into the nearest full standard pack quantities wherever possible. If A&E cannot be repackaged into full box quantities it is considered to be a fraction box. For the purposes of inventory management fraction boxes will be managed as follows:

- a. Serviceable A&E must be consolidated and repacked to ensure that there is only one fraction box per serviceable Condition Code and individual ammunition Lot number per facility; and
- b. Unserviceable A&E may be held in as many fraction boxes as the holding facility requires. This will reduce the time spent on repackaging for housekeeping purposes. Inventory managers at A&E facilities must monitor this practice and should only hold multiple fraction boxes of A&E items which are normally disposed of at their

facility. Any A&E held in multiple fraction boxes which is to be shipped from one facility to another for disposal must be repackaged into the nearest full box quantities, by Lot number, to reduce shipping costs. Whenever lots are amalgamated the outer packaging shall contain a list of the lot numbers and quantities contained within. Lots shall not be consolidated in the maintenance system.

### Recording of Non-catalogued Trial and Evaluation Ammunition

- 2.59 Non-catalogued ammunition received or held at second and third line ammunition warehouses that are designated for technical or field evaluation or special trials shall be considered as a national asset and tracked in the Materiel Management System of Record only when so directed by NICP in consultation with DAEME. Until such time as these items are deemed to be "In Service" Assets, they must be accounted for from an explosives safety perspective within the holding facility using ammunition maintenance system or if ammunition maintenance system is not available a CF 1040 Ammunition Data Card thereby ensuring the total NEQ of the facility is captured.
- 2.60 Ammunition maintenance system or CF 1040 shall be annotated "Special Account - User Trial Ammunition" and will detail all available data pertinent to the item. For example, source, user trial designation, stock code, and nomenclature. Records prepared to support issues, receipts, etc. shall be annotated "User Trial Ammunition - For ammunition maintenance system /[CF 1040](#) Action Only" and, when complete, the transactions shall be filed in a separate file. Transactions of this nature shall not be transmitted within the Materiel Management System of Record unless the SM/LCMM have directed to do so. All transactions affecting the items will be recorded to ensure an adequate audit trail is maintained.
- 2.61 Trial ammunition shall be inspected only to determine if it is safe to store or transport. It shall not be subject to proof, breakdown or disposal without DAEME approval.
- 2.62 CFAD and materiel re-provisioning point accounts holding trial ammunition shall submit a report to DAEME semi-annually. As well, the Commanding Officers responsible for the accounts are to be informed of these holdings during Materiel Attestation proceedings to ensure they are aware of the materiel being managed outside the Materiel Management System of Record.

### Ammunition Reservation for Contingency and Missions

- 2.63 Ammunition shall be placed into reservation (CC RS) to ensure that a contingency pool of stock is available to support operational scales of issue once a mission is approved. Reservation levels are determined by SJS in consultation with DAEME, CJOC and the LIs. Ammunition quantities in reservation is intended to be the lowest level of acceptable stock and shall only be authorized for issue with SJS approval. When a mission stands up the initial mission scale for operational use shall be drawn from reserved (CC RS) stock.

- 2.64 When supplying ammo for mission replenishment, A&E facilities are to source the requirement from their serviceable stock (CC 10) not on reservation, or request replenishment from another A&E facility through NICP. Facilities providing ammunition for missions are to ensure that they have sufficient stock on hand to meet the requirements for missions they support. These facilities should liaise with CJOC to ensure approved mission scales have been provided with which supporting facilities may calculate their stock on hand requirements.
- 2.65 If serviceable stock is not available to support mission training from within CAF holdings, only then shall SJS be contacted for release of CC RS for the mission. As this constitutes using ammunition reserved for SSE missions this shall be a last resort and may require senior approval.
- 2.66 When standing up a mission that has an operational reserve, ammunition from RS may be released by SJS to be held at the mission 2nd line for operational use, held in local reservation (CC AC). All mission training use will be done from mission free stock, never from CC AC or operational reserve stock.

### Ammunition Returns from Supply Customers and Ammunition Workshops

- 2.67 Ammunition specific items may be returned to the Ammo Facility for various reasons as follows:
- a. Customer accounts shall prepare a [DND 2287](#) - Ammo Supply, to initiate returns to their supporting AMMO warehouse;
  - b. Ammunition warehouse staff shall process the receipt, as detailed in Receipts chapter 4.1;
  - c. The DND 2287 - Ammo Supply Document forms shall have all pertinent information recorded, signed by the receiver with a copy returned to the supply account holder (customer) as proof of return. A copy shall be retained on file as per local Standard operating procedures (SOP) for audit purposes; and
  - d. Returns from ammunition workshop accounts shall follow the above process and will be properly marked to indicate the item's condition. The supporting Supply documentation processing the return will cross reference the Work Order from which the items are being returned.
- 2.68 Situations will arise requiring the return of materiel from Deployed units. Accumulated components, boxes, etc., detailed as Aids to Production (A to P) IAW Annex B of the present chapter, are to be returned to the supporting ammunition facility in the same manner as A&E.
- 2.69 In the event a partial kit of ammunition is returned, it shall be received in both the Materiel Management System of Record and the maintenance system, in CC 54 and using TIC FEE. Units shall not receive allocation credit for partial use of kits. In the event that a unit is returning a partial kit, and has further training using the kit within the next 90 days, the kit may be held on deposit for the unit using AIMS CC TN and TIC FEE; in this case the kit

will be issued back to the unit using TIC ECE when requested, or converted to CC 54 after 90 days if not requested. A&E facilities shall maintain partial kits on record and rebuild into full kits using returns of same lots. Upon receiving enough items to create a full kit the kit shall be transferred to CC 10.

### Managing End of Fiscal Year (FY) Ammunition Holdings

- 2.70 Units are not authorized to conduct physical or notional (paperwork only) returns of SAA and pyro at end FY in AIMS, purely to “close-out” the FY for allocation purposes. This process serves no purpose from an A&E management perspective, has no effect on L1 allocations for the following FY, and causes unnecessary work for supporting ammunition facilities. L1s who require overall consumption information for A&E should liaise with their supply SME to draw this information from the Materiel Management System of Record, DRMIS.
- 2.71 Units are not required to return SAA and pyro at end FY because it was not expended. Units are also authorized to carry any ammunition over between FY if it is being used on an exercise that spans both FY. Ammunition held for exercises that span two FY that is returned at the end of the exercise shall be returned using TIC FEE in AIMS.
- 2.72 Units who have had magazines or other storage space given to them within their supporting ammunition facility, and who have quantities of A&E other than SAA and pyro in these spaces, are to ensure the following prior to the 31 March:
- a. the non-SAA or pyro items are returned to their supporting A&E facility, inspected, and if required are re-issued in the new FY against the new allocation.
  - b. ammunition that is not required, or was originally issued without allocation, will be returned in AIMS using TIC FEE so as to not give the unit an unauthorized allocation in the new FY.
  - c. ammunition issued for operations of any kind will not be returned at end FY.
  - d. CANSOFCOM units are not required to do end year closeouts of any ammunition.

### Unexpended Ammunition Returned

- 2.73 This section shall be read IAW Receipt chapter 4.1. Ammunition unexpended at a firing point that is being returned to the issuing ammunition facility shall be repacked in its original container. Unexpended components such as propellant charges, augmenting cartridges, fuses, primers, supplementary charges or demolition stores shall be packed in suitable containers and properly identified prior to return to the issuing ammunition activity. Users should take care to open at the firing point only the A&E necessary to complete the training for the actual number of participants on hand. This will result in less waste and a more efficient return of unused A&E at the completion of the proscribed training. Units should be aware that they will not be credited with quantities of serviceable A&E returns against their unit training allocation in ammunition maintenance system until returns have been inspected and receipts actioned in the Materiel Management System of

Record. Exercising proper supply discipline at the exercise area or firing ranges with regards to how much A&E is unpackaged will greatly speed up this return process.

2.74 The following manual procedures shall be performed:

- a. Ensure that receipt and identification procedures IAW C-74-300-B02/NJ-000 Ammunition and Explosives Manual Inspection of Ammunition are completed;
- b. The A&E facility shall verify ammunition stores received from a customer account as soon as possible after receipt. Immediate action shall be taken to resolve any discrepancy between the quantities indicated on the return and the quantities actually received;
- c. Update ammunition maintenance system or manual (CF 1040) as required;
- d. Update the Materiel Management System of Record;
- e. Re-warehouse returned A&E; and
- f. In order to ensure L1s receive full training value from their FY allocations A&E issued to units, which upon opening reveals concealed damage, is to be returned to the issuing ammunition facility for allocation credit through use of AIMS TIC FBA and the appropriate AIMS Condition Code. A&E which in the opinion of the receiving ammunition facility was damaged by the unit through negligence or misuse, shall be processed in AIMS using TIC FEE to return without allocation credit and followed up with an Ammunition Occurrence in AIMS.

### Expended Ammunition

2.75 All A&E is considered to be accountable until it has been consumed. To ensure these transactions are submitted in a timely manner the following submission timelines shall be adhered to:

- a. Local Training: A&E consumed within the unit's local training area is to be removed from the holding account within 5 working days of the completed return transaction in the system of record;
- b. Deployed Training: A&E consumed while on training outside the unit's local training area, or in support of a major level exercise, is to be removed from the holding account within 10 working days of the return transaction in the system of record. This additional time is granted to allow for proper Post Exercise Drills to be carried out and for sub-units to accurately account for and package their A&E prior to return to the Unit Ammunition Representative (UAR). This will help to ensure accurate quantities are reported on subsequent Adjustment transactions; and
- c. Operations: Timelines and procedures for submission of consumption transactions to remove A&E from holding accounts during Operations shall be promulgated by the appropriate Operational Financial Element Logistics HQ. While every effort is to be made to consume A&E expended in a timely manner; consumption reporting, connectivity and availability of computer assets to perform update action may all result in delays. Every effort must be made to ensure timely update of the Materiel Management System of Record so as to allow for National resupply of the Operation and procurement of replacement A&E stocks.

NOTE: In some cases, dependent on the nature of the item, the A&E will not be fully consumed in one use (e.g. partial blocks of C4 for use in EOD kits). In cases where this occurs the unit will ensure they have an auditable local system in place which allows for partial quantities of explosives to be expenditure tracked and accounted for. Once the entire item has been consumed it will be removed from the supply account by use of an issue to consumption transaction, with appropriate Certification.

2.76 All Unit ammunition and explosives consumption transactions will be “certified” to ensure appropriate inventory control and management of A&E stocks is enforced. Under no circumstances will situations be allowed to develop where one individual has the ability to demand, issue, and remove A&E from Unit accounts. All final consumption transactions are to be initiated using a DND 2287 Ammunition Supply Document and certified by one of the following Unit personnel to support removal of A&E from Unit accounts once expended (fired):

- a. Commanding Officers; or
- b. Commanding Officers Delegated Representative (this is to be a formal written delegation with a copy held by the Unit Supply section). The individual to whom delegation has been granted should be in a position within the consumption process of the ammunition or explosives in question. This would allow them to understand the process involved and be capable of recognizing any potential issues with the consumption and must be of Warrant Officer rank or higher; or
- c. The Unit Ammunition Representative (UAR) or Unit Customer Account holder may originate and “Certify” an ammunition consumption transactions only if the transaction is accompanied by a Unit pro forma signed by the Range Safety Officer (RSO). In situations where the UAR/Unit Customer Account holder also performs the duty of RSO the member must have the consumption transaction “Certified” by the Commanding Officer or the Delegated representative.

*Certificate of Issue to Consumption - Ammunition Consumed for Operational / Training / Maintenance*

*Certified Ammunition and Explosives listed on this document has been consumed in the public service.*

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*Date*

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*Commanding Officer / Delegated Representative / Supply Account Holder  
(when supported by appropriate Unit Performa)*

2.77 Non-explosive items that do not meet the criteria for management in the maintenance system, such as countermeasure (chaff), guidance units, arming wires etc., shall be held on the Unit's parent L1 plant and not Plant 9000. These items shall be consumed in the Material Management System of Record using the applicable supply procedures.

- 2.78 In order to allow for proper accounting the following transactions are to be used to report consumption of A&E and associated items:
- a. Materiel Group Class 1300-1400 use MIGO 201 issued against a Cost Center, with the remarks including the reason for expenditure and dates (i.e. EX STALWART GUARDIAN 13-15 Oct 18, or PWT2 21 Apr 18); and
  - b. Other Ammunition related Materiel Group Class issued from Plant 9000 and consumed through intended use, utilizing transaction MIGO 951 with Reason Code 9015 (Non Recover Iss/Disp).

NOTE: MIGO transactions shall never be used to adjust stock holdings based on stocktaking. Procedures in Chap 4.3 Stocktaking, shall apply to adjust discrepancies found during stocktaking and adhoc counts.

### Ammunition Expended in Proof or Test

- 2.79 Ammunition-specific and non-explosive items expended during routine proof or testing shall be issued to the workshops against the applicable Work Order/CF 1163 and then consumed from the inventory. The transaction will make reference to the Work Order and indicate that A&E was consumed during Proofing or Testing.

### Standardized Packaging and Criteria for the Refurbishment of Can, Ammo-Metal

- 2.80 In an effort to defer some of the cost of purchasing ammunition DND endeavors to reuse as many ammo cans as possible through refurbishment. DND contracts civilian companies to refurbish these cans. The aim of this section is to establish a standard pack and conditioning criteria for metal ammo cans to aid in timely and cost effective refurbishment.
- 2.81 On receipt of certified Level 1 Screened empty metal ammunition cans (M2A1, M19A1, M548, PA108/C42, PA120 and PA125), ammunition facilities will ensure a second inspection is carried out to ensure the cans are serviceable and free of any energetic items, certified and labelled to Level 2 Inspection (see Annex B Appendix A Image 2) IAW Ref M.
- 2.82 Unserviceable cans shall have their rubber seals removed and cut in half, plastic inserts mutilated, any can markings obliterated, and the can will be mutilated in such a way as to render them unusable. All recovered rubber, plastic or metal components shall be added to local scrap accumulation for final disposal or recycling IAW Chap 8.1 Annex C.
- 2.83 Metal ammunition cans that have had their original finish obliterated with paint are to be deemed as unserviceable and processed as per para above.
- 2.84 Serviceable metal ammunition cans shall not have their markings obliterated nor shall any ammunition related stickers be removed.

- 2.85 Prior to forwarding for refurbishment, A&E facilities will ensure that metal ammunition cans are inspected by an ammunition practitioner qualified IAW Ref L to confirm that:
- a. all excessive dirt, mud etc. has been removed;
  - b. any cans not of original color are rejected unless they were repainted with olive drab paint;
  - c. the interiors are free from any foreign objects;
  - d. cans are in proper working condition, i.e. no damaged handles, clasps, hinges etc; and
  - e. the cans have been certified as free of energetic materiel and Level 2 Inspection labels are affixed to the outer packaging.
- 2.86 Palletized metal ammunition cans shall be stacked to ensure no markings show outwardly and dunnaged as required to ensure that the top surface of the pallet is levelled to allow for safe stacking. All cans shall be brought on charge in the system of record only. Serviceable cans shall be packed in clean tri-walls or palletized on clean pallets in the following quantities:
- a. (8140) 009601699 - Can Ammo Metal M2A1 (100/tri-wall/pallet);
  - b. (8140) 211111860 - Can Ammo Metal 19A1 (172/triwall/pallet);
  - c. (8140) 013478121 - Can Ammo Metal PA125 with inserts (48/triwall/pallet);
  - d. (8140) 219021847 - Can Ammo Metal C42/PA108 (60/triwall/pallet);
  - e. (8140) 007390233 - Can Ammo Metal M548 (36/triwall/pallet);
  - f. (8140) 013169143 - Can Ammo Metal PA120 (48 each/pallet);
  - g. (8140) 013017706 - PA116 complete with P/N AC200000807 Top Adapter Assembly; P/N 1178682-2 Buffer; and P/N 1178682-1 Pallet, Kit, Wooden 40" X 44". Internal packing, spacers and support accessories shall be left in place, covers shall be installed - 25/pallet, containers shall be palletized as per original loaded configuration and strapped with covers installed. No additional components or assemblies shall be sent for refurbishment; and
  - h. (8140)015636221- PA171 complete with P/N AC200000807 Top Adapter Assembly; P/N 1178682-2 Buffer; and P/N 1178682-1Pallet, Kit, Wooden 40" X 44". Internal packing, spacers and support accessories shall be left in place, covers shall be installed - 25/pallet containers shall be palletized as per original loaded configuration and strapped with covers installed. No additional components or assemblies shall be sent for refurbishment.
- 2.87 Once packaged for shipment the outer container or packages shall be marked IAW Ref M.
- 2.88 Once a combination of 48 full triwalls/pallets are accumulated (48 triwalls/pallets are considered on tractor trailers load for the purpose of these procedures) holding units are to request shipping authority from [+NICP@ADM\(Mat\) DAEME@Ottawa-Hull](mailto:+NICP@ADM(Mat) DAEME@Ottawa-Hull) and prepare the load for further movement to:

General Dynamics Ordnance and Tactical Systems-Canada  
C/O Entrepôt Lafortune  
48 rue de l'Industrie  
L'Assomption, Québec  
J5W 2T9  
Tel: 450-589-5173

Business hours: Monday-Friday – 0800 to 1600hrs

NOTE: Only full tri-walls/pallets are to be shipped IAW this instruction.

[+NICP@ADM\(Mat\) DAEME@Ottawa-Hull](mailto:+NICP@ADM(Mat) DAEME@Ottawa-Hull) shall provide shipping authority and details to the holding unit with copies to DLP 3-1-1, DAEME 3-2-5, NDQAR , and the following GD-OTS personnel of the impending shipment:

GD-OTS contacts:

- [Suzanne.Gratton@can.gd-ots.com](mailto:Suzanne.Gratton@can.gd-ots.com), and
- [Marie-Lyne.Losier@can.gd-ots.com](mailto:Marie-Lyne.Losier@can.gd-ots.com)

**IMPORTANT:** Issuing units to provide a minimum of 24 hours' notice of delivery via email containing the DRMIS Consignee WSBL for each load to '[transportlafortune@transportlafortune.com](mailto:transportlafortune@transportlafortune.com)' with copies to the above GD-OTS contacts.

## Inspection and Certification of Salvaged Ammunition Packaging

- 2.89 All salvage and A to P, ammunition boxes, containers, cylinders and fired cartridge cases shall be 100 percent inspected IAW Ref J by an inspecting tradesman (any military occupational structure identification (MOSID) QL5 and above IAW Ref L Chap 5 Fig 5-1-2) of the unit expending the ammunition. This initial inspection is to ensure that the ammunition salvage does not contain any live ammunition or explosives prior to it being returned to the supporting ammo facility. IAW Ref M, a Level 1 Screening Label shall be signed only by the inspecting tradesman who has actually inspected the item(s) and shall contain in clearly printed block letters his name, rank, trade and unit. The Level 1 Screening Label shall be securely affixed in a readily visible location on the container holding the ammunition salvage. **See Annex A – Image 3**

NOTE: This label is for use by Unit Ammunition Representatives (UAR) or persons delegated responsibility for the care of first line CAF ammunition. Use of this label is to be based on common sense and good judgement and when used means that, the person having signed as conducting the inspection is satisfied that the contents do not contain any known live ammunition or explosive. Persons using this label are to do so based upon the extent of their training and military experience and must not use this label if they have no reasonable knowledge or training for the items to which it is being affixed. By using this label the inspector accepts responsibility for the contents of the container or items bearing the label

and is accountable for ensuring that they are of no explosive safety hazard and are safe for transportation on a DND controlled vehicle.

## Aids to Production

- 2.90 Annex B lists the items included as Aides to Production (A to P).
- 2.91 The facilities listed in this para have been designated as Support A&E Facilities. These facilities shall receive all surplus aids to production and scrap that cannot be disposed of at smaller A&E facilities. Support A&E Facilities shall action items for disposal that can be accommodated with local facilities, or arrange for full trailer loads of ammunition and scrap for disposal to CFAD Dundurn, or shipment of ammo cans to GD-OTS as appropriate.
- a. CFAD Rocky Point;
  - b. CFAD Dundurn;
  - c. CFAD Bedford;
  - d. CFAD Angus;
  - e. CFB Det Wainwright;
  - f. CFB Valcartier (Ammo Warehouse); CFB Gagetown (Ammo Warehouse); and
  - h. Garrison Petawawa (Ammo Warehouse).
- 2.92 A&E facilities shall inspect A to P to determine their condition and certify they contain no energetic contents if retained locally, or to Level 4 Confirmation if sentenced for disposal. Only serviceable items are to be retained. Those items that are found to be beyond local repair are to be demilitarized and disposed of IAW Chap 8.1 Annex C.
- 2.93 Instructions regarding the processing and inspecting of A to P and ammunition salvage are contained in Refs J and M, and CFAD and second line ammunition facilities must also be aware of specific instructions from DAER, DAEME and SJS. Lists detailing A to P and Salvage can be found in the Annex B and Appendices of this section.
- 2.94 Holding warehouses are to bring serviceable A to P into the Materiel Management System of Record using the appropriate category. A to P required by A&E facilities for repair shop or warehousing requirements may be issued using the appropriate Materiel Management System of Record issue transaction. A to P shall not be brought on charge in the maintenance system.
- 2.95 Items which are listed in Annex B as A to P will be processed as above and then packed in containers no larger than a standard cardboard tri-wall pallet (certain missile and torpedo coffins are exempt due to size), then sealed and segregated in locked, controlled access, storage buildings to prevent contamination and maintain the chain of custody. A signed and dated copy of the certification document, in a weatherproof covering, will be enclosed in the pallet box and a signed and dated copy of the certification document shall be affixed to the outside of the pallet box on one of the sides where it can be readily seen. Aids to

production, munitions scrap and ammunition scrap shall all be clearly marked and segregated to prevent cross contamination.

- 2.96 Empty ammunition containers returned from exercises in the USA shall be packed in triwalls. If triwalls are not available, they shall be palletized without markings showing and placarded with "EMPTY CONTAINERS". If containers can't be palletized so that markings do not show, the marking shall be obliterated.
- 2.97 Empty ammunition containers from deployed missions should be demilitarized and disposed of locally, if possible. Only when demilitarization or disposal is not possible shall packaging and scrap be returned to Canada for further action. In this case, containers packed in triwalls and labelled as empty containers. If triwalls are not available, containers shall be palletized in such a manner that no marking show outwardly and placarded "EMPTY CONTAINERS". If containers can't be palletized so that markings do not show, the marking shall be obliterated.

## Maintenance, Repair or Make

### Ammunition in Sets or Kits

- 2.98 Ammunition in sets or kits is subject to equipment set controls and allotted equipment set numbers, as described in Management of Kits and Sets chapter 7.2.

### Repair and Maintenance

- 2.99 LCMM approve issues to the third line repair accounts and repairable materiel accounts and advise the supporting Ammunition warehouse, through the Supply Manager, to issue the requested stock in the Materiel Management System of Record. The issue must also be recorded in ammunition maintenance system, or the CF 1040 Card when used.
- 2.100 Instances where issues to workshops are in direct response to Materiel Management System of Record generated picking slips must be captured in ammunition maintenance system or CF 1040.

### Inspection and Maintenance - Workshops

- 2.101 This section details the control of ammunition and associated parts undergoing repair, breakdown for disposal or proof and testing in explosives workshops or laboratories as part of the A&E surveillance program or as a direct result of a DAEME originated inspection task and does not include A&E being inspected and sentenced by a qualified A&E practitioner as part of a unit return. Suitably qualified A&E practitioners/technical inspectors may sentence A&E for disposal based on its Reparability Code and condition upon return from a user. Further details for that process can be found in the Condemnation of Ammunition at para 2.104 of this section. The materiel processing branch (technical) at

bases or CFAD, having an ammunition repair workshop, shall be responsible for the control and scheduling of the following ammunition servicing tasks:

- a. limited manufacturing under NDHQ authority;
- b. repair and modification;
- c. testing, proofing and evaluating;
- d. periodic and other inspections; and
- e. destruction.

2.102 Using the CF 1163, ammunition will be conditioned as Beyond Local Repair (BLR) or as Beyond Economical Repair (BER). Ammunition that can be repaired safely shall be repaired if possible.

2.103 A&E which is BLR shall be referred to the unit's L1 ATA through AESIMS. DAEME will determine level of repair to be carried out and whether or not the holding facility has the resources to complete the repairs. If the holding unit does not have sufficient repair capability DAEME will acknowledge this on AESIMS and ensure that SM is notified of the direction given to allow for direct liaison with the holding facility, and CJOC/CMSG Depot Support, to arrange shipping details and authorization to move the materiel to the designated CFAD. In this instance AESIMS will be the authority to effect transfer and repair. Unless specified otherwise, repairable ammunition returned by a second line facility to CFAD shall be placed in serviceable stock at the CFAD after being repaired.

2.104 In the Materiel Management System of Record, ammunition in for 2<sup>nd</sup> line repair, testing or disposal processing will remain on charge to the warehouse account under condition and category codes that reflects its state, until the processing cycle is complete and the ammunition is returned to stock in the proper category.

### Beyond Local Repair

2.105 Ammunition materiel is sent to an external contractor if it requires maintenance which is beyond the capabilities of DND/CAF Ammunition Workshops. Materiel identified as requiring external contractor repair shall be actioned as follows.

- a. Materiel is segregated and prepared for shipment, and identified as CC 58 in the maintenance system; and
- b. Appropriate Materiel Management System of Record transactions are submitted to move the materiel to the warehouse who will then issue to the appropriate repair account.

### Second Line Repair

2.106 When ammunition is to be repaired, destroyed, inspected, proofed, etc., the technical services section shall prepare the form [CF 1163](#) Ammunition Work Order and forward it to the workshop IAW the procedures outlined in the materiel processed through a technical

workshop section. Records which affect the category code, condition code, stock code or warehouse account balance of the item being serviced shall be adjusted accordingly.

- 2.107 The form CF 1163 or DND 2287 are to be used to record the movement of the ammunition from the warehouse to the workshop and provides a source document for subsequent supply accounting transactions to:
- a. change category or condition code;
  - b. change the stock code;
  - c. consume or bring on charge components or products recovered during the repair process; and
  - d. update ammunition maintenance system.
- 2.108 On completion of technical servicing, the workshop shall return the serviced ammunition to the warehouse under cover of copy 3 of the CF 1163, which may be used as a source document for transactions required for adjustments to the Materiel Management System of Record and ammunition maintenance system records. Items that have been recovered from the CF 1163 shall be reported to the LCMM via email to confirm their final disposition, unless otherwise dictated by other sources such as restrictions, ammunition advisories or NDHQ tasking's.

### Components Expended In Technical Servicing

- 2.109 Ammunition-specific items and accountable non-explosive components expended during technical servicing, repair or overhaul at a CFAD, ammunition workshop or contractor shall be consumed (MIGO 201) against the applicable work order (CF 1163). The Work Order number shall be entered in the applicable text field. This includes items that are consumed to build up complete rounds such as fuses and cartridge cases, or parts of larger assemblies like torpedo and missile components.
- 2.110 Ammunition-specific items and accountable non-explosive components recovered during technical servicing, repair or overhaul at a CFAD, ammunition workshop or contractor shall be recovered from the workshop's account against the applicable work order (CF 1163) using Reverse Consumption (MIGO 202). The Work Order number shall be entered in the applicable text field. This includes items that are consumed to build up complete rounds such as fuses and cartridge cases, or parts of larger assemblies like torpedo and missile components.

## Disposal

### Surplus Ammunition and Accumulated Salvage

- 2.111 This section should be read in conjunction with Chapter 8.1 on Disposal.
- 2.112 Units are to ensure that surplus A&E or ammunition salvage does not accumulate in unit storage. These items are to be returned to the unit's supporting A&E facility as soon as

practicable using the return procedures. Large returns should be coordinated with the A&E facility.

- 2.113 Except for items listed in Annex B of this chapter, ammunition salvage accumulated for disposal at an A&E facility shall be processed as per Chap 8.1 Annex C. Ammunition salvage recovered by other units shall be properly screened and returned to their supporting ammunition facility no less than quarterly.
- 2.114 Except for the A&E facilities listed in Para 2.89, as often as required second line facilities shall make arrangements with their supporting A&E Facility to backload unserviceable ammunition, scrap, and aids to production beyond local requirements. These second line facilities shall not be required to accumulate unserviceable ammunition, scrap or aids to production to backload for disposal or refurbishing purposes.

### Condemnation of Ammunition

- 2.115 Condemnation of A&E is based on its condition determined by a qualified A&E practitioner. This determination may be the result of an issue, receipt, or scheduled surveillance inspection, or a LCMM ordered maintenance task. A&E which is found to be unserviceable during any of these circumstances will be sentenced based on its Reparability Code as identified in the items Master Materiel Record.
- 2.116 Historically, A&E practitioners have reported damaged A&E through their L1 A&E technical authority to the LCMM through submission of a CF 410 Ammunition Defect and Malfunction Report and took repair or disposal action based on the LCMM direction. This process has resulted in the submission of numerous CF 410's for A&E items which the A&E practitioner could condemn, based on its condition and Reparability Code locally, IAW their qualifications as detailed in Ref L. Effective upon release of this manual the following process will apply to condemnation of A&E by local authorities:
- a. Reparability Code "A" (non-repairable) items will be sentenced for disposal and placed in Condition Code 90 (maintenance system), and either disposed of locally if found in a dangerous condition that precludes safe storage, or held until final disposal direction is given by DAEME as part of the overall Departmental A&E demilitarization and disposal process;
  - b. Reparability Code "D" (repairable 2nd line) items will be sentenced to Condition Code 54 (maintenance system) and repaired or sentenced as BER/BLR on a CF 1163 Ammunition Work Order. Items sentenced as BER will be converted to Condition Code 90 and reported on AESIMS, to be held until final direction is given by DAEME as part of the overall Departmental A&E demilitarization and disposal process;
  - c. Items that are neither RPY A or D but in the opinion of the local ATA are unrepairable shall be conditioned CC 90 for disposal;
  - d. Items that are not RPY D but can be repaired at a 2nd line A&E facility safely and with current resources are to be repaired under local authority;

- e. If local training on disposal is necessary, authority to transfer items to Condition Code 92 vice 90 can be requested from DAEME by submitting a case in AESIMS; and
  - f. In all cases reference to AESIMS shall be done to inform DAEME LCMMs of the damage, condition and actions taken for tracking and statistical purposes; and
  - g. A copy of the inspection report and a CF410 excerpt from AESIMS are to be attached to packages of ammunition conditioned CC 20, 54, 90, 92 or 93 for tracking purposes. When the condition of an item changes the CF410 excerpt shall be updated with the new information. If multiple packages are conditioned as above only one needs be marked and updated.
- 2.117 Final disposal action of A&E held in CC 90 will be determined by DAEME and captured in the appropriate A&E CFTO or disposal plan which will be produced by the LCMM. Further direction regarding inventory management sentencing/conditioning and removal of these A&E assets from the National inventory will be provided by DAEME and will be IAW current Departmental demilitarization and disposal policy. DAEME is to be contacted if storage space utilized for CC 90 materiel awaiting final disposal authority becomes an issue and redistribution is required.
- 2.118 Ammunition shall be destroyed immediately when it is considered to be in so dangerous a condition that it constitutes a grave danger to personnel or property. In these circumstances an AESIMS case shall be prepared, stating the circumstances under which it was necessary to undertake destruction and be forwarded to DAEME. DAEME will determine if any further follow on action is required based on the information contained in the AESIMS case and advise as required. Ammunition destroyed IAW this para, is to be disposed in accordance with the Disposal chapter 8.1.

### Excess/Dormant A&E

- 2.119 A&E stocks considered as excess to requirements (at a second line support facility) or dormant are to be reported via email to the holding facilities L1 Ammunition Authority. Based on ECS operational and training requirements the L1 Ammunition Authority in conjunction with DAEME will either direct that A&E be held in its current location or redistributed. Any redistribution of A&E stocks is to be coordinated with the SM to ensure that the most economical method of transport is chosen and that the affected A&E is situated in accordance with the National A&E positioning requirements.
- 2.120 A&E that has been determined to be surplus will be disposed of through proper procedures as identified in the Disposal chapter.

### Ammunition Recovered from Amnesty Boxes

- 2.121 The purpose of the A&E Amnesty Program is to provide a safe and controlled means by which small amounts of SAA or pyrotechnics that may have been overlooked in clothing, personal equipment, and/or vehicles, can be returned for safe disposal. It is not intended to be used as a convenience for units to circumvent the return process. Amnesty is considered

a program, not a condition; therefore ammunition for disposal shall never be conditioned as “Amnesty”.

- 2.122 Unsealed or unpackaged ammunition recovered from amnesty boxes shall be considered unserviceable and not to be reused. SAA shall be inspected, segregated by nature and calibre, and packed IAW Ref N using the stock codes listed in Annex D. Cans shall be packed loose until they are full, sealed, and brought on charge (DRMIS MIGO 202) using the quantity listed in Annex D; it is not necessary to account for each round up to the standard pack quantity in this case. The cans shall be marked with lot number NK, and the quantity (UOI EA). SAA ammunition shall be conditioned for disposal and accounted for in both the Materiel Management System of Record and the ammunition maintenance system as CC90 (material awaiting disposal). Pyrotechnics shall be brought on charge (DRMIS MIGO 202) as items for disposal IAW the section ‘Condemnation of Ammunition’. Items recovered other than SAA and pyrotechnics shall be reported as an ammunition occurrence in AESIMS with an investigation conducted to determine the source.
- 2.123 Sealed packages of ammunition recovered from the amnesty program shall be inspected, conditioned, and returned to stock for use or disposal, depending on the condition. If the lot can’t be determined, the ammunition shall be sentenced unserviceable and returned as per above para. The local Military Police shall be notified and ammunition incident raised in AESIMS and an investigation conducted to determine the source of the discarded ammunition, and the Base/Wing/Unit Commanding Officer notified.
- 2.124 Civilian SAA recovered from the Amnesty Program shall always be conditioned for disposal and never reused or returned to a civilian agency. Civilian SAA shall be brought on charge and treated the same as its military equivalent if there is one, or if not then brought on charge under 1305-20-A07-6123, separated and labeled by nature (i.e. ball, blank, tracer, etc...), packed loose in a Box Metal Ammunition M2A1 and recorded by weight (kg). Civilian SAA containing plastic components (i.e. shotgun, simunition, plastic blank, etc...) shall be kept separate from other natures of civilian SAA and clearly marked on the packaging as Civilian SAA (Containing Plastics). Civilian SAA shall in all other respects be treated the same as military ammunition.

### Downgrading for Instructional Purposes

- 2.125 Ammunition and explosive items rendered inert and designated for instructional or training aid purposes are allotted unique stock codes. All special requests for ammunition and explosive items for instructional use shall be forwarded to DAEME.

### Control of Ammunition Sentenced for Destruction

- 2.126 Ammunition initially sentenced for disposal shall be converted to CC 90, unless the ammunition is in an unsafe condition that requires immediate disposal or authorization is given by DAEME or L1 ATA for local disposal, in which case the ammunition shall be sentenced to CC 92. Ammunition for disposal shall only be conditioned code CC 93 upon

direction from DAEME. Salvaged components or scrap is accounted for by annotating the applicable Ammunition Work Order CF 1163 from which the materiel was recovered.

2.127 Time-Expired ammunition sentenced for destruction shall be processed as End of Life.

### Disposal of Ammunition, Ammo Salvage, Munitions Scrap and Non-Munitions Scrap

2.128 For instructions on the disposal of ammunition and related ammunition salvage refer to chapter 8.1 Disposal Annex C.

2.129 Ammunition salvage returned to an A&E facility by units may be accumulated for up to 90 days before being brought on charge. Salvage awaiting inspection shall not be held on charge as scrap. If processed before the 90 day limit it can be brought directly on charge as the scrap stock code after inspection if required.

### Compliance

2.130 Compliance with this chapter will be demonstrated when:

- a. Ammunition is only issued to units which have a requirement, or an approved allocation;
- b. Ammunition is issued using the Material Management System of Record (DRMIS) and ammunition specific technical data is updated in AIMS;
- c. Stocktaking is performed as per procedure and principles detailed in the Chap 4.3 Stocktaking;
- d. Expended ammunition is issued to the Cost Center of the units and all ammunition salvage is returned to the Ammo facility no less than quarterly;
- e. Ammunition and Explosive rendered inert and used for instructional or training aids are BOC with a unique stock code and approved by DAEME; and
- f. Disposal of surplus ammunition and accumulated salvage is carried out as per SAM chap 8.1 Disposal.

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#"><u>EP 28C Transfer Between Storage Locations</u></a>	<ul style="list-style-type: none"> <li>• Transfer or 2 step transfer</li> <li>• Confirm Transfer Order</li> <li>• Put away of materiel</li> </ul>
<a href="#"><u>EP 28 H,I,J,K Bin to Bin Transfer</u></a>	<ul style="list-style-type: none"> <li>• Determine stock and quantity</li> <li>• Remove from source bin</li> <li>• Determine Destination bin</li> <li>• Confirm Transfer Order</li> </ul>
<a href="#"><u>EP 28B Unit Ammunition Return and Issue Process</u></a>	<ul style="list-style-type: none"> <li>• Expended Ammo Issued to Cost Center</li> </ul>

### DRMIS Transaction Codes

3.2 Useful DRMIS transactions for IM transfers.

T-Code	Description
MIGO Mvt 202	<ul style="list-style-type: none"> <li>• Unplanned receipts of ammunition and salvage</li> </ul>
MIGO Mvt 311	<ul style="list-style-type: none"> <li>• From SLoc to SLoc, One step / unrestricted</li> </ul>
MIGO Mvt 321	<ul style="list-style-type: none"> <li>• From QI (Quality inspection) to unrestricted</li> </ul>
MIGO Mvt 322	<ul style="list-style-type: none"> <li>• From unrestricted to QI</li> </ul>
MIGO Mvt 343	<ul style="list-style-type: none"> <li>• Block Stock to unrestricted</li> </ul>
MIGO Mvt 344	<ul style="list-style-type: none"> <li>• Unrestricted to Block</li> </ul>
MIGO Mvt 349	<ul style="list-style-type: none"> <li>• Block to QI</li> </ul>

T-Code	Description
MIGO Mvt 350	<ul style="list-style-type: none"> <li data-bbox="695 302 894 331">• QI to Block</li> </ul>

## DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
MMBE	<ul style="list-style-type: none"> <li data-bbox="695 705 1458 848">• Stock Overview for SOH and on order for a stock code. Give an overview of the stock balances across different Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)</li> </ul>
MB52	<ul style="list-style-type: none"> <li data-bbox="695 888 1458 1031">• List of Warehouse Stocks of Material on hand. Give an overview of the stock levels across different Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)</li> </ul>
ZSUPSTRIP	<ul style="list-style-type: none"> <li data-bbox="695 1071 1333 1131">• Supply Strip Report. Provides an overview of warehouse stock for a specific Sloc.</li> </ul>
MD04	<ul style="list-style-type: none"> <li data-bbox="695 1176 1438 1278">• Stock Requirements list. The SM can see what caused the requirement if the Work Order number (Purchase Requisition) is displayed.</li> </ul>

ANNEX A - Images

Image 1 – DND 1484 Level 1 Inspection Label

		National Défense	Défense nationale
<b>LEVEL 1 SCREENING</b>			
"The contents of this container / item have undergone a visual screening and are considered safe to transport in DND vehicles. The contents may contain negligible explosive residues or material which requires special handling and disposal by qualified ammunition personnel and must be returned to the nearest supporting ammunition facility. The contents are not suitable for disposal."			
<b>CONTRÔLE DE NIVEAU 1</b>			
« J'atteste que le contenu de cet article ou de ce conteneur a fait l'objet d'un contrôle visuel et est considéré sécuritaire pour le transport à bord d'un véhicule du MDN. Les items peuvent encore contenir d'infimes quantités de matières explosives ou du matériel qui requièrent l'implication de personnel spécialisé en munitions et doivent être retournés à l'entité de soutien en munitions la plus près. On ne peut pas disposer de cet article ou de ce conteneur. »			
Screened By - Name (printed) - Contrôleur - Nom (en lettres moulées)		Signature	
<input type="text"/>		<input type="text"/>	
Rank, Position - Grade, Poste	Unit - Unité	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
DND 1484 (09-2012) 7690-21-891-2585		Design : Forms Management 613-957-6899 Conception : Gestion des formulaires 613-957-6906	

Image 2 – DND 2834 Level 2 Inspection Label

		National Défense	Défense nationale
<b>LEVEL 2 INSPECTION</b>			
"Certified that the ammunition / ammunition salvage / aids to production contained in this container have undergone second level inspection by a qualified tradesperson and are safe for handling and transportation to the next level of processing but may not be released for public sale or disposal."			
<b>INSPECTION DE NIVEAU 2</b>			
« J'atteste que les munitions / matériels récupérés / aides à la production de ce conteneur ont fait l'objet d'une inspection de niveau 2 par du personnel technique qualifié et sont considérés sécuritaires en vue d'être manipulés ou transportés vers la prochaine étape du processus. Ils ne peuvent être mis en vente publique ou éliminés. »			
Inspected by - Name (printed) - Inspecté par - Nom (en lettres moulées)		Signature	
<input type="text"/>		<input type="text"/>	
Rank, Position - Grade, Poste	Unit - Unité	Serial or Tracking Number Numéro de série ou de suivi	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DND 2834 (09-2012) 7690-20-007-1927		Design : Forms Management 613-957-6899 Conception : Gestion des formulaires 613-957-6906	

## ANNEX B - Aids to Production (A to P) list

The following items are listed as A to P

Item	Group Class	Stock Code	Description	See Note
1	1010	21-914-8312	Charger, Ammunition 40 mm MK NC 1	3
2	1310	21-907-3082	Clip Cartridge MK2 for 57mm	3
3	1340	21-873-9174	Launcher, Practice, Rocket 66mm Fired C7 M72A31	1
4	1340	21-912-0134	Launcher, Rocket, Fired 66mm M72A5/E5	1
5	1395	21-799-4309	Case Cartridge Brass Fired 6 PDR	3
6	1395	21-799-4311	Case Cartridge Brass Fired 12 PDR	3
7	1395	21-799-5448	Case Cartridge Brass Fired 12 PDR Blank	3
8	1395	21-799-5449	Case Cartridge Brass Fired 6 PDR Blank	3
9	1395	21-876-6971	Case Cartridge Brass Fired C/W Safety Clip and Fired Primer MK2 4in. Blank	3
10	1395	21-876-6972	Case Cartridge Brass Fired W/O primer MK2 4in Blank	3
11	3990	21-901-7923	Pallet Ammunition 40in. by 48in	3,7
12	6920	01-036-0562	Case Missile Tow This item to be disposed of locally, by mutilation, unless advised by DAEME	2
13	8140	00-739-0233	Shipping and Storage Container Steel M548	3
14	8140	00-740-1261	Pallet Bomb F/3 1000 lb Bomb Mk 83	3
15	8140	00-960-1699	Box Ammunition Metal M2A1	3
16	8140	01-050-9789	Pallet (Wood Top and Bottom) 155mm Projectiles	2

Item	Group Class	Stock Code	Description	See Note
17	8140	01-054-6702	Container Otto Fuel	3
18	8140	01-059-9232	Shipping and Storage Container Guided Missile CNU-300/E for AIM-9	3,4,5
19	8140	01-077-7337	Shipping and Storage Container CNU317/E for Comp Control Groups A/C Bombs	3,4,5
20	8140	01-176-1149	Shipping and Storage Container for AIR Foil Group MXU-651 A/C Bombs	3,4,5
21	8140	01-176-1150	Shipping and Storage Container for Air Foil Group MXU-650/B A/C Bombs	3,4,5
22	8140	01-224-2798	Shipping and Storage Container for Air Foil Group MXU-667 A/C Bombs	3,4,5
23	8140	01-316-9143	Box Ammunition Metal PA120	3
24	8140	01-347-8121	Box Ammunition Metal PA125	3,7
25	8140	21-111-1860	Box Ammunition Metal M19A1	3
26	8140	21-799-8208	Box Ammunition Metal NC2MK1	3
27	8140	21-799-8209	Box Ammunition Metal NC3MK1	3
28	8140	21-799-8431	Packing Set Box Ammunition NC2	3
29	8140	21-847-0590	Container Ammunition Metal for Cap Blasting Electric No.12	2
30	8140	21-857-1308	Insert Foam Top Box Metal M2A1 to hold Fuzes	2
31	8140	21-857-1309	Insert Foam Bottom Box Metal M2A1 to hold Fuzes	2
32	8140	21-857-6337	Container Ammunition Metal for Cap Blasting non-electric No.12	2
33	8140	21-902-1847	Box Ammunition Metal C42/PA108	3

Item	Group Class	Stock Code	Description	See Note
34	8140	21-907-6694	Shipping Container Missile ADATS	3,4,5
35	8140	21-910-7212	Container C127A1 for 76 mm	3,4,5
36	8140	21-911-0986	Container Ammunition C120A1 for 57 mm (Grey)	3
37	8140	21-911-2803	Box Ammunition Metal NC 1 Mk 2/N 17 Mk 1	3
38	8140	21-913-5638	Container Ammunition C143 for Marker Location Marine	3

## NOTE:

1. Retain only sufficient stock and sub-caliber systems to meet immediate requirements for conversion to Dummy. Stock not required shall be obliterated and destroyed by mutilation.
2. Retain only sufficient stock to meet local repackaging requirements and process the remainder IAW Ammunition Salvage procedures unless otherwise directed by DAEME.
3. To be retained by all A&E facilities.
4. Missing or damaged "O-rings, inserts or elastomer springs do not make the container unserviceable. Markings on plastic containers shall not be obliterated. Replacement parts can be sourced from damaged containers sentenced for disposal.
5. All containers complete with components shall be retained in the appropriate condition and category code.
6. Dunnage, i.e. strapping guides (DND Dwg 9481939), pallet load frames (DND/ Dwg 9481940) are to be retained and returned with containers for refurbishing when required. "H" guides (Scepter Dwg 98000000246) that are returned by users along with empty containers are to be returned with containers for refurbishment.

## ANNEX B - Appendix 1 - Ammunition Salvage List

1. The following items are listed as ammunition salvage. (This list is not all inclusive.) Stock not required shall be obliterated, disassembled, separated by materiel type (rubber, cloth, plastic, etc.) and brought on charge by scrap materiel type as listed in chapter 8.1 Disposal.

Group Class	Stock Code	Description	See Note
		Cardboard boxes, inner packs, liners, etc.	1, 6
		Cloth bandoleers	1, 3, 4
		Containers aluminum not otherwise catalogued	1, 5
		Containers steel not otherwise catalogued	1, 5
		Launcher TOW dummy	1, 2, 3, 5, 8
		Launcher TOW fired	1, 2, 3, 5, 8, 10
1395	20-A0G-2768	SAA cartridge case contaminated plastic/metal shotgun shells, 9mm FX, 5.56mm FX, .50 cal red	14
1395	20-A0G-1623	SAA cartridge cases brass .22 cal to 12.7mm	14
		SAA cartridge cases steel .22 cal to 12.7mm	14
		Wooden boxes (except those treated with PCP)	1, 7
1005	20-000-2707	Box Assembly, Feed 5.56 mm Blank, C52, plastic, green	1, 3, 5
1005	21-898-7807	Box Assembly, Feed 5.56 mm Ball, C41, Plastic Black	1, 3, 5
1005	21-911-5197	Box Assembly, Feed 5.56 mm Ball, C41, Plastic Black	1, 3, 5
1010	21-914-8312	Charger, Ammunition 40 mm MK NC 1	1, 5
1300	PSCN	Various Plastic Accessories – 5.56mm link lead, caps from smoke grenades, caps from pyrotechnics, inner packing pieces etc.	1, 3
1305		Plastic clips 5.56mm	1, 3
1305		Steel clips 7.62mm	1, 5
1305		Steel links 12.7mm (.50 in cal)	1, 5
1305		Steel links 20mm	1, 5
1305		Steel links 25mm M28	1, 5
1305		Steel links 5.56mm	1, 5
1305		Steel links 7.62mm	1, 5
1305	21-900-5069	Bandoleer C4 for 5.56mm link	1, 3, 4
1305	21-900-5070	Bandoleer C4 For 5.56mm link	1, 3, 4

1310	21-907-2105	Clip Loading 57mm Plastic C3	1, 3
1310	21-907-3082	Clip Cartridge MK2 for 57mm	1, 5
1310	21-909-8781	Cartridge case brass C11, 57mm Naval Bass fired	1, 5, 16
1315	99-962-6225	Clip cartridge Safety #45 MK ½ for 105mm TK	1,3
1340		Dummy M72 launcher	1, 2, 5, 8
1340	21-873-9174	Launcher, Practice, Rocket 66mm Fired C7 M72A31	1, 2, 5, 8
1340	21-912-0134	Launcher, Rocket, Fired 66mm M72A5/E5	1, 2, 5, 8
1340	21-920-1635	Launcher M72 21mm sub-caliber	1, 2, 5, 8, 11
1395		Cartridge case brass 105mm howitzer	1, 5, 16
1395		Cartridge case brass 105mm tank	1, 5, 16
1395		Cartridge case steel 105mm howitzer	1, 5, 16
1395		Cartridge case steel 105mm tank	1, 5, 16
1395		Cartridge case steel head 120mm tank	1, 5, 16
1395		Steel links 40mm HV CASW	1, 5
1395	21-799-4309	Case Cartridge Brass Fired 6 PDR	1, 16
1395	21-799-4311	Case Cartridge Brass Fired 12 PDR	1, 16
1395	21-799-5448	Case Cartridge Brass Fired 12 PDR Blank	1, 16
1395	21-799-5449	Case Cartridge Brass Fired 6 PDR Blank	1, 16
1395	21-876-6971	Case Cartridge Brass Fired C/W Safety Clip and Fired Primer MK2 4in. Blank	1, 16
1395	21-876-6972	Case Cartridge Brass Fired W/O primer MK2 4in Blank	1,16
1395	21-881-3418	Case Cartridge 12Pdr Blank Modified	1,16
1395	21-910-2427	Case Cartridge 12Pdr Blank Mk 1 w/adaptor C128	1,16
1395	PSCN	Aluminum cartridge cases 20mm to 40mm LV & HV	1, 5
1395	PSCN	Brass cartridge cases 20mm up to 38mm	1, 5
1395	PSCN	Contaminated cartridge cases (mixed e.g. tin/aluminum, steel/aluminum)	1, 5
1395	PSCN	Steel cartridge cases 20mm to 40mm	1, 5
1395	20-A0G-3173	Expended Cartridge Actuated Devices	1,2,5,12

3990	21-901-7923	Pallet Ammunition 40in. by 48in	7
6920	01-036-0562	Case Missile - (for blast simulator)	1, 2, 3, 5, 8
8140	00-739-0233	Shipping and Storage Container Steel M548	1, 2, 5
8140	00-740-1261	Pallet Bomb F/3 1000 lb Bomb Mk 83	1, 5
8140	00-960-1699	Box Ammunition Metal M2A1	1, 2, 5
8140	01-050-9789	Pallet Ammunition Wood Top and Bottom for 155 mm Projectiles	7
8140	01-054-6702	Container Otto Fuel	12
8140	01-059-9232	Shipping and Storage Container Guided Missile CNU-300/E for AIM-9	1, 2, 3, 5
8140	01-077-7337	Shipping and Storage Container CNU317/E for Comp Control Groups A/C Bombs	1, 2, 3, 5
8140	01-176-1149	Shipping and Storage Container for AIR Foil Group MXU-651 A/C Bombs	1, 2, 3, 5
8140	01-176-1150	Shipping and Storage Container for Air Foil Group MXU-650/B A/C Bombs	1, 2, 3, 5
8140	01-224-2798	Shipping and Storage Container for Air Foil Group MXU-667 A/C Bombs	1, 2, 3, 5
8140	01-316-9143	Box Ammunition Metal PA120	1, 2, 5
8140	01-347-8121	Box Ammunition Metal PA125 includes Plate Retaining (Dwg 12910048) and Separator Assembly (Dwg 12926880)	1, 2, 3, 5
8140	20-001-1659	Cntr C127A2 for 76mm/62	1, 2, 3, 5
8140	21-111-1860	Box Ammunition Metal M19A1	1, 2, 5
8140	21-799-8208	Box Ammunition Metal NC2MK1	1, 2, 5
8140	21-799-8209	Box Ammunition Metal NC3MK1	1, 2, 5
8140	21-799-8431	Packing Set Box Ammunition NC2	1, 2, 5
8140	21-847-0590	Container Ammunition Metal for Cap Blasting Electric No.12	1, 2, 5
8140	21-847-5127	Pad Cushioning Fiberboard (cap Blasting electric #12)	3
8140	21-857-1308	Insert Foam Top Box Metal M2A1 to hold Fuzes	1, 3
8140	21-857-1309	Insert Foam Bottom Box Metal M2A1 to hold Fuzes	1, 3
8140	21-857-6337	Container Ammunition Metal for Cap Blasting non-electric No.12	1, 2, 5
8140	21-857-6392	Holder Plastic Foam cap blasting #12	1,3
8140	21-859-0756	Pad Cushioning (cap blasting non electr #12)	3

8140	21-902-1031	Cntr Ammunition Metal (cap blasting #6 Electric)	1,5
8140	21-902-1847	Box Ammunition Metal C42/PA108	1,2,5
8140	21-907-6694	Shipping Container Missile ADATS	1,2,3,5,7
8140	21-910-7212	Container C127A1 for 76mm/62	1,2,3,5
8140	21-911-0986	Container Ammunition C120A1 for 57 mm (Grey)	1,2,3,5
8140	21-911-2803	Box Ammunition Metal NC 1 Mk 2/N 17 Mk 1	1,2,5
8140	21-913-5638	Container Ammunition C143 for Marker Location Marine	1,2,3
1310-	21-909-8816	Cartridge case C11, 57mm Brass	1,5,16
1395		Cartridge case brass 76mm Naval	1,5,16
1315	00-488-1024	Case cartridge Steel Empty 76mm/62	1,5,16
1395	PSCN	Primer brass fired	1,5,16
		Function primer DM231A1	1,5,16
		Function Primer Electric C19	1,5,16
		Function Primer Electric	1,5,16
		Function Primer From 76mm Blank L2A1	1,5,16
1395	PSCN	Primer steel fired	1,5,16
1055	14-468-5607	Shoulder Piece Assembly (ERYX)	1, 2, 3, 4
1310	21-909-8781	Case Cartridge fired C112	1,5,16
1395	20-000-9001	Case Cartridge, 105mm, C12, Brass, Fired, for 105mm C 132 HEER	1,5,16
1395	21-111-1858	Case Cartridge Brass Fired M15 105mm How w/o Primer	1,5,16
1395	21-112-2631	Case Cartridge Brass Fired M14 105mm How w/o primer	1,5,16
1395	21-111-1857	Case Cartridge Steel Fired M14B1 105mm How	1,5,16
1395	21-116-9759	Case Cartridge Brass Fired 105mm C4 Tank	1,5,16
1395	21-116-9760	Case Cartridge Brass Fired 105mm C6 Tank	1,5,16
1395	21-799-4304	Case Cartridge Brass Fired 40mm w/o primer	1,5,16
1395	21-879-0007	Case Cartridge Brass Fired 76 mm w/o primer (Arm'd Car)	1,5,16
1420	21-912-0112	Tactical Packing including tube complete carrying assembly ERYX Front cap assembly rear cap assembly and shoulder piece assembly	1,2,3,4,5,8,9
1420	21-912-0113	Individual Container including container double ERYX Check valve air evacuation plug cover assembly and clamp assembly	1,2,3,4,5,8,9

5340	14-479-6855	Complete carrying Assembly New version ERYX	1,2,3,4,5,8,9
5340	14-479-6856	Strap Webbing ERYX	1,4
5340	14-485-7744	Clamp Assembly ERYX	,12
8140	14-479-6854	Front Cap Assembly ERYX	1,3
8140	14-470-8513	Rear Cap Assembly ERYX	1,3
8140	14-470-8515	Front Cap Assembly	1,3
8140	14-475-1639	Cover Assemblies ERYX	1,3
8140	14-475-1641	Air Evacuation Plug Assembly (Eryx)	1,2,3
8140	21-799-8367	Container Ammunition Metal NC1 MK2 for Fuse MK72 or PD W/Booster	1,2,5
8140	21-897-9184	Container Ammunition C115 for 84mm	1,2,3
8140	21-902-1096	Container Ammunition C118 for 155 mm Projectiles or Charges	1,2,3
8140	21-903-4037	Container Ammunition C119A1 Short for 81 mm	1,2,3
8140	21-903-4038	Container Ammunition C122 Long for 81mm	1,2,3
8140	21-904-2885	Container Ammunition C117 for 105mm Tanks	1,2,3
8140	21-905-8089	Container Ammunition C124 for 60 mm	1,2,3
8140	21-905-8915	Container Ammunition C120 for 57 mm	1,2,3,5
8140	21-907-6256	Container Ammunition C118A1 for 155 mm Projectiles or Charges	1,2,3
8140	21-908-2231	Container Ammunition C132 or 84 mm	1,2,3
8140	21-913-5634	Container Ammunition C140 for 105 mm HOW	1,2,3
8140	21-913-5639	Container, Plastic, C123ER, for 105mm C132 HEER	1,2,3
8140	21-911-4338	Container Ammunition C115A1 (84mm)	1,2,3
8145	14-475-1641	Air Evacuation Plug Assembly	1,2,3
8145	14-479-6854	Front Cap Assembly New versions	1,3
8145	14-479-6855	Rear Cap Assembly New versions	1,3
8145	14-479-6857	Field Pack New version including tube complete carrying case assembly Front cap Assembly rear cap Assembly and shoulder piece Assembly	1,2,3,4,5,8,9
1240	25-120-4978	Cover (Modification of 66mm Fired Launchers)	1,2,3,5
		5.56mm magazine filler	1,3
1310	01-031-0141	Sight Gas Gun	1,5
1310	21-AAA-6799	Sight, Gas Gun Enclosed Area	1,5
1310	21-905-0090	Clip Cartridge 35mm (7 round capacity)	1,5
		Functioned Fuze M228	1,5

1395	21-864-6870	Plug Fuze well 105mm HE (green)	1,3
1410	DU-03N-PN01	Launch tube ADATs Missile	1,2,5,11
1420	21-912-0112	Launch tube Eryx (carbon fibre)	1,2,3,4,8
1430	01-255-3005	Canister Missile Mk 20 Mod 0 (launcher0	1,2,3,5,9
4925	DU-05N-PN02	Plastic bar HDPE 1 5/8 OD Green	
6920	21-911-5179	Weight Simulator Guided Missile (TOW)	1,4
8115	12-195-2462	Box fibreglass DM211 (Anti-frogman)	1,2,3,4
8140	00-001-4411	Shipping and Storage Cntr Mk 535 Mod 0 (Torpedo)	1,2,5
8140	00-431-6183	Pallet Bomb MHU-122/E	
8140	00-434-9898	Shipping and Storage Cntr Guided Missile Components	
8140	00-517-7161	Tube Packing 20mm cartridge	
8140	00-583-2273	Shipping and Storage Cntr Multipurpose Model CNU-238 for Rockeye	
8140	00-591-6531	Cntr Ammunition Plastic (very Pistol & 12 signal)	
8140	00-703-3525	Shipping and storage Cntr sea sparrow	
8140	00-797-2608	Shipping and Storage Cntr (G.M AIM 7, 3 Wings/Fins)	
8140	00-862-0269	Pallet Bomb steel Mk 82	
8140	00-871-3636	Shipping and storage Cntr mk 197 Mod 1 (torpedo)	
8140	00-934-8881	Shipping and Storage Cntr Guided Missile Components	
8140	01-006-0503	Shipping and Storage Cntr Guided Missile CNU 125/E	
8140	01-006-5657	Pallet Bomb Steel MHU 149/E (Mk 82 Bombs)	
8140	01-008-0391	Shipping and Storage Cntr CNU-244E	
8140	01-053-3659	Shipping and Storage Cntr CNU-243 A/E	
8140	01-059-9232	Shipping and Storage Cntr CNU-300/E (AIM-9M Missile)	
8140	01-071-6039	Shipping and Storage Cntr (GM AIM-9M) CNU-310/E	
8140	01-075-8585	Shipping and Storage Cntr CNU-319/E	
8140	01-077-7337	Shipping and Storage Cntr GBU-12 Computer Gp	
8140	01-130-9924	Shipping and Storage Cntr CNU-283 A/E	
8140	01-176-1146	Shipping and Storage Cntr CNU-373/E	
8140	01-176-1147	Shipping and Storage Cntr CNU-371/E	
8140	01-176-1149	Shipping and Storage Cntr GM Components	
8140	01-176-1150	Shipping and Storage Cntr MXU 650-B (Air Foil Group)	

8140	01-224-2798	Shipping and Storage Cntr appl MXU-667/B	
8140	01-285-7178	Shipping and Storage Cntr CNU-431/E	
8140	01-381-1505	Shipping and Storage Cntr Bomb CNU-439 A/E	
8140	01-444-2783	Shipping and Storage Cntr Guide Bomb Adapter Group	
8140	01-463-1716	Cntr ammunition Mk 783 Mod 0 (ESSM)	
8140	01-467-1305	Pallet Bomb Mk 79 Mod 0 (2000 lbs)	
8140	01-490-2443	Cntr Ammunition metal PA161	1,2,5
8140	01-490-2453	Cntr Ammunition Metal PA103A2	1,2,5
8140	01-563-6221	Cntr 120mm PA171	1,2,5
8140	21-111-1869	Cntr Ammunition Cardboard 9mm	11,6
8140	21-799-8182	Box Metal C190 Modified	1,2,5
8140	21-870-8728	Shipping and Storage Cntr Mk 7 Propellant NH .055	1,2,5
8140	21-904-2358	Shipping and Storage Cntr Sea Sparrow	
8140	21-904-2797	Box Packing Ammunition Paperboard 5.56mm Ball, tracer	1,6
8140	21-904-2798	Box Packing Ammunition Paperboard 5.56mm Ball	1,6
8140	21-904-2799	Box Packing Ammunition Paperboard 5.56mm Blank	1,6
8140	21-907-6694	Shipping and Storage Cntr ADATS (Plywood)	1,7
8140	DU-06N-PN01	155mm M795 Projectile pallets	7
8140	DU-09N-PN01	Cntr 120mm Canister PA171	1,2,5
9450	21-114-3085	Scrap Non Metallic Plastic	1,3
9450	DU-02N-PN01	Scrap Non Metallic Nylon	1,3
9670	21-877-4811	Scrap Metal Ferrous (Steel)	14,15,16
9680	21-114-3091	Scrap metal Non-Ferrous (Brass)	14,15,16
9999	21-114-3093	Scrap Contaminated Metal and Non-Metallic Material	14,15,16
9999	21-890-0399	Range Scrap Munitions	12,13
9999	21-893-6847	Scrap Metal Contaminated (Mixed Metals)	14,15,16

## NOTE:

1. Mutilation is to be to the point where it is not useable for its designed purpose and in some cases not recognizable as a military munition. The following mutilation methods are acceptable:
  - a. crushing;
  - b. drilling large holes through the body;
  - c. punching holes in the body;
  - d. cutting in half (lengthways then width);

- e. shredding; and
  - f. other methods approved on consultation with DAEME.
2. Remove rubber seals, “O” rings, pads etc. Cut in half and dispose of as scrap rubber.
  3. Remove plastics, segregate by code number, mutilate as per note 1 above, and dispose of as scrap plastic IAW chapter 8.1 Disposal.
  4. Remove cloth, mutilate as per note 1 above, and dispose of as scrap textiles by type IAW chapter 8.1 Disposal.
  5. Remove metals, segregate by type, mutilate as per note 1 above, and dispose of as scrap metals by type IAW chapter 8.1 Disposal.
  6. Remove paper, cardboard, fibreboard etc. mutilate as per note 1 above, dispose of as scrap paper and cardboard IAW chapter 8.1 Disposal.
  7. Remove wood, plywood, particleboard etc. mutilate as per note 1 above, dispose of as scrap wood IAW chapter 8.1 Disposal.
  8. Remove fibreglass and carbon fibre and mutilate as per note 1 above, dispose of as contaminated scrap IAW chapter 8.1 Disposal. Note: Special handling precautions and Personal Protective Equipment (PPE) required for these procedures. PPE for mutilation at present shall be as a minimum, goggles, dust mask and gloves.
  9. Remove electronics (e-waste) such as circuit boards, wiring harnesses etc. and dispose of as scrap contaminated scrap IAW chapter 8.1 Disposal.
  10. Remove primer from cartridge case for additional processing for energetic residues.
  11. HAZMAT residue, disposal IAW Base/Wing R&D Section HAZMAT procedures.
  12. Additional processing for energetic residues by thermal/chemical treatment before release to the public.
  13. Additional processing by demilitarization facility at direction of DAEME.
  14. Fired SAA cartridge cases may be taken on charge by the ammunition facility in DRMIS SLOC A-P(QI) with a Unit of Issue in kilogram (kg) weight. Once screened IAW Ref M the material shall be disposed of as scrap IAW Chap 8.1 Disposal. All calibres of fired SAA cartridge cases may be packaged together by scrap type. Scrap material is not to be brought on charge in the ammunition maintenance system.
  15. Fired Large Calibre (over 0.50 inch) cartridge cases may be taken on charge by the ammunition facility in DRMIS SLOC A-P(QI) with a Unit of Issue in kilogram (kg) weight. Once screened IAW Ref M the material shall be disposed of as scrap IAW SAM Chap 8.1. All calibres of large calibre cartridge cases may be packaged together by scrap type. Scrap material is not to be brought on charge in the ammunition maintenance system.
  16. Fired primers removed from large calibre cartridge cases are to be recovered as either percussion or electric primers and subject to inspection and demilitarization IAW Ref M. Processed primers are to be disposed of as scrap contaminated IAW SAM Chap 8.1. Scrap material is not to be brought on charge in the ammunition maintenance system.

ANNEX B - Appendix 2 - Plastics from Ammunition Subcomponent and Repack Materiel and their Recycling Code

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
1	Dwg# 12910048		Plate Restraining For Cartridge 25mm (Hard black plastic)	Polycarbonate	
2	Dwg# 12926880		Separator Assembly for Cartridge 25mm (Hard black plastic)	Nylon 6 Nylon 6,6	
3	1305-21-900-5068 Dwg# 8476606		Clip Cartridge for Cartridge 5.56mm, (Black hard plastic) C2	Polystyrene	
4	1005-21-898-7808 NSCM 35907 Dwg# 8476605		Magazine Filler, Magazine for Cartridge 5.56mm 10 round magazine charge (Black pat#8476605)	Polystyrene	

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
5	Dwg# 8597050		Puller belt for Cartridge 5.56mm link (Black plastic w metal clip)	Nylon 6,6	
6	1005-21-911-5197 Dwg # 8597047-8		Box Assembly Feed C51 for 5.56mm Link Plastic drum/magazine (Black plastic)	High Density Polyethylene (HDPE)	
7	1005-20-000-2707 Dwg# 9675304-1		Box Assembly Feed C52 for 5.56mm Link Plastic drum/magazine (Green plastic)	High Density Polyethylene (HDPE)	
8	Dwg# 0676110		Cartridge 9mm holding tray, inner pack (Black hard plastic)	Polystyrene	

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
9			Cartridge 12 Gauge, Clear Plastic from shotgun body #12 with brass end	High Density Polyethylene (HDPE)	
10	Not known		Igniter pack (Olive green box)	Polyethylene LDPE	
11	Dwg# 9975293		Launching Unit for Parachute Flare C7(Hard green)	Nylon 6	
			with soft plastic lid	ABS	
12	Dwg# 10520044		155m Grommet (Fibreglass)	Mainly fibreglass reinforced plastic	

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
13			Fuze holder for DM21 mine (Olive green hard plastic)	High Density Polyethylene (HDPE)	
			O-ring (Red)	Polydimethyl siloxane	
14	Not known		Firing device container (Green canister with lid)	Polypropylene	
15			For Cartridge 14.5 Grey foam	Polystyrene	
16			Inner package White foam	Polystyrene	

## Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
17	Top, 8140-21-857-1308 Dwg# 384612  Bottom, 8140-21-857-1309 Dwg# 384617		Fuze Holder Tray (Green foam)	Polystyrene	
18	PN 619589 (procured as a set)  Saddle Foam (front & rear) PPP-C-1752		M72 Packaging (White rigid foam)	Polyethylene LDPE	
19	8140-21-859-0756 Dwg# 381497		Cap basting non Electric # 12 inner pack holder (Pink foam)	Polystyrene	
20			Red plastic cap	Polyacetal resin Polyoxymethylene	

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
21	Dwg# 9780596		Bandoleer Assembly for Cartridge 40mm LV (Hard Green plastic)	High Density Polyethylene (HDPE)	
			Soft green plastic strap	Polyurethane	
22	Dwg# 8197059		Grenade Hand Smoke C8, Plastic Cap (Yellow, Red, Green, Violet and white)	Polybutylene terephthalate	
23	1395-21-864-6870 Dwg# 390698		Projectile Plastic Shipping Plug, (Green)	High Density Polyethylene (HDPE)	
24	8105-21-879-9490		Clear pink plastic anti-static bag	Polyethylene LDPE	

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
25			Clear plastic bag	Polyethylene LDPE	
26	8135-00-291-0962		Edge Protector (Strapping Edge), Black plastic	High Density Polyethylene (HDPE)	
27	Dwg 8788070-1 (for complete container assemble)		Dark green cap	Polybutylene terephthalate	
			Black gasket	Styrene butadiene rubber	
28			Holder for Cap Blasting #4 (Green plastic)	High Density Polyethylene (HDPE)	

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
29			Fuze holding tray, inner pack (Dark green)	High Density Polyethylene (HDPE)	
30	NSN #8140-21-905-8089  <b>Model Number:</b> C124 <b>Round:</b> 60 MM Mortar <b>Type:</b> Quadruple  NSN #8140-21-905-8089 <b>UN marking</b> (valid transportation Certificate): 4H2/Y13.0/S/yy/CAN/SP R/2-018 <b>Weight :</b> 2.80 kg		Container wall green plastic	High Density Polyethylene (HDPE)	
			Rubber O-ring	Acrylonitrile	
			Cap (Scepter)	Polybutylene terephthalate	
			Foam in cap	Butyl rubber	
			Plastic gasket in cap	Polybutylene terephthalate	
			60mm Mortar Container, Black Rubber Spacer	Poly(styrene butadiene) rubber (SBR) with CaCO3 filler	
	Inner Sleeve/Fuze Collar	Poly (butylene terephthalate) (PBT)			

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code	
31	NSN 8140-21-911-4338 84mm Plastic Container C115A1 (Patten 8788071)  Dwg # 8788070		Outer Shell	High Density Polyethylene (HDPE)		
			Rubber O-ring	Styrene Butadiene Rubber (SBR)		
			Cap (Scepter)	Poly(butylene terephthalate) (PBT)		
			Foam in cap	Butyl Rubber (polyisobutylene)		
			Plastic gasket in cap	Styrene Butadiene Rubber (SBR)		
			Container, Black Rubber Spacer	Styrene Butadiene Rubber (SBR)		
32	NSN #8140-21-903-4037  <b>Model Number:</b> C119A1 <b>Round:</b> 81 MM Mortar HE <b>Type:</b> Triple (Short) <b>Colour:</b> green  <b>UN marking</b> (valid transportation Certificate): 4H2/Y18.5/S/91/CAN/SP R/2-014 <b>Weight:</b> 3.50 kg		Container wall – green plastic and handle	High Density Polyethylene (HDPE)		
			Cap			
			Green plastic	Poly(butylene terephthalate) (PBT)		
			Black foam	Poly(styrene butadiene) rubber (SBR)		
			Blue O-ring with black center O-ring	Poly(styrene butadiene) rubber (SBR) with Teflon coating (polytetrafluoroethylene)		
			Metal washer	N/A		
			Sleeve			

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code		
	Dwg# 9850010040		Black foam	Poly(styrene butadiene) rubber (SBR)			
			Metal washer	N/A			
33	NSN 8140-21-903-4038 Plastic Container C122 for 81mm  Dwg# 9850010041		Outer Shell	High Density Polyethylene (HDPE)			
			Rubber O-ring	Coating – Poly(tetrafluoroethylene) (Teflon) Core - Styrene Butadiene Rubber (SBR)			
			Cap (Scepter)	Poly(butylene terephthalate) (PBT)			
			Foam in cap	Butyl Rubber (polyisobutylene)			
					Plastic gasket in cap	High Density Polyethylene (HDPE)	
					Container, Black Rubber Spacer	Styrene Butadiene Rubber (SBR)	
			34	NSN 8140-21-913-5634		Outer Shell	High Density Polyethylene (HDPE)

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
	Plastic Container C123 for 105mm HOW Dwg# 9800000311		Rubber O-ring	Coating – Poly(tetrafluoroethylene) (Teflon) Core – Nitrile Rubber (polyacrylonitrile)	
			Cap (Scepter)	High Density Polyethylene (HDPE)	
			Foam in cap	Butyl Rubber (polyisobutylene)	
			Plastic gasket in cap	High Density Polyethylene (HDPE)	
			Container, Black Rubber Spacer	Styrene Butadiene Rubber (SBR)	
35	NSN 8140-20-001-9919		Outer Shell	High Density Polyethylene (HDPE)	
	Plastic Container C140 for 105mm Tk Dwg# 9804839		Rubber O-ring	Coating – Poly(tetrafluoroethylene) (Teflon) Core – Nitrile Rubber (polyacrylonitrile)	

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
			Cap (Scepter)	Poly(butylene terephthalate) (PBT)	
			Foam in cap	Acrylonitrile Butadiene Styrene Rubber (ABS)	
			Plastic gasket in cap	High Density Polyethylene (HDPE)	
			Container, Black Rubber Spacer	Poly(butylene terephthalate) (PBT)	
36	8140-21-908-2231 Dwg # F1308-0119550		Plastic Container for 84mm HEDP		
			Rubber O-ring		
			Cap (Scepter)		
			Foam in cap		
			Plastic gasket in cap		
			Container, Black Rubber Spacer		
37	8140-21-904-2885 Dwg # 9850010032		Plastic Container C117 for 105mm TK		
			Rubber O-ring		
			Cap (Scepter)		
			Foam in cap		
			Plastic gasket in cap		
			Colour Smoke Grenade Plastic Fuze Housing		

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
38			105 HOW Stacking Rib	High Density Polyethylene (HDPE)	
39			Clear Plastic garbage bag	Low Density Polyethylene (LDPE)	
40			Strap Clip from SAA magazine bandoleer		
41	8140-21-905-8089				
42	8140-21-905-8915		Plastic Container C120 for 57mm Navy		
43	8140-21-907-6256				

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code
44	NSN #8140-21-001-1659  <b>Model Number:</b> C127A2 <b>Round:</b> 76 MM/62 Navy <b>Type:</b> Single <b>Colour:</b> Gray  <b>UN marking</b> (valid transportation Certificate): 4H2/Y20.0/S/04/CAN/SP R/2-768 <b>Weight:</b> 3.50 kg		Container wall - gray plastic	High Density Polyethylene (HDPE)	
			Blue O-ring with black center O-ring	Poly(styrene butadiene) rubber (SBR) with Teflon coating (polytetrafluoroethylene)	
			<b>Cap</b>		
			Gray plastic	Poly(butylene terephthalate) (PBT)	
			Black rubber	Poly(styrene butadiene) rubber (SBR) with CaCO3 filler	
			<b>Sleeve:</b>		
			Green plastic	Poly (butylene terephthalate) (PBT)	
			Black rubber ring	Poly(styrene butadiene) rubber (SBR) with CaCO3 filler	
		<b>Shorting Clip/Carrying Handle</b>			
		Green plastic	Poly (butylene terephthalate) (PBT)		
		Black rubber ring	Poly(styrene butadiene) rubber (SBR) with CaCO3 filler		
					

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code	
45	Ammunition plastic container Beige <b>Model Number:</b> C127A1 <b>Round:</b> 76 MM/62 Navy <b>Type:</b> Single <b>NSN #</b> 8140-20-001-1659  <b>UN marking</b> (valid transportation Certificate): 4H2/Y20.0/S/04/CAN/SP R/2-768 <b>Weight :</b> 3.50 kg		Beige plastic	High Density Polyethylene (HDPE)		
			Blue O-ring with black center O-ring	Poly(styrene butadiene) rubber (SBR) with Teflon coating (polytetrafluoroethylene)		
			<b>Cap</b>			
			Beige plastic	Poly (butylene terephthalate) (PBT)		
			Black rubber	Poly (styrene butadiene) rubber (SBR) with CaCO3 filler		
		<b>Sleeve:</b>				
			Green sleeve	Poly (butylene terephthalate) (PBT)		
			Black rubber ring	Poly(styrene butadiene) rubber (SBR) with CaCO3 filler		
			<b>Sleeve:</b>			
			Green plastic	Poly (butylene terephthalate) (PBT)		

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code		
46	NSN #8140-21-911-0986 Gray rectangular <b>Model Number:</b> C120A1 <b>Round:</b> 57 MM Navy <b>Type:</b> Twin <b>Colour:</b> Gray  <b>UN marking</b> (valid transportation Certificate): 4H2/Y18.0/S/98/CAN/SP R/2-687 <b>Weight:</b> 4.60 kg		Container wall – gray plastic	Poly (butylene terephthalate) (PBT)			
		<b>Cap:</b>					
		Outer gray plastic	Poly (butylene terephthalate) (PBT)				
		Inner gray rubber	Poly(styrene butadiene) rubber (SBR)				
		Red hollow O-ring	Poly(dimethylsiloxane) rubber (silicone rubber)				
		Olive green plastic	Polyamide (nylon)				
		Black plastic	Polyamide (nylon)				
		Black foam	Poly(styrene butadiene) rubber (SBR)				
		<b>Sleeve:</b>					
		Top gray plastic	Poly (butylene terephthalate) (PBT)				
		Center green plastic	Poly (butylene terephthalate) (PBT)				
		Red strap	Polyamide (nylon)				
		Bottom gray plastic	High Density Polyethylene (HDPE)				
		<b>Shorting Clip/Carrying Handle</b>					
			Black plastic	High Density Polyethylene (HDPE)			

Plastic from Ammunition Subcomponent and Repack Material

Item	Identification Number (NSN/ Part/ Drawing)	Photo	Sample Description	FTIR Analysis	Recycle Code			
47	NSN #8140-21-913-5638  <b>Model Number:</b> C143 <b>Round:</b> MK25 Marine Market <b>Type:</b> Triple <b>Colour:</b> Gray  UN marking (valid transportation Certificate): 4H2/Y18.5/S/06/CAN/SP R/2-2571 <b>Weight:</b> 3.00 kg		Container wall – gray plastic and handle	High Density Polyethylene (HDPE)				
			<b>Cap</b>			Gray plastic	Poly (butylene terephthalate) (PBT)	
			Black foam	Poly(styrene butadiene) rubber (SBR)				
			Green plastic washer	Poly (butylene terephthalate) (PBT)				
		Blue O-ring with black center	Poly(styrene butadiene) rubber (SBR)with Teflon coating (polytetrafluoroethylene)					
			<b>MLM cushion</b>			Green plastic washer	Poly (butylene terephthalate) (PBT)	
			3 x 1 inch black foam	Poly(styrene butadiene) rubber (SBR)				

## ANNEX C - DRMIS Mapping for WM A&amp;E Facilities

Table 1: Warehouse Managed (WM) Mapping for DRMIS

<b>SLOC</b>	<b>UNRESTRICTED</b>	<b>QUALITY INSPECTION</b>	<b>BLOCKED</b>
<b>AMMO SERVICEABLE (A-S) <sup>7</sup></b>	CC 10	CC 20, 54, 58	CC AC
<b>AMMO TRAINING USE ONLY (A-T)</b>	CC 12	CC 20, 54	
<b>AMMO NDHQ RESTRICTED (A-R)</b>	CC 22 <sup>5</sup>		CC 11, RS
<b>AMMO/SCRAP DISPOSAL (A-D) <sup>2,4</sup></b>	CC 16, 90, 92, 97		CC 93
<b>AMMO SALVAGE/AIDS TO PRODUCTION (A-P) <sup>1,4</sup></b>	CC 10	CC 20, 54	

1. Ammo salvage and aids to production does not require management in AIMS (announced in AIMS message 001CS-04-2018E) – AIMS is only mandatory for items with energetic components and those requiring maintenance record keeping, non-x items such as arming wires, suspension lugs, all scrap, ammo cans, etc. are not required to be managed in AIMS.
2. Items on the Ammo N/S SLOC will not be considered for financial auditing purposes.
3. CC 30 – awaiting acceptance inspection – AIMS only for NEQ tracking purposes.
4. A-D and A-P SLOCs are to be on a separate SLOC in the MRP Area.
5. Condition code CC 22 is to be used to identify ammunition that is authorized for issue by LCMMs. Requests for release of CC 22 shall be forwarded to NICP for authorization in consultation with the appropriate LCMM.
6. CC 82 should not be held on DRMIS as the ammo does not belong to DND (should be on charge to owning government department). Held on AIMS only for NEQ purposes.
7. Ammunition that is segregated for contingency stock will be conditioned RS and release authority will solely be through SJS J4 Ammo.

Table 2: The table identifies the current approved CC for use in AIMS:

CC	Auth	Description
10	All	Serviceable, no restrictions (user cautions and warnings may apply)
11	DAEME	Serviceable, for combat use only, use only when all other stocks are exhausted
12	DAEME	Serviceable, training use only, performance may not be suitable for combat use, priority issue (use before CC 10 for training)
16	DAEME	Serviceable, disposal through sale or donation
20	All	Quarantined, awaiting technical inspection or reclassification to another condition
22	NICP	Quarantined, under the control of DAEME. Requests for release of CC 22 ammunition shall be initially directed to NICP for release, under LCMM authority.
30	All	Quarantined, awaiting acceptance inspection from contract (AIMS only for NEQ calculation)
54	All	Unserviceable, ammunition undergoing repair or modification at A&E facility
58	All	Unserviceable, ammunition undergoing repair or modification at OEM
82	NDHQ	Serviceable, ammunition held for Other government department (OGD) (AIMS only for NEQ calculation)
90	All	Disposal, awaiting disposal authority from DAEME
92	All	Disposal, authorized for local disposal action
93	DAEME	Disposal, awaiting disposal contract
97	All	Disposal, scrap awaiting disposal through sale or other means (CC 97 for categorizing only, not to be held on AIMS)
AC	All	Serviceable, local reservation (BASF/GASF, IRU, other operational purposes)
RL	DAEME	Serviceable, Reference lot
RS	SJS J4	Serviceable, reserved for contingency stock (CC 10 ammunition only)
TN	All	Serviceable, ammunition held on deposit for other units (AIMS only for NEQ calculation)

Table 3: Description of TICs for use in AIMS

<b>Current TIC's for Issues</b>	
<b>CBG</b>	Issue- To a contractor
<b>EBJ</b>	Issue- Assembly, disassembly, modification to contractor
<b>ECA</b>	Issue- To a customer
<b>ECE</b>	Issue- To non-DND user
<b>ECG</b>	Issue- For disposal
<b>ECH</b>	Issue- Redistribution to ammo depot or facility
<b>ECJ</b>	Issue- Issue to Ammo Work Order
<b>ECK</b>	Issue- Repair, test, or trials
<b>ECL</b>	Issue- Loan
<b>ECT</b>	Issue- Transfer material to original owner
<b>ENA</b>	Issue- Notional- Admin transaction

<b>Current Transaction Identifier Codes (TIC's) for Receipts</b>	
<b>FAH</b>	Receipt- Redistribution from ammo depot or facility
<b>FAL</b>	Receipt- Loan
<b>FAN</b>	Receipt- Commercial purchase off contract or LPO
<b>FAT</b>	Receipt- Temp issue
<b>FBA</b>	Receipt- from customer (Trigger's Allocation Module)
<b>FBB</b>	Receipt- Other DND user
<b>FBC</b>	Receipt- Foreign government
<b>FBE</b>	Receipt- Non-DND user
<b>FBF</b>	Receipt- GSM
<b>FBJ</b>	Receipt- Assembly/Disassembly/Alteration from Ammo Work Order
<b>FBK</b>	Receipt- Repair, tests, or trials
<b>FBQ</b>	Receipt- From unknown sources
<b>FEE</b>	Receipt- Return exceeding expenditure- No allocation credit
<b>FNA</b>	Receipt- Notional- Admin transaction

## ANNEX D – Stock Codes for SAA recovered from Amnesty

Note: only full cans are to be brought on charge using Standard Packaging Criteria quantities.

Stock Code	Item Nomenclature	Standard Packaging Criteria
1305-20-A0G-1445	Cart 5.56mm x 45 FX, Red, Aluminum Sabot, Loose	930/Metal Can M2A1
1305-20-A0G-1446	Cart 5.56mm x 45 FX, White, Aluminum Sabot, Loose	930/Metal Can M2A1
1305-20-A0G-1447	Cart 5.56mm x 45, FX, Red, Plastic Sabot, Loose	930/Metal Can M2A1
1305-20-A0G-1448	Cart 5.56mm x 45, FX, White, Plastic Sabot, Loose	930/Metal Can M2A1
1305-20-A0G-1449	Cart 5.56mm x 45 High Pressure Test (HPT), C83, Loose	1000/Metal Can M2A1
1305-20-A0G-1450	Cart 5.56mm x 45 Blank, C79 Series, Loose	1060/Metal Can M2A1
1305-20-A0G-1451	Cart 5.56mm x 45 Tracer, C78 Series, Loose	910/Metal Can M2A1
1305-20-A0G-1454	Cart 9mm x 19, FX, Red, Plastic Sabot, Loose	1000/Metal Can M2A1
1305-20-A0G-1455	Cart 9mm x 19, FX, White, Plastic Sabot, Loose	1000/Metal Can M2A1
1305-20-A0G-1456	Cart 9mm x 19, Hollow Point, Loose	1000/Metal Can M2A1
1305-20-A0G-1457	Cart 9mm x 19, Blank, C30, Loose	1000/Metal Can M2A1
1305-20-A0G-1458	Cart 9mm x 19, Ball, Cdn Mk 1, Luger, Loose	1000/Metal Can M2A1
1305-20-A0G-1459	Cart Calibre .308 Winchester Match, Loose	400/Metal Can M2A1
1305-20-A0G-1460	Cart 7.62mm x 51 Match C175, Loose	400/Metal Can M2A1
1305-20-A0G-1461	Cart 7.62mm x 51 Dim Tracer M276, Loose	400/Metal Can M2A1
1305-20-A0G-1462	Cart 7.62mm x 51 HPT C85, Loose	400/Metal Can M2A1
1305-20-A0G-1463	Cart 7.62mm x 51, Blank, C24 Series, Loose	460/Met Box M2A1
1305-20-A0G-1464	Cart 7.62mm x 51 Tracer C19, Loose	400/Metal Can M2A1
1305-20-A0G-1465	Cart 7.62mm x 51 Ball C21, Loose	400/Metal Can M2A1
1305-20-A0G-1469	Cart 9mm x 19 FX Blue Aluminum Sabot, Loose	1000/Metal Can M2A1
1305-20-A0G-1470	Cart 9mm x 19 FX Red Aluminum Sabot, Loose	1000/Metal Can M2A1
1305-20-A0G-1471	Cart 9mm x 19 FX White Aluminum Sabot, Loose	1000/Metal Can M2A1
1305-20-A0G-1472	Cart 9mm x 19 FX Blue Plastic Sabot, Loose	1000/Metal Can M2A1
1305-20-A0G-1591	Cart Calibre .303 British Blank, Long, Loose	480/Metal Can M2A1
1305-20-A0G-1592	Cart Calibre .303 British Blank, Short, Loose	480/Metal Can M2A1
1305-20-A0G-1593	Cart Calibre .303 British Ball, Soft Point, Various, Loose	400/Metal Can M2A1
1305-20-A0G-1594	Cart Calibre .303 British Ball Mk 8z, Loose	400/Metal Can M2A1
1305-20-A0G-1595	Cart Calibre .22 Blank, Loose	5000/Metal Can M2A1
1305-20-A0G-1596	Cart Calibre .22 Ball, Long Rifle, Various, Loose	5100/Metal Can M2A1
1305-20-A0G-1597	Cart 12 Gauge Slug Various, Loose	200/Metal Can M2A1
1305-20-A0G-1754	Cart 12 Gauge Shot Various Sizes, Loose	200/Metal Can M2A1
1305-20-A0G-2282	Cart 12.7mm x 99 Ball Various Loose	100/Metal Can M2A1

1305-20-A0G-2297	Cart 12.7mm x 99 Tracer Various, Loose	100/Metal Can M2A1
1305-20-A0H-6775	Cart 32 Winchester Special Ball Loose	250/M19A1 Can
1305-20-A0H-6776	Cart 358 Winchester Ball Loose	250/M19A1 Can
1305-20-A0H-6777	Cart 40 Smith & Wesson Ball Loose	500/M19A1 Can
1305-20-A0H-6778	Cart 30-30 Winchester Ball Loose	250/M19A1 Can
1305-20-A0H-6779	Cart 270 Winchester Ball Loose	250/M19A1 Can
1305-20-A0H-6780	Cart 30 Remington Ball Loose	250/M19A1 Can
1305-20-A0H-6820	Cart 303 Savage Ball Loose	250/M19A1 Can
1305-20-A0H-7717	Cart 12.7mm x 99 Blank Loose	100/M2A1 Can
1305-20-A0H-7916	Cart Cal. 30-06 Ball Various Loose	250/M19A1 Can
1305-20-A0H-7917	Cart Calibre .223 Remington Ball, Various, Loose	1000/M2A1 Can
1305-20-A0H-7918	Cart 8mm x 57J Ball, Various, Loose	250/M19A1 Can
1305-20-A0M-9048	Cart 5.56mm x 45, FX, Blue, Aluminum Sabot, Loose	930/Metal Box M2A1
1305-20-A0M-9055	Cart 5.56mm x 45, FX, Blue, Plastic Sabot, Loose	930/Metal Box M2A1
1305-20-A0Q-6276	Cart Calibre .38 FX Red Loose	1000/Metal Can M2A1
1305-20-A0R-2593	Cart Calibre .338 Lapua Magnum, Loose	200/M2A1 Metal Can
1305-20-A0R-2600	Cart, Calibre .45 Long Colt, Ball Loose	500/M19A1 Metal Can
1305-20-A07-6123	Small Arms Ammunition, Pending Demilitarization	20 Kg / M2A1 Mtl Box

# 9.3 CLOTHING AND PERSONAL EQUIPMENT

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## POLICY

### Aim

- 1.1 The aim of this chapter is to provide directives for the supply and management of clothing and personal equipment through the Portal of the Materiel Management System of Record.

### Context

- 1.2 The materiel group ADM (MAT) serves the department of National Defence (DND) and the Canadian Armed Forces (CAF) as a central service provider and functional authority for all Defence materiel and equipment programs.
- 1.3 DND clothing and personal equipment is maintained at public expense and is accounted for on the member's Individual Account (IA). The issue, return, repair, replacement of individual items (exchanges) and disposal are subject to specific directives. This chapter describes instructions and processes in these matters.

### Definitions

- 1.4 Definitions can be found in Section 10.1 Glossary.

### Authorities and Responsibilities Tables

#### 1.5 Authorities Table

The....	Has or have the authority to...
Department of National Defence (DND)	<ul style="list-style-type: none"> <li>ensure all military personnel are safe, secured and wear proper clothing that represents the CAF in its own identity.</li> </ul>
Assistant Deputy Minister – Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>procure goods and services; managing materiel; providing materiel-related support, as the functional authority;</li> <li>to manage the full life cycle of clothing materiel, including management of the Materiel Acquisition and Support (MA&amp;S) process (which includes clothing and supplies).</li> </ul>
Director General Materiel Systems and Supply chain (DGMSSC)	<ul style="list-style-type: none"> <li>develop and maintain supply policy, procedures, business processes and standards for materiel management on behalf of ADM (MAT).</li> </ul>

## 1.6 Responsibilities Table

The...	Is or are responsible for...
Director Soldier Systems Program Management (DSSPM)	<ul style="list-style-type: none"> <li>• the acquisition and support of clothing, equipment and materiel systems for the members.</li> </ul>
Clothing stores	<ul style="list-style-type: none"> <li>• the provisioning of clothing and equipment to Canadian Armed Forces (CAF) members in accordance with the applicable Materiel Authorization document (MA)</li> </ul>
CAF member	<ul style="list-style-type: none"> <li>• the care, safeguard and maintenance of clothing and equipment entrusted to them.</li> </ul>

## References

1.7 The following references were used in the development of this policy:

- a. [QR&O; 210.346, 25.2, 15.01, 38.03;](#)
- b. [CFAO; 210-4, 3-4, 114-1, 11-12;](#)
- c. [DAOD 2020-4 Supplementary Reserve;](#)
- d. [DAOD 7004-2 Compensation for Loss or Damage to Personal Property;](#)
- e. [A-DH-265-000-AG-001 CF Dress Instruction;](#)
- f. [C-02-040-009/AG001 General Safety Program vol.2;](#)
- g. [CBI; 210 Entitlements and Grants, Section 1;](#)
- h. [CF H Svcs Gp Inst 4090-20;](#) and
- i. [C3 Prime contractor](#)
- j. [Completion of Affidavits and Statutory Declarations](#)
- k. [ADM \(Mat\) Joint & Common – Clothing & Small Arms – Badges & Insignia](#)

## PROCESS

- 2.1 The following processes are provided for common accounting in the Materiel Management System of Record and operations of a clothing Store.

### Operational Clothing and Equipment

- 2.2 Operational clothing and equipment shall be issued only to satisfy authorized service's needs. Items shall be for the specific use of the individual to whom they are issued as authorized in the applicable Materiel Authorization document and by their respective environment.
- 2.3 A clothing file in the Materiel Management System of Record and ([CF 892](#)) must be raised for all personnel. When individuals are posted, their personal record account (individual account) shall be verified and updated as required by the losing B/W/U. All items not authorized for retention at the individual's new posting shall be recovered. An updated personal record holdings report must be produced, signed and placed in the clothing file as part of the clearance process.
- 2.4 If a member has documentation for an immediate transfer to the Regular or Reserve Force, the member's personal record shall remain active and the individual is to retain all personal allotment items, if staying within the same environment. If the member is transferred to a different environment, he or she is entitled to the initial issue of specified MA document and kept in their clothing docs with signature (a message must be provided to confirm the transfer). A member transferring to the Supplementary List as describe in DAOD 2020-4, is to be considered as releasing.

### Allotment of Clothing and Personal Equipment

- 2.5 Allotment issued to CAF members shall be recorded on their personal record. All entitled clothing accoutrements held in the Materiel Management System of Record shall be issued and replaced at no cost to CAF personnel (EXCEPT for honorary colonel which can't be registered in Human Resources Management System (Guardian) or loss of the item due to negligence).
- 2.6 Clothing, including footwear and equipment that is normally nationally procured in accordance with DND specifications and requirements, cannot be purchased locally unless authorized by the applicable Life Cycle Materiel Manager (LCMM). Substitute issues of clothing or footwear are not authorized unless permitted by the applicable authority (I.e. special size or medical problems).
- 2.7 Each environment has their own applicable Materiel Authorization document. No issue of unauthorized equipment of clothing should be distributed to a member other than their own environment, except if authorized by Director Soldier Systems Program Management (DSSPM) and/or as per the MA document.

- 2.8 All authorized issue to individuals on a continuing basis shall be considered as personal allotment issues. An individual retains these items as long as they continue to meet the entitlement parameters. Individuals regardless of their employment shall retain special size clothing and footwear, once issued. Otherwise, all other personal allotment items, less those listed in retention items are withdrawn, specific/special size items are authorized for retention by the individual.

### Sustainment of Clothing and Personal Equipment

- 2.9 CAF clothing shall not be altered or modified without authorization. Repairs are made at public expense. Repairs are limited to that of rendering the item serviceable to fulfill its designed function and do not involve extensive uneconomical repair or alterations.
- 2.10 Personal and operational equipment and footwear which are in the possession of individuals, shall be inspected at such times as the appropriate authority may decide including the Distinctive Environmental Uniform (DEU) even if it is acquired through the online point system.
- 2.11 Miscellaneous Loss Report (MLR) shall be used for reporting losses or damage of operational clothing and equipment entrusted to members (ref to materiel management Chapter 4.4).

### Exchanges and Return of Clothing and Personal Equipment

- 2.12 Exchange shall be in kind I.e. CADPAT shirt for CADPAT shirt. If the exchange is for a different size, refer to Materiel Planning, chapter 2.3 on re-identification of materiel. Clothing and equipment can be returned to any CAF clothing stores facility. When items become worn out, they shall be exchanged for serviceable items unless otherwise directed. Regarding Canadian Disruptive Pattern (CADPAT) uniforms, if the item appears to be more than 50% faded and it is unacceptable for wear, it can be exchange. For health and safety reasons, articles that are soiled will be refused by Clothing Stores personnel. Except under extreme extenuating circumstances beyond their control, individuals shall ensure that all items of clothing, footwear and equipment being returned to or exchanged at Clothing Stores are clean.
- 2.13 Members shall return their clothing and equipment to their supporting home unit clothing stores whenever possible, unless special circumstances prevent it.

### Temporary Allotment Issues Operational Clothing

- 2.14 Temporary allotment issue items are authorized for a particular purpose, for a short period of time and shall be issued to a member's IA accordingly. Issues should be made in the Materiel Management System of Record with an end date for the return. A temporary loan card DND 638 can also be used especially for members that can't be registered in the Human Resources Management System (HRMS Guardian) (I.e. Honorary colonel).

## Equipment Shortfalls

- 2.15 Every effort shall be made by the member's parent unit to ensure that all initial issues or exchanges of operational clothing and equipment allotment are satisfied prior to the individual departing on course, on temporary duty, in field exercises or attached posting. The supporting B/W/U reviews the member's personal record, issue the deficient items of kit/equipment and requisition any remaining shortfalls as required.
- 2.16 If issues are made to the IA when the member is not at their home unit, the B/W/U forward a scan copy by e-mail (scanned or fax) to the member's parent B/W/U Clothing stores and the hard copy signed is put in the members' clothing documents envelop.

## Repair versus Replacement

- 2.17 Personnel are authorized to have operational clothing repaired at public expense. Maximum wear life is to be obtained from such items. When a decision must be made as to whether an item of operational clothing can be repaired or should be replaced, the first criterion to be considered is the purpose for which the item of clothing is being used; appearance becomes only a secondary consideration. The B/W/U Sup O/Log O has discretionary authority in making this decision but the intent of this must be quite clear: a faded pair of CADPAT trousers with a properly repaired rip can still fulfill its designed function as trousers for field training and operations.
- 2.18 If the B/W/U Sup O/Log O decides that operational clothing items can be repaired, no exchange takes place, but the item is repaired at public expense and returned to the individual.
- 2.19 Replacement issues for personal and next-to-skin items may be made without doing an exchange "one for one. For Reserve and Regular force, 12 months is to be used as the replacement interval. If a replacement is required before the replacement interval, it is at the discretion of the B/W/U Sup O/ Log O.
- 2.20 Alterations and repairs of operational clothing is as follows:
- a. Repairs are made at public expense. Repairs are limited to that of rendering the item serviceable to fulfill its designed function and do not involve extensive uneconomical repair or alterations, and
  - b. Minor repairs are the responsibility of the individual, i.e., replacement of button, small tears, etc. The supply staff ensure that the best interests of the individual and department are served when determining repair vice replacement.
- 2.21 DND tailoring facilities or local contract shall normally be used to effect alterations and repairs. If neither facility is available, B/W/U Sup O/Log O may arrange to have the alterations effected as authorized by procurement.

## Kit Exchanges Due to Faulty Manufacturing

- 2.22 Item exchanges due to faulty manufacturing are authorized under the following conditions:
- a. If an item of clothing issued to an individual is obviously unsatisfactory when put into use because of faulty manufacturing or materiel, it may be exchanged in kind for a serviceable item. The fact that an item has been worn shall not preclude such an exchange unless obvious abuse of the item has caused the failure;
  - b. If a replacement item is not available for immediate issue, the unsatisfactory item shall not be accepted until the replacement has been requisitioned and received;
  - c. In repeated cases of failure, a CF 777 Unsatisfactory Condition Report (UCR) <http://ucrs.mil.ca/> shall be prepared and sent to the Office of Primary Interest (OPI) for action as necessary;
  - d. It is realized that the form CF 777 is not ideally suitable to clothing; however, additional helpful information can be submitted on a separate enclosure attached to the CF 777 and;
  - e. UCR raised for clothing items shall be accompanied with a sample of the item indicating the unsatisfactory condition whenever possible.

## Loss and Damage Operational Clothing

### Miscellaneous Loss Report (MLR)

- 2.23 After a member has received all their clothing and equipment, it is their responsibility to verify that what has been received equals that which is listed on the Individual Account (IA) print out from the DRMIS portal.
- 2.24 The Miscellaneous Loss Report (MLR) is used to report loss of materiel/equipment issued or on temp loan (DND 638) to an individual and to identify all losses which are not reported through the stocktaking process. Any loss of materiel held on an IA is to be reported on an MLR, including what has been loss or damaged listed in the DND 638 Temporary Loan.
- 2.25 When operational clothing and equipment are lost or damaged, regardless of the cost of the item, and the individual **does not** accept responsibility, a loss report shall be prepared by the individual. An MLR must be raised for losses of operational equipment or clothing and any other operational kit when the dollar value **exceeds \$200**. The member's CO will evaluate the circumstances and make a recommendations for write-off or recovery. QR&O 38.03 details rank, position and dollar value given to those officers authorized to order an administrative deduction against an individual.
- 2.26 When the loss or damage concerns operational clothing or equipment items, valued at **\$200 or less**, and the individual accepts responsibility, a loss report is not required and members can report directly to clothing stores for a replacement item. A pay deduction or a cheque to the Receiver general is to be made and given to clothing stores staff. If the individual

**does not** accept responsibility valued at **200\$ or less**, an MLR is to be done as per paragraph above.

2.27 If the loss of operational clothing from the MLR is determined to be a write off at public expense, clothing stores staff will have to follow the process of loss of materiel and raise a CF 152, a DND 2227 Supply document and attached them to the MLR (and other related documents) that support the loss from their IA. See chapter 4.4 Materiel Adjustments, Write offs and Financial Reporting for more details.

2.28 The following table identifies MLR requirements for the CADPAT/ ECU (Enhanced Clothing Uniform). A “Yes” in the table below means that a MLR is required and a “No” means that a MLR is not required.

**Table – MLR Requirement**

Type	If Value of Loss ≤ \$200		If Value of Loss > \$200	
	Accepts Responsibility	Does Not Accept Responsibility	Accepts Responsibility	Does Not Accept Responsibility
Personal and Temporary Allotment	No	Yes	Yes	Yes
CADPAT/ ECU (Enhanced Clothing Uniform)	Yes	Yes	Yes	Yes

2.29 It is important to note that the Crown is not liable for the loss of materiel/equipment caused from an event that can be claimable by personal insurances such a fire or a theft at home or in personal motor vehicle. Members should ensure that they have personal insurance to protect themselves against such losses.

**MLR Process Table**

2.30 Clothing stores staff must follow these steps :

The ...	will ...
Supply Technician	<ul style="list-style-type: none"> <li>• Provide an MLR and explain to the customer what needs to be filled out;</li> <li>• <b>one MLR</b> per customer and;</li> <li>• Issue the replacement items to the customer if in inventory, if not order the item (s).</li> </ul>
Customer at the counter	<ul style="list-style-type: none"> <li>• Fill out the MLR with as much details as possible;</li> <li>• submit to his or her unit/organization chain of command :                             <ol style="list-style-type: none"> <li>1. Immediate supervisor;</li> </ol> </li> </ul>

The ...	will ...
	<p style="text-align: center;">2. Commanding officer <b>of their home unit</b> for full signatures.</p> <p>NOTE: The commanding officer must have the delegation of authority to be able to make the decision and sign.</p> <ul style="list-style-type: none"> <li>• Once all complete, return to clothing stores;</li> </ul>
Supply Technician	<ul style="list-style-type: none"> <li>• Review the MLR to ensure it is all completed with signatures and that all supporting documents are attached if applicable (police or fire reports etc.);</li> <li>• raise a <b>manual</b> CF 152 document for the <u>financial adjustment for each MLR</u>. The automated (ZEMM_MATADJ) <b>does not function</b> for adjustments done in the clothing portal;</li> <li>• raise a DND2227 and attached to the CF 152 document;</li> <li>• action the adjustment in the portal using the proper reason code;</li> <li>• have the Sup O/ Log O sign the CF 152; and</li> <li>• send the CF 152 for signature to the initial approving authority (base commander) who is responsible for the base clothing stores, <b>not</b> the customer's home unit/organization commander (see chapter 4.3 Stocktaking - responsibility table - Unit commanders).</li> </ul>
Base Commander responsible for Clothing stores	<ul style="list-style-type: none"> <li>• signs the CF 152 acknowledging that materiel and financial adjustment has taken place, if within their delegation of authority and;</li> <li>• If beyond delegated limits, forward to the higher approving authority for their signature.</li> </ul>
Higher Approving Authority	<ul style="list-style-type: none"> <li>• signs the CF 152 acknowledging that a materiel and financial write off has occurred and forward the report to the supporting Comptroller /Fin O.</li> </ul>
Comptroller/Fin O	<ul style="list-style-type: none"> <li>• signed CF152 report and associated documentation;</li> </ul>

The ...	will ...
	<ul style="list-style-type: none"> <li>• Return original copy to Clothing stores; and</li> <li>• report loss of materiel to the public account data base.</li> </ul>

2.31 When the monetary recovery or write-off action is completed, all paperwork shall be filed. Immediate replacement of the item shall be done to the member and in the Materiel Management System of Record.

Released from the CAF

2.32 When a member is released from the CAF, all operational Clothing must be returned regardless of condition. It is imperative to ensure that what is listed on the member’s IA is physically returned. If for unknown reasons the member is returning less than what is listed on their IA, the Supply Tech must conduct a verification in the system of record, the historical data etc.

NOTE: If after investigation it has been concluded that it is a system of record error (MIMS, DRMIS) the member’s clothing records are to be adjusted accordingly. If it is suspected that it was out of the member’s control or cause cannot be determined then a Statutory Declaration (the form sample can be found in DAOD 7001-1 under references) can be filled out by the member and sign by the appropriate authority **in order for the Sup Tech to substantiate the adjustment in the personal record of the individual**. The “Stat Dec” must be filed with the member’s clothing document.

Overage of Operational Clothing

2.33 When a customer returns equipment/clothing to the counter that is not listed on their IA, the Sup Tech must bring the item(s) on charge to the clothing warehouse (\_P SLoc) using transaction MI10 including the reason for movement code 7032, then print (ZEMM\_MATADJ) and process the CF152.

Disposal of Operational Clothing

2.34 Any item of clothing Beyond Economical Repair (BER) that incorporates CADPAT must be destroyed locally. CADPAT clothing is reduced to rags, preferably by shredding. There are no restrictions on the disposal of CADPAT rags; they can be declared to GC Surplus (shredded status) or placed in a dumpster. Equipment including footwear, headwear, hand wear, and packs are to be rendered unserviceable. Please refer to the cataloguing tab in DRMIS or CGCS for the materiel identification codes. CADPAT shirts must be free of any insignia, especially the Canadian flag. Occupational footwear shall have the upper part of boots cut off through all layers at the ankle. Reusable parts of equipment such as buckles and straps etc. can be stripped prior to disposal for use by Mat tech sections to conduct small repairs.

NOTE: CADPAT can be destroyed locally by burning only if Environment Canada regulations allow it. In such cases, local environment authorities must authorize the destruction by burning. If burning is the method of disposal, a locally produced “Certificate of Burning” must be used. The certificate contains a list of the items burned and be signed by warehouse supervisor or designated representative

## Distinctive Environmental Uniform (DEU)

### Consolidated Clothing Contract (C3)

2.35 The Consolidated Clothing Contract commonly referred to as the C3 contract is managed by PSPC on behalf of DSSPM 2 acting as the client authority. The contract provides for the program management of specified CAF military clothing requirements by a single Canadian prime contractor. The C3 contract can be divided into four categories of order type:

- a. **DEU Clothing Online:** This system allows all CAF Regular Force, Primary Reserve, Cadet Organizations Administration and Training Services (COATS), and Honorary Appointments to use E commerce/E business to replace and purchase Distinctive Environmental Uniforms (DEU) using direct delivery from the contractor. All orders of DEU for recruits or re-enrolees actioned by B/W/U Clothing stores must be input using the on-line Initial Issue tool. B/W/U Clothing stores use the C3 contract to order a wide range of clothing including Naval Combat Dress, Coveralls, Civilian drivers’ uniforms, Cooks uniforms, and military police black for second line replenishment or direct issue to individuals. DEU Clothing should only be ordered at Second Line for special circumstances, made to measure or for sizing kits not for stock;
- b. **Online Civilian Firefighter Clothing Project:** This system allows for the on-line distribution of specified Civilian Firefighter non-operational clothing to authorized Civilian Firefighters and Fire Department Representatives of Canadian Armed Forces Fire Departments using E commerce;
- c. **Online Med Tech “On Car” Dress (MTOCD):** This program has been designed to provide CAF Regular Force members MOS ID 00334 Military Medical Technicians (Med Techs) Pte to WO with midnight blue uniforms (National) to be worn while working as members of a civilian ambulance staff. Only NDHQ, Director Health Services Personnel (D H Svcs Pers), Maintenance of Clinical Skills Program (MCSP) cell can approve the issue of MTOCD to reservist; and
- d. **Online SAR Tech on Car” Dress:** This program has been designed to provide CAF Regular Force members MOS ID 00101 Search and rescue Pte to MWO with midnight blue uniforms to be worn while doing Medical training/qualifications.

2.36 Ordering of bulk items for warehouse stock is done using the normal procurement process. The purchase orders are created in the Materiel Management System of Record enabling clothing stores personnel to replenish stock with orders against the contract.

2.37 The Materiel Management System of Record (DRMIS) will be updated monthly by DSSPM 2/ Director of Land Procurement (DLP) with a listing of all items that clothing

stores can order in bulk from the C3 contract. The listing, in an excel spreadsheet is called the outline agreement. All Clothing stores will abide by this listing.

- 2.38 Terms of the contract stipulate that the invoice processing is managed by DSSPM. If a discrepancy is discovered in a shipment from C3 Contractor the discrepancy must be noted on the packing slip with a contact name and number. The packing slip must be faxed immediately to C3 Contractor Customer Service at 1-888-222-1312.
- 2.39 Returns to the contractor must be approved by DSSPM 2 who can be contacted by email. The email must contain an itemized listing of those items not required. DSSPM will consider the return request and will approve/disapprove the returns. A decision will be sent via e-mail. If approved, a copy of this authorization e-mail must be attached to the waybill in the shipment.

### Initial Issue DEU Kit Procedures

- 2.40 New applicants who enroll in the Canadian Armed Forces (CAF), whether Regular Forces, Primary reserve or COATS are entitled to an initial issue of DEU as per the appropriate MA document. All administrative enrolment procedures and HRMS input must be completed before authorization of any initial issue uniforms. Member must provide proper documentation to clothing store personnel to confirm enrolment. All orders of DEU for recruits or re-enrollees actioned by B/W/U Clothing stores must be input using the on-line Initial Issue tool.
- 2.41 This tool creates online orders directly with the C3 contractor and gets automatically shipped to each clothing stores. Clothing Stores supervisor must request a login (account) for any new Supply technician requiring access the online initial issue tool. These requests are to be submitted to DSSPM Clothing Online office by email indicating the name, first name, rank and service number or PRI number of the new Supply technician. Training is available through the C3 Contractor or the DSSPM 2 Clothing on Line and can be done by phone using a test login. It is a security infraction to share login or to use the login of someone else. All clothing stores supervisors are to inform DSSPM 2 clothing online when a Supply technician ceases to work at clothing store and no longer need access to the online tool. Once advised, DSSPM 2 clothing online will deactivate the account. As a security precaution, every month, the Clothing online office will deactivate accounts of all active Supply technicians that have not logged in for the last 3 months.
- 2.42 Initial issue entitlements by environment are displayed with default quantities, which can be adjusted by the B/W/U Supply OPI to indicate contractor issued or DND issued. Special arrangements are established with the contractor for the delivery of DEU at recruit intake units if demand warrants special consideration, primarily Canadian Forces Leadership and Recruit School and CFB Borden. As the online system provides visibility of all initial issue transactions by individual record, with viewing and report capability available to the designated supply OPI, the requirement for updating the IA for the initial issue of DEU kit is no longer required. A copy of the signed online issue document or any other paperwork pertaining to online initial issues must be retained in the member's CF 892 clothing

envelope for 3 years from the date of the initial issue. The paperwork can be destroyed after the 3 year period has expired.

- 2.43 **Individuals who have released and re-enrolled** in the Regular Force, Primary Reserve or COATS in the same environment **within 90 days of release** shall not be entitled to an initial free issue of DEU kit clothing. If the member re-enrolls in a different service environment or has a break of service of more than 90 days, the member shall be authorized an initial free of DEU kit clothing.
- 2.44 **When an active member changes environment** due to a voluntary occupational transfer (VOT), compulsory occupational transfer (COT), or simply request an environment change with the Career Manager's approval, documentation must be presented to clothing store to authorize any initial Issue.
- 2.45 **When member transfers directly to another component** with no break of service, i.e. Primary reserve to Regular force or COATS in the same environment, the member shall not be entitled to a new initial free issue of DEU. If they transfer to a different environment, the initial issue of DEU is permitted less the next to skin items such as boots, gloves, socks etc.
- 2.46 **Land Reserve Force members at the rank of Private** will not appear in the Clothing online database until completing one year of service and will not have an online points account for replacement or sales. This restriction is following Supply policy as per MA document D01-102. Those members are not entitled to receive their land environment initial issue of DEU until one calendar year of service or on successful completion of QL3 or DP1 Module 1 and 2, whichever comes first.
- 2.47 **DEU initial issue replacement period**; all members (Regular Force, Primary Reserve and COATS members) receiving an initial issue of DEU may exchange DEU during their first year of service when physical characteristics have changed due to normal growth patterns. All online exchanges must take place at clothing stores and process each request using the online issue tool, reorder/exchange function. Newly enrolled personnel can also use their point's allocation to order replacement items or purchase.
- 2.48 The online reorder/exchange functionality displays the complete list of items that are eligible for exchange enabling clothing stores personnel to reorder DEU for CAF members up to one year following the initial issue order date of the item. Once this one year exchange period is over, the online system will reject any attempt of exchange on the initial issue order. One of the following reasons for the change/reorder must be indicated/selected:
- a. Size exchange: incorrect size was issued;
  - b. Shipping error: incorrect item was shipped;
  - c. Defective item upon receipt: defective item was shipped, and
  - d. One year replacement: due to physical characteristics changing due to normal growth patterns.

- 2.49 The quantity on hand column in each member's exchange file now includes both C3 Contractor and DND issued stock. The quantity to reorder cannot exceed the quantity on hand. Newly enrolled personnel can also use their online point allocation or sales to order replacement DEU items. Online replacement and sales catalogues of all members are restricted to their particular environmental MA document and limited to a maximum annual quantity which is regulated by DSSPM 2.

### Promotion of Land Officers

- 2.50 The Land officers that expect a promotion to the next rank can get their initial issues of accoutrements ordered at clothing stores prior to their effective date. To be issued, the Land Officers must present their official promotion message to confirm promotion. Clothing stores will verify the online profile, amend (as applicable) and place the order for the appropriate insignias/slip-ons. Unless otherwise specified, delivery should be to the member's home address.

### Musician's Uniform

- 2.51 DEU clothing shall be issued to Regular and Reserve Force member's musicians as per scale of issue D01-101 (Navy), D01-102 (Army) and D01-103 (Air). Additional accessories for musicians that are assigned different duties could be issued according to scale of issue CAF bands IAW D01-311 Clothing - CAF Band - All Ranks, subcategories AA to AF.
- 2.52 Regular Force musicians are entitled to an initial issue of DEU to match the environment that they are posted to, as long as, the musician has never been posted to that environment, or it has been at least five years since they have served in that environment. It is possible that a musician could receive an initial issue of all three environments over their career. The cap badge and/or collar insignia shall be exchanged for the appropriate insignia of the band that the musician belongs to. Primary Reserve musicians are not entitled to Tier 1 points; however, primary Reserve musicians on a Class B contract may receive Tier 1 points on the approval of the NDHQ OPI, Chief of Military Personnel (CMP) Directorate of History and Heritage [CMP DHH 7](#).

### Special DEU Replacement Circumstances

- 2.53 CAF personnel are not required to purchase or use point allocation to replace DEU garments under certain conditions authorized by this chapter or scaled entitlements. Depending on the circumstance, the designated clothing warehouse OPI, on behalf of CAF members can demand initial issue or replacement garments online thru the prime contractor. If clothing stores cannot order online, these orders are forwarded to the Clothing online office for consideration and action. It has online ordering tool for these scenarios.

- a. **Commission from the Ranks Plan (CFRP)/Special Requirements Commissioning Plan (SRCP)/University Training Plan Non Commissioned Members (UTPNCM) Online Tool:** An online function located in the Special Circumstances menu has been developed to assist in the ordering of items for those Regular and Reserve force personnel who have been accepted for the CFRP or the UTPNCM. The member must present the CFRP/UTPNCM authorization letter or message to clothing stores indicating the effective date of commissioning. Clothing stores must check the members clothing online profile to ensure the new officer rank has been established. If the new rank is not in the online system, the DSSPM Clothing Online office must be contacted to have the new rank entered. It is imperative the initial issue function in the main menu not be used for CFRP/UTPNCM issues;

NOTE: On the rare occasion tunics have discoloration or show signs of previous rank, the tunic can be replaced at the discretion of the clothing supervisor. The member must present the CFRP/UTPNCM authorization letter or message to clothing stores indicating the effective date of the transfer. Naval personnel who are commissioned from the ranks (CFRP/SRCP/UTPNCM) may exchange NCM-pattern shirts for officer pattern shirts. Entitlement quantity shall not exceed that authorized within the applicable MA document.

- b. **Appointments** - All CWO, MWO and WO who relinquish the appointment of command/base/wing/unit and all ranks of land personnel commissioned from the ranks (CFRP/UTPNCM) are authorized IAW entitlement to exchange shirts irreparably damaged by wearing of the collar insignia;
- c. **Change in Environment** - when a change of environment occurs whether from an Occupation Transfer (OT) IAW CFAO 11-12, change of trade Military Occupational Structure Identification (MOS ID) or upon members' request, the member is entitled to a new DEU uniform at the new environment at public expense, less the common items previously issued from the other environment as per applicable scale of issue. The member must present the occupation transfer authorization letter or message to clothing stores, indicating effective date of the OT or/and change of Environment. Clothing Stores must send a copy of the OT message by e-mail to DSSPM COL office, so the member's Clothing Online profile can be updated and allow the online initial issue. There is no requirement to return previous environment DEU. However, if the member has less than one year of service, DEU items must be returned and member can keep the common items;
- d. **Medical Reason** - Personnel who gain or lose weight of their own volition are not entitled to receive new DEU except under special circumstances. However, if the weight gain or loss is directly attributable to a medical condition completely beyond the control of the individual a free issue or free alterations are authorized upon written certification from a medical officer. Furthermore:
  - i. This written certification will be sent to the clothing online office with a listing of all authorized DEU items approved to be replaced at the crown's expense. These items will be ordered by clothing online office with special ordering online tool to the C3 contractor and sent to the appropriate member's clothing stores; and

- ii. Self-inflicted overweight or underweight conditions are not considered to be beyond the control of the individual. This includes those whose body shape changes due to bodybuilding or similar activities;
- e. **DEU Footwear** - For footwear available online, members who can be fitted with a DND stocked item but who require a change in size due to a medical condition will be provided with an initial issue in accordance with the applicable scale of issue. A medical chit must be presented to Clothing Stores; if orthoses such as arch supports, special insoles etc. are required, they must be presented at the time of fitting. All subsequent requirements must be ordered via Clothing Online using points for the applicable shoes/oxfords and boots;
- f. **Gender Transitioning** - Members who are in transition are entitled to a new initial issue of DEU to reflect their gender identity/gender expression. For members who have not updated their government issued identity documents, a letter or email from the member's Commanding Officer can be presented to clothing stores as authority for the new initial issue. This information will then be forwarded by Clothing Stores to the Clothing Online Office so that the member's profile can be updated accordingly. The new initial issue of DEU will not include the common items. DEU items previously issued do not have to be returned;
- g. **Promotions** - Individuals are not authorized an exchange of tunic when promoted. However, although unusual, if upon promotion a member's tunics have discolored due to signs of the previous rank, the tunics can be replaced at the discretion of the clothing supervisor. Except, Naval Officers are entitled to a free issue of the first dress service cap upon promotion to a different officer level (junior officer, senior officer and flag officer). For this issue, initial issue catalogue is not reopened. Instead, the Sup Tech will use the function CFRP located in the special circumstance menu.
- h. **Detention Barracks** - Former members of the CAF who are sentenced to Canadian Armed Forces Detention barracks will be provided with a free issue of DEU as required. Upon completion of the member's sentence, the DEU must be returned to Clothing stores for disposal action;
- i. **Maternity Clothing** - Initial issue of Maternity DEU clothing must be ordered online at clothing stores. The maternity online allocation is located in the special circumstance menu of the online initial issue tool. The allocation must be done manually by the Sup Tech and the COL system will automatically calculate 9 months of termination of the allocation. Once the Sup tech accepts the date, the Sup Tech can go ahead with the initial issue order of the Maternity DEU. In sync, the member's online replacement and sales catalogue will be automatically amended to include maternity DEU points or sales allocation.  
On subsequent pregnancy, member will not be entitled to another initial issue of maternity DEU clothing unless the member has changed environment. Also if required, member must demand for the maternity online catalogues regenerated to allow replacement of items on points or purchases. This catalogue regeneration can only be done at the clothing on line office; and
- j. **Allergies to wool** - Typically allergies or sensitivities is present only when wool is worn in direct contact with the skin. If next to skin contact can be avoided through the use of clothing layers between the skin and the wool fabric, many of the problems

are reduced or eliminated. When a wool allergy is present, the first step is usually to try adding linings to the garments, if they are the unlined styles. This alleviates the problem in the vast majority of cases. If that doesn't work, a uniform made from an alternative fabric may be required. The Technical Authority at DSSPM 2 shall be contacted to provide direction.

### DEU Tailoring and Alteration

- 2.54 Alterations to new DEU clothing shall be completed at public expense for all ranks on initial issue and for replacement of authorized DEU items of clothing. Shirts cannot be altered at public expense. Exceptions can be authorized by the Sup O/Log O or clothing supervisor, including alterations to CAF shirts. If an individual requires alterations beyond what is listed at para 2.51 of this chapter, they must provide substantiation in writing (email) to the Sup O/Log O or clothing stores supervisor. Alterations to CAF shirts, although not restricted to this group, would normally be allowed for CAF personnel holding senior appointments.
- 2.55 Major alterations are not authorized to DEU garments. A comprehension range of standard DEU sizes are available from the contractor, made to measure ranges as described in "Special size" and are also available online. Minor alterations described in para 2.43 of this chapter should allow for a proper fit. If a proper fit is not possible, a made to measure garment shall be ordered.
- 2.56 For all personnel, only minor alterations are authorized at public expense. Authorized minor alterations to DEU are as follows:
- a. DEU tunics:
    - i. taking in and letting out the side seams;
    - ii. removal of the excess material just below the back of the collar, often referred to as "raising the back";
    - iii. deepening of the armhole;
    - iv. taking in and letting out the centre back; and
    - v. raising or lowering the sleeve length.
  - b. DEU trousers/slacks:
    - i. raising or lowering the pant length;
    - ii. increasing or decreasing the trouser waist; and
    - iii. letting out the thigh.
  - c. DEU skirts:
    - i. raising or lowering the skirt length;
    - ii. taking in and letting out side seams; and
    - iii. increasing or decreasing the waist.
- 2.57 Generally, when a member has, of their own choice, physically changed such that their uniform cannot fit without alterations, these alterations must be paid for by the member. If, however, uniform alterations are required for physical changes due to a medical condition, then these may be authorized at public expense upon written certification by the member's

Canadian Forces Health Services Center (CF H Svcs C) health care provider (physician assistant, nurse practitioner, or physician). This must be communicated to the supply section responsible for the alterations through a Chit generated by the Canadian Forces Health Information System and signed by the member's health care provider stating "Service member requires uniform alterations due to a medical condition." Where physical changes are as significant as to preclude cost-effective alterations, exchanges may be authorized by the supply section provided that the above criteria are met.

- 2.58 Cloth badges shall be sewn on service dress DEU tunics either by hand or by opening the lining and machine stitching through the shell materiel only. Stitching through linings or other inner findings of jackets is not permitted. Mounting of all badges including NDHQ/Command sanctioned badges, crests and insignia identifying a specific unit are to be done at public expense.

### Extended Size DEU Clothing

- 2.59 Except for those non-stocked items, which are normally issued as made-to-measure, every effort shall be made to equip personnel from standard or peripheral stock sizes. This includes carrying out minor alterations and adjustments to obtain a reasonable fit. Extended size ranges available online (1000 class NSN, C3 contractor owned NSN), should be demanded online prior to having a made to measure garment manufactured locally. The extended size range for DEU garments are manufactured by increasing or decreasing the dimensions of the DND paper patterns/specification to accommodate, for example an increase in chest size from a 52 inch to a 54 inch, and should not be confused with a requirement for a "made to measure" garment to accommodate body shapes outside the parameters of these DND specifications. Special size NSNs **are not available** on the C3-02 clothing online website. They are available on **DRMIS C3 outline agreement** which is uploaded usually monthly on DRMIS by DSSPM 2 and DLP.
- 2.60 Personnel who cannot be fitted from the catalogued, or for extended size range are entitled to the issue of made to measure items, not exceeding the quantity authorized by the applicable MA document.
- 2.61 When individuals require made to measure garments, B/W/U Sup O shall confirm all requests prior to initiating procurement action. B/W/U fund locally purchased made to measure requirements from command allotments. If an individual is undergoing training at a unit other than his home unit, funding for made to measure clothing, special size footwear and equipment should be requested from the individual's home unit.
- 2.62 Extended size demands for initial issues made through Clothing Online are automatically recorded against the individual's personal online record.
- 2.63 Initial issues of made to measure DEU kit purchased locally for all CAF members must be reported to DSSPM Clothing Online office to facilitate the recording of the issue against the member's online account. Replacement issues of made to measure DEU kit purchased

locally for Regular and Reserve personnel must also be reported to DSSPM to facilitate the reduction of the members online point allocation

- 2.64 When replacement of made to measure DEU kit items are purchased locally, the applicable number of points must be removed from their personal record account. Prior to ordering replacement made to measure clothing, or special size shoes or oxfords, the individual must advise clothing stores if he/she has sufficient points in their account to cover the purchase. If the individual does not have enough points, payment must be received prior to ordering the made to measure or special size footwear. Clothing stores must forward details of made to measure or special size footwear purchases including members name, SN, item purchased to DSSPM clothing online office email who will have the applicable number of points removed from the members account.
- 2.65 Under no circumstances shall personnel be permitted to provide materiel for manufacture of made to measure clothing. The B/W/U requisitions materials and uniform specifications from DSSPM C3 Coordinator if the garments are being tailored locally and not through Clothing Online. Made to measure uniforms DEU shall not be ordered for individuals during their last six months of service.
- 2.66 Where garments are received and rejected for reasons other than a contractor's deficiency, they are to form part of the sizing stock if practical or disposed of locally. A new order shall be initiated to satisfy the individual needs
- 2.67 When a contractor is not available in the vicinity of the B/W/U, orders are placed directly to the nearest available manufacturer. B/W/U Sup O shall ensure that only unit civilian tailors or qualified service personnel measure individuals for extended size clothing using the guidelines detailed. These measurements must be typed on the computer or legibly written by hand on the special size roll. B/W/U carry out minor alterations upon receipt to ensure a satisfactory fit. However, where there is an obvious discrepancy between the garment and the size roll, items are returned collect to the manufacturer accompanied by a letter detailing the reason for return.

NOTE: Visit the Clothing Online under Program Overview (FAQ). The prices are updated by DSSPM on a regular basis, and NDHQ Ottawa DSSPM 2-4 should be contacted if additional information is required.

### Loss and Damage DEU

- 2.68 The Distinctive Environment Uniform (DEU) is considered member's personal property. The DEU does not have to be returned when a member is retiring from the CAF. When a member requests a replacement of personal property of DEU that was lost or damaged out of their control, they should be reporting the incident to their Clothing stores in order for them to contact DSSPM 2 for consideration. Compensation may be claimed under Sec 1 of CBI 210 (Compensation and Benefits Instructions) if the loss or damage of personal property of a member's DEU was attributable to his/her service and the personal property

lost or damaged was necessary for the performance of military duties of the member. DSSPM 2 is the authority over the C3 prime contractor.

NOTE: When an article of DEU is lost or damaged, the member is responsible to acquire a replacement. The crown is not legally liable for loss of DEU regardless of whether the items are lodged in DND or non-DND accommodation. Members should be urged to secure adequate household and get insurance to protect themselves against losses. There may be rare exceptions when the crown is considered to be liable (I.e. accident while in service, fire in a lodger unit) therefore it is up to DSSPM 2 C3 contract manager's authority to make the decision for replacement.

### DEU Kit Return/Retention

#### Regular Force Members all Environments

2.69 Recruits taking their release prior to the completion of training are only authorized to retain "next to skin" items.

#### Reserve Land Members

2.70 As Land Reserve personnel are not entitled to receive their initial issue of DEU kit until after they complete one year of service, they retain all the DEU kit items on the date of issue.

#### Reserve Navy and Air Members

2.71 As Sea and Air Reserve personnel receive their initial issue during the initial entry process, identical to Regular Force members, the procedures for the Regular Force members as per para 2.61 above apply.

### Returns to Prime Contractor

2.72 Clothing Stores have the capability of returning a member's initial issue to the prime contractor online without re-ordering. An additional change allows pending or back-ordered items to be cancelled on line. Requests to have initial issues past the 12 month period of limitation must be forwarded to the clothing supervisor in writing detailing circumstances as to why the initial issue could not be completed within the first 12 months of service. These cases will then be forwarded to DSSPM COL office for resolution and system regeneration.

2.73 When an initial issue order at clothing stores has not been picked up by member **within 3 months**, clothing stores staff will return the initial issue to the C3 contractor using the online function "returned without reordering" on the online initial issue tool. Upon receipt of this order at the C3 contractor, the items will be put in DND owned stock and the initial issue catalogue of the member will be regenerated if necessary. The member can get these items ordered at another B/W/U.

## Miscellaneous Processes

### Brassiere Temperate Underwear (BTU)

2.74 The Brassiere temperate underwear (BTU) is a fiscal year entitlement (April to March) to all CAF female, as describe in the MA documents of operational clothing for all environments. There are **no quantities** associated with this entitlement. The member can claim a dollar amount per fiscal year (FY) to their home B/W/U orderly room. There are NO adjustments, receipts, issues, maintenance or disposal to apply under the member's IA or at the 2<sup>nd</sup> line warehouse using the Materiel Management System of Record. The reimbursement (up to the current limit) for the purchase of BTU is an administrative action taken, therefore under no circumstance are BTU's to be brought on charge to the Materiel Management System of Record.

### Reserve Force

2.75 Reserve force, on a short-term contract who does not have an IA established, the member's Route Letter and Attendance Report ([CF 899](#)) would be used as authority for issues and exchanges. A reserve unit rep is responsible to administer non-effective strength (NES) member's clearance at B/W/U clothing outlet.

2.76 Regiments warehouses are to account for orders of kilted dress; Kilts, sporrans, hose and headdress purchased from grants IAW QR&O 210.346 and (the title of both publications is "Grants to Units for the Purchase and Maintenance of Kilted Orders of Dress-Reserve Force") shall be accounted for as public property.

- a. Issues of kilts, sporrans, hose and headdress to personnel of the Reserve Force within their Regiment shall be recorded on a DND 638 per individual as a personal allotment basis;
- b. Kilts and sporrans shall be withdrawn from personnel of the Reserve Force on release regardless of reason for release or length of service.

### Honorary Appointments

2.77 Retired CAF members or distinguished civilians can be nominated as honorary appointment as per CFAO 3-4, paragraph 2b and may be issued DEU items required to perform their duties as per Materiel Authorization (MA) D01-120. The Director of senior appointment (DSA) is the authority governing and managing all honorary appointments nominations and active honorary.

2.78 For all inquiries/requests on new honorary members at clothing stores, all cases will be passed to the COL administrator DSSPM who will request authority, status verification and instructions from DSA. As instructed by DSA, all honorary members online profile creation must be done by the COL administrator (COL admin). Clothing stores shall not be authorized to create any honorary online profiles or give initial issue of DEU without the consent of the COL administrator.

- 2.79 Upon the creation of the online profile for the prime contractor, all active honorary members will have an online account and annual points allocation of 200 points, prorated depending of which month they started their function. The point allocation will be re-established 01 Apr of each year. Carry-over of unused points from previous Fiscal year is not authorized. Upon retirement, honorary members shall retain all DEU items.

### Honorary Aide de Camp (ADC)

- 2.80 Serving Regular and Reserve force members may be appointed as *Aide de camp* positions as listed in CFAO 3-4, paragraph 2b. Aide de camp will not be issued any additional DEU items at clothing stores unless special accoutrements are required for their uniforms; i.e.: Aiguillettes. The Aide de camp must present their official tasking document to be eligible to Tier 1 points by exception if they are serving in a Tier 2 unit. Requests to provide a member with Tier 1 points by exception shall be submitted via the chain of command to Director Soldier Systems Program Management (DSSPM), COL Admin by email with attached tasking document.
- 2.81 For Honorary Aide de Camp (ADC) to a **LT Governor of a province**, as per CFAO 3-4, paragraph 2b (3), all requests for DEU uniforms must come to COL administrator for review. Before staffing request to DSA, the appointment must be confirmed with a letter from the LT Governor office of the province attesting the appointment. The same procedure is followed as stated in above para only once confirmation is received from the ADC. Also, the ADC appointment can also be confirmed by accessing the LT Governor Internet site where all approved ADC are listed.

### Cadets and Equipment

- 2.82 The Canadian Cadet Movement is responsible for direct order-delivery and accounting of cadet uniforms in support of Cadet Corps in Canada. The Cadet Organizations Administration and Training Service (COATS) personnel are exempt from this project and continue to be supported IAW current procedures.
- 2.83 Issues to cadets are controlled by the use of a DND 638 or CF 677 (available in hard copy only) during the period of the Cadet Training Center (CTC) summer Camps. The DND 638 provides a record of the issue to each cadet as well as supporting the record of items held on distribution. To eliminate large numbers of hand entries on the DND 638, the Regional Cadet Supporting Units (RCSU) may arrange to have the items peculiar to the particular cadet corps pre-printed on the forms.
- 2.84 Temporary loans shall be made directly to the member (Cadet). The items remains on the account at all time when using a DND 638. With the exception of those next-to-skin items detailed IAW MA Document D08-101 as retention items, worn cadet uniform clothing considered to have 75 per cent or more wear remaining shall be deemed suitable for reissue. Such items should be laundered and have previous personal identification obliterated. Footwear that does not bear a definite foot imprint and has an outer sole and

upper that are not deformed beyond repair shall be subject to reissue (**Note:** Footwear shall be thoroughly disinfected prior to reissue).

- 2.85 When the cadet is no longer on effective strength, all uniform garments and accoutrements must be returned to the Regions/Cadet Corps/Squadrons unit and certain articles of clothing are authorized to be retain IAW MA Document D08-10. Unit COs should also keep track of all stock holdings that are not held on a public account (C3 Contract) and the development of a manual/electronic accounting process to manage all these assets is highly recommended.
- 2.86 All other deficiencies of materiel on the supporting cadet account issued to cadets to satisfy the requirements of other MA Document are actioned by the Regional Cadet Supporting Units. During their summer training, the CTC that clears the cadet does not initiate recovery action for any shortages.

### DND Civilian Employees

- 2.87 Civilian employees working for DND are authorized to obtain Personal Protective Equipment (PPE) to perform various duties. The Directorate of General Safety (D Safe G) provides a publication (C-02-040-009/AG-001) listed in chapter 14 where details on the allocation of PPE to civilian employees are listed and procedures.
- 2.88 The term “employee” shall mean any person employed by the Department of National Defense on an indeterminate basis or having an employment term greater than 90 days (three months) and who is not a contractor.
- 2.89 Locations and circumstances where there is a need for civilian to have protective clothing (PPE) shall be governed by the duties being performed, i.e. Air force operational clothing. Issues are made as required using the same standards applicable to civilian federal government employees covered by their respective MA Document related to their work environment.

### Officials of Other Government Departments, Dignitaries and News Correspondents

- 2.90 Essential environmental clothing may be issued to officials of other government departments, dignitaries and news correspondents proceeding on short tours of isolated units.

### Small Unit and Foreign Military Exchanges

- 2.91 The issue of equipment and environmental clothing (excluding all DEU kit items) which are not provided by the individual’s home unit, and which are deemed necessary to perform duties or to combat environmental/climatic conditions, may be made to foreign military exchange personnel involved in exchanges.

### Absentees, Deserters or Persons Committed to Imprisonment or Detention

- 2.92 A member's unit rep is responsible to administer absentees, deserters or persons committed to imprisonment or detention clearance at B/W/U clothing Stores.
- 2.93 An individual committed to a detention barracks shall have in his possession clothing and necessities as specified in CFAO 114-1, Committal to Service Prison and Detention Barracks.
- 2.94 Disposal of an individual's personal belongings shall be as described in QR&O Chapter 25, Section 2, as well as absentees and deserters. Personal belongings and decorations of an officer or non-commissioned member who is absent without leave, found in camp, quarters or otherwise in the care and custody of the CAF vest in Her Majesty and shall be disposed of in accordance with regulations made by the Governor in Council.
- 2.95 Items of public clothing and equipment on temporary allotment shall be returned to the supply section as applicable or shall be subject to administrative or write-off action as deemed appropriate, and approved by proper delegation of authority.

### Deceased Member

- 2.96 The burial dress for a deceased member is DEU No. 3. As requested by the assisting officer, the Next-of-Kin (NOK) will provide a complete uniform from the member's existing kit. If the NOK cannot provide a complete uniform, the necessary missing items shall be taken from the DEU Sizing Kit and then replaced by ordering from C3 Contractor by contacting the COL administrator at DSSPM 2. If a Sizing Kit is not available, the uniform shall be ordered by contacting the COL administrator at DSSPM 2 who will place the order and prioritize it.
- 2.97 If the NOK requests that the deceased member be dressed in **operational clothing**, the necessary items will be provided from the nearest B/W/U Clothing Stores or CFSD. In all cases, operational clothing shall be provided to the deceased family and issued using transaction MIGO 951 with reason code 9017 (Disposal other method). The Supply section shall annotate the DND 2227 with the member's SN, name and rank quoting this para as the authority for disposal.

### Disposal of Service Estates

- 2.98 Disposal of public clothing and equipment found in the possession of deceased personnel shall be returned to the unit supply officer as outlined in DAOD 7011-1, Responsibilities for Service Estates and Personal. The Supply unit shall process adjustments for all accountable items not returned, and insert the DAOD reference with the member's details and that a physical inventory decrease is annotated on the DND2227 document. Accountable items not returned and considered a loss to the crown must be included in the CF 152, Write-off Report.

### Disposal of Contaminated Clothing

- 2.99 Items of clothing and personal equipment that have been contaminated by fuel or chemicals and cannot be repaired by laundering require special disposal action and end-use accounting.
- 2.100 The materiel shall be disposed of as follows:
- B/W/U : Clothing shall be bagged and delivered to clothing warehouse; and
  - when deployed: Clothing shall be disposed of as local circumstances dictate.

### Court Mounting of Medals

- 2.101 Court mounting of medals, including clasps, bars and numerals, shall be done at public expense. This also applies when remounting is necessary for repairs due to exigencies of service, replacement, or changes to the Canadian Order of Precedence.

NOTE: the miniatures required for the mess dress **are excluded**.

- 2.102 The Supporting Supply Organizations shall put in place a local court mounting procedure that will allow its members to obtain court mounting of authorized medals at no cost, and/or establish a local reimbursement rate as determined by the average of collected quotes in the vicinity of the Base/Wing. Validation of authorized medals shall be done with the Member's Personnel Record Resume (MPRR).
- 2.103 Court mounting of medals at public expense for retired members is only authorized for those members who have earned medals and decorations while serving, but were received after retirement. This applies only to retired members with an effective retirement date of the 29 Sept 2000 or later. This service shall be obtained through the organization presenting the medal/decoration.

### Mess Kit

- 2.104 Requirements for specifications and pattern shall be requested by the member to DSSPM 2-4 at: [+DSSPM-DAPES@ADM\(Mat\) DSSPM@Ottawa-Hull](mailto:+DSSPM-DAPES@ADM(Mat) DSSPM@Ottawa-Hull).
- 2.105 Mess kit rank badges currently held in the Supply system shall be provided at no cost to the regular and reserve force personnel. Cost of unit badges, braid and badges not stocked in the Supply system is the responsibility of the member. Accoutrements held in branch/unit kit shops must be purchased by the member.
- 2.106 It is the responsibility of the member to acquire cut, trim and make to fit the mess kit as well as the mounting of the mess kit badges including rank in accordance with specifications provided by DSSPM.

## Cash Recovery

2.107 Purchasing of operational clothing and equipment are not authorized. If operational clothing is lost and the member accept responsibility for the loss and agrees to pay, a cheque or cash can be used. Debit card and credit card can be used in certain location for payment at clothing stores. The MLR form can be used to authorize a pay deduction only if member has given his signed authorization. The word "cash" as used in this section includes money orders and personal cheques drawn in favour of the Receiver General of Canada in an amount sufficient to cover the exact amount of the cash recovery.

2.108 Clothing stores Supervisor will ensure that:

- a. Personal cheques are properly completed (staff could request driver's license for identification);
- b. Identification of issuer is verified by checking DND identification cards: and
- c. The cheques are stamped recording the individual's unit, phone number and address.

2.109 When cash recoveries are done to reimburse the Crown for losses of Operational Clothing and Equipment, the member only pay the items without taxes (use accounting tab 1 to see if MAP or Standard unit price).

## Laundrying of Occupational Cook and Kitchen Helper's Uniform

2.110 The bib type apron, which is considered Personal Protective Equipment (PPE), shall be issued and loaned to all types of employees working in DND/CAF dining facilities to include military, civilian, Personal Support Program (PSP) and contracted employees. Funding for the procurement and laundrying is a local responsibility. The remaining items as per Scale of Issue D01-403 (Chef Jacket, shirt and pants) shall be laundryed by employees at their own expense. If work clothes become contaminated by hazardous substances excluding food dirt, local organizations are to provide arrangements for the cleaning of those specific items.

## Measuring and Fitting of Footwear

2.111 It is the responsibility of the B/W/U Sup O/Log O to ensure that the correct size footwear is issued to all personnel. Improperly fitted footwear affects the general well-being of an individual, often to such an extent as to impair health, morale and efficiency. It is, therefore, of the utmost importance that individuals wear footwear for which they have been measured and properly fitted.

2.112 DSSPM 2 developed the sizing standard for all operational footwear in consultation with foot and last sizing specialists, and footwear industry consultants to comply with the mandate of fitting 95% of all Canadian Armed Forces population;

- a. Attaining ideal or having high expectations of a "perfect" boot fit is virtually impossible: no two feet are exactly alike in shape and size;

- b. foot sizes may change with age, health and load;
- c. acceptable tolerances of comfort and fit vary from individual; and
- d. mass manufacturing cannot account for personal preferences.
- e. Correct and comfortable fitted footwear is attainable if CAF personnel are fitted by Clothing Stores using fitting techniques mentioned in the SAM, and
- f. Fit can be adjusted with varying insole and sock thicknesses, spacers, and alternate lacing techniques.

2.113 Each individual shall be measured using Mondopoint (NSN 8335-21-920-8942) or the prime contractor foot-measuring devices. The instructions for use are found on the right side of the device.



2.114 Both feet must be measured, and the longer foot shall take precedence in determining size. In extreme cases when an individual cannot be properly fitted with one size, if the proper fit is achieved with individual sizes, there is no need for special size footwear. The remaining half-pairs of footwear will be disposed of. When fitting boots, ensure that the insoles and /or the socks system are the correct size. Multi-component boot assemblies such as the extreme cold weather mukluk must have all of the pieces properly inserted before fitting.

2.115 After a size has been determined by means of the foot-measuring device, a fitting test shall be made on both feet. It shall be ensured that individuals:

- a. are wearing the type of socks / hosiery which complies with regulations for the type of footwear being fitted;
- b. have their weight evenly distributed on both feet;
- c. have their heels well back in the footwear, with the footwear fully laced up; and
- d. wear arch supports or other orthopaedic aids if required/ necessary at the time of fitting.

2.116 The following four tests are performed when checking the fit of all types of military boots and shoes:

- a. **Test 1** - Snug fit under the arch is determined by grasping both shoes over the instep with the thumbs on the outside and the fingers pressing firmly against the under arch, close to the outer soles on the inner side of the shoes. The leather should lie snugly against the under arch and should be free from excessive wrinkles and fullness;
- b. **Test 2** - Proper position of the ball joint is determined by locating the ball joint with the thumb of each hand. The ball joint should lie approximately in the widest portion of the shoe, just ahead of the area where the sole curves into the shank under the arch;
- c. **Test 3** - Placing a thumb low on either side of the vamp, at the widest part of the shoe, and gradually working each thumb slowly upwards towards the centre until the thumbs nearly meet determine proper width across the ball of the shoe. The foot without apparent tightness or excessive fullness should fill the shoe. Each shoe must be checked separately for width; and
- d. **Test 4** - Proper length is determined by pressing each shoe at the toe with both thumbs. The proper length of footwear manufactured with hard box toes shall be determined by the position of the ball of the foot in relation to the ball of the shoe and the foot under the arch. Toe room in boots or shoes not having hard box toes may be determined by having the person being fitted move his toes while the fitter feels the upper area of the shoe or boot to determine the amount of free space. There should be a clearance or space of approximately one-half inch between the end of the longest toe and the end of the shoe. Each shoe must be tested separately for length.

2.117 If fitting indicates that an individual's foot size is not within the range of standard catalogue footwear sizes, the individual is provided with locally purchased special size footwear IAW Special Size Footwear policy.

### Special Size Footwear

2.118 **Orthoses:** Is an orthopedic appliance or apparatus used to support, align, prevent or correct deformities or to improve function of moveable parts of the body. One common example is a custom foot insole, and

2.119 **Orthopedic Footwear:** Is custom footwear required by individuals with deformed or surgically treated feet. This includes custom-made military pattern footwear, and internal or external modifications to military and civilian footwear. Orthopedic footwear is funded by the Command Surgeon.

### Sizing Problems

2.120 B/W/U Clothing stores are responsible to procure boots to the member. If after being fitted IAW measuring and fitting of footwear procedures an individual is found to have a foot size problem, which does not fall within the range of standard sizes and does not require orthopedic footwear, is responsible to have the insoles made to fit inside their boots

that they presently wear. Note that some custom orthotic insoles can be thick and it is supply's responsibility to procure boots that will accommodate custom orthotics. Regular over the counter orthotics that the physiotherapist hands out can be fitted on the present selection of boots by removing the insole that comes with the boots and replacing it with new insole only.

- 2.121 Supply sections shall ensure the member receives footwear that fits properly and that meets performance and quality standards equivalent to the authorized CAF footwear to which the member is entitled. Special size safety footwear must meet the safety standards of the regulation footwear. Supply sections are under no obligation to procure brand name footwear. Wherever possible, the special size footwear should be the same color and materials as CAF standard footwear.

NOTE: It is acknowledged that members using these "over the counter" orthotic insoles may have to accommodate the changes to the inside space (where the foot goes) by wearing a slightly larger boot or reducing the tightness of the laces.

- 2.122 Class "A" Reservists shall only be issued one pair of Special Size Boots or Oxfords/Shoes as applicable. For example if an individual is entitled to one pair of shoes and two pair of boots the individual shall be issued one pair of shoes and one pair of boots. If the individual is converted to "B" or "C" class they shall be issued their full entitlement.
- 2.123 When special size footwear is ordered for an individual, the member's IA shall be annotated with the special size requirements. Item(s) should be accounted for in the Clothing portal using the special size family head MMR for that particular footwear. Each time the individual requires footwear; the IA shall be checked to ascertain when the item was previously issued. Normally, special size footwear shall not be ordered for individuals during their last six months of service.
- 2.124 Special size footwear issued to an individual shall not be withdrawn when the employment justifying its issue ceases. The individual retains the footwear during his entire period of service;

### Medical Condition

- 2.125 If special footwear is necessary due to a medical condition, **it is the responsibility of the medical staff to purchase footwear.** This may be done thru an authorization by an MO (I.e. Blue Cross) to purchase boots for the member.

NOTE: a medical chit is an official notice of work limitations for the member's supervisor and Chain of Command. Technically, if the member requires a certain type of boot due to medical reasons, the B/W/U Surgeon is to provide funding as per the D Med Pol DCOS. "Chits" over 6 months old are not acceptable (TCAT). **Note that blisters are not considered a medical condition.**

### Orthopaedic and Modified Footwear

- 2.126 When recommended by a medical board or specialist, individuals with deformed or surgically treated feet shall be provided with specially made or modified footwear in lieu of regulation boots and shoes.
- 2.127 Orthopedic footwear shall be obtained through a Federal, Provincial or local orthopedic and prosthetic facility IAW ref j. Footwear requiring modification shall be altered as required by the same orthopedic facility or by local procurement when authorized by the base medical officer, at no expense to the individual.
- 2.128 Special Size Orthopedic boots and modification to boots are always at no cost to the member. Special Size Orthopedic Boots shall be brought on charge and entered on the member's IA. Only the initial issue of Orthopedic DEU shoes/oxfords are free issue.
- 2.129 Normally orthopedic footwear shall not be ordered for individuals during their last six months of service. Orthopedic footwear obtained as per CF H Svcs Gp Inst 4090-20 is paid for by the appropriate Command Surgeon.

### Special Size (shoes/Oxfords) DEU

- 2.130 Special size shoes/oxfords are free issue upon enrolment. Following enrolment special size shoe requirements must be purchased using applicable points for shoes/oxfords. If points are not available, member is required to purchase the shoes. There are only two exceptions, which allow the free issue of shoes/oxfords following an individual's enrolment:
- a. The initial issue of shoes/oxfords as a result of a change in medical condition which requires shoes to accommodate orthoses such as arch supports, special insoles etc. The member must present the prescription or medical chit to Clothing Stores to be entitled to the initial free issue. The initial issue is funded by the supporting supply section through Command allotments. All subsequent requirements must be paid for using the applicable points for shoes/oxfords or funded by the member. Clothing Stores must forward details of special size shoe purchases including member's name, SN, item purchased to DSSPM by email who will have the applicable number of points removed from the members account;; and
  - b. The initial issue of Orthopaedic or modified shoes/oxfords is free issue, and funded by the Command Surgeon. Any subsequent issues must be paid for using the applicable number of points for shoes/oxfords or funded by the member. Orthopaedic footwear is defined at Para 2.75a. Clothing Stores must forward details of the purchase to DSSPM so points can be removed, same procedure as for special size shoes. A copy of the medical officer's recommendation is to be filed in the individual's CF 892, and the member's personal record shall be annotated with the appropriate information.

## Ergonomic Furniture

2.131 Ergonomic furniture shall only be procured for individuals whose requirements have been given a prognosis and have been identified on an appropriate certificate signed by a medical doctor or chiropractor. An ergonomic assessment should be conducted prior of purchasing the furniture by a competent qualified person. It is a unit responsibility to fund ergonomic furniture requirements. Issues of ergonomic chairs shall be classified as personal allotments and shall be documented on the individual's account. Stock number 21AAE4895 shall be used to issue orthopaedic chairs to a member's personal record.

2.132 Retention on posting of special size/orthopaedic clothing, footwear and equipment. When an individual is posted, transferred or seconded to another department the B/W/U shall ensure that special size/orthopaedic items accompany the individual. In the case of furniture, these items may accompany individuals provided that there is departmental agreement that such transfers are cost beneficial.

## Accoutrements

See link below

<http://materiel.mil.ca/en/joint-common-clothing-small-arms/badges-insignia.page>

2.133 All Clothing Accoutrements held in the Supply System shall be issued and replaced at no cost to Regular and Reserve Force personnel. Accoutrements are defined as those items required to complete authorized orders of dress.

NOTE: All army officer accoutrements are not held at Clothing stores. Member must order them through their Clothing on Line account with the prime contractor. Accoutrements with the initial issue of the Army Tunic are at no cost.

2.134 Mounting of clothing accoutrements shall be done at public expense. Mounting shall include sewing of Canada Badge and rank insignia/braid on the slip-on/armlet if applicable.

2.135 Unit badges not stocked in the Supply system must be purchased and replaced at individual expense. Removal and mounting of unit badges, crests and name tapes at all units however, will be done at public expense provided that they are:

- a. Officially sanctioned by NDHQ/Director Heritage and History and/or the Commander of the Command, as applicable, and
- b. Officially authorized for wear with the particular order of dress, and are subsequently mounted in the manner dictated in A-DH-265-000/AG-001.

2.136 Initial issue of headdress badges currently available in the Supply System shall be a free issue for all ranks in all cases. Mounting shall be at public expense except for cadets.

2.137 The issue and mounting of embroidered qualification badges will be at public expense. Information pertaining to the wearing of uniforms and for the accurate location of badges and insignia may be obtained from A-DH-265-000/AG-001, Canadian Forces Dress Manual.

### DEU Accoutrements

2.138 DEU clothing accoutrements items are required to complete authorized orders of dress:

- a. Headdress badge cloth and metallic embroidered;
- b. Cloth badges - including rank braid and insignias, cloth-embroidered qualification badges, CAF standard pattern cloth nametapes, Canada badges, and ribbons;
- c. Unit badges - including cloth- and metallic-embroidered NDHQ/Command sanctioned badges, crests, and insignia identifying a specific unit (e.g. regiments, squadrons, ships), nametapes, and employment designator badges;
- d. Metal badges - including miniature rank badges, branch/regiment collar badges, command badges and metal shoulder titles;
- e. Metallic-embroidered badges - including qualification badges, occupation badges and specialist skill badges;
- f. Slip-on/brassard;
- g. Buttons;
- h. Service ribbon bars (loose and court mounted) for undress ribbons;
- i. Plastic nametags; and
- j. Shoulder Boards: All Naval Officers are entitled to an initial issue of two pairs upon enrolment and promotion to the next officer level. Shoulder Boards may be exchanged as a result of fair wear and tear following initial issue.

### Plastic Nametags and Cloth Nametapes

2.139 Requisitions from the applicable Standing Offer Agreement. Initial issue and mounting, as well as subsequent issue and mounting are at public expense, and B/W/U in possession of engraving equipment may manufacture these nametags. The funding for required supplies will be a base responsibility.

### Unit Badges and Crests

2.140 All clothing accoutrements currently held in the Supply System shall be provided at no cost to regular and reserve force personnel. Accoutrements held in branch/unit kit shops must be purchased by the member.

2.141 Removal and mounting of all accoutrements including unit badges and crests will be done at public expense provided that they are:

- a. Officially sanctioned by NDHQ/Director Heritage and History and/or the commander of the command, as applicable;

- b. Officially authorized for wear with the particular order of dress, and are subsequently mounted in the manner dictated in the CF Dress Instruction (A-DH-265-000/AG-001). This includes ceremonial uniforms; and
- c. Not part of the CAF mess dress.

2.142 Mounting of headdress badges currently available in the Supply System shall be at public expense except for cadets. Cloth embroidered badges are acceptable on the CAF uniform and are to be issued and mounted at public expense.

### Aiguilletes

2.143 MA D01-120 details the basic entitlement to Aiguilletes applicable to officers of the Canadian Armed Forces holding honorary or staff appointments authorized by NDHQ, Comd HQ or Regional HQ authority. The CAF Dress instruction (A-DH-265-000/AG-001) governs the method and occasions of wearing CAF patterns of Aiguilletes with the CAF uniform.

Below is the process to follow for aiguilletes:

- a. The B/W/U supply sections shall action individual requests for Aiguilletes upon presentation of the personal appointment authority from the applicable NDHQ, Command HQ or Region HQ authority. Aiguilletes are to be returned when the appointment is terminated;
- b. Aiguilletes issued to authorized Service personnel shall be issued to the member's IA;
- c. Aiguilletes authorized for retired Service or civilian personnel shall be issued on a temporary allotment basis from a supply account using a DND 638 or issued directly to the Individual Account;
- d. In such cases, the DND 638 or IA shall be annotated to the effect that it is a temporary allotment for one year commencing from the date of issue and that Aiguilletes are to be returned on cessation of appointment;
- e. If Aiguilletes are still required after one year, the B/W/U Sup O/ Log O shall have the allotment renegotiated by a letter requesting the individual concerned to sign and return a new DND 638 or resign a copy of his/her IA; and
- f. Aiguilletes shall be withdrawn from personnel on cessation of their appointment and reissued to the new appointee where applicable or returned to stock.

### Compliance

2.144 Those managing clothing and equipment for CAF members shall:

- a. Ensure to follow the proper MA document clothing scale of issue at all time for any initial issue to a member, or if deployed;
- b. All issues, returns and disposal of clothing and equipment is conducted within the Materiel Management System of Record;
- c. Ensure that no manual transactions are submitted against the IA conversion storage location;

- d. Ensure that clothing stores staff have updated their location information in the Materiel Management System of Record to ensure clothing returned from members is return to the correct location and ;
- e. Ensure that all loss of clothing and equipment recorded in the portal under the member's IA are reported on an MLR. If required a manual CF152 is to be completed, printed and signed by the appropriate authority.

## PROCEDURES

3.1 Information on applicable DRMIS Procedures can be found by accessing the hyperlinks within the aforementioned Process Flows in Part 2 or by referring to [DRMIS website](#).

### Process Flow Charts

3.2 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#">EP 28 E Issue Personal Equipment</a>	<ul style="list-style-type: none"> <li>• Customer requires initial issue or replacement</li> <li>• Launch application to review holding and scales</li> <li>• Select material</li> <li>• Update quantities</li> <li>• Post issue</li> <li>• Signatures required and paperwork is filed</li> </ul>
<a href="#">EP 28 E Return Personal Equipment</a>	<ul style="list-style-type: none"> <li>• Customer return or exchange items</li> <li>• Launch application to review holdings</li> <li>• Select material</li> <li>• Return items</li> <li>• Update quantities</li> <li>• Post return</li> <li>• Signatures required and paperwork is filed</li> </ul>

### DRMIS Transaction Codes (Under Development)

3.3 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
	<ul style="list-style-type: none"> <li>•</li> </ul>

DRMIS Reports (Under Development)

3.4 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
	•

## ANNEX A - Next to Skin / Retention Items

### Next to Skin

1. The items listed below are considered to be Next To Skin items and are authorized for yearly issue or exchange:
  - a. Operational Undershirt;
  - b. Operational Underwear; and
  - c. All CAF Combat Sock System.
2. Reservists who have Class “B” and Class “C” contracts are authorized to replace next to skin items as per policy for Regular Force personnel. Class “A” Reservist will be held to a one for one exchange policy.
3. The Shirt, Hot weather, commonly referred to as the Hybrid Shirt, is considered Next to Skin and is a onetime issue to the member for the duration of his/her career. However, this item must be returned to Clothing Stores upon the member’s release for disposal due to the CADPAT included in its design.

### Retention Items

4. The items listed below are to be retained by all Regular Force and Reserve Force members who have completed 12 months service prior to being released:
  - a. All DEU clothing including footwear;
  - b. All non-operational maternity clothing;
  - c. All accoutrements;
  - d. All socks (except gortex);
  - e. Sewing kit;
  - f. Belt trousers green and brown cloth webbing material;
  - g. Light Weight Thermal Head gear including:
    - i. 219210909 Balaclava Army
    - ii. 219210905 Neck Gaiter Army
    - iii. 218666821 Cap, Knit (old style) Army
    - iv. 200087685 Cap, Knit (new) Army
    - v. 200074030 Balaclava Air Force
    - vi. 200073260 Neck Gaiter Air Force
    - vii. 200073668 Cap, Knit Air Force;
  - h. Cap knit, green, black, blue, midnight blue, Canadian average green;
  - i. Cap knit, Cadets, black, blue, green;
  - j. Cap knit, Quebec Medical Tech – burgundy;
  - k. Cap knit, Junior Canadian Rangers - dark green;
  - l. Drawers including Army Light Weight Thermal Drawers (LWTD);
  - m. Undershirts including Army Light Weight Thermal Underwear (LWTU);
  - n. Towels;
  - o. Berets;
  - p. Swim wear (trunks/suits);
  - q. T-Shirt athletic; and
  - r. Shorts athletic.

NOTE: ALL ITEMS with Disruptive Pattern (CADPAT) in either Temperate Woodland (TW) or Arid Region (AR) **MUST BE** returned to clothing stores.

5. The following items, listed on 431(AD) Squadron local Scale of Issue, may be retained by members of the Snowbird Demonstration Team:
  - a. 21AAD2836 Flight Suit Red;
  - b. 21AAD2837 Flight Suit Blue;
  - c. 21AAD2838 Flight Jacket Dark Blue;
  - d. 21AAC9422 All Purpose Bag (Garment Bag); and
  - e. 21AAF0752 Red Duffle Bag (Sausage Bag).

## ANNEX B – Materiel Authorization Document

Please find listing of MA Documents in the link below.

<http://materiel.mil.ca/en/business-functions-materiel-management/materiel-authorization.page>

# 9.4 COMBAT RATIONS

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## POLICY

### Aim

- 1.1 The aim of this policy is to describe the types of combat rations available to the Canadian Armed Forces (CAF) and to explain the procedures for acquiring, storing, distributing, and disposing of combat rations.

### Context

- 1.2 This document applies to all custodians of the Department of National Defence (DND) and the CAF materiel. Combat rations are designed to be used by CAF military members when specific training or exercises, rapid-response emergency situations, or over-riding practical considerations preclude the use of fresh food. Combat rations are not be used in lieu of timely logistics planning, or as a substitute for the development and implementation of a sound fresh-feeding capability. Additional information on the different combat rations and their uses can be found in the Food Services Manual [FSM, Chapter 11 - National Combat Rations Program \(NCRP\)](#).
- 1.3 CAF Food Services shall be organized and managed to meet operational requirements and DND/CAF priorities by providing cost efficient and effective food services that support military activities and that meet client expectations of quality, choice, value, nutrition, and service. Strategic J4 Food Services (Strat J4 Food Svcs) is the organization designated to develop and maintain policies and standards in all aspects of the provision of food services, including combat rations.

### Definitions

- 1.4 Definitions can be found in the SAM Chap 10.1 Glossary.

### Authorities and Responsibilities Tables

#### 1.5 Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister - Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>approve the donations of combat rations.</li> </ul>
Strategic Joint Staff (SJS)/Director General Support/Director Logistics-SJS/DGS/D Log	<ul style="list-style-type: none"> <li>approve the requirement and allocation of combat rations in support of training, contingency and operational requirements, on behalf of the VCDS.</li> </ul>

The....	Has or have the authority to...
Director General Land Equipment Program Management (DGLPEM) / Director Land Procurement (DLP)	<ul style="list-style-type: none"> <li>• procure combat rations within the limits set out by Treasury Board and Public Services and Procurement Canada (PSPC).</li> </ul>
Strat J4 Food Svcs	<ul style="list-style-type: none"> <li>• approve the purchase of:                             <ul style="list-style-type: none"> <li>a. other combat rations not designed and approved by the National Combat Ration Program (NCRP);</li> <li>b. fresh food not provided by the CAF; and</li> </ul> </li> <li>• Approve the training allocation of combat rations and any requested changes, in consultation with DLP.</li> </ul>
Strat J4 Food Svcs / NCRP	<ul style="list-style-type: none"> <li>• do the design, technical development and evaluation of combat rations; and</li> <li>• approve shelf-life extension and destruction of combat rations.</li> </ul>
CJOC J4 Food Svcs	<ul style="list-style-type: none"> <li>• approve mission feeding plans; and</li> <li>• review and evaluate all combat ration requests from Missions (domestic and international) and make approval recommendations to Strat J4 Food, NCRP and DLP Supply Manager for release of rations.</li> </ul>

1.6 Responsibilities Table

The...	Is or are responsible for...
Director General Land Equipment Program Management (DGLPEM)	<ul style="list-style-type: none"> <li>• funding combat rations program; and</li> <li>• convening and chairing biannual common national procurement working group to provide necessary detail and coordination of common NP requirements.</li> </ul>
Director Combat Support Equipment Management (DCSEM)	<ul style="list-style-type: none"> <li>• providing input, with primarily SJS Strat J4 Food Svcs, and DLP's input, to DGLPEM National Procurement Business Plan to substantiate proposed executable demands; and</li> <li>• providing spending authority to the Procurement Officer at DLP.</li> </ul>
DLP	<ul style="list-style-type: none"> <li>• providing input to DCSEM when completing the DGLPEM National Procurement Business Planning to substantiate proposed executable demands;</li> </ul>

The...	Is or are responsible for...
	<ul style="list-style-type: none"> <li>• distributing, including transfer of combat rations between depots and Supporting Supply Organization (SSO), to ensure availability as per approved allocation throughout the country and as required by deployed theatres;</li> <li>• providing previous consumption patterns, in conjunction with NCRP, to SJS for their review of L1 combat ration forecasts against FP&amp;R Directive;</li> <li>• assessing consolidated submissions against inventory/deliveries and determine feasibility in conjunction with NCRP;</li> <li>• participating actively in Combat Ration Requirements Working Group with the aim to provide provisional approval of Force Generator (FG) combat ration requirements;</li> <li>• developing, with NCRP, combat ration replenishment plan; and</li> <li>• procuring combat rations based on approved funding and requirements.</li> </ul>
Strat J4 Food Svcs	<ul style="list-style-type: none"> <li>• providing food services-related Subject Matter Expert (SME) guidance and direction; and</li> <li>• chairing the Combat Ration Requirements Working Group with the aim to provide provisional approval of FG combat ration requirements.</li> <li>• drafting and ensuring release of combat rations Daily Operational Supply requirements call letter for training for the next five fiscal years (FY+1 to FY+5);</li> <li>• reviewing combat ration require for training against FP&amp;R priorities to validate the requirements for training and operations;</li> <li>• addressing discrepancies with L1 Representatives;</li> <li>• forwarding consolidated submissions to DLP and Strat J4 Food Svcs NCRP who will assess against inventory/deliveries and determine feasibility;</li> <li>• convening and co-chairing the Combat Ration Requirements Working Group with ADM(Mat) with the aim to provide provisional approval of FG combat ration requirements and/or address significant changes to propose combat ration allocations as a result of the NPOC decisions;</li> <li>• allocating combat rations for training purposes and issuing Daily Operational Supply approved combat ration</li> </ul>

The...	Is or are responsible for...
	<p>allocation letters based upon results of NPOC and the Combat Ration Requirements Working Group;</p> <ul style="list-style-type: none"> <li>• establishing requisite numbers of combat rations for contingency stock;</li> <li>• providing combat ration production requirements (FY+2) to NCRP by October of the FY; and</li> <li>• recalling combat training rations for operational use during periods of national emergency, based on CJOC J4 Food Svcs recommendations of required quantities.</li> </ul>
<p>NCRP - Strat J4 Food Svcs</p>	<ul style="list-style-type: none"> <li>• defining combat ration requirements (Statement Of Work, specifications, standards, bid evaluation);</li> <li>• developing and managing the NCRP by establishing the standards (menus, nutritional requirements, packaging, etc.), coordinating the production of combat rations with DLP (Procurement Authority) and Suppliers;</li> <li>• authorizing shelf life extensions and disposal of combat rations IAW regulations outlined in the SAM;</li> <li>• providing, in conjunction with DLP, previous combat ration procurement details and consumption usage as required to SJS for review of L1 combat ration forecasts against FP&amp;R priorities;</li> <li>• assessing, in conjunction with DLP, consolidated submissions against inventory/deliveries and determine feasibility;</li> <li>• participating in the Combat Ration Requirements Working Group with the aim to provide provisional approval of FG combat ration requirements; and</li> <li>• developing combat ration replenishment plan in collaboration with DLP.</li> </ul>
<p>CJOC J4 Food Svcs</p>	<ul style="list-style-type: none"> <li>• receiving, reviewing and evaluating all combat ration requests from Missions (domestic and international) and making approval recommendations to Strat J4 Food NCRP and DLP Supply Manager for release of rations;</li> <li>• elaborating Operations' feeding plan;</li> <li>• determining appropriate allocation numbers in accordance with Mission feeding plans;</li> <li>• substantiating additional requirements to Strat J4 Food Svcs for validation and approval when Ops allocations are deficient;</li> <li>• establishing requisite numbers of combat rations for operational contingency stock; and</li> </ul>

The...	Is or are responsible for...
	<ul style="list-style-type: none"> <li>• liaising directly with DLP Supply Manager for all ongoing and new operational ration requests.</li> </ul>
Level 1 (L1's)	<ul style="list-style-type: none"> <li>• soliciting L2 submissions for combat training ration requirements;</li> <li>• confirming L2 submissions are compliant with scheduled Training Plans and are in support of CDS' FP&amp;R Directive;</li> <li>• forwarding submissions for combat ration require for training to Strat J4 Food Svcs for allocation approval;</li> <li>• providing Strat J4 Food Svcs with details of annual training requirements by fully identifying the type of training activities and the forecasted type of combat ration (IMP, LMC, vegetarian/ religious) by FY quarter;</li> <li>• ensuring submission of combat training ration requirements to SJS Strat J4 Food Svcs are received within communicated timelines;</li> <li>• responding to Strat J4 Food Svcs queries with regards to the discrepancies noted in combat ration requirements submissions and validate responses;</li> <li>• monitoring usage within the Chain of Command (CoC) to ensure annual allotment is used appropriately and as authorized;</li> <li>• substantiating additional requirements to Strat J4 Food Svcs for validation and approval when allocations are deficient;</li> <li>• providing quarterly combat ration usage reports to DLP; and</li> <li>• redistributing training allocations within the CoC when required and as authorized by Strat J4 Food Svcs.</li> </ul>
Base/Wing Food Services	<ul style="list-style-type: none"> <li>• providing supplementation with fresh food IAW the Food Services Manual Chapter 2, when IMPs are used and there is no entitlement to the arctic or tropical supplements;</li> <li>• ensuring that fresh feeding plans are considered;</li> <li>• ensuring that fresh feeding plans are adjusted to account for the use of combat rations; and</li> <li>• entering combat ration usage in UNITRAK.</li> </ul>
Supply Officer (or equivalent Logistics Officer) / Supporting Supply Organization (SSO)	<ul style="list-style-type: none"> <li>• pre-positioning combat rations to ensure sufficient stock on hand to satisfy customer's demands and only on a quarterly requisitioning basis (as approved by L1s);</li> </ul>

The...	Is or are responsible for...
	<ul style="list-style-type: none"> <li>• receiving and issuing combat rations IAW SAM;</li> <li>• providing an adequate storage facility to prevent wastage of combat rations;</li> <li>• cross-checking quantities ordered by Units with approved combat ration allocation list;</li> <li>• requesting combat rations from the Supply Manager (DLP) at least 15 working days in advance of requirement;</li> <li>• conducting proper rotation following the first-in-first-out (FIFO) principle, while ensuring that combat ration with the earliest expiry dates are issued first;</li> <li>• procuring IAW Canadian Forces Technical Orders (CFTO) the arctic supplement to Individual Meal Pack (IMP) and the supplement, tropical to the IMP when required;</li> <li>• reporting combat rations six (6) months prior to their expiry date to the Supply Manager, in time to be redistributed or receive a shelf life extension;</li> <li>• maintaining a regular combat ration stocktaking schedule to ensure proper stock rotation (biannual as a minimum); and</li> <li>• conducting end year stocktaking.</li> </ul>
Unit (Supply Section)	<ul style="list-style-type: none"> <li>• providing sufficient lead-time (min 30 days to allow for the 15 working days notification to DLP if SSO has to order stock) to the Supply Section when requisitioning combat rations;</li> <li>• taking delivery IAW just-in-time principle;</li> <li>• ensuring quantity of combat rations ordered takes into consideration potential overages from previous activities to avoid accumulated holdings of combat rations at first lines;</li> <li>• ensuring combat rations are used IAW their entitlement and allocation and for their intended purpose only;</li> <li>• providing an adequate storage facility to prevent wastage of combat rations; and</li> <li>• reporting combat rations at least 6 months prior to their expiry date to their CoC, in time to be reissued to another user.</li> </ul>

References

1.7 The following references were used in the development of this policy:

- a. [A-85-269-001/FP-001 Food Services Manual, Chap 11](#); and

- b. [DAOD 3017-1 Management of the Transfer of Other Government Departments.](#)

## PROCESS

### Overview

- 2.1 Combat and survival rations are developed by the NCRP under Strat J4 Food Svcs to provide a balanced and nutritive selection of food during operations, training exercises and emergencies, when the use of fresh rations is not practical, or feasible, or for emergencies as per military requirements. Combat rations have a long shelf life and care must be taken to ensure that the quality of the food does not deteriorate due to improper storage or handling conditions.
- 2.2 Combat rations must be treated the same as other consumable material requiring special controls because of their attractive nature.
- 2.3 There are four types of Canadian combat rations:
  - a. Individual Meal Pack (IMP);
  - b. Light Meal Combat (LMC);
  - c. Survival Rations;
    - i. Survival Food Pack; and
    - ii. Survival Beverage Pack;
  - d. Vegetarian/Religious Meal Pack (Vegetarian, Halal and Kosher).
- 2.4 Until the time that the Mountain Cold Weather Ration is available, units are to use the menu developed by Strat J4 Food Svcs. A copy of this menu can be requested from the positional mailbox,+SJS Strat J4 Food Svcs NCRP-EMIS J4 Strat Svc Alim PNRC@SJS D Log Prog@Ottawa-Hull. Units are responsible for the funding and procurement of all the items listed on the menu.

### Allocation

- 2.5 The entire combat ration stock is considered a national operational asset, which is controlled at the national level by SJS Strat J4 Food Svcs and must be available to respond to military operations. The combat rations inventory is controlled through monitoring and adjusting requirements for training and other miscellaneous uses so it does not jeopardize the response to all potential operational obligations. The long lead-time required for the procurement and assembly of combat rations prevents rapid procurement in response to extreme increases in unforeseen operational requirements.
- 2.6 The stock allocation for unit training is determined annually by SJS Strat J4 after considering detailed usage estimates and forecasts received from the user's CoC Level 1's. L1's are to ensure their submissions reflect the CDS Force Posture and Readiness Directives.
- 2.7 Combat rations will only be issued for use with training exercises that have been authorized by an Officer Commanding a Command or Commanding Officer (CO) with

delegated authority and only if sufficient allocations exist for that unit. It is the responsibility of the Officer Commanding a Command or CO to ensure that allocations align with higher operational and training priorities.

- 2.8 The information required to draw combat rations from the supply facility is found in the sample form attached at Annex A – Request for Issue of Combat Rations for Training. This information must be provided to the local supply personnel. Supply personnel must issue combat rations on receipt of proper documentation where the CoC certifies that the use is substantiated, and that sufficient allocation exists for the customer.
- 2.9 To ensure the availability of combat rations for contingency purposes and unexpected operational activities, combat rations must remain stored in the depots, Base/Wing/CDSB/2<sup>nd</sup> line supply facilities as long as possible prior to their usage for training, where they remain a national asset. Combat rations will be issued just in time for the training period, and combat rations for future planned training will not be held in unit's lines. Combat rations issued to first line units must not be returned to Supply facilities, as they are considered expended and are charged against the unit's allocation. Therefore, it is of utmost importance for the unit to request only the quantity required for a given training activity.
- 2.10 It may be necessary to pre-position combat rations to ensure sufficient stock to support L1's approved activities. In those cases, no more than a quarter or three months' worth of combat rations is to be pre-positioned.

## Requisition

- 2.11 Requisitions for combat rations are made against an approved allocation, which is controlled by units' respective L1's.
- 2.12 Units requiring combat rations from other than their normal Supporting Supply Organization (SSO) shall submit their requisitions to the appropriate Supply section at least 30 days before the date required. This 30-day lead-time is necessary to enable the issuing Supply section to make necessary arrangements to ensure availability of the combat rations, as the combat rations are centrally managed and acquired through the normal replenishment system.
- 2.13 The user must submit a requisition to the Logistic Officer/Supply Officer (Log/Sup O)/SSO using the [DND 2227](#) and the appropriate form found at Annex A – Request for Issue of Combat Rations for Training.
- 2.14 The Log O/Sup O/SSO must send info copies of the [DND 2227](#) for combat rations to Base Food Svcs Officer/G4 Food Services/Chief Cook, to ensure awareness of combat ration issue. This will decrease provision of fresh meals for the timeframe, and allow record maintenance in UNITRAK.
- 2.15 Supply replenishment requests are processed by the Supply Manager.

- 2.16 For all domestic and international operations, units must process their requirements through the Mission Operations Officer to the appropriate CJOC desk officer. The desk officer must forward the request to CJOC J4 Food Svcs for evaluation, recommendations and establishment of a consumption plan. Once approved, the CJOC desk officer will forward the approved request to the DLP Supply Manager for action.
- 2.17 Survival Rations are requisitioned against the appropriate Application Parts List /Scale of issue for the appropriate type of aircraft or vessel.
- 2.18 Bases’/Wings’ supply sections are authorized to issue combat rations only against approved requisitions. On receipt of a requisition, the supply section must:
- a. Verify that customers provide properly authorized documentation prior to issuing combat rations. For training purposes, the form found in Annex A - Request for Issue of Combat Rations for Training must be provided once completely filled, signed, and approved by the CoC authority; and
  - b. Select the combat rations ensuring that the stock with the earliest expiry date is issued first.
- 2.19 For deployed operations, Sup/LogOs must ensure that combat rations are issued with alternating expiry dates to provide greater variety of menus to users.
- 2.20 The combat rations NSNs are categorized as IM Advisory “1R – QD Message format” which means that SSO requiring combat rations needs to submit their request via email to DLP 6-3-5-1, the Supply Manager for the item.

## Procurement of Combat Rations

- 2.21 Only upon receiving approval from Strat J4 Food Svcs, and in exceptional circumstances, can a unit purchase any combat rations or combat ration components in lieu of requesting combat rations by following the process detailed in this chapter. Improper management of local combat ration inventories does not justify local procurement. Procurement must remain at the National level unless authorized by Strat J4 Food Svcs.

## Storage

- 2.22 Combat rations must be stored in a dry, clean and climate-controlled (holding temperature of 7° C to 24° C) area free from infestation. Ideal conditions may not be available on many deployed operations; however, every effort must be made to protect the combat rations from extreme conditions, especially elevated temperatures, as it may severely reduce shelf life.
- 2.23 Combat rations that have been exposed to one or more freeze/thaw cycles can be consumed without risk as long as the primary packaging (packaging in contact with the food) is intact

and without leaks. The pouches containing the main meal, fruit or desserts must never be consumed if the pouch is bloated or has a leak and will be considered contaminated.

- 2.24 Combat rations stored at temperatures greater than 24° C will have their shelf life reduced. These rations must therefore be distributed and consumed first.
- 2.25 The following table indicates the approximate remaining shelf life after the rations are exposed to elevated temperatures:

Duration of previous controlled storage at temperatures ≤ 24° C	Remaining shelf-life at temperature up to			
	≤ 24° C	≤ 39° C	≤ 43° C	≤ 49° C
0 months	36	18	9	1
12 months	24	12	6	1
18 months	18	9	5	1
24 months	12	6	3	1

This table is to be used for reference only. Final decisions regarding the shelf life of the combat rations will be at the discretion of the NCRP team.

- 2.26 A climate controlled vehicle must be used to transport combat rations from:
- the Depot to Bases/Wings;
  - Depot to Depot; and
  - the depot to first line when authorized.
- 2.27 The storage space require for one case of each ration is as follow:
- IMP: Length: 415mm, Width: 340mm, Height: 210mm (± 15mm)
  - LMC: Length: 425mm, Width: 260mm, Height: 465mm (± 15mm)
  - Survival Rations: Length: 400mm,Width: 200mm, Height: 210mm (± 15mm)
  - Vegetarian/Religious Meal Pack (Vegetarian, Halal and Kosher): Length: 495mm,Width: 340mm, Height: 220mm (± 15mm)

## Stock Rotation

- 2.28 Every effort must be made to follow an established feeding plan in order to avoid wastage of combat rations.
- 2.29 It is essential that good stock rotation (first in/first out) practices are in place to ensure that no combat rations are disposed of because they are time expired. Units must ensure that expiry dates on cases are checked regularly in addition to rigorous rotation of stock. The oldest rations, as indicated by the expiry dates must be issued first, provided that they are not time expired. The rations that have been exposed to temperatures outside of the 7C - 24C range must be issued prior to other rations that have been stored at the ideal storage temperature.

## Overage – Combat Rations

- 2.30 Before ordering for a subsequent training activity, units must use any overages left over from any previous activities that are still safe to consume. Supply sections will not accept returns of combat rations from first line units. Once expended from allocation at the time of issuance, unused combat rations will not be credited towards allocation.
- 2.31 Units facing large quantities of leftover combat rations (originally issued for training) in their lines must report this situation to their CoC. The CoC will determine whether and where these combat rations will be reallocated.

## Shelf Life Controls

- 2.32 Combat rations are perishable item and must be controlled as “Shelf Life” and “Expiry Date” managed items.
- 2.33 To prevent premature deterioration of combat rations, they must be stored under ideal conditions (between 7° C to 24° C). Combat rations have the following shelf life:
- IMP: 3 years;
  - LMC: 3 years;
  - Survival Pack: 10 years; and
  - Vegetarian/Religious Meal Pack: 1 year for the accessory pack and 5 years for the main meal.

## Time-Expired (TX) Combat Rations

- 2.34 Combat rations are considered Time-Expired (TX) when they have passed the expiration date.
- 2.35 Any type of ration that has become TX must be reported using the form found in Annex C – Report Form for Time Expired Combat Rations.
- 2.36 For Base Supply 2<sup>nd</sup> line holdings, the completed form must be sent to the SM DLP 6-3-5-1 six (6) months prior to the expiry date of stocked combat rations. While awaiting the decision, those combat rations can still be issued as long as they are consumed prior to the original expiry date.
- 2.37 Upon receipt of the report, the NCRP will determine if an extension is granted or if destruction will be required. On occasion, the NCRP will request that samples be sent to the Evaluation Centre to determine if destruction is required. SM will provide the shipping information when required.

- 2.38 Through the SM, the NCRP will issue guidelines for the extension or destruction of rations.
- 2.39 In any case, when the NCRP advises that the combat rations are to be disposed of, customers must return the combat rations to the supply section for appropriate disposal action.

### Deteriorated Combat Rations

- 2.40 A combat ration is considered deteriorated when the sensory qualities of the food have been negatively affected by external conditions such as handling, climatic conditions, etc. Deteriorated rations have no impact on health and are safe to consume, although the sensory qualities of the food such as appearance, texture and taste may have been negatively affected.
- 2.41 Any type of ration that has deteriorated must be reported to the SM using the form found in Annex D - Report Form for Deteriorated combat rations.

### Contaminated Combat Rations

- 2.42 A combat ration is considered contaminated when the flexible pouch has leaked, has a pinhole, is bloated, contains foreign material or has caused documented illness. Contaminated rations can have serious impact on health and **must not** be consumed. The term “**suspected contamination**” is to be used until the NCRP has conducted a thorough investigation.
- 2.43 Any suspected contamination must be reported using the form found in Annex E - Report Form for Suspected Contamination of Combat Rations. This form must be sent promptly to the NCRP at the following address:

[+SJS Strat J4 Food Svcs NCRP-EMIS J4 Strat Svc Alim PNRC@SJS D Log Prog@Ottawa-Hull.](mailto:+SJS%20Strat%20J4%20Food%20Svcs%20NCRP-EMIS%20J4%20Strat%20Svc%20Alim%20PNRC@SJS%20D%20Log%20Prog@Ottawa-Hull)

- 2.44 The first communication must contain as much information as possible; pictures must also be forwarded with the report when available. Information that is not readily available must be sent as it becomes available.
- 2.45 Upon suspected contamination, units must quarantine all meals held locally of the same meal type (breakfast, lunch or dinner), menu number (1-21) and expiry date (see Annex B – IMP Case and Main Meal Picture) as the suspected contaminated meal. The cases must be physically segregated in a designated area and clearly marked as follows:

**SUSPECTED CONTAMINATED RATIONS  
RETAIN – DO NOT CONSUME**

- 2.46 Additional meals with different packing dates may have to be quarantined. In that case, the PMO NCRP will provide specific packing date(s) cases to be quarantined.
- 2.47 Units must ship the following to the NCRP as soon as possible for analysis:
- the pouch(es) that were either bloated, had pinholes, had leaks, contained a foreign object, or was suspected to have caused illness;
  - the foreign object that was found inside the pouch;
  - additional IMPs from the same lot number as the meal suspected to be contaminated. In this case, the PMO NCRP will provide the packing date(s) (see Annex B –IMP Case and Main Meal Picture) from which the samples must be taken; and
  - pictures showing the defective retort pouches or the foreign object found in the retort pouch.
- 2.48 Samples must be sent to the NCRP as soon as possible, preferably by courier. The NCRP will provide a client account number and a contact name. The samples must be sent to the following address:

NPB 2<sup>nd</sup> floor, room C-2102  
D Food Svcs 1-2  
National Defence Headquarters  
101 Colonel By Drive  
Ottawa, ON  
K1A 0K2

- 2.49 Notification of shipment and expected delivery date, as well as the courier tracking number, must be sent to the NCRP by email:

[+SJS Strat J4 Food Svcs NCRP-EMIS J4 Strat Svc Alim PNRC@SJS D Log Prog@Ottawa-Hull](mailto:+SJS_Strat_J4_Food_Svcs_NCRP-EMIS_J4_Strat_Svc_Alum_PNRC@SJS_D_Log_Prog@Ottawa-Hull)

- 2.50 The NCRP will investigate the suspected rations and advise through an AIG, action to be taken with regards to consumption or non-consumption of the rations.

### Quarantined Combat Rations

- 2.51 On the advice from the NCRP that rations are to be quarantined, the LogO must:
- advise all user units, including 1st line, immediately of which rations must be quarantined and determine the requirement for replacement rations;
  - make suitable arrangements for receipt and replacement of rations as required;
  - ensure that the units take quarantine action and that the cases are physically segregated in a designated area and clearly marked as follows; and

**SUSPECTED CONTAMINATED RATIONS  
RETAIN – DO NOT CONSUME**

- d. verify their warehouse inventory and quarantine the rations identified in the message.
- 2.52 The NCRP will issue interim and final quarantine/retention instructions. The NCRP Supply Manager will issue disposal instructions when needed.

### Disposal of Combat Rations

- 2.53 The procedure for the disposal of Combat Rations must be followed as described in the SAM, 8.1 Disposal, Appendix 20 to Annex B – Food, Kitchen By-Products and Combat Rations.

### Requests for Non-DND Agencies

- 2.54 Requests for combat rations from other Government of Canada departments or non-government Canadian agencies are sent to DSCO 7, who determine if the request meets the requirements set out in [DAOD 3017-1](#), Transfer of Materiel to Other Government Departments. If the requirements are met the following action is taken:
- a. DSCO 7 raises and forwards to the NCRP the appropriate documentation; and
  - b. the NCRP, in consultation with D Food Svcs, determines if the sale would have an impact on DND training/operational commitments and advises DSCO 7 accordingly.
- 2.55 DSCO 7 decides whether the sale is authorized and advises the originator. If the request is authorized, DSCO 7 will instruct the appropriate base/wing/unit by message, with an info copy to the NCRP to perform the issue. Refer to [Canadian Forces Administrative Orders \(CFAO\)](#) for more information.

### Compliance

- 2.56 To demonstrate compliance with this chapter:
- a. Units will request combat rations in quantities sufficient to meet their training or operational needs only, without going above their allocation;
  - b. Units will use combat rations remaining on hand prior to demanding additional resources;
  - c. Supply sections will not accept returns of combat rations from first line units;
  - d. Supply Sections/warehouse rotate combat rations in a first-in, first-out basis to minimize time expiry, ensuring that the earliest expiry dates are issued first;
  - e. Combat rations that are considered deteriorated or contaminated are reported immediately; and
  - f. SSO/Units will make every effort to protect the combat rations from extreme temperature conditions.

## PROCEDURES

- 3.1 Information on Procedures can be found within the Process Flows available [here](#) or by referring to [DRMIS website](#).

### Process Flow Charts

- 3.2 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#">EP 28C Physical Inventory in a IM Warehouse</a>	<ul style="list-style-type: none"> <li>Physical inventory process Flow charts</li> </ul>

### DRMIS Transaction Codes

- 3.3 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
MM03	<ul style="list-style-type: none"> <li>Display materiel management information</li> </ul>
ME21N	<ul style="list-style-type: none"> <li>STO to the unit Sloc.</li> </ul>
ZEMM_PI	<ul style="list-style-type: none"> <li>Physical inventory of combat rations.</li> </ul>
MSC3N	<ul style="list-style-type: none"> <li>Display batch</li> </ul>

### DRMIS Reports

- 3.4 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
MMBE	<ul style="list-style-type: none"> <li>Stock Overview for SOH and on order for a stock code. Give an overview of the stock balances across different Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)</li> </ul>

ZSUPSTRIP	<ul style="list-style-type: none"><li>• Supply Strip Report. Provides an overview of warehouse stock levels across different Plants and storage locations for a selected MRP Area.</li></ul>
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ANNEX A – Request for Issue of Combat Rations for Training

<b>Unit Requesting:</b>			
<b>Plant/Sloc:</b>			
<b>Estimated Delivery Date:</b>			
<b>Reason for Request</b>		Replenishment:	Training: Other:_____
<b>Training/Exercise Name and Date:</b>			
<b>Authorizing Document:</b>			
<b>Responsible Officer for Ex:</b>			
<b>No. of Participants:</b>			
<b>CA</b>			
<b>RCN</b>			
<b>RCAF</b>			
<b>CJOC</b>			
<b>CANSOFCOM</b>			
<b>CMP</b>			
<b>VCDS (MPs)</b>			
<b>IMPs (BX)</b>	<b>Description</b>	<b>Stock Code</b>	<b>Quantity</b>
	Menu A (Breakfast Menu 1-7)	21-887-9548	
	Menu B (Day Menu 8-14)	21-887-9549	
	Menu C (Day Menu 15-21)	21-887-9550	
	Vegetarian/Religious	01-424-2085	
<b>Standard Pack IMP: Bx/10 Ea - 32Bx/Pallet</b>			
<b>Standard Pack Vegetarian: Bx/12 Ea – 30 Bx/Pallet</b>			
<b>LMCs (EA)</b>	<b>Description</b>	<b>Stock Code</b>	<b>Quantity</b>
	Beef Jerky	21-904-3538	
	Beef Jerky Teriyaki	20-001-6189	
	Beef Jerky BBQ	20-002-4949	
<b>Standard Pack LMC: 24 Ea/Bx - 24 Bx/Pallet</b>			
<b>SURVs (EA)</b>	<b>Description</b>	<b>Stock Code</b>	<b>Quantity</b>
	Jelly	21-852-7278	
	Beverage	21-905-6757	
<b>Standard Pack Jelly: 20 Ea/Bx</b>			
<b>Standard Pack Beverage: 25 Ea/Bx</b>			

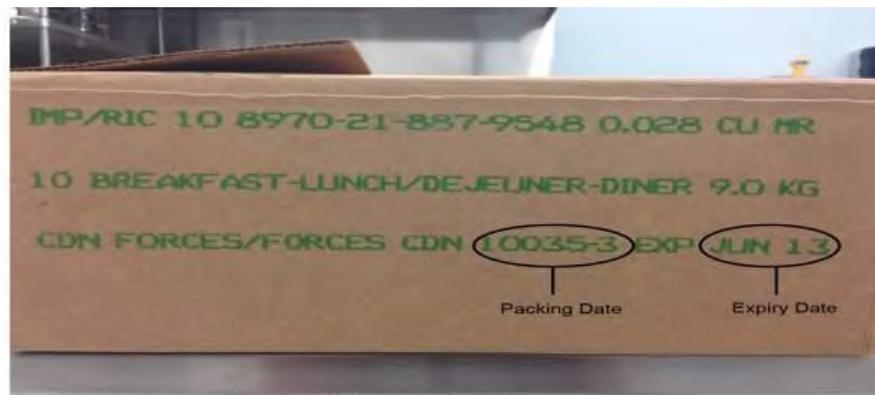
This Issue of Combat Rations is Authorized By (who confirms that this request does not exceed approved training allocations):

\_\_\_\_\_  
 Print Rank and Name                      Appointment                      Signature                      Date

**MANDATORY:** All items are to be transported in a temperature controlled environment between 7°C to 24°C (45°F to 75°F) to prevent freezing or overheating.

(THIS FORM IS TO BE REPRODUCED LOCALLY)

## ANNEX B – IMP Case and Main Meal Picture



**IMP Packing Case** – Please use the packing date and expiry date indicated on the case when reporting.

**IMP Main Meal Retort**– Please indicate the item (meal name) and production code indicated when reporting

### ANNEX C – Report Form for Time Expired Combat Rations

Unit: \_\_\_\_\_ Contact Person \_\_\_\_\_ Tel: \_\_\_\_\_

Packing Date	Expiry Date	Meal Type	Quantity	Storage Conditions
e.g. 10035-3	e.g. JUN 13	e.g. Menu A, B or C	e.g. 2 Case	Room temperature

**Meal Type:** Menu A (Breakfast), Menu B (Day Menu 8-14) or Menu C (Day Menu 15-21)

**Quantity:** number of affected cases (include open cases)

**Storage Conditions:** Stored at room temperature, exposed to extreme temperatures, etc.

1. Provide detailed information as to why the rations are time expired:

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2. If the rations are extended, please indicate when they will be used:

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3. Explain action to be taken to prevent additional rations from becoming time expired in the future:

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(THIS FORM IS TO BE REPRODUCED LOCALLY)

## ANNEX D – Report Form for Deteriorated Combat Rations

Unit: \_\_\_\_\_ Contact Person \_\_\_\_\_ Tel: \_\_\_\_\_

Packing Date	Expiry Date	Meal Type	Quantity	Conditions
e.g. 10035-3	e.g. JUN 13	e.g. Menu A, B or C	e.g. 2 Case	Room temperature

**Meal Type:** Menu A (Breakfast), Menu B (Day Menu 8-14)) or Menu C (Day Menu 15-21)

**Quantity:** number of affected cases (include open cases)

**Conditions:** frozen, exposed to extreme temperatures, etc.

Complete the following table with the production code number (printed on each pouch) of each item considered to be deteriorated:

Item	Production Code

1. Provide detailed information as to why the rations were exposed to extreme temperature conditions (extreme heat/cold/humidity, poor handling, etc.):

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2. Explain actions to be taken to prevent additional combat rations from deteriorating in the future:

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(THIS FORM IS TO BE REPRODUCED LOCALLY)

## ANNEX E – Report Form for Suspected Contamination of Combat Rations

Unit: \_\_\_\_\_ Contact Person \_\_\_\_\_ Tel: \_\_\_\_\_

Packing Date	Expiry Date	Meal Type	Quantity	Item Condition
e.g. 10035-3	e.g. JUN 13	e.g. Menu A, B or C	e.g. 2 Case	Room temperature

**Meal Type:** Menu A (Breakfast), Menu B (Day Menu 7-14) or Menu C (Day Menu 15-21)

**Quantity:** number of affected cases (include open cases)

**Item Condition:** Bloated pouch, torn, open, etc.

Complete the following table with the production code number (printed on each pouch) of each item suspected to be contaminated:

Item	Production Code #

1. Why do you suspect this item is contaminated? (Please provide pictures if possible)

---



---

2. Was illness reported? If so, how many individuals were affected?

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3. If you answered “Yes” to question 2, provide:

- a. Details concerning the circumstances in which the meal was consumed (how it was prepared, conditions, leftovers, etc.):

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- b. Number of people who ate the same menu which had the same production code as the suspected item, including how many were ill and how long the illness lasted:

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- c. Was the sickness diagnosed by a medical expert? If no report is available, describe the symptoms of the individual(s) and the period of time between the consumption of the food and the onset of symptoms. Give info on any medical assistance that was provided:

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- d. Details of any other circumstance which might have contributed to the illness. Consider for example; consumption of too much liquid after physical exertion or just prior to eating, contaminated water or equipment, stressful situation, food intolerance or allergy or alcohol consumption:

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- e. Name and contact information of a person who is has knowledge of or was affected by the incident, preferably someone who was present when it occurred.

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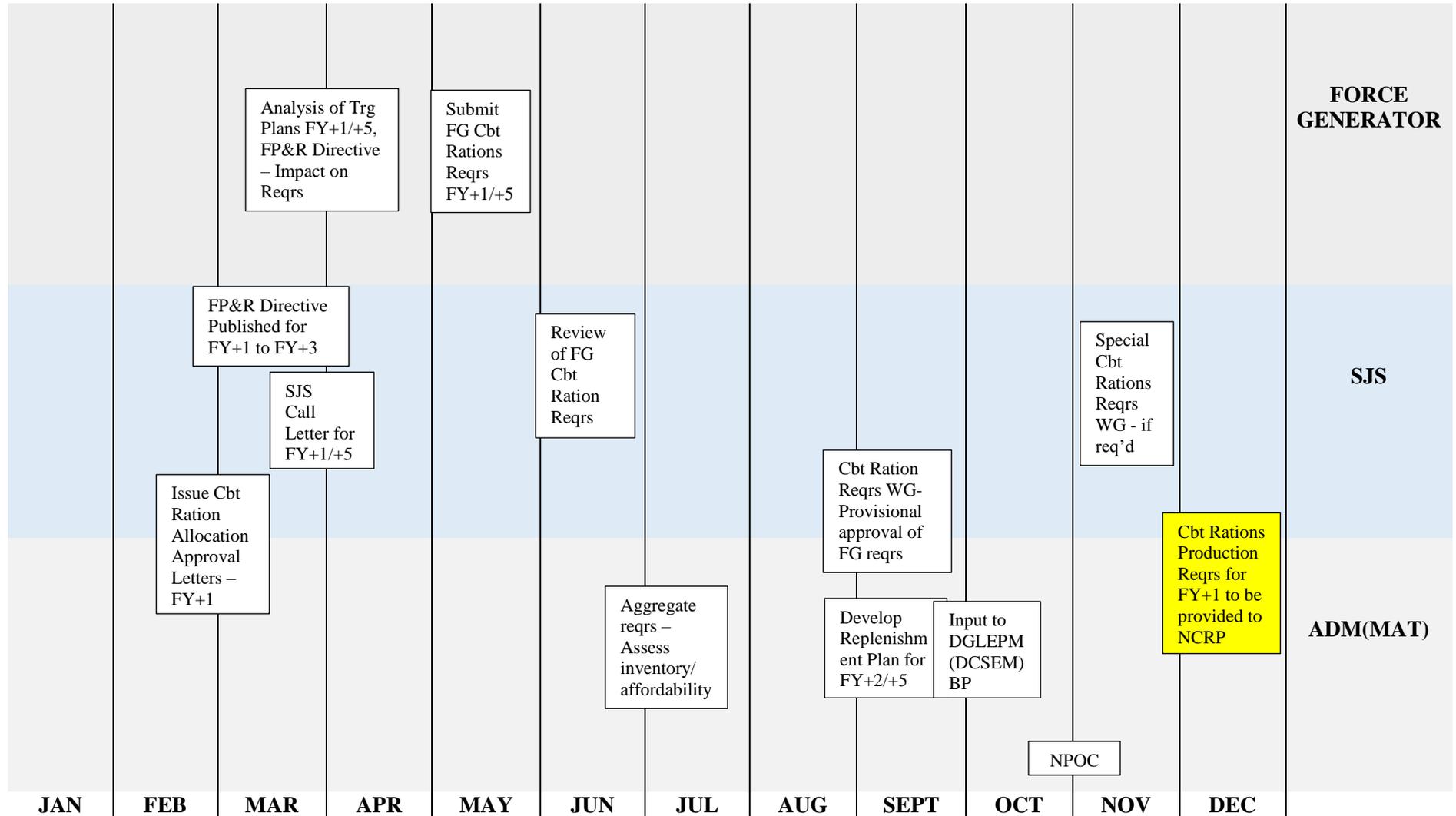
- 4. List all foods and drinks consumed at the suspect meal as well as all food consumed 12 hours prior:

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(THIS FORM IS TO BE REPRODUCED LOCALLY)

ANNEX F – Combat Ration Requirements Management Process – Timeline



# 9.5 CONTROLLED EQUIPMENT

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## POLICY

### Aim

- 1.1 The aim of this chapter is to detail the requirement for identifying, controlling, tracking of designated materiel belonging to the Department of National Defence and the Canadian Armed Forces (DND/CAF).
- 1.2 DND has a requirement to formally track certain items from their introduction into DND up to and long after their final disposal from inventory. A unique identifier such as a weapon's serial number, aircraft tail number, repairable materiel (OEM assigned serial number), or a vehicles Canadian Forces Registration (CFR) number is used to track the item's history throughout its life span within DND. An item is designated as controlled equipment based on its operational importance, federal regulations (capital or accrual accounting policies), legal or security laws and directives and is assigned a unique identifier.
- 1.3 Not every item that is serialized will be controlled and tracked. The Life Cycle Materiel Manager (LCMM) is responsible to determine if an item meets the criteria to designate it as controlled equipment. During the procurement and cataloging process, the equipment is allocated a serial number and controlled by an Equipment Master Record (EMR). For equipment with a value equal to or over 30K (Capital Asset), the creation of an Asset Master Record (AMR) is required and must be link to the EMR.
- 1.4 Once issued for use, central records should be maintained to reflect distribution either geographically or by individual operating units.

### Definitions

- 1.5 Definitions, other than the one listed below, can be found in Chapter 10.1 Glossary.
  - a. **Equipment:** inventory that includes items that are not expendable, except through depreciation, normal wear and tear, and normally need maintenance.
  - b. **Equipment Movement Order (EMO):** a set of instructions to authorize movement of controlled equipment from one location to another.

## Responsibilities Table

## 1.6 Responsibilities Table

The...	is/are responsible for...
Deputy Minister (DM)	<ul style="list-style-type: none"> <li>• maintaining adequate records in relation to public property for which DND is responsible and shall comply with regulations of the Treasury Board governing the custody and control of public property as per Financial Administration Act Part V (Public Property) Paragraph 62 (Management of Public Property).</li> </ul>
Assistant Deputy Minister (Materiel) (ADM (Mat))	<ul style="list-style-type: none"> <li>• developing the departmental programme for materiel and is accountable to the Deputy Minister (DM) for the full life cycle of materiel, including management of the Materiel Acquisition and Support (MA&amp;S) process; and</li> <li>• procuring goods and services, materiel management and materiel-related support.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• developing and maintaining supply policy, procedures, business processes, standards and training; and</li> <li>• exercising the Materiel Management Functional Authority on behalf of ADM (Mat).</li> </ul>
Director Materiel Policy and Procedures (DMPP)	<ul style="list-style-type: none"> <li>• setting the materiel management policies, processes, and procedures across the department; and</li> <li>• establishing and maintaining the integrated MA&amp;S policy, standards and business processes framework across DND/CAF.</li> </ul>
Director General Land Equipment Program Management (DGLPEM)	<ul style="list-style-type: none"> <li>• authorization, control, and supply management for all controlled equipment transactions.</li> </ul>
Director General Air Equipment Program Management (DGAEPM)	<ul style="list-style-type: none"> <li>• procurement, logistics and engineering support and technical airworthiness oversight for Air Force equipment and weapons systems.</li> </ul>
Brigade/Wing/Fleet Commanders	<ul style="list-style-type: none"> <li>• providing authorization to generate the movement of command assets from one base to another within their command and control.</li> </ul>
Unit Commanders	<ul style="list-style-type: none"> <li>• maintaining control and custody of vehicles in their units, including internal movement.</li> </ul>
Supporting Supply Organization (SSO)	<ul style="list-style-type: none"> <li>• providing local subject matter expertise and assistance on supply matters;</li> <li>• facilitating the transfer of controlled and major equipment; and</li> <li>• maintaining equipment movement order files.</li> </ul>

## References

1.7 The following references were used in the development of this policy:

- a. [Treasury Board – Policy on Management of Materiel;](#)
- b. [Financial Administration Act Part V \(Public Property\) Paragraph 62 \(Management of Public Property\)](#)
- c. [Financial Administration Act R.S.C., 1985, c.F-11;](#)
- d. [Treasury Board – Directive on Fleet Management: Light Duty Vehicles;](#)
- e. [A-GA-135-001/AA-001, Flight Safety for the Canadian Forces;](#)
- f. [C-05-005-P07/AM-001, Aircraft Weapons System Maintenance – Corrective Maintenance;](#) and
- g. [C-03-005-012/AM-001, Naval Materiel Management System Manual.](#)

## PROCESS

2.1 Additional EPM specific processes and procedures can be found in the annexes of this chapter.

### Controlled Equipment

2.2 The following items shall be designated as Controlled Equipment:

- a. Aircraft;
- b. Aircraft engines;
- c. Aircraft components deemed critical by the LCMM;
- d. Ships and boats;
- e. Ship electrical diesel power engines;
- f. Ship and boat components deemed critical by the LCMM;
- g. Major construction engineering equipment (tracked, wheeled, towed or trailer mounted or those deemed critical by the LCMM);
- h. Space vehicles/aircraft and components deemed critical by the LCMM (including fixed wing versions);
- i. Remote controlled and/or unmanned vehicles and aircraft (reconnaissance, bomb disposal, etc.);
- j. Propulsion engines (including fixed wing versions);
- k. Vehicles, trailers and mounted shelters (tracked, wheeled or towed);
- l. Major shelter systems (other than vehicle mounted);
- m. Weapon systems;
- n. Small arms (as detailed in National Defence Security Policy);
- o. Repairable Materiel (LCMM designated);
- p. Other capital assets identified by Financial Administration Manual (FAM) – Capital Assets, not covered by any of the above; and
- q. Any major component as deemed essential by the applicable Environmental Chief of Staff (ECS)/ Equipment Program Manager (EPM) staff.

### Cataloguing

2.3 During the initial cataloguing process the LCMM determines whether an item is to be controlled and tracked.

### Major Equipment Overview

2.4 Certain items of controlled equipment are subject to intensive management control because of their high value and need for provincial and federal licensing, and are further defined as major equipment. The term major equipment embraces all items in supply that fulfill prime operational functions and do not lose their identity or become integral parts of other equipment or installations. For example, aero-engines, marine gas turbines, aircraft or

vehicles (both wheeled and tracked) are not subject to automatic issue and re-provisioning or re-supply procedures.

- 2.5 Each aircraft and vehicle is identified and controlled throughout its service life by a CFR number or tail number. This unique number of up to seven characters serves as the permanent identification of the equipment and its associated individual records. Similarly, aero-engines and marine gas turbines are controlled by the manufacturer's serial number.
- 2.6 A six-numeric character Equipment Configuration Code (ECC) identifies all vehicles considered capable of a similar operational role, capabilities and characteristics within a specific, but limited range of physical variations. This code is assigned by supply managers (SM) at the time the equipment is introduced into service or when equipment changes its operational capability.
- 2.7 A two letter Major Equipment Allocation code (see Annex D) is also assigned by the SM to indicate the purpose for which the equipment is held by the custodian account. This code serves as an identification of the authority in which control of the usage and future movement of the individual equipment is vested. It is related to the CFR and is not recorded on the Master Item Record on the database.
- 2.8 The term Major Equipment includes all items of supply that are:
  - a. Classified as a stand-alone item that is valued at \$30K or over and identified in the item's materiel master record:
    - i. Examples of a major weapon system are:
      - 1) CF 18 Aircraft;
      - 2) Leopard Tanks;
      - 3) LAV III vehicles; and
      - 4) Artillery Gun Systems, towed or self-propelled.
    - ii. Examples of a major support system are:
      - 1) Heavy logistics Vehicle Wheeled (HLVW);
      - 2) C-17 Cargo Aircraft;
      - 3) Aircraft servicing vehicles;
      - 4) Mobile construction engineering equipment;
      - 5) Materiel handling equipment (MHE) (self-propelled); and
      - 6) Special purpose vehicles, ex., fire trucks, crash trucks.
    - iii. Examples of a stand-alone equipment items are:
      - 1) Test equipment (over \$30K);
      - 2) Training sets such as flight simulators and trainers; and
      - 3) Instructional items for formal course training such as engines, airframes, vehicles, etc.
  - b. A component of a major weapon/support system or a stand-alone equipment that requires controlled movement to new destinations as authorized by the issuance of an Equipment Movement Order (EMO) and must be accompanied by history log books and other technical documentation.

### Purchase of Trailer Direct with Trade (Capital Asset)

- 2.9 Regardless of the value, all trailers with a CFR Vehicle plate are considered Capital Asset. When a unit has received the authorization to locally procure a trailer, it is important that the procurement action is completed correctly as it impacts materiel and financial management in the Materiel Management System of Record.
- 2.10 For more information about the procurement of trailers, refer to process flow chart in Annex A, part 2 of this chapter.

### Equipment Master Records (EMR) – De-activation.

- 2.11 Equipment Master Records must be de-activated by the responsible LCMM/TA when Serialized Equipment is removed from inventory due to materiel adjustment (Loss or Damage, Disposal, or other reasons where the equipment no longer exists).
- 2.12 It is important to note that the responsible LCMM/TA must be notified for their review to ensure all EMR PM relevant activities are actioned accordingly and equipment's status are set in accordance with reasons for materiel adjustment.

## PROCEDURES

### DRMIS Transaction Codes (Under Development)

3.1 These are the most common DRMIS transaction codes for the activities in this chapter.

<b>Code</b>	<b>Descriptions</b>
	<ul style="list-style-type: none"><li data-bbox="743 541 870 573">• Name</li></ul>

### DRMIS Reports (Under Development)

3.2 These are the most common reports used in the management of the activities in this chapter.

<b>Report Code</b>	<b>Descriptions</b>
	<ul style="list-style-type: none"><li data-bbox="743 949 870 980">• Name</li></ul>

## ANNEX A – Equipment Movement Orders (EMO)

- 1.1 As reflected in this document, this annex applies to all custodians of DND/CAF equipment as identified below;
- a. armoured fighting vehicles;
  - b. personnel and cargo carrying vehicles;
  - c. Standard Military Pattern Towed Equipment;
  - d. self-propelled materiel handling equipment (MHE);
  - e. aircraft servicing equipment;
  - f. mobile construction engineering equipment;
  - g. special purpose vehicles e.g. fire trucks, crash trucks;
  - h. wheeled (or towed) weapons and fire control systems; and
  - i. Standard Commercial Towed equipment.

### Identification, Control, Tracking, and Recording of Vehicles

- 1.2 CHQ monitor command holdings of major equipment through the Materiel Management System of Record, and authorize the release and movement for operational purposes.

### Vehicle Entitlements

- 1.3 Vehicle entitlement control and authorizing changes are separate functions performed by the following organizations/directorates:
- a. Director Land Requirements for military pattern and armoured fighting vehicles;
  - b. Capability components (CC) for commercial pattern administrative support vehicles; and
  - c. J3 ENGR OPS (D Mil E) for construction engineering vehicles.

### EMO Authorities and Responsibilities Tables

#### 1.4 Authorities Table

The ...	has/have the authority to ...
Assistant Deputy Minister (Materiel) (ADM (Mat))	<ul style="list-style-type: none"> <li>• develop the departmental programme for materiel; and</li> <li>• manage the life cycle of materiel, including management of the Materiel Acquisition and Support (MA&amp;S) process and is accountable to the Deputy Minister.</li> </ul>
Director General Land Equipment Program Management (DGLPEM)	<ul style="list-style-type: none"> <li>• provide authorization, control, and supply management for all vehicle transactions.</li> </ul>

The ...	has/have the authority to ...
Brigade/Wing/Fleet Commanders	<ul style="list-style-type: none"> <li>• provide authorization to generate the movement of command assets from one base to another within their command and control.</li> </ul>

1.5 Responsibilities Table

The...	is/are responsible for...
Director General Land Equipment Program Management (DGLPEM)	<ul style="list-style-type: none"> <li>• providing all technical authority, procurement authority and supply manager functions.</li> </ul>
Director Land Equipment Program Staff (DLEPS)	<ul style="list-style-type: none"> <li>• providing supply management of vehicles and controls and/or monitoring all transactions.</li> </ul>
Unit Commanders	<ul style="list-style-type: none"> <li>• maintaining control and custody of vehicles in their units, including internal movement.</li> </ul>
Supporting Supply Organization (SSO)	<ul style="list-style-type: none"> <li>• providing local subject matter expertise and assistance on supply matters;</li> <li>• facilitating the transfer of vehicles; and</li> <li>• maintaining vehicle movement files.</li> </ul>

1.6 When equipment is moved to/from organizations, the Equipment Movement Order (EMO) process must be executed.

1.7 All planning, execution, and tracking of major equipment transfers is performed in DRMIS, the Materiel Management System of Record.

1.8 The EMO process supports the following steps:

- a. identification of the major equipment to be moved by a unit;
- b. initiation of the transfer process;
- c. selection and confirmation of the specific equipment to be moved;
- d. communication of an EMO to the affected parties;
- e. tracking of the equipment as it moves from the unit to base supply, from base supply to the gaining base supply, and from gaining base supply to the destination unit;
- f. identification of an ‘in transit’ status; and
- g. automatic creation of a Maintenance Notification for the Losing Unit to prepare the major equipment for transfer.

1.9 The following five (5) roles have been identified during the EMO process:

- a. EMO Initiator;
- b. EMO Author;

- c. Base Supply (Major Equipment Section);
- d. Unit Control Officer Planner; and
- e. EMO Central Manager.

### The EMO Initiator

1.10 The EMO initiator must request an EMO by email through the chain of command.

### The EMO Author

1.11 The EMO Author is responsible for creating purchase requisitions and converting them to an EMO.

1.12 Tasks included at this level are:

- a. create and change EMO messages;
- b. create Outbound Deliveries;
- c. monitor stock in transit;
- d. review vehicle inventories, equipment and materiel levels, status of equipment; and
- e. initiate standard EMOs as well as Temporary Issues (Loans).

NOTE: The EMO Initiator and EMO Author may be the same user.

### Supporting Supply Organization (Base, Wing or Unit)

1.13 The Supporting Supply Organization shall perform materiel management for major equipment on behalf of the Custodian of materiel, including:

- a. monitoring scheduled equipment transfers (Outbound Deliveries – Dues Out) from the base and from the units supported by the base;
- b. arranging for transportation of equipment when required;
- c. posting a goods issue for deliveries when vehicle is issued from base;
- d. receiving major equipment on behalf of Base/Wing/Unit Supply;
- e. monitoring equipment transfers currently underway (Inbound Deliveries – Dues In);
- f. posting Goods Receipts for the EMO when equipment is received;
- g. updating the date (actual date of arrival), when the equipment arrived at the Base/Wing/Unit; and
- h. transferring the equipment to the appropriate DRMIS Sub-Storage Location, when required.

### Unit Control Officer Planner

1.14 The Control Officer Planner updates the Master Equipment Record (MER) status on a daily basis by viewing and recording changes in the Equipment Status Board.

## EMO Central Manager

- 1.15 The Subject Matter Expert for the entire process, the EMO Central Managers have the knowledge and authorization to execute the entire process end-to-end.
- 1.16 EMO Central Managers where necessary can:
- a. execute EMOs that are considered to be “special” cases (for example, for an EMO that is entered into DRMIS after the physical movement of the MER);
  - b. troubleshoot the entire EMO process and provide guidance and advice to users throughout the EMO process (including EMO Authors);
  - c. examine outstanding EMOs and following up with EMO process users and stakeholders to ensure that the full cycle of the EMO process is completed;
  - d. confirm the accuracy of equipment MERs when required (for example, Allocation Code changes and Equipment Configuration Code changes);
  - e. execute the entire EMO business process in certain instances; and
  - f. perform critical liaison with the DRMIS In-Service Support Centre as DRMIS CAF EMO Site Managers.

## Equipment Status Board

- 1.17 The Equipment Status Board is used to plan and manage the transfer of Major Equipment. The entire end to end EMO process can be monitored from the Status Board.
- 1.18 SSO or the Base Major Equipment Section shall:
- a. maintain a file for each vehicle, by CFR number, showing details of the vehicle's movement; and
  - b. account for component items in accordance with Chapter 3.3 Kitting and Set Accounting, if the vehicle is an equipment set.

## Lost/Stolen/Damaged/Mutilated CFR Vehicle plates

- 1.19 When a vehicle plate has been lost/stolen the major equipment section at bases take the following action:
- a. report the loss to the military police;
  - b. submit an email message to NDHQ/DLEPS 8-5-4 info CHQ requesting a replacement CFR number. The email message shall include the lost or stolen CFR. Equipment Configuration Code (ECC) and the Military Police loss report file number; and
  - c. allocate a temporary six-digit plate number consisting of the Unit Identification Code (UIC) of the holding unit (four digits) and a sequential number from 01 to 99. Temporary CFR plates shall not consist of 5 digits to avoid the confusion with nationally assigned CFR numbers.

1.20 When a vehicle plate has been damaged/mutilated the major equipment section at bases takes the following action:

- a. the damaged/mutilated plate is to be destroyed;
- b. a new license plate is to have the numerals of the damaged/mutilated CFR license plate applied; and
- c. the plate is to be affixed to the vehicle.

## PROCEDURES

### Process Flow Charts

2.1 The following are the Process Flow charts related to this chapter

Process	Description
<a href="#"><u>Purchase of Trailer Direct with Trade (Capital Assets)</u></a>	<ul style="list-style-type: none"> <li>• Validate requirement</li> <li>• Create Preq</li> <li>• Validate cataloging information</li> <li>• Create and send AMR info (if more than 30K)</li> <li>• CDM to create EMR</li> <li>• Update PO with EMR</li> <li>• Link AMR to EMR (if more than 30K)</li> <li>• Goods receipt and initiate EMO</li> </ul>
<a href="#"><u>Equipment Movement Order (EMO) to Base-Unit</u></a>	<ul style="list-style-type: none"> <li>• initiate EMO;</li> <li>• change EMO to include message in text box;</li> <li>• create and process Outbound Delivery(OD); and</li> <li>• find and process Inbound Delivery (ID).</li> </ul>
<a href="#"><u>Equipment Movement Order (EMO) to Repair &amp; Overhaul (R&amp;O) and Return to Supply System</u></a>	<ul style="list-style-type: none"> <li>• initiate EMO;</li> <li>• change EMO to include message in text box;</li> <li>• create and process Outbound Delivery(OD);</li> <li>• find and process Inbound Delivery(ID);</li> <li>• raise work order to conduct repair;</li> <li>• return repaired equipment to serviceable SLoc; and</li> <li>• advise the Technical Authority (TA) that the item is serviceable and wait for an EMO to return the item to service.</li> </ul>

## ANNEX B – Quartermaster Transfer Orders (QTO)

### Aircraft, Airframe, Aero-engines, Selected Gear Boxes and Associated Equipment - Control and Reporting

- 1.1 Aircraft and aero-engines are catalogued by stock code and have been allocated a serial number profile and controlled by an EMR. Associated equipment and instructional airframes and aero engines are controlled with an EMR which is created by NDHQ/DGAEPM/.
- 1.2 All accounting documents, reporting messages and movement orders show the stock code and serial number / tail number as applicable. Accounting balances are maintained in the Materiel Management System of Record for all major equipment.
- 1.3 Aircraft and aero-engines movements are controlled by the Weapons System Manager (WSM). All message correspondence related to the movement of aircraft and aero-engines must be directed to NDHQ Ottawa, DAP3-3-3-2: [+QTO\\_PIF@ADM\(Mat\)\\_DAP@Ottawa-Hull](mailto:+QTO_PIF@ADM(Mat)_DAP@Ottawa-Hull) .
- 1.4 For purposes of this annex, the term "aircraft and aero-engines" is interpreted as including all major equipment and assemblies that are defined as:
  - a. Aircraft - consists of an airframe and aero-engine(s). Examples of aircraft are the CP-140 Aurora patrol aircraft and CH-149 Cormorant helicopter;
  - b. Airframe - a major assembly held as a separate item;
  - c. Aero-Engine - a major assembly held as a separate item;
  - d. Selected Gear Boxes - major assemblies held as separate items. For example, T56-A-14LFE (CC-130 Gearbox); and
  - e. Associated Equipment: Instructional aircraft and aero-engines.

### QTO Responsibilities Table

#### 1.5 QTO Responsibilities Table

The...	Is/are responsible for...
Director General Aerospace Equipment Program Management (DGAEPM)	<ul style="list-style-type: none"> <li>• provision of procurement, logistics and engineering support and technical airworthiness oversight for Air Force equipment and weapons systems; and</li> <li>• cataloguing and creation of equipment master records for Aircraft, aero-engines, and associated equipment.</li> </ul>
Directorate of Aerospace Procurement (DAP) 3	<ul style="list-style-type: none"> <li>• oversight and coordination to AEPM on materiel management issues and ADM (Mat) initiatives.</li> </ul>
DAP 3-3-3-2	<ul style="list-style-type: none"> <li>• maintenance of correspondence related to the movement of aircraft and aero-engines.</li> </ul>

The...	Is/are responsible for...
Weapons System Manager	<ul style="list-style-type: none"> <li>• control and movement of Aircraft and Aero Engines; and</li> <li>• authorizing the release and movement of Aeronautical assets and equipment.</li> </ul>
Supporting Supply Organizations	<ul style="list-style-type: none"> <li>• the issue and transfer of Aeronautical assets and equipment between Bases/Wings/Units and contractors.</li> </ul>
1 Canadian Air Division A4 Supply	<ul style="list-style-type: none"> <li>• provide Supply direction/support to the Wings.</li> </ul>

## Movement

- 1.6 When equipment is moved to/from organizations, the QTO process must be executed.
- 1.7 Movement is interpreted as any change;
- a. in accounting responsibility (including initial entry into the CAF and change of an item to or from major equipment status);
  - b. in allocation code; and
  - c. where an item is downgraded to training status, scrap or for parts.
- 1.8 The appropriate headquarters authorizes the movement of aircraft, aero-engine and gearboxes, using a message prefixed with the letters "QTO". All QTO messages shall be directed to the organizations involved (i.e. WSup O and / or NDQAR). The QTO message is then filed by both the gaining and losing organizations.
- 1.9 NDHQ Ottawa/DAP 3-3-3-2 and the WSM are the issuing authority for QTO messages relating to aircraft, aero-engines and gearboxes.

## Aircraft Movement Authorization – QTO

- 1.10 Message format:
- a. reference to all previous correspondence, including the supply document requisition number (if applicable);
  - b. stock code of equipment concerned, quantity, Part Number and serial number / Tail Number;
  - c. current allocation code, name of consignor, UIC, Plant SLoc;
  - d. future allocation code, name of consignee, UIC, Plant, SLoc;
  - e. reason for movement;
  - f. delivery instructions, ferry date or shipping priority code;
  - g. special instructions if required. Refer to [spins.mil.ca](http://spins.mil.ca) for RMA DRMIS SLOC details; and

- h. CONSIGNOR AND CONSIGNEE MUST NOTIFY ALL CONCERNED DISPATCH AND RECEIPT OF AIRCRAFT AND MAJOR ASSEMBLIES.AS PER.

NOTE:

- 1. QTO message numbers are allotted in numerical sequence and prefixed "QTO;"
- 2. subsequent messages amendments or cancellations relating to the QTO cross-refers to the original QTO message and allotted a decimal point and number. For example "QTO001.1;" and
- 3. when originating QTO messages, NDHQ Ottawa / WSM / DAP 3-3-3-2 shall include information copies to each other as well as information copies to contractors, bases/wings/units or the parent Group HQ of lodger units affected by the QTO.

### Hastening

1.11 The consignee must hasten the consignor by message, on outstanding QTO messages when:

- a. the required delivery date (RDD) has elapsed; and
- b. 30 days have elapsed since the issue of the QTO message in the case where an RDD was not specified.

### Aircraft Issue Procedures

1.12 On receipt of a QTO message, the following actions are to be taken by:

- a. **Major Equipment Clerk:**
  - i. the aircraft SLoc must be reviewed to confirm that it holds the equipment detailed in the QTO. Should discrepancies exist, installed equipment must immediately be confirmed with the unit. The outcome of the confirmation will either require corrections on the aircraft SLoc or a QTO amendment; and
  - ii. if the QTO directs that aircraft will be sent to a Repair Facility, create a STO for the indicated equipment from the aircraft SLoc to the RMA indicated on the QTO. (Review spins.mil.ca if necessary.) However, if the aircraft is being transferred between squadrons or from/to a mission then the DRMIS Site Manager must create a Solution Manager (SolMan) Incident to have the aircraft re-located in DRMIS (as per details in para b below).
- b. **DRMIS Site Manager:** When the aircraft is being transferred between a squadron or to/from mission, create a SolMan incident to move aircraft to gaining unit section using the QTO number and six digit aircraft tail numbers in the Incident's title. The following information is required for the Incident:
  - i. Force Element (FE) for aircraft;
  - ii. FE for current location of aircraft;
  - iii. FE for destination of aircraft; and
  - iv. New Shipping Point for aircraft.

### SolMan Incident Example:

Incident Subject: QTO 5406 - 146412

Incident Body:

Transfer aircraft 146412 from 430 Sqn to 408 Sqn IAW QTO 5406.

FE for aircraft: 10011146

Move from FE: 00114167 (Operations)

Move to FE: 00114097 (A Flight Operations)

New Shipping Point: 143S

### Record Sets, Forms and Logbooks

- 1.13 Procedures for forwarding record sets, forms and logbooks on the movement or transfer of aircraft are detailed in C-05-005-P09/AM-001 Part 2, Transfer of Aircraft and Aero-engines.
- 1.14 Forms and logbooks will be enclosed in the equipment/container record box or shall be forwarded to the consignee by the most expeditious and secure method.

### Acceptance Checks - New Production

- 1.15 Prior to acceptance, aircraft and aero-engines are checked to the appropriate specification by the inspection authority indicated on the contract. The designated accepting agency e.g. NDQAR or base/wing/unit checks the equipment against the appropriate Application Parts List and if all provisions of the contract and QTO have been met brings the equipment on charge as detailed in the Receipt processing section immediately upon hand over by the contractor. If there is a requirement for the contractor to do further work or modification as called for by the contract, the aircraft, airframe and aero-engines is issued to the contractor as a contract loan DAP 3-3-3-2 provides the contractor with a serial number of new aircraft and dispatches a QTO message to authorize the initial entry of the equipment and further allocation as required.

### Fly-in Repairs

- 1.16 Group HQ requests for aircraft fly-in repairs are to be directed by the TA/LCMM or WSM to NDHQ Ottawa/DTA. If the request is approved, a QTO message authority is issued by DAP 3-3-3-2.

### Aircraft Accidents and Incidents

- 1.17 Aircraft accidents and incidents are investigated and reported as detailed IAW A-GA-135-001/AA-001, Flight Safety for the Canadian Armed Forces. Such reports submitted to NDHQ, constitute the request for movement of the aircraft when removal or disposal from the base/wing/unit is considered advisable.

- 1.18 The applicable Group HQ notifies Directorate Flight Safety (info NDHQ Ottawa/DAP 3-3-3-2) of the termination of the official search for aircraft lost during a flying operation. When directed by the WSM DAP 3-3-3-2 authorizes deletion of the lost aircraft inventory record, and initiate the process (QTO) to delete holdings from the Materiel Management System of Record.
- 1.19 On receipt of a QTO message from DAP 3-3-3-2 authorizing the deletion from record, the supporting supply organization must:
- a. prepare a Certificate Issue Voucher (CIV) IAW the procedures outlined for materiel adjustment and write off of the aircraft, components IAW Chapter 3.5, Materiel Adjustment, Write-off and Financial Reports, in addition to any separately accountable items. (i.e., those with stock type 'A' or 'E', lost with the aircraft"),
  - b. quote the QTO message as authority for write-off on the CIV; and
  - c. ensure that the EMR is placed in Deleted/Inactive. The Central Data Manager (CDM) must be advised in order to modify the EMR status.
- 1.20 If the aircraft is subsequently located, the RCAF designates the organization to be tasked with its salvage.

### Re-allocation of In-service Materiel

- 1.21 Re-allocation of In-service materiel is a process that would apply to all elements when materiel is not reasonably available using normal supply processes. This process would replace element specific processes or technical orders commonly known as "Trans. Req." for Maritime and "Robbing" for Air operations.
- 1.22 For more details refer to Chapter 7.1 Repair and Maintenance of Materiel.

### Reduction to Repair Parts and Scrap

- 1.23 If a decision is made that an unserviceable aircraft, aero-engine is to be reduced to parts and scrap, the QTO message must specify the organization selected to do this task. In the case of crashes, the task of reduction to parts and scrap shall normally be allocated to the organization ultimately responsible for collection of the crashed aircraft.
- 1.24 Disassembly procedures detailed for Kitting and Set Accounting IAW SAM Chapter 3.3, must be followed with the QTO message number being quoted as the authority for breaking down the equipment.

### Disposal – Aircraft

- 1.25 When equipment has been authorized for disposal, the log records of aircraft and aero-engines are offered to GC Surplus provided that CAF technical personnel do not consider that the records contain information prejudicial to the CAF. When log records cannot be released, extracts containing information such as running time, date of last overhaul and

modifications incorporated, are offered to GC Surplus. Log records retained by the CAF will be disposed of IAW instructions received from NDHQ.

- 1.26 Safety equipment, emergency kits, any items specified by NDHQ and all unit equipment installed or carried in the aircraft are removed.

### Excess Equipment

- 1.27 Bases/wings/units report excess equipment to their operational Group HQ where reallocation may be arranged within the command to complete other entitlements. If this is not feasible, the Group HQ reports will communicate the surplus to NDHQ Ottawa / DAP 3-3-3-2: [+QTO\\_PIF@ADM\(Mat\)\\_DAP@Ottawa-Hull](mailto:+QTO_PIF@ADM(Mat)_DAP@Ottawa-Hull).

### Time-expired Aero-engines

- 1.28 Time-expired aero-engines are automatically replaced by NDHQ based on information contained on form CF 368, Monthly Status - Aircraft, Engines and Helicopter Transmission Units. They are prepared and submitted IAW CFTO C-05-015-012/AM-000, Maintenance Policy - Aircraft Utilization Statistical Return (AUSR) - Message and Report. If an exception is necessary, NDHQ will notify the formations concerned.
- 1.29 When a time-expired aero-engine is removed from an aircraft, QTO authority to ship to a repair facility is requested from DAP 3-3-3-2 An Aircraft State Report (ASR) message is submitted by AMCRO IAW C-05-005-P09/AM-001 Part 2, Transfer of Aircraft and Aero-engines, to inform NDHQ Ottawa/DAEBM 5-2-4 and the appropriate LCMM.
- 1.30 The responsibility for submission of ASR messages rests with the Aircraft Maintenance Control and Records Officer (AMCRO) in liaison with the WSupO.

### Downgrading equipment for instructional use

- 1.31 This section details the procedures and approving authorities for downgrading the following to instructional use:
- a. airframes and aero-engines, selected gear boxes;
  - b. commercial and military pattern vehicles;
  - c. artillery weapons including fire control, radar and associated equipment; and
  - d. aircraft maintenance support equipment (AMSE).
- 1.32 Materiel in subparagraphs a, b and c are classified as major equipment. A request to downgrade major equipment items to an instructional trainer will specify the category required as:
- a. **Running:** this category applies to airframes and aero-engines, selected gear boxes, and vehicle power train equipment that will be used for propeller and/or test running and which, although constructional/mechanically sound, are not authorized for use in

- their original intended purposes. The letter "A" prefixes the serial number of the equipment downgraded to this category;
- b. **Assembly:** this category applies to major equipment that is used for stripping and reassembling in training workshops or classrooms. The letter "B" suffixes the serial number of equipment downgraded to this category;
  - c. **Sectionalized:** this category applies to major equipment that is sectionalized for use as demonstration training equipment. The letter "C" suffixes the serial number of equipment downgraded to this category; and
  - d. **Hard Target:** this category applies to vehicles that are used as targets on air weapons, artillery, and other applicable firing ranges.

NOTE:

1. The applicable LCMM/SM allots instructional serial numbers to airframes, aero-engines, gearboxes when they are downgraded. These numbers are to be used on all accounting and maintenance records and are to be physically added to the instructional equipment in such a manner that it cannot be mistaken for operational equipment; and
2. Centrally managed items, regardless of whether or not they are downgraded for instructional purposes, remain the responsibility of the respective SM/LCMM until disposal.

#### Airframes, Aero-engines, Gear boxes

- 1.33 A request to downgrade or upgrade an airframe, aero-engine, gearbox or are submitted by letter or message to NDHQ, Attention: DGAEPM or DGMEPM as applicable;
- a. if the request is approved, the LCMM issues a transfer order message (QTO) to inform the relevant HQ and base concerned;
  - b. the downgraded item is accounted for under its original stock code as stock type code "E";
  - c. the category of items is not changed without prior approval from NDHQ/DGAEPM or DGMEPM; and
  - d. there is no change to the SMC or EPM.

NOTE: All movement is controlled by a QTO.

## PROCEDURES

### Process Flow Charts

2.1 The following are the Process Flow charts related to this chapter.

Process	Description
<u><a href="#">Issue to Aircraft (non-Plant Maintenance fleet)</a></u>	<ul style="list-style-type: none"> <li>• for RCAF aircraft not using plant maintenance;</li> <li>• work order using external software; and</li> <li>• as there is no link between the external software and DRMIS, DSC documents are used to requisition materiel from SSO.</li> </ul>
<u><a href="#">Return from Aircraft (non – Plant Maintenance fleet)</a></u>	<ul style="list-style-type: none"> <li>• for RCAF aircraft not using plant maintenance;</li> <li>• work order using external software; and</li> <li>• as there is no link between the external software and DRMIS, DSC documents are used to initiate the return of unserviceable materiel from aircraft SLoc.</li> </ul>
<u><a href="#">Quartermaster Transfer Orders (QTO) Between Squadrons and/or Missions</a></u>	<ul style="list-style-type: none"> <li>• QTO authorized</li> <li>• Verify holdings on AC SLoc</li> <li>• Process STO &amp; Goods receipt</li> <li>• Create SOLMAN incident</li> </ul>
<u><a href="#">Quartermaster Transfer Orders (QTO) Between Squadrons and NDQAR</a></u>	<ul style="list-style-type: none"> <li>• Verify holdings on AC SLoc</li> <li>• Process MIGO to AC Sloc</li> <li>• Process STO and Outbound</li> </ul>

## ANNEX C – Boat Movement Orders (BMO)

- 1.1 This annex deals with the procedures for the controlling of boats tracked by serial number in the Materiel Management System of Record. Boat entitlement control and authorization to make changes are separate functions performed by the following directorates:
  - a. Director Naval Requirements (DNR) – Entitlements;
  - b. Director Naval Platform Systems (DNPS 6-3-2) - Engineering Change /Life Cycle Materiel Manager (LCMM);
  - c. Director Naval Platform Systems (DNPS 6-3-2) - Repair and Overhaul (R&O); and
  - d. Director Naval Platform Systems (DNPS 6-3-3) - Supply Management.
- 1.2 For the purpose of this section, the term "boat" refers, Rigid Inflatable Boat-Production (Canadian), {RIB-P(C)}, SORIB's, H540, H590's, and SLIC's and any others (with the exception of submarines) assigned stock type code "E".
- 1.3 All boat supply management queries should be directed to D MAR P 4-3-3-4, phone number: 819-939-3674.

### Cataloguing

- 1.4 Boats are catalogued by stock code, assigned a serial number, and allotted stock type code "E". All accounting documents and records show the stock code and serial number.

### Boat records

- 1.5 The DSC maintains an automated inventory record of movement of all boats in the CF, including customer accounts. It is updated by supply transactions generated by Boat Movement Orders (BMO).
- 1.6 MARCOMHQ may maintain a record for each boat by serial number, showing details of the boat's movement into and within each formation and ensures NDHQ is informed of each movement by BMO message.
- 1.7 When the boat is also equipment set, component items are accounted for IAW Chapter 7.2, Management of Kits and Sets.

### Boat issues

- 1.8 When an operational requirement exists, formations are authorized to issue formation assets from one unit to another within their formations.
- 1.9 Formation assets are not to be moved out of the immediate area without an NDHQ approved BMO.

- 1.10 When a formation satisfies a requisition or temporary issue request through formation assets or through redistribution of formation assets, a formation message prefixed "BMO" is dispatched to the appropriate unit supply officer with information copies to DNPS 6-3-3), DNR and D MAR P 4-3-3-. The message conforms to the format shown below:
- a. MARLANTHQ HALIFAX//N34-9// OR NDHQ ST LAURENT OTTAWA// DNPS 6-3-3) // (AS APPLICABLE)
  - b. LOSING UNIT
  - c. GAINING UNIT
  - d. INFO CHQS (AS APPLICABLE)
  - e. SUPPORTING BASE
  - f. NDHQ OTTAWA// D MAR P 4-3-3-/ DNR//
  - g. OTHER INTERESTED ADDRESSEES
  - h. UNCLAS BMO 96-001
  - i. SIC
  - j. SUBJ: BOAT MOVEMENT ORDER
  - k. REFS: A. RELATED CORRESPONDENCE
  - l. UNIT QV MESSAGES
  - m. STOCK CODE, DESCRIPTION
  - n. FROM UIC, BASE/UNIT NAME, ALLOCATION CODE
  - o. TO UIC, BASE/UNIT NAME, ALLOCATION CODE
  - p. SPECIAL INSTRUCTIONS, INFORMATION
  - q. ANY INFORMATION PERTINENT TO THE BOAT'S OVERALL CONDITION; and
  - r. NAME, SECTION AND TELEPHONE NUMBER OF ORIGINATOR
- 1.11 For the conduct of exercises for Reserve Force units, Naval Reserve Headquarters (NAVRESHQ), in conjunction with Maritime Operations Groups (MOG), controls the movement and use of boats held by support bases within their formation. Control includes the authority to issue boats temporarily for up to three months for summer camp training, for exercises and for specialist training provided the distance does not exceed 2000 kilometres.
- 1.12 When the SM originates the issue of a boat, a BMO is sent to the consignor and consignee of the supporting base(s), with an information copy to the parent formation(s)/CHQ(s). The boats involved must be specified by NDHQ and the serial numbers must be indicated in the message. Any change(s) of serial numbers of the boat(s) that are moved are to be reported to DNPS 6-3-2/6-3-3.

### Boat Accidents and Incidents

- 1.13 All accidents and/or incidents involving boats shall be reported IAW [NAVORD](#) 3095-01.

Repair and Overhaul of Boats

- 1.14 Level One Maintenance, as laid out in CFTO C-03-005-012/AM-001, is to be carried out IAW C-23-343-000/MS-001.
- 1.15 Level Two Maintenance is to be carried out, as laid out in CFTO C-03-005-012/AM-001, or by Repairable Material Request (RMR) through the supporting base, using authorized contractors only.
- 1.16 Level Three Maintenance, as laid out in CFTO C-03-005-012/AM-001 Section 5, is to be carried out by R&O contract in order to maintain the LCMM-approved configuration of all boats.

NOTE:

- 1. Level Two Maintenance is to be limited to EMERGENCY repair by replacement to a maximum of 16 man hours, when using base, wing or unit resources. All other second level repairs are to be carried out using authorized Volvo Penta dealers only; and
- 2. In order to keep boats operational while ships are at sea, repairs that fall into second or third line category may be carried out by replacement of parts. Units shall ensure that an accurate record of all work and replacement parts is maintained and that DNPS 6-3-2/6-3-3 is informed by message.

BTO Responsibilities Table

1.17 Responsibilities Table

The...	Is/are responsible for...
Sup O/Log O	<ul style="list-style-type: none"> <li>• providing local subject matter expertise and assistance on receipt matters; and</li> <li>• approving materiel adjustment transactions for the supported units.</li> </ul>
Director General Maritime Equipment Program Management (DGMEPM)	<ul style="list-style-type: none"> <li>• technical materiel assurance through the life cycle of naval materiel from acquisition, through maintenance and support, to disposal.</li> </ul>
Director Naval Platform Systems (DNPS)	<ul style="list-style-type: none"> <li>• control, monitoring, and supply management transfer of boats;</li> <li>• the supply management of boats; and</li> <li>• authorization, for all controlled maritime equipment transactions.</li> </ul>

## Requisitions and Temporary Issues

1.18 Requisitions and requests for temporary issues are submitted by message prefixed "QV", with BOAT REQUISITION as the subject, to the appropriate functional Formation for SSO Sup, and DNPS 6-3-3, with information copies to MARCOMHQ//N 34// and D MAR P 4-3-3-4. The message shall be in the format shown below:

- a. HMCS KOOTENAY
- b. NDHQ ST LAURENT OTTAWA// DNPS 6-3-3//
- c. MAROPSGRP 9 ESQUIMALT
- d. INFO NDHQ ST LAURENT OTTAWA// D MAR P 4-3-3-//
- e. NDHQ OTTAWA//DNR//
- f. MARCOMHQ HALIFAX//N-34//
- g. UNCLAS QV 040
- h. SIC
- i. BOAT REQUISITION
- j. CUSTOMER ACCOUNT
- k. QTY 1
- l. EA
- m. STOCK CODE
- n. BASIC ITEM NAME
- o. ENT DOC REF (BMO MSG OR TELECON DNR/D MAR P)
- p. ENT QTY
- q. QTY HELD
- r. PRIORITY CODE
- s. REQUIRED DATE
- t. CUSTOMER'S NAME AND TELEPHONE/FAX NUMBER; and
- u. REMARKS (E.G. SUITABLE IN LIEU, SUBSTANTIATION FOR TEMP ISSUE, ETC.)

1.19 On receipt of a message formations shall:

- a. Approve the requisition by return message. This message lists DNPS 6-3-3 as an action addressee so they can action the message in the same manner as a requisition, using the information copy of the requisition message for supporting details. Information copies are to be sent to DNR and D MAR P 4-3-3. Additional information, if required, should be included in the formation's approval message;
- b. Satisfy the requisition/request from a redistribution of formation assets; and
- c. Reject the requisition/request. In this case, the originator may only resubmit the demand after further correspondence with the formation.

1.20 Units do not submit requisitions on the Materiel Management System of Record. Normal requisitions are Priority Code 3. High priority requests, requiring priority codes 1 or 2, are referred to DNPS 6-3-3 by priority message, with an information copy to DNR and D MAR P 4-3-3 or by telephone to NDHQ/ DNPS 6-3-3 (994-9618/FAX 994-8709) with follow-up message action.

- 1.21 On receipt of a BMO message from a formation, CHQ or NDHQ, the consignor shall:
- a. prepare and process an issue voucher to issue the boat. The issue voucher will include the BMO or DNPS message number as the authority for issue;
  - b. if the boat is also an equipment set, record any deviations from the CAF APL and account for them IAW Chapter 3.3 Kitting and Set accounting; and
  - c. inform the appropriate formation, CHQ, supporting base, consignee, and NDHQ, by message of shipping details.
- 1.22 Formations may make temporary issues of formation assets, without prior approval of NDHQ, for a period not exceeding 90 days provided the boat in question is not due for third line repair. In the case of NAVRESHQ, the distance between bases must not exceed 2000 kilometres. Requests for extensions beyond the 90 day period must be referred through CHQs to NDHQ// DNPS 6-3-3, info D MAR P 4-3-3and DNR.
- 1.23 If formation assets are not available, the formation refers the request by message to DNPS 6-3-3, info D MAR P 4-3-3and DNR. An information copy is sent to all units involved. DNPS 6-3-3 shall:
- a. If national assets are available, send a BMO message instructing the support base to affect the issue. Information copies of the message are sent to all units involved; and
  - b. If the issue must be satisfied from national assets at another base or depot, send a BMO message directing the base or depot to issue to the requesting unit. This issue is recorded in the CFSS as a normal redistribution by means of an issue and receipt transaction.
- 1.24 When the temporary issue period lapses or the requirement ceases, the unit submits a message to their formation HQ (N-34), info MARCOMHQ (N-34), DNPS 6-3-3, DNR and D MAR P 4-3-3requesting disposition instructions. The message includes a brief condition report (excellent, good, fair or poor) in the following categories, appearance; engine hours, stern-drive, hull and mechanical, where applicable.
- 1.25 Formations then review their requirements and either:
- a. Redistribute assets if they are formation assets and are not due for R&O; and
  - b. Report assets to DNPS 6-3-3, info DNR and D MAR P 4-3-3when they are national assets and are due for R&O.
- 1.26 Upon expiration of the temporary issue period, boats do not automatically revert to national stock holdings. Units must report them to the Formation HQ (N3-4), info MARCOMHQ (N34-9), DNPS 6-3-3, DNR and D MAR P 4-3-3.

## ANNEX D – Allocation Codes

### Allocation Codes

- 1.1 An allocation code is a two-letter code used in the management of aircraft, aero-engines and vehicle holdings. The first letter indicates the general holding status. For example, national stock, temporary issue, loan. The second letter indicates the specific purpose for which it is held.
- 1.2 A two-letter allocation code is assigned to each aircraft and aero-engine is identified on the QTO message. The first letter of the code is the primary designator of the code and the second letter is used as applicable. In cases where a second letter code is not applicable, the letter "X" (indicating, 'insignificant') is used to complete the code composition.

<b>Code</b>	<b>Application To</b>	<b>Condition</b>	<b>Explanation</b>
AG	Aircraft Only	Serviceable	Serviceable - Available from Storage Within 14 Days.
AH	Aircraft Only	Serviceable	Serviceable - Storage up to Six Months.
AJ	Vehicles Only	Serviceable	Surplus Logistic Stock - Vehicle is Due Out of System (NDHQ Controlled).
AR	Vehicles Only	Serviceable	Temporary Issue of Surplus Logistic Stock (NDHQ Controlled).
AS	Vehicles Only	Serviceable	Temporary Issue of Logistic Stock (NDHQ Controlled).
AT	Vehicles Only	Serviceable	Mobilization Stock (NDHQ Controlled).
AX	Aircraft, Aero-engines and vehicles	Serviceable	Logistic Stock (NDHQ Controlled).
BN	Vehicles Only	Serviceable	Regular Force, Command Stock, Held In Lieu of Authorized ECC.
BS	Vehicles Only	Serviceable	Temporary Issue of Command BX/BN Stock.
BX	Vehicles Only	Serviceable	Regular Force Command stock.
CJ	Vehicles Only	Serviceable	Special One Time Issue, of Non-Entitled Holding for Regular Force.
CN	Vehicles Only	Serviceable	Regular Force base holding, held in lieu of authorized ECC.
CP	Vehicles Only	Serviceable	Regular Force base non-entitled holding. (Subject to recall by NDHQ).

<b>Code</b>	<b>Application To</b>	<b>Condition</b>	<b>Explanation</b>
CS	Vehicles Only	Serviceable	Temporary issue of Regular Force base CX/CN holding.
CX	Aircraft, Aero-engines and vehicles	Serviceable	Regular Force base entitlement holding.
DJ	Vehicles Only	Serviceable	Special, one-time issue of non-entitled holding for Militia Reserve Force.
DN	Vehicles Only	Serviceable	Militia Reserve Force unit holding, held in lieu of authorized ECC.
DP	Vehicles Only	Serviceable	Militia Reserve Force unit non-entitled holding. (Subject to recall by NDHQ).
DS	Vehicles Only	Serviceable	Temporary issue of Militia Reserve Force unit DX/DN holding.
DX	Vehicles Only	Serviceable	Militia Reserve Force unit entitlement holding.
ET	Vehicles Only	Serviceable	Mobilization stock, held in theatre /operation (NDHQ Controlled).
EV	Vehicles Only	Serviceable	Return from theatre/operation Inspection Repair Program - (NDHQ Controlled).
EW	Vehicles Only	Serviceable	Holding identified for movement to theatre/operation (NDHQ Controlled).
EX	Vehicles Only	Serviceable	Held in theatre/operation (NDHQ Controlled).
EY	Vehicles Only	Serviceable	Return from theatre/operation (NDHQ Controlled).
GX	Aircraft Only	Serviceable	Serviceable - Held on Temporary Issue.
HX	Aircraft, Aero-engines and vehicles	Serviceable	Loan to organizations and departments outside DND (NDHQ Controlled).
JS	Vehicles Only	Serviceable	Temporary issue of storage/project JX holding.
JX	Aircraft, Aero-engines and vehicles	Serviceable	Storage/Project Holding Long or Short Term Until Re-Allocated to Specific Project.
KX	Aircraft, Aero-engines and vehicles	Repairable	Repairable Reserve Stock (NDHQ Controlled).

<b>Code</b>	<b>Application To</b>	<b>Condition</b>	<b>Explanation</b>
LX	Aircraft, Aero-engines and vehicles	Repairable	Repair, Overhaul and Inspection Held by a Repair Facility (NDHQ Controlled).
MA	Vehicles Only	Disposal	Disposal (Scheduled Attrition - NDHQ Controlled).
MB	Vehicles Only	Disposable	Disposal (Unscheduled Attrition - NDHQ Controlled)
MC	Aircraft and Aero-engines Only	Disposable	Disposal as Excess to DND Requirements.
MD	Aircraft, Aero-engines and vehicles	Disposable	Vehicle or Obsolete Aircraft and Aero-engines Awaiting Disposal Instructions (NDHQ Controlled).
ME			Downgraded to a Training Aid. (For Alternate Use).
MF	Aircraft, Aero-engines and vehicles	Disposable	Controlled Cannibalization (NDHQ Controlled). (For Alternate Use).
ML			Downgraded to Hard Target. (For Alternate Use).
MM			Downgraded to Museum Artefact or Monument. (For Alternate Use).
MW	Aircraft, Aero-engines and vehicles	Disposable by Write off IAW NDHQ instruction	Write off - Aircraft, aero engines and vehicles - Disposable by Write-Off IAW with NDHQ Instruction.
NX	Vehicles Only	Serviceable	Special Project (NDHQ Controlled).
RJ	Vehicles Only	Serviceable	Special One Time Issue of Non-Entitled Holding to Air Reserve Force Unit.
RN	Vehicles Only	Serviceable	Air Reserve Force unit holding held in lieu of authorized ECC.
RP	Vehicles Only	Serviceable	Air Reserve Force unit non-entitled holding. (Subject to recall by NDHQ).
RS	Vehicles Only	Serviceable	Temporary issue of Air Reserve Force unit RX/RN holding.
RX	Vehicles Only	Serviceable	Air Reserve Force unit entitlement holding.
SJ	Vehicles Only	Serviceable	Special one-time issue of non-entitled holding for Naval Reserve Force unit under MARLANT control.
SN	Vehicles Only	Serviceable	Naval Reserve Force unit holding held in lieu of authorized ECC.

Code	Application To	Condition	Explanation
SP	Vehicles Only	Serviceable	Naval Reserve Force unit non-entitled holding. (Subject to recall by NDHQ).
SS	Vehicles Only	Serviceable	Temporary issue of Naval Reserve Force unit SX/SN holding.
SX	Vehicles Only	Serviceable	Naval Reserve Force unit entitlement holding.
TX	Vehicles Only	Serviceable	Issue to Organization or Department outside DND-Government Supplied Materiel (GSM-NDHQ Controlled).
VN	Vehicles Only	Serviceable	ADM(Mat) Contingency Stock Held In Lieu of Authorized ECC (NDHQ Controlled).
VS	Vehicles Only	Serviceable	Temporary issue of ADM (Mat) Contingency stock VX holding (NDHQ Controlled).
VX	Vehicles Only	Serviceable	ADM(Mat) Contingency stock (NDHQ Controlled).
WS	Vehicles Only	Serviceable	Temporary issue of operational stock WX holding (NDHQ Controlled).
WX	Vehicles Only	Serviceable	Operational stock (NDHQ Controlled).
ZJ	Vehicles Only	Serviceable	Special One Time issue of Non-Entitled Holding for Cadet Unit).
ZN	Vehicles Only	Serviceable	Cadet Unit Holding held in lieu of authorized ECC.
ZS	Vehicles Only	Serviceable	Temporary Issue of Cadet Unit ZX/ZN Holding.
ZX	Vehicles Only	Serviceable	Cadet Unit Entitlement Holding.

### Aircraft Allocation Codes

- 1.3 The following subparagraphs briefly describe each code and applicable details as well as the storage and modification level at which each aircraft and aero-engine shall be maintained:
- a. **Code "A" - NDHQ Inventory Stocks.** Aircraft and aero-engines with an assigned code "A" shall be held at depots, bases or stations in a satisfactory operating and fully modified condition, available for issue in the shortest possible time. A second letter code of "G" or "H" shall also be assigned:

- i. **"AG"** - Indicates an aircraft held as NDHQ support stocks in operating condition, available for issue to replace "CX" aircraft in the shortest possible time, normally within 14 days. "AG" aircraft shall be maintained to the latest configuration with respect to special inspection and modifications. Flyable preservation as defined in CFTO C-05-010-009/AM-000, Preservation, Inspection and Re-activation of Aircraft and Installed Equipment, may be applied to aircraft at the discretion of the Senior Aircraft Maintenance Engineering Officer (SAMEO), or equivalent.
- ii. **"AH"** - Indicates an aircraft held as NDHQ support stocks available for issue to replace "AG" aircraft. Storage units requisition and hold modification kits so that on receipt of a QTO message, all outstanding modifications can be completed prior to issue. Short-term preservation shall be applied as defined in CFTO C-05-010-009/AM-000.
- b. **Code C - Regular Force Base Holdings.** Aircraft and aero-engines held by bases against an entitlement document.
- c. **Code G - Temporary Issues.** Aircraft issued to a base as a temporary issue.
- d. **Code H - Loans.** An aircraft, which has been authorized for loan to an organization or department outside DND.
- e. **Code J - NDHQ National Controlled Stocks.** Serviceable aircraft and aero-engines for which there are no immediate requirement or which are held pending allocation to a specified project, i.e.: For aircraft, the Quartermaster Transfer Order (QTO) message specifies the consignee responsible for the storage and may notify whether the aero-engines are to be removed from or remain installed in the aircraft. Such aircraft are placed into long-term preservation and following de-preservation, replacement of removed equipment, completion of special inspection, modifications and maintenance (IAW the applicable maintenance inspection schedule), the aircraft are considered to be structurally sound. Safety equipment and emergency kits shall be removed and stored by the unit's safety equipment section.
- f. **Code K - Repairable Stocks.** Aircraft and aero-engines undergoing investigation or held for repair pending the availability of a repair facility/overhaul contractor or pending the replacement of robbed parts and/or accessories.
- g. **Code L - Repairable Stocks.** Aircraft, aero-engines and marine gas turbines transferred to a second or third line maintenance facility for repair, overhaul or modification. This includes contract repair through PSPC with accounting responsibilities assigned to the applicable National Defence Quality Assurance Region (NDQAR).

NOTE: The WSM ensures the QTO message specifies which contractor is to complete the repair.

- 1.4 If a contractor is to carry out repair, the QTO message specifies the work to be performed and the NDQAR responsible for contract repair accounting.
- 1.5 If aero-engines requiring overhaul are to be used to ferry an aircraft to a civilian contractor, a separate QTO message to authorize transfer of the engines from the airframe contractor to an aero-engine repair facility is issued. The QTO message authorizes the removal and

installation of the engine(s) so that the costs involved, including preparation for shipment, may be charged against the contract for the repair of the airframe.

a. **Code M - Aircraft and aero-engines authorized for disposal**

- i. holding facilities, when the equipment has been physically accepted by a buyer, submit a message to NDHQ Ottawa/Director Disposal, Sales, Artefacts, Loans (DSAL 2) and NDHQ Ottawa/DAEPM/DAEBM 5-2-4/DAP 3-3-3-2 confirming that the equipment has been removed from the site. DAP 3-3-3-2 records the equipment as having been deleted from national inventory on authority of the QTO message which places the equipment in allocation code "M."; and
- ii. a second letter code of "C", "D" or "F" is assigned at the same time as the code "M" is assigned. For example:
  - 1) **Code MC** (excess);
  - 2) **Code MD** (obsolete); and
  - 3) **Code MF** (controlled cannibalization). Aircraft and aero-engines authorized for cannibalization are placed in this code if it has been decided by NDHQ to retain the equipment in the CFSS in its cannibalized state. This is so that further cannibalization may be carried out.

NOTE: In the context of this chapter, cannibalization is defined as "the controlled removal of serviceable parts from unserviceable equipment as a means of restoring other equipment to a serviceable state." It indicates that the unserviceable equipment remains unserviceable and that no action will be taken to replace the parts removed from it.

- b. **Code N - In-lieu Aircraft.** The letter "N" shall be added as a second letter to codes "A", "C" and "G" when it is necessary to indicate that the aircraft held against any of these codes is in-lieu of that shown on the authorized entitlement.

# 9.6 CONTROLLED GOODS & EXPORT REGULATED DEFENCE GOODS AND TECHNOLOGY

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## POLICY

### Aim

- 1.1 The aim of this chapter is to identify the legislation governing the materiel management of controlled goods and highlight the mechanisms and reporting requirements that have been put in place to ensure departmental compliance with governmental policies. The purpose of this policy is to ensure a level of protection for materiel assets designated as controlled goods. Deputy heads are responsible for ensuring that materiel assets designated as controlled goods, as defined in Part 2 of the [Defence Production Act](#), are given the level of protection necessary to prevent their unauthorized examination, possession, or transfer. Controlled goods must be managed in compliance with the Treasury Board Controlled Goods Directive.

### Context

- 1.2 To ensure that DND meets its obligations under the Treasury Board Controlled Goods Directive, DND and CAF are committed to the management and safeguarding of controlled goods and controlled technology, throughout their entire life cycle, in accordance with relevant statutes, regulations, directives and policies. Policies unique to Night Vision Devices (NVDs) are detailed in Annex B and Controlled Cryptographic Items (CCI) in Annex C.

### Definitions

- 1.3 Definitions, other than those listed below, can be found in Section 10.1 Glossary.
  - a. **Authorized person (ops):** The definition of an authorized person will be determined by the particular situation:
    - i. An authorized person under the Controlled Goods Regulations (CGR) is:
      - 1) a director, officer, or employee of a CGR registered firm or person;
      - 2) a person who is exempt from the registration requirement such as a director, officer, or employee of an ITAR registered company; or
      - 3) a person who is excluded from the registration requirement as per the Defence Production Act.
    - ii. An authorized person, as used by the U.S. Government for example, is a party who is identified in an export approval, such as a Technical Assistance Agreement, a retransfer or third-party transfer approval. Note that persons in Canada who have been authorized to access foreign origin controlled goods must be authorized under Canadian laws and regulations.
  - b. **Compromise (controlled goods):** a compromise occurs when the probability or certainty exists of unauthorized access, disclosure, possession or transfer of a controlled good has occurred.
  - c. **Controlled Goods:** have the same meaning as in section 35 of the Defence Production Act (DPA). The Schedule describes the following domestic controlled goods:

- i. Subsection 2(1) (a) – goods of United States (U.S.) origin that are listed on the United States Munitions List (USML), included in the U.S. International Traffic in Arms Regulations (ITAR);
  - ii. Subsection 2(1) (b) - Goods, regardless of where they were manufactured, that were manufactured using ITAR controlled technical data; and
  - iii. Specific goods, regardless of where they were manufactured, as listed by sections (3) to (5) of the Schedule to the DPA.
- d. **Controlled Technical Data:** refers to information, other than software, which is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of controlled goods. This includes information which may take the form of blueprints, drawings, plans, diagrams, models, formulae, tables, engineering designs and specifications, manuals or instructions. Controlled technical data does not include general scientific, mathematical or engineering principles commonly taught in schools, colleges and universities; or information in the public domain, telemetry, or basic marketing information or general system descriptions of controlled goods;
- e. **Controlled Technology:** information necessary for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of controlled goods. This may take the form of controlled technical data or controlled technical assistance. Controlled technology does not include general scientific, mathematical or engineering principles commonly taught in schools, colleges or universities, information in the public domain, basic marketing information or general system descriptions;
- f. **Discrepancy:** a difference in quantity (overage or deficient) between the Materiel Management System of Record and materiel on-hand. For serial number tracked controlled goods, a discrepancy also occurs when the serial number of the item does not match the Materiel Management System of Record;
- g. **Loss (controlled goods):** occurs when there is an acknowledgement that a controlled good existed within DND and can no longer be found, i.e., DND has ceased to have custody of the controlled good. This definition of loss differs from the definition of materiel loss used for write-offs (refer to Chapter 4.4 Materiel Adjustment, Write-off and Financial Reporting);
- h. **Retransfer** is a term used by CTAT and is defined as the transfer of defence articles (controlled goods or export regulated defence goods and technologies) or defence services (including controlled technical data) for an end use, or to an end user or destination not previously authorized;
- i. **Demilitarization** is an action that renders controlled goods unusable for their intended military or strategic purpose and that is irreversible. This includes, in some cases, destruction to the extent that knowledge of the controlled goods cannot be derived from examination after destruction; and
- j. **Full Demilitarization** is an action that permanently prevents a good's repair, restoration or reverse engineering.

## Authorities and Responsibilities Tables

### 1.4 Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister (Materiel) (ADM (Mat))	<ul style="list-style-type: none"> <li>• issue policies and instructions with respect to controlled goods and export regulated defence goods and technology (ERDs); and</li> <li>• oversee compliance with respect to applicable statutes, regulations, directives, policies, international arrangements and instructions with respect to controlled goods and export regulated defence goods and technologies.</li> </ul>
Vice Chief of the Defence Staff (VCDS)	<ul style="list-style-type: none"> <li>• investigate the loss or compromise of controlled goods and export regulated defence goods and technologies.</li> </ul>
Canadian Forces Provost Marshal	<ul style="list-style-type: none"> <li>• enforce, on behalf of the VCDS, the Defence Production Act (DPA) and other Acts of Parliament when criminal activities involving controlled goods and export regulated defence goods and technologies are suspected</li> </ul>
Director of Materiel Policy and Procedures (DMPP)	<ul style="list-style-type: none"> <li>• establish and maintain an integrated Materiel Acquisition &amp; Support (MA&amp;S) policy, standards and business process framework across DND/CAF.</li> </ul>
Controlled Technology Access and Transfer (CTAT) Office	<ul style="list-style-type: none"> <li>• act as the DND/CAF office of primary interest (OPI) for the identification and management of controlled goods and export regulated defence goods and technology;</li> <li>• act as DND/CAF lead office for the reporting of loss and compromise of highly sensitive controlled goods to foreign government (significant military equipment);</li> <li>• establish and maintain the policy and standards pertaining to controlled goods and export regulated defence goods and technology across DND/CAF;</li> <li>• authorize and approve DND/CAF drafted export controlled/regulated-related documents (end-user certificates, export license requests, technical or manufacturing license agreements, retransfer requests, third party retransfer requests, etc.); and</li> <li>• assign demilitarization codes to line items in DND's possession.</li> </ul>

1.5 Responsibilities Table

The...	Is or are responsible for...
Assistant Deputy Minister (Materiel) (ADM (Mat))	<ul style="list-style-type: none"> <li>• ensuring that materiel assets designated as controlled goods, as defined in Part 2 of the Defence Production Act, are given the level of protection necessary to prevent their unauthorized examination, possession, or transfer and are managed in compliance with the Treasury Board Directive on Controlled Goods.</li> </ul>
Director of Materiel Policy and Procedures (DMPP)	<ul style="list-style-type: none"> <li>• the establishment and maintenance of the integrated Materiel Acquisition and Support (MA&amp;S) policy, standards and business processes framework across the Department and the CAF.</li> </ul>
CTAT Office	<ul style="list-style-type: none"> <li>• providing DND employees, CAF members, embedded contractors and OGD officials working in DND and CAF facilities with expert advice, support, training and assistance on management, security and access relating to controlled goods and export regulated defence goods and technology;</li> <li>• monitoring compliance of applicable policies and directives to ensure that organizations and units are treating controlled goods and export regulated defence goods and technology in accordance with DAOD 3003-0 and 3003-1;</li> <li>• reporting compliance issues to the ADM(Mat) or, as applicable, the Vice Chief of the Defence Staff or other responsible L1 advisor, for remedial action;</li> <li>• reporting, on behalf of the DND and the CAF, significant cases of loss or compromise of controlled goods to the PSPC/ISS/CGD and, as required, to foreign governments. For example, the loss or compromise of night vision devices or any U.S. significant military equipment purchased under the US DoD Foreign Military Sales program;</li> <li>• notifying ADM (Mat) of any non-compliance with DAOD3003 series;</li> <li>• reviewing and approving all applicable retransfer documents before they are submitted by DGMSSC; and</li> <li>• submitting retransfer requests that have not been staffed by either DSCO or the DQA.</li> </ul>

The...	Is or are responsible for...
Director Supply Chain Operation - Disposal Sales Artefacts (DSCO (DSAL))	<ul style="list-style-type: none"> <li>• ensuring the requirements of this policy document are reflected in all disposal, sale and loan agreements.</li> </ul>
L1 Controlled Goods Advisors	<ul style="list-style-type: none"> <li>• acting as:               <ol style="list-style-type: none"> <li>a. the office of primary interest of their organization or unit for controlled goods; and</li> <li>b. the liaison between their group, command, division or unit and the CTAT Office for all questions relating to compliance with this DAOD and all other issues relating to controlled goods.</li> </ol> </li> </ul>
Manager or Commanding Officer	<ul style="list-style-type: none"> <li>• ensuring that DND employees, CAF members, embedded contractors and OGD officials working in DND facilities:               <ol style="list-style-type: none"> <li>a. complete applicable training on controlled goods; and</li> <li>b. only have access to controlled technology or examine other controlled goods in accordance with DAOD 3003-1;</li> </ol> </li> <li>• ensuring all DND and CAF positions where access to controlled technology is required are identified as requiring a Level II (Secret) clearance;</li> <li>• ensuring no export-control related document such as licensing or retransfer requests are executed before review and approval by the CTAT Office; and</li> <li>• ensuring controlled goods and export regulated defence goods and technologies under their responsibility are handled in accordance with DAOD 3003 series (including the use of data in the Materiel Management System of Record).</li> </ul>
Life Cycle Materiel Manager (LCMM) / Technical Authority (TA)	<ul style="list-style-type: none"> <li>• validating the Demilitarization Code (DMC) assigned to an item;</li> <li>• ensuring that the DMC assigned to an item is valid prior to disposing or transferring an item to a third party;</li> <li>• identifying to the Procurement Authority any controlled goods involved in a procurement process;</li> <li>• ensuring controlled goods are identified (with appropriate justification to support the DMC assignment) in the Canadian Government Cataloguing System and the Materiel Management System of</li> </ul>

The...	Is or are responsible for...
	<p>Record and Defence Resource Management Information System (DRIMS) and in any other L1-specific electronic database repository systems, including network drives, used as a temporary information management tool;</p> <ul style="list-style-type: none"> <li>• ensuring that all controlled technical data in hardcopy and electronic format are marked appropriately and that controlled technical assistance are identified and treated in accordance with DAOD 3003-1;</li> <li>• consulting with CTAT before engaging the PSPC Washington D.C. office regarding retransfers of defence materiel acquired through the U.S. Foreign Military Sales program;</li> <li>• developing or, as applicable, approving demilitarization instructions;</li> <li>• retaining certifications of destruction/demilitarization;</li> <li>• maintaining the originals of all export control documents on the equipment file until five years after the equipment or any component thereof leaves the DND inventory; and</li> <li>• understanding the access restrictions applying to their equipment including restrictions on components controlled by other TA's.</li> </ul>
Supply Manager (SM)	<ul style="list-style-type: none"> <li>• inventory management of controlled goods and export regulated defence goods and technologies;</li> <li>• repositioning of controlled goods;</li> <li>• controlling the repair, overhaul, and disposal of controlled goods export regulated defence goods and technologies; and</li> <li>• cataloguing assistance of controlled goods and export regulated defence goods and technologies.</li> </ul>
DND/CAF members	<ul style="list-style-type: none"> <li>• completing applicable training on controlled goods;</li> <li>• complying with DAOD 3003-1; and</li> <li>• reporting to the CTAT office, informing their Chain of Command of any suspected loss or compromise of controlled goods or controlled technology or export regulated defence goods within 48 hours. Suspected loss or compromise of NVDs must be reported immediately.</li> </ul>

## References

1.6 The following references were used in the development of this policy:

- a. [Defence Production Act \(R.S.C., 1085, c.D-1\)](#);
- b. [Controlled Goods Regulations \(SOR/2001-32\)](#);
- c. [Export and Import Permits Act \(R.S.C., 1985, c.E-19\)](#);
- d. [Export Control List \(SOR/89-202\)](#);
- e. [Treasury Board - Controlled Goods Directive](#);
- f. [Treasury Board - Policy on Management of Materiel](#);
- g. [Treasury Board - Operational Security Standard on Physical Security](#);
- h. [NDSOD Chapter 3 – Security Risk Management](#);
- i. [NDSOD Chapter 5 – Physical Security](#);
- j. [NDSOD Chapter 6 – Security of Information](#);
- k. [NDSOD Chapter 7 – Information Technology Security](#);
- l. [NDSOD Chapter 14 – Security on Deployed Operations](#);
- m. [DAOD 3003-0 Controlled Goods](#);
- n. [DAOD 3003-1 Management, Security and Access Requirements Relating to Controlled Goods](#);
- o. [DAOD 3013-0 Disposal of Materiel](#);
- p. [DAOD 3017-0 Transfer of Materiel to Other Government Departments](#);
- q. [DAOD 3017-1 Management of the Transfer of Materiel to Other Government Departments](#);
- r. [A-LM-158-004/AG-001 Transportation Manual \(Vol 4\) Movement of Materiel](#);
- s. [CFTO C-02-007-000/AG-001 Controlled Technology Access and Transfer \(CTAT\) Manual](#);
- t. [CFTO C-01-008-000/MD-000 – Generic Demilitarization Process for Controlled Goods Recorded with a Demilitarization Code \(DMC\) of “B” or “D”](#);
- u. [MMI 1852 - Validation of DMC in CGC and Demilitarization Instructions Prior to Disposal or Transfer Action](#); and
- v. [Global Affairs Canada - A Guide to Canada's Export Controls](#).

## PROCESS

### Protective Measures of Controlled Goods

- 2.1 In accordance with the Access to Information Act (ATIA), any information deemed not releasable to the public, which can be exempted from the ATIA and the Privacy Act, is deemed sensitive and therefore should be designated, classified, or otherwise regulated.
- 2.2 Information and assets are identified and categorized based on the degree of injury resulting from the compromise of their confidentiality, availability, releasability and/or integrity. Other determining factors such as time, place, and type of tooling or work environment can also influence the degree of injury.

### Controlled Goods

- 2.3 The following two protective measure tables shall be used by DND employees and CAF members to ensure that only authorized persons with a need to know and the proper security screening level, have access to controlled goods and/or associated controlled technical data:

#### Controlled Goods - Hard Assets Only (DMC D or F)

With respect to ...	the following protective measures must be applied:
Storage	<ul style="list-style-type: none"> <li>manage the physical storing of controlled goods in accordance with the requirements for <u>Protected level</u> information, as required and as described in the National Defence Security Orders and Directives (NDSOD) Chapter 6 and associated Security of Information Standards.</li> </ul>
Demilitarization	<ul style="list-style-type: none"> <li>contact the applicable LCMM/TA to obtain demilitarization instructions.</li> </ul>
Transporting / physical transmission	<ul style="list-style-type: none"> <li>manage the transport of controlled goods in accordance with the requirements for Protected information, as described in the National Defence Security Orders and Directives (NDSOD) chapters 5 and 6 and the associated Security of Information Standards;</li> <li>controlled goods are packaged in such a way that prevents their examination by any person other than the recipient, and in a way that the recipient can easily detect if tampering of the controlled goods has occurred; and</li> <li>ensure that the recipient of the controlled goods is authorized to receive controlled goods.</li> </ul>
Releasability	<ul style="list-style-type: none"> <li>Embedded Contractors must hold/maintain a Personnel security clearance at the Level II (Secret);</li> <li>DND/CAF members must hold/maintain a Personnel security clearance at a minimum of Reliability level;</li> </ul>

With respect to ...	the following protective measures must be applied:
	<ul style="list-style-type: none"> <li>• controlled goods are subject to retransfer and Controlled Goods Program registration authorizations; and</li> <li>• this table excludes controlled goods subject to a Classified categorization or other special rules applicable to certain controlled military assets.</li> </ul>

## Controlled Technology - Technical Data (DMC D)

With respect to ...	the following protective measures must be applied:
Physical storage	<ul style="list-style-type: none"> <li>• manage the transport of controlled technology in accordance with the requirements for Protected B level information, as described in the National Defence Security Orders and Directives (NDSOD) chapters 5, 6 and 14 and associated Security of Information Standards.</li> </ul>
Electronic storage	<ul style="list-style-type: none"> <li>• store controlled technology in accordance with the requirements for <u>Protected B</u> level materiel, as described in the National Defence Security Orders and Directives (NDSOD) chapters 6 and 7 and associated Security of Information Standards.</li> <li>• use information management systems or software that have the capability to identify and authenticate a person who requests access to the electronic document; and</li> <li>• encrypt data using a method acceptable for open transmission of <u>Protected B</u> level materiel information.</li> </ul>
Demilitarization of data in paper format	<ul style="list-style-type: none"> <li>• completely destroy controlled technology in paper format that is no longer required through the use of: <ul style="list-style-type: none"> <li>– approved Type II destruction equipment as set out in the Security Equipment Guide of the Royal Canadian Mounted Police; or</li> <li>– a private destruction service which has at least a Level II (Secret) clearance through the PSPC using such approved Type II destruction equipment.</li> </ul> </li> </ul>
Demilitarization of IT media	<ul style="list-style-type: none"> <li>• manage the demilitarization of IT media which contains or has contained controlled technology in accordance with the instructions provided for Secret level II media in Clearing and Declassifying Electronic Data Storage Devices (ITSG-06).</li> </ul>
Electronic transmission	<ul style="list-style-type: none"> <li>• manage electronic transmission (e.g. telephone, fax machine, email) of controlled technology in accordance with the requirements for <u>Protected B</u> level materiel as described in the National Defence Security Orders and Directives (NDSOD) chapters 6 and 7 and associated Security of Information Standards. <ul style="list-style-type: none"> <li>– transmit controlled technical data or information resulting from controlled technical assistance to an authorized person using a telephone, fax machine, email, database or local area network, provided the controlled data is encrypted using a method acceptable for transmission of <u>Protected B</u> level data and that</li> </ul> </li> </ul>

<b>With respect to ...</b>	<b>the following protective measures must be applied:</b>
	proper marking has been used (for example the use of e-stamps and/or disclaimer statements used in emails)
Physical transmission	<ul style="list-style-type: none"> <li>manage physical transmission (e.g. mail or courier) of controlled technology in accordance with the requirements for <u>Protected B</u> level information, as described in the National Defence Security Orders and Directives (NDSOD) chapter 6 and associated Security of Information Standards.</li> </ul>
Transporting	<ul style="list-style-type: none"> <li>manage the transport of hard copy controlled technical data in accordance with the requirements for <u>Protected B</u> level information, as described in the National Defence Security Orders and Directives (NDSOD) chapter 6 and associated Security of Information Standards.</li> </ul>
Releasability	<ul style="list-style-type: none"> <li>DND Embedded Contractors hold/maintain a Personnel security clearance at the Level II (Secret);</li> <li>DND and CAF members hold/maintain a Personnel security clearance at Level II (Secret);</li> <li>controlled technical data is subject to retransfer and Controlled Goods Program registration authorizations; and</li> <li>this table excludes controlled technical data subject to a Classified categorization or other special rules applicable to certain military information.</li> </ul>

### Export Regulated Defence Goods and Technologies

2.4 The following four protective measures tables shall be used by DND/CAF members to ensure that only authorized persons, with a need to know and the proper security screening level, have access to export regulated defence goods and technologies.

2.5 Goods and technology not subject to Canada's Controlled Goods Regulations, but subject to the U.S. ITAR (DMC Q):

<b>With respect to ...</b>	<b>the following protective measures must be applied:</b>
Physical storage	<ul style="list-style-type: none"> <li>manage the transport of export regulated defence goods and technology in accordance with the requirements for <u>Protected level</u> information, as described in the National Defence Security Orders and Directives (NDSOD) chapters 5, 6 and 14 and the associated Security of Information Standards.</li> </ul>
Electronic storage	<ul style="list-style-type: none"> <li>store export regulated defence technical data in accordance with the requirements for <u>Protected A</u> level materiel, as described in the National Defence Security Orders and Directives (NDSOD) chapters 6 and 7 and the associated Security of Information Standards; and</li> <li>use information management systems or software that have the capability to identify and authenticate a person who requests access to the electronic document.</li> </ul>

With respect to ...	the following protective measures must be applied:
Destruction in paper format	<ul style="list-style-type: none"> <li>• destroy export regulated defence technical data in paper format that is no longer required through the use of:               <ul style="list-style-type: none"> <li>– approved Type II destruction equipment as set out in the Security Equipment Guide of the Royal Canadian Mounted Police; or</li> <li>– a private destruction service which has at least a Level II (Secret) clearance through the PSPC using such approved Type II destruction equipment; and</li> </ul> </li> <li>• refer to DAOD 3013 and 3017 series.</li> </ul>
Destruction of IT media	<ul style="list-style-type: none"> <li>• manage the destruction of IT media which contains or has contained export regulated defence technical data in accordance with the instructions provided for Level II (Secret) media in Clearing and Declassifying Electronic Data Storage Devices (ITSG-06).</li> </ul>
Electronic transmission	<ul style="list-style-type: none"> <li>• manage electronic transmission (e.g. telephone, fax machine, email) of export regulated defence technical data in accordance with the requirements for <u>Protected A</u> level materiel as described in the National Defence Security Orders and Directives (NDSOD) chapters 6 and 7 and the associated Security of Information Standards.</li> </ul>
Physical transmission	<ul style="list-style-type: none"> <li>• manage physical transmission (e.g. mail or courier) of export regulated <u>defence goods and technical data</u> in accordance with the requirements for <u>Protected</u> level information, as described in the National Defence Security Orders and Directives (NDSOD) chapter 6 and the associated Security of Information Standards.</li> </ul>
Transporting	<ul style="list-style-type: none"> <li>• manage the transport of export regulated <u>defence goods</u> in accordance with the requirements for <u>Protected A</u> level information, as described in the National Defence Security Orders and Directives (NDSOD) chapter 6 and associated Security of Information Standards; and</li> <li>• manage the transport of hard copy export regulated <u>defence technical data</u> in accordance with the requirements for <u>Protected A</u> level information, as described in the National Defence Security Orders and Directives (NDSOD) chapter 6 and the associated Security of Information Standards.</li> </ul>
Releasability	<ul style="list-style-type: none"> <li>• DND Embedded Contractors hold/maintain a Personnel security clearance at the Level II (Secret);</li> <li>• DND/CAF members hold/maintain a Personnel security clearance at the reliability level;</li> <li>• subject to retransfer and registration authorizations; and</li> <li>• this table excludes export regulated defence goods and technologies subject to a Classified categorization or other special rules.</li> </ul>

2.6 In the case of items listed on the U.S. Commerce Control List 500 and 600 series, the Export Control Classification Number (ECCN) for each item must be used as part of its identification.

2.7 Goods and technology listed on the U.S. Commerce Control List series 500 and 600 (DMC Q):

With respect to ...	the following protective measures must be applied:
Physical storage	<ul style="list-style-type: none"> <li>manage the transport of export regulated defence goods and technology in accordance with the requirements for <u>Protected</u> level information, as described in the National Defence Security Orders and Directives (NDSOD) chapters 5, 6 and 14 and the associated Security of Information Standards.</li> </ul>
Electronic storage	<ul style="list-style-type: none"> <li>store export regulated defence technical data in accordance with the requirements for <u>Protected A</u> level materiel, as described in the National Defence Security Orders and Directives (NDSOD) chapters 6 and 7 and the associated Security of Information Standards; and</li> <li>use information management systems or software that have the capability to identify and authenticate a person who requests access to the electronic document.</li> </ul>
Destruction of export regulated defence technical data in paper format	<ul style="list-style-type: none"> <li>destroy export regulated defence technical data in accordance with the requirements for <u>Protected A</u> level information, as described in the National Defence Security Orders and Directives (NDSOD) chapter 6 and the associated Security of Information Standards; and</li> <li>refer to DAOD 3013 and 3017 series.</li> </ul>
Destruction of IT media	<ul style="list-style-type: none"> <li>manage the demilitarization of IT media which contains or has contained export regulated defence controlled technical data in accordance with the instructions provided for <u>Protected A</u> level media (ITSG-06).</li> </ul>
Electronic transmission	<ul style="list-style-type: none"> <li>manage electronic transmission (e.g. telephone, fax machine, email) of export regulated defence technical data in accordance with the requirements for <u>Protected A</u> level materiel as described in the National Defence Security Orders and Directives (NDSOD) chapters 6 and 7 and the associated Security of Information Standards.</li> <li>transmit export regulated defence technical data or information resulting from technical assistance to an authorized person using a telephone, fax machine, email, database or local area network, provided the data is transmitted using a method acceptable for transmission of <u>Protected A</u> level data and that proper marking has been used (for example the use of e-stamps and / or disclaimer statements used in emails)</li> </ul>
Physical transmission	<ul style="list-style-type: none"> <li>manage physical transmission (e.g. mail or courier) of export regulated defence goods and technical data in accordance with the requirements for Protected information, as described in the National Defence Security Orders and Directives (NDSOD) chapter 6 and the associated Security of Information Standards.</li> </ul>
Transporting	<ul style="list-style-type: none"> <li>manage the transport of hard copy export regulated defence goods and technical data in accordance with the requirements for Protected level information, as described in the National Defence Security Orders and Directives (NDSOD) chapter 6 and the associated Security of Information Standards.</li> </ul>

Releasability	<ul style="list-style-type: none"> <li>• DND Embedded Contractors hold / maintain a Personnel security clearance at the Level II (Secret);</li> <li>• DND/CAF members hold / maintain a Personnel security clearance at the Reliability level;</li> <li>• subject to retransfer authorizations; and</li> <li>• this table excludes export regulated defence goods and technologies subject to a Classified categorization or other special rules.</li> </ul>
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2.8 U.S. goods and technology not listed on the U.S. CCL 500 and 600 series (DMC Q):

With respect to ...	the following protective measures must be applied:
Storage	Contact the CTAT Office for guidance.
Destruction	
Transmission	
Transporting	
Releasability	

2.9 Goods and technology listed on the Export Control List and not otherwise listed on the U.S. CCL 500 and 600 series, or subject to the U.S. ITAR (DMC Q):

With respect to ...	the following protective measures must be applied:
Storage	Contact the CTAT Office for guidance.
Destruction	
Transmission	
Transporting	
Releasability	

Disposal/Transfer

2.10 A considerable portion of DND inventory is either controlled under the DPA and/or regulated under foreign or domestic defence trade control regimes. These items must be transferred to an authorized person, demilitarized, or destroyed:

- a. all items scheduled for disposal must have their controlled good status identified as being either a controlled good or not a controlled good;
- b. a controlled good can only be transferred to an authorized person or firm; and
- c. if an authorized person/firm cannot be found, a controlled good must be fully demilitarized prior to being transferred to an unauthorized person.

2.11 Additional retransfer restrictions may apply to foreign origin controlled goods, requiring approvals from the foreign government, e.g., controlled goods originating from the United States.

2.12 Disposal is the responsibility of DSCO. However, two specific aspects of the disposal process fall under CTAT’s responsibility and authority; full demilitarization and retransfer to an authorized party.

- 2.13 Controlled goods declared surplus by DND/CAF may only be disposed of by:
- a. transfer to an authorized person, in accordance with the DPA and other Canadian and foreign export control laws as applicable; or
  - b. full demilitarization.
- 2.14 Refer to DAOD 3013 series for additional information relating to the disposal of materiel declared surplus and DAOD 3017 series for additional information relating to the transfer of materiel to OGDs.
- 2.15 If controlled goods of foreign origin are to be transferred to a third party not listed in the original foreign export authorization, the appropriate foreign authorization must be obtained. Even though DSCO is responsible for staffing all aspects of disposal actions including sales, donations and retransfers, and the DQA is responsible for staffing all loans, DSCO will ensure that all applicable retransfer authorizations have been reviewed and approved by the CTAT office before they are submitted. Concerning retransfers for items that have not been authorized by DSCO or the DQA, the CTAT office must be contacted directly.

### Full Demilitarization

- 2.16 All controlled goods of DND/CAF are identified by a DMC in the Canadian Government Cataloguing System (CGCS) or other pertinent materiel management systems of record. The CTAT Office is the DND authority for the determination of DMC codes for line items in DND's possession.
- 2.17 Controlled goods must be fully demilitarized in accordance with appropriate demilitarization instructions issued by the applicable LCMM/TA. An authorized DND/CAF representative must supervise the conduct of the full demilitarization and ensure that a copy of the certificate of destruction/demilitarization as well as appropriate supporting documentation are sent to the TA for retention as part of the materiel file for a period of five years after the equipment or any component thereof leaves the DND inventory. For accountability purposes, the authorized DND/CAF representative must be an individual with sufficient technical knowledge to determine whether or not the controlled goods have been fully demilitarized. Sufficient technical knowledge can generally be acquired when a:
- a. DND/CAF member, embedded contractor or OGD official is working in DND/CAF facilities in a repair or disposal section and has been specifically trained for demilitarization activities;
  - b. DND/CAF member is qualified to repair or maintain the type of equipment to be fully demilitarized; or
  - c. DND/CAF member is acting as a base technical inspector or a QAR.

NOTE: The full demilitarization requirement, method and criteria must be recorded on a Certificate of Demilitarization (DND 258). For further details, refer to the CTAT manual, part 2.

- 2.18 If controlled goods are to be fully demilitarized outside Canada and an authorized DND or CAF representative is not available, the CTAT office must approve the full demilitarization process ahead of time.
- 2.19 If not transferred to an authorized person, controlled technical data and any associated storage media must be fully demilitarized before disposal in accordance with the instructions provided in paragraph 1.11.
- 2.20 Fully demilitarized controlled goods are no longer considered controlled goods in Canada. However, Global Affairs Canada may still require an export permit for demilitarized controlled goods intended for a foreign destination.
- 2.21 The CTAT Office may be contacted for further instruction on the full demilitarization process.

### Disposal of Export Regulated Defence Goods and Technologies

- 2.22 Export regulated defence goods and technologies declared surplus by DND/CAF may only be disposed of by:
  - a. transfer to an authorized person, in accordance with Canadian and foreign export control laws as applicable; or
  - b. destruction.
- 2.23 Refer to DAOD 3013 series for additional information relating to the disposal of ERDs declared surplus and DAOD 3017 series for additional information relating to their transfer to OGDs. For disposal (including transfers) of ERDs, subject to the U.S. ITAR, or Canada's Export Control List (ECL), but not subject to the DPA Schedule, the CTAT Office must be contacted directly.
- 2.24 If ERDs of foreign origin are to be transferred to a third party not listed in the original foreign export authorization, the appropriate foreign authorization must be obtained. DSCO is responsible for staffing all disposal actions including sales and donations while DQA is responsible for staffing all loans. DSCO will ensure that all applicable retransfer authorizations have been reviewed and approved by the CTAT office before they are submitted. The CTAT office must be contacted directly in the case of retransfers for items that have not been authorized by DSCO or DQA.

### Destruction

- 2.25 All export regulated defence goods and technologies of DND/CAF are identified by a Demilitarization Code (DMC) in the CGCS or other pertinent materiel management

systems. The DMC of “Q” is assigned to items that are not subject to the DPA, but are listed on Canada’s Export Control List (ECL) group 1 (dual use items) and listed in the U.S. Export Administration Regulations - Commerce Control List (CCL) 500 and 600 series or listed on the U.S. ITAR but not subject to the CGR. Destruction is a requirement unless the items can be transferred to an authorized person.

- 2.26 ERDs must be destroyed in accordance with appropriate destruction instructions issued by the applicable TA. Destruction must render the item no longer useable for its original purpose.
- 2.27 If not transferred to an authorized person, Export regulated defence technical data and any associated storage media must be destroyed in accordance with the instructions provided in paragraphs 1.14, 1.16 1.17 and 1.18.
- 2.28 Destroyed ERDs are no longer considered ERDs in Canada and can generally be transferred to a Canadian citizen without the requirement of domestic or foreign authorizations. Global Affairs Canada may still require an export permit for remnants of destroyed ERDs intended for a foreign destination.
- 2.29 DSCO may be contacted for further instruction on the destruction process of such materiel.

### Identification and Marking of Controlled Goods

- 2.30 The identification of controlled goods and export regulated defence goods and technologies (ERDs) as well as the marking of controlled technical data must be applied on entry into the inventory of DND/CAF. For instance:
  - a. export control information with respect to controlled goods not directly held by DND/CAF, such as parts held and managed by a contractor under an integrated contractor support plan, must be readily available to DND/CAF; and
  - b. export control information contained in local area networks, electronic databases, transmitted via facsimile machines, telephones, internet or emails must be identified, marked and safeguarded in accordance with relevant DAODs and the specifications stated in the CTAT Manual.
- 2.31 The assigned LCMM, Designated Authority, Systems Authority and/or Technical Authority must:
  - a. ensure that the contractor from whom the controlled goods or export regulated defence goods and technologies are acquired has properly notified DND/CAF about their nature;
  - b. mark associated controlled technical data in accordance with its relevant designation;
  - c. if required, correct both the marking of controlled technical data and the identification of other controlled goods within their responsibility upon receipt of authentication by the CTAT Office; and

- d. consult the CTAT Office to obtain identification authentication in the event the contractor from whom the controlled goods or export regulated defence goods and technologies are acquired has not:
    - i. properly notified the DND/CAF; or
    - ii. marked controlled technical data in accordance with the DND/CAF marking instructions in Part 2 of the CTAT Manual.
- 2.32 Technical data provides information about a system, sub-system, equipment, assembly, sub-assembly or part. If the item described is not a controlled good, generally, the associated technical data is most likely not considered controlled technology. If the item described is not export regulated then the associated data is most likely not export regulated. In the case of items listed on the U.S. Commerce Control List 500 and 600 series, the Export Control Classification (ECCN) numbers should be used as part of its identification.
- 2.33 The Publications Depot of DSCO must ensure that controlled technical data stored and Export regulated Defence technical data stored and entered in their repository systems is properly marked. A list of relevant stamps can be found in Part 2 of the CTAT Manual.
- 2.34 In the event of any dispute as to identification of controlled goods, technical data, export regulated defence goods and technologies, the CTAT Office will act as the authority for the final identification.
- 2.35 Controlled goods or controlled technical data, when transferred to a U.S. entity (government or industry), shall be treated in accordance with the U.S. National Industrial Security Program Operating Manual (NISPOM) which categorizes controlled goods or controlled technical data as Controlled Unclassified Information (CUI).
- 2.36 If derivative materials such as training lesson plans are created, the creator must mark the materiel based on the source identification.
- 2.37 The CTAT Office may be contacted for additional information on marking and identification.

## Procurement

- 2.38 Controlled goods are centrally managed and, unless authorized by the LCMM/TA, are not to be procured locally. Individuals authorized to procure direct with trade must ensure they are aware of the restrictions on the purchase of controlled goods.
- 2.39 The possibility of controlled goods being included in a procurement process must be determined as early as possible. This includes the assessment whether there will be potential access to controlled goods and/or export regulated defence goods and technologies throughout each phase of the procurement process (pre-procurement, planning, execution, control, and closure) as well as whether any requirements exist during in-service support activities.

## Access to Controlled Goods

- 2.40 The access to controlled goods needs to be reflected in the Treasury Board Secretariat Security Requirement Check List (SRCL) document. Controlled goods specific contract security clauses are to be provided to the Procurement Authority as part of the procurement process by the Public Service and Procurement Canada Industrial Security Sector and addresses access to controlled goods by domestic and/or foreign private suppliers.

## Controlled Goods of Foreign Origin

- 2.41 Before signing any export control related document for controlled goods of foreign origin, DND/CAF members must provide the CTAT Office with the document for review and approval. Upon review, the CTAT office will then provide the authority to execute the relevant export control related document.
- 2.42 After the document is signed:
- a. the signed original must be kept on the equipment file by the applicable PA/LCMM/TA; and
  - b. a copy of the original must be sent to the CTAT Office within 30 days.
- 2.43 Before transferring controlled goods of foreign origin to a person not listed in the export authorization from the country of origin, the CTAT Office must be contacted to determine:
- a. if a specific foreign authorization is required; and
  - b. how to proceed with requesting authorization if necessary.

**NOTE:** Planning ahead is strongly recommended when considering the transfer (and retransfer) of controlled goods of foreign origin. Foreign authorizations may take several weeks even months to obtain.

- 2.44 For the purposes of export controls, the country of origin dictates the rule set that applies to that good. United States origin controlled goods are the most common and challenging for Canada. United States origin goods and technologies identified on the United States Munitions List and the United States Commerce Control List 500 and 600 series, require DND/CAF to control their transfer outside of DND/CAF. Items are considered United States origin irrespective of their actual place of fabrication if they were:
- a. conceived or fabricated in the United States;
  - b. built under United States license;
  - c. contain United States components subject to United States defense trade controls;
  - d. benefited from a United States defense service;
  - e. incorporate United States technical data; or
  - f. were exported from the United States.

Export Regulated Defence Goods and Technologies of Foreign Origin

- 2.45 Before signing any export control related document pertaining to ERDs of foreign origin, DND/CAF members must provide the CTAT Office with the document for review and approval
- 2.46 After the document is signed:
  - a. the signed original must be kept on the equipment file by the applicable TA; and
  - b. a copy of the original must be sent to the CTAT Office within 30 days.
- 2.47 Before transferring ERDs of foreign origin to a person not listed in the original foreign export authorization, the CTAT Manual must be consulted to determine how to proceed with requesting the necessary retransfer authorizations.

Stocktaking

- 2.48 Regardless of their monetary value or location, all controlled goods are subject to stocktaking. Details on the stocktaking of controlled goods can be found in Chapter 4.3 Stocktaking.

Materiel Adjustment and Write-off

- 2.49 Materiel adjustments and write-offs, if required, will be carried out as per Chapter 4.4 Materiel Adjustment, Write-off and Financial Reporting.

Compromise

- 2.50 The compromise of a controlled good occurs when a controlled good is stolen (theft) or is accessed, disclosed, destroyed, removed, modified, utilized and/or interrupted without proper authorization. The table below highlights the reporting differences between the CTAT loss of a controlled good and the materiel loss applicable to write-offs.

For ...	of ...	use the ...
reporting the loss or compromise	a controlled good to CTAT,	definition of loss (controlled goods).
reporting a deficiency	all materiel, including controlled goods on a CF 152	definition of materiel loss.

- 2.51 The examples below show the reporting difference between a materiel loss and the loss of a controlled good:

- a. if a controlled good is damaged beyond repair it is considered a materiel loss. However, since DND maintains custody of the controlled good, it is not considered a loss of the controlled good. Therefore, it is not necessary to report the loss to CTAT; and
  - b. if a controlled good was stolen, it would be considered a materiel loss. In this case, DND has lost custody of the item. Reporting to CTAT would be required, using a Controlled Goods Loss or Compromise Reporting Form (DND 2585-E or DND 2585-F).
- 2.52 The CO must ensure that a loss or compromise of a controlled good is reported without delay upon discovery to the CTAT Office. Further, the loss or compromise of sensitive controlled goods (including but not limited to) NVDs and Defence Advanced GPS Receivers is to be reported immediately to the same office. This reporting requirement is in addition to the normal reporting requirements set out in applicable security policies and instructions of DND/CAF. Additionally, the CO must immediately report to the Military Police if the suspected loss or compromise of a controlled good is due to a security violation, security breach or criminal activity.

### Packaging and Shipping

- 2.53 Controlled goods must be packaged in such a manner to prevent examination of the goods by unauthorized persons during shipping. The method used for packaging should allow the recipient to detect whether the item was opened or examined during shipping. Packages should have numbered seals, tape or stickers that will help indicate whether or not the package has been opened. Custodians must ensure that the contents of the package are not identified as a controlled good on the package/container. As an example, a radio could be placed in one or many unmarked boxes and the boxes sealed with tape to prevent unauthorized access.
- 2.54 When recent threat assessment has not indicated an elevated security risk, controlled goods may be shipped by similar means as non-sensitive goods. Controlled goods listed at annex B of this chapter that require a threat assessment prior to shipping, must be expedited via signature & tracking service. In circumstances of higher threat levels, Commanding Officers, in conjunction with their security advisors and transportation authorities, are expected to use more secure methods such as direct-routing, sealed trailers or boxcars, or escorted military transport. Details on threat and risk assessments are covered further in the National Defence Security Orders and Directives (NDSOD), Chapter 3, Section 3, Conduct of Threat and Risk Assessment.
- 2.55 It is the responsibility of DND to ensure that the recipient is:
- a. authorized by the Controlled Goods Directorate (CGD) of PSPC;
  - b. made aware that the items are controlled; and
  - c. authorized by the country of origin to access the goods, if the controlled goods are of foreign origin

2.56 DND/CAF members must ensure that if controlled goods are transported:

- a. the controlled goods are packaged in such a way that prevents their examination by any person other than the recipient, and in a way that the recipient can easily detect if tampering of the controlled goods has occurred; and
- b. the recipient of controlled goods is authorized to receive the controlled goods.

2.57 During transit, controlled goods must be secured in a manner that prevents:

- a. unauthorized access;
- b. theft; or
- c. accidental loss or damage.

2.58 Commercial transport carriers and couriers are not required to be registered under the CGD, however, the selected transport carrier or courier must be able to track shipments at all times.

2.59 To maintain visibility, all controlled goods must be shipped using the appropriate supply system documentation, which is placed inside the package or container.

### Compliance (Under Development)

## PROCEDURES

### Process Flow Charts (Under Development)

3.1 Information on Procedures can be found within the Process Flows available [here](#) or by referring to [DRMIS website](#).

3.2 The following are the Process Flow charts related to this chapter.

Processes	Descriptions
	<ul style="list-style-type: none"> <li>Describe the process flow</li> </ul>

### DRMIS Transaction Codes (Under Development)

3.3 These are the most common DRMIS transaction codes for the activities in this chapter.

Code	Descriptions
	<ul style="list-style-type: none"> <li>Name</li> </ul>

### DRMIS Reports (Under Development)

3.4 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions
	<ul style="list-style-type: none"> <li>Name</li> </ul>

## ANNEX A - Demilitarization Codes

### DMC A

The Demilitarization Code (DMC) of A is assigned to items that are neither controlled under the Defence Production Act (DPA), nor the Export Control List (ECL) in Group 1, Group 2, Group 5 (article 5504) and Group 6, nor the US Commerce Control List (CCL) 500 or 600 series. Demilitarization is not a requirement, nor is the destruction (unless there are contractual or other obligations requiring that the item be destroyed or that requires destruction). Export or other regulatory controls may still exist for these items.

### DMC Q

The Demilitarization Code (DMC) of Q is assigned to items that are not controlled under the Defence Production Act (DPA), but are listed on the Export Control List (ECL), Group 1, Group 2, Group 5 (article 5504) or Group 6 or found in the US Commerce Control List (CCL) 500 or 600 series. Destruction is a requirement unless the items can be transferred to an authorized person.

### DMC D

The Demilitarization Code (DMC) of D is assigned to items that are controlled under the Defence Production Act (DPA). This DMC is usually assigned to controlled technical data, software or items that are simple to demilitarize. The demilitarization is required when the items cannot be transferred to an authorized person. Refer to CFTO “C-01-008-000/MD-000” (Generic Demilitarization Process for Controlled Goods recorded with a Demilitarization Code (DMC) of “B” OR “D”, for the demilitarization of such items.

### DMC F

The Demilitarization Code (DMC) of F is assigned to items that are controlled under the Defence Production Act (DPA). This DMC is usually assigned to controlled items requiring formal demilitarization instructions from the items’ National Inventory Control Point (NICP). The DMC of F is also assigned, by default, to items that have not been reviewed by the CTAT Office. The demilitarization is required when the items cannot be transferred to an authorized person. Contact the items’ NICP to obtain formal demilitarization instructions.

## ANNEX B - Night Vision Devices (NVDs)

### Policy

#### Aim

- 1.1 The aim of this annex is to define the minimum materiel management requirements for Night Vision Devices (NVDs). In the case of a conflict between a contractual agreement and this policy document, the more stringent of the two must take precedence.

#### Context

- 1.2 Night vision technology is highly sensitive and any loss or compromise of this technology is of serious concern to the Government of Canada and our allies. The Department of National Defence (DND) and the Canadian Armed Forces (CAF) are committed to undertaking measures to safeguard both the devices and the technology contained in them.
- 1.3 DND/CAF has committed to the handling of acquired NVDs in accordance with a Security Plan and a strict accountability process, under the authority of the CTAT.

#### References

- 1.4 These references are to be read in conjunction with this annex:
  - a. [Treasury Board - Controlled Goods Directive](#);
  - b. [DAOD 3003-0 Controlled Goods](#);
  - c. [DAOD 3003-1 Management, Security and Access Requirements Relating to Controlled Goods](#);
  - d. [NDSOD, Chapter 3 – Security Risk Management](#);
  - e. [A-LM-158-004/AG-001 - Transportation Manual \(Vol 4\) Movement of Materiel](#); and
  - f. [Controlled Technology Access and Transfer \(CTAT\) Manual](#)

#### Definitions

- 1.5 All definitions, other than those below, can be found in chapter 10.1 Glossary.
  - a. **Compromise:** occurs when a possibility or certainty exists that an unauthorized access, disclosure, destruction, removal, modification has occurred.
  - b. **Critical Spare Parts:** parts that convert non-visible energy sources from the electromagnetic spectrum or amplify the available visible light into a visible image.
  - c. **Discrepancy:** is a difference in quantity (overage or deficient). For serial number tracked NVDs, a discrepancy also occurs when the serial number of the item does not match the system or record. For the purpose of this annex, a discrepancy is a difference in quantity.

- d. **Night Vision Device (NVD):** an electro-optical device that is used to detect visible and infrared energy and provide a visible image. Night vision goggles, forward-looking infrared, thermal sights, and low-light level television are night vision devices.
  - i. **Mounted NVDs:** NVDs that gain substantial protection due to their integration into a vehicle, airframe, ship or building (e.g. a thermal site integrated to a tank).
  - ii. **Portable NVDs:** all NVDs that are not mounted on equipment.

## Process

### Reporting – CTAT Office

- 2.1 The loss or compromise of an NVD must be reported to the Controlled Technology Access and Transfer (CTAT) Office immediately upon discovery, using the Loss or Compromise Reporting Form available on the CTAT web site.
- 2.2 The Loss or Compromise Reporting Form is used when NVDs are found to be an overage thus allowing the CTAT office to cross-reference with previously reported losses.
- 2.3 In the case of an overage or deficiency, the Materiel Management System of Record will require the appropriate adjustment and CF 152 reporting. In the case of non-matching serial numbers, the appropriate adjustment is required and a loss or compromise must be reported to the CTAT Office.

### Stocktaking/Security Requirements

- 2.4 The stocktaking frequency of NVDs and critical spare parts must meet the following minimum measures:

Table 1 – Stocktaking Frequency

- 2.5 A physical accounting of all NVDs in the Materiel Management System of Record must be conducted in accordance with Chapter 4.3 Stocktaking, Table 1 – Stocktaking Requirements and Cycle Count Indicator.

NVD Type	Storage / In Use	Stock Type / Stock Classification	Stocktaking Requirements
Portable NVDs	Stored	ALL	<ul style="list-style-type: none"> <li>• Physical count – Monthly</li> </ul>
	Issued for use	ALL	
Mounted NVDs	Mounted	ALL	<ul style="list-style-type: none"> <li>• Physical count - Yearly</li> </ul>

	Unmounted	ALL	<ul style="list-style-type: none"> <li>Physical count – Monthly</li> </ul>
NVD Spare Parts		Accountable (A)	<ul style="list-style-type: none"> <li>Physical count – Every four (4) years</li> </ul>
		Consumable (C)	<ul style="list-style-type: none"> <li>Physical count – Every four (4) years</li> </ul>
		Controlled Equipment (E)	<ul style="list-style-type: none"> <li>Physical count – Monthly</li> </ul>

Table 2 – Security Verification

2.6 Completed ZE-SNAC reports are kept on file and available for inspection by auditors and other authorized personnel.

<b>NVD Type</b>	<b>Storage / In Use</b>	<b>Stock Type / Stock Classification</b>	<b>Security Verification</b>
Portable NVDs	Stored	ALL	<ul style="list-style-type: none"> <li>Serial number– Quarterly</li> </ul>
	Issued for use	ALL	<ul style="list-style-type: none"> <li>Visual check – Daily</li> </ul>
Mounted NVDs	Mounted	ALL	<ul style="list-style-type: none"> <li>Serial number– Yearly</li> </ul>
	Unmounted	ALL	<ul style="list-style-type: none"> <li>Serial number– Quarterly</li> </ul>
NVD Spare Parts		Accountable (A)	

		Consumable (C)	
		Controlled Equipment (E)	<ul style="list-style-type: none"> <li>Serial number– Quarterly</li> </ul>

Physical Security

- 2.7 Storage and maintenance facilities must provide sufficient protection to minimize the risk of theft, unauthorized access, or accidental loss or damage to the NVDs and/or NVD spare parts.
- 2.8 The physical security of NVDs must meet the following minimum requirements:

Table 3 – Physical Security

NVD Type	Storage/ In Use	Requirement
Portable units and critical spare parts	Stored	<ul style="list-style-type: none"> <li>Will be stored in locations that require controlled access by authorized personnel;</li> <li>Storage areas will be a permanent structure with controlled access. Only personnel authorized by the Commander will be allowed in this area;</li> <li>Lighting will be provided for exterior doors and along perimeter barriers. Security lighting will be checked to ensure any unserviceable bulbs are replaced;</li> <li>Exterior doors will be metal and secured by a lock. Key control is the responsibility of the unit Commander or designated representative;</li> <li>All buildings housing NVDs will be located inside a cantonment and/or military facility with a perimeter fence;</li> <li>Locations in which NVDs are held will require a guard or 24-hour monitored video surveillance; and</li> <li>Custodians of materiel will provide controlled access and double barrier protection; such as                             <ul style="list-style-type: none"> <li>a. locked, built-in or free-standing steel container, which is secured to a locked or guarded building, enclosed van, trailer or armoured vehicle; or</li> <li>b. locked steel cage or vault secured in a locked or guarded structure.</li> </ul> </li> </ul>
Non critical spare-part	Stored	Must be secured in a manner that prevents: <ul style="list-style-type: none"> <li>access by unauthorized personnel;</li> <li>theft; or</li> </ul>

		<ul style="list-style-type: none"> <li>• accidental loss or damage.</li> </ul>
Portable	Issued for use	<ul style="list-style-type: none"> <li>• Individuals must secure the devices and be responsible for maintaining control of the devices at all times; and/or</li> <li>• NVDs must be secured inside a locked, enclosed van, trailer, or armoured vehicle if these vehicles remain under constant surveillance.</li> </ul>
Mounted	Stored and Issued for use	<ul style="list-style-type: none"> <li>• No unsupervised access to the platform is allowed; and</li> <li>• The platform must be locked when unattended.</li> </ul>

#### Access to NVDs and Related Technical Information

- 2.9 Access to NVDs and related technical information will be limited to CAF members, DND employees and embedded contractors. Retransfer to third parties requires specific approval, staffed through CTAT.

## ANNEX C - Controlled Cryptographic Items (CCI)

### Policy

#### Aim

- 1.1 This annex details the policies and procedures to be followed by supply activities personnel for the management of Controlled Cryptographic Items (CCI) held in the Defence Supply Chain (DSC) Materiel Management System of Record. The Department of National Defence (DND) and the Canadian Armed Forces (CAF) are responsible for ensuring that materiel assets designated CCI are given the level of protection necessary to prevent their unauthorized access, possession, or transfer. CCI must be managed in compliance with the Information Security (INFOSEC) 2, Communications Security (COMSEC) Material Policy, Standards and Procedures.

#### Context

- 1.2 DND and the Canadian Armed Forces are committed to the management and safeguarding of CCI throughout the entire life cycle, in accordance with relevant directives and materiel management policies. This annex provides additional or unique directives that pertain only to CCI held in the Defence Supply Chain.

#### References

- 1.3 The following references are to be read in conjunction of this annex:
  - a. [Treasury Board - Controlled Goods Directive](#);
  - b. [DAOD 3017-1 Management of the Transfer of Materiel to Other Government Departments \(OGDs\)](#);
  - c. [DAOD 6003-0 Information Technology Security](#);
  - d. [DAOD 6003-1 Information Technology Security Programme](#);
  - e. [DAOD 6003-2 Information Technology Security Risk Management](#);
  - f. [DAOD 6003-3 Information Technology Security Monitoring and Auditing](#);
  - g. [Canadian Cryptographic Doctrine \(CCD\)](#);
  - h. [INFOSEC 2 - COMSEC Material Control Policy, Standards and Procedures](#);
  - i. [NDSOD, Chapter 5 – Physical Security](#);
  - j. [NDSOD, Chapter 7 - Information Technology Security](#); and
  - k. [A-LM-158-004/AG-001 - Transportation Manual \(Vol 4\) Movement of Materiel](#).

## Authorities and Responsibilities Tables

## 1.4 Authorities Table

The ...	has or have the authority to ...
Assistant Deputy Minister Information Management (ADM(IM))	<ul style="list-style-type: none"> <li>• issue policies, instructions, directives and standards for Information Technology (IT) security in the DND and the CAF;</li> <li>• develop and deliver the IT Security Programme;</li> <li>• ensure that appropriate IT security measures are applied to all DND and CAF information management, IT assets, activities and processes;</li> <li>• ensure a comprehensive approach for IT security in order to provide continuous IT service delivery in support of the business continuity strategy;</li> <li>• assess the IT security of systems, programmes and services, and authorize their operation; and</li> <li>• accept the residual risk to common DND and CAF IT infrastructure.</li> </ul>
Level 1 advisors and Commanders of commands	<ul style="list-style-type: none"> <li>• issue amplifying IT security policies, instructions, directives and standards to meet their business and operational needs.</li> </ul>
Director Information Management Security (DIM Secur)	<ul style="list-style-type: none"> <li>• act as the IT security coordinator, IT security authority and Departmental COMSEC Authority for the DND and the CAF;</li> <li>• establish and manage the IT Security Programme; and</li> <li>• serve as principal IT security contact for the DND and the CAF.</li> </ul>

## 1.5 Responsibilities Table

The ...	is or are responsible for ...
Director Information Management Security (DIM Secur)	<ul style="list-style-type: none"> <li>• producing DND/CAF COMSEC policies;</li> <li>• promoting security awareness among the DND/CAF community;</li> <li>• raising DND COMSEC requirements to CSE;</li> <li>• providing advises and guidance in response to inquiries concerning COMSEC policies;</li> <li>• coordinating High Assurance Cryptographic Products (formerly known as Type 1) and Cryptographic High Value Products Purchase Authorization requests and related documentation for the acquisition, software updates, and replenishment of COMSEC equipment;</li> <li>• reviewing COMSEC incidents, evaluate investigation reports, adjudicate on corrective measures and close incident files;</li> </ul>

The ...	is or are responsible for ...
	<ul style="list-style-type: none"> <li>• co-coordinating COMSEC Visit Clearance Requests with CSE; and</li> <li>• completing Accountable COMSEC Materiel Control Agreements (ACMCA).</li> </ul>
Canadian Forces Crypto Support Unit (CFCSU)	<ul style="list-style-type: none"> <li>• authorizing, producing, distributing, accounting and controlling all COMSEC materiel within DND/CAF;</li> <li>• coordination with Offices of Primary Interest, in the development, translation, production and update of DND/CAF's COMSEC and INFOSEC publications;</li> <li>• establishing, implementing and enforcing procedures for the distribution and accounting of COMSEC materiel in DND/CAF;</li> <li>• performing COMSEC inspections and audits;</li> <li>• planning, developing and managing the production and distribution of both physical and electronic keying materiel in DND/CAF;</li> <li>• providing guidance/assistance in respect to the COMSEC accounting procedures;</li> <li>• providing Life Cycle Materiel Management (LCMM) services for CCI and their related ancillaries; and</li> <li>• providing training to COMSEC Custodians and Formation COMSEC Authorities (FCAs).</li> </ul>
Commanding Officer	<ul style="list-style-type: none"> <li>• ensuring that appropriate storage facilities are in place for the highest classification of the CCI materiel held by an account IAW NDSOD directives.</li> </ul>
Land Force Crypto Distributing Authority (LFCDA)	<ul style="list-style-type: none"> <li>• the control and distribution of COMSEC materiel within the LFCDA's area of operations.</li> </ul>
Communications Security (COMSEC) Custodians	<ul style="list-style-type: none"> <li>• ensuring compliance with CFCSU policies, standards, guidelines and instructions.</li> <li>• the receipt, storage, access, distribution, accounting, disposal and destruction (upon CFCSU authority) of COMSEC materiel that has been charged to a unit's COMSEC account.</li> </ul>
Supply Manager (SM)	<ul style="list-style-type: none"> <li>• the materiel management of designated CCI in the DSC;</li> <li>• responding to requests from CFCSU regarding the status of CCI held in inventory.</li> </ul>

The ...	is or are responsible for ...
Consignor	<ul style="list-style-type: none"> <li>• following authorized procedures, methods and means of shipping;</li> <li>• initiating a shipment notification message;</li> <li>• ensuring that adequate arrangements have been made for the protection of materiel in transit and for timely delivery; and</li> <li>• maintaining a record of shipment.</li> </ul>
Consignee	<ul style="list-style-type: none"> <li>• the physical verification of shipment contents. This verification is done against both the shipping documents (DRMIS Consignee Waybill) received and the details in the shipment notification message.</li> </ul>
DND employees and CAF members	<ul style="list-style-type: none"> <li>• complying with all Government of Canada, DND and CAF policies, instructions, directives and standards in respect of IT security risk management; and</li> <li>• ensuring that CCI returned to any supply activity/ facilities, for any reason, is zeroized.</li> </ul>

## Definitions

1.6 Definitions, other than those found below, can be found in the Chapter 10.1 Glossary.

- a. **Classified COMSEC Equipment** – A cryptographic device that is classified at all times, whether keyed or not, e.g. Key Processor (KP).
- b. **Communications Security (COMSEC)** - The application of cryptographic security, transmission and emission security, physical security measures, operational practices and controls, to deny unauthorized access to information derived from telecommunications and that ensure the authenticity of such telecommunications.
- c. **COMSEC materiel** – Materiel designed to secure or authenticate telecommunications information. COMSEC Materiel includes, but is not limited to, key, equipment, modules, devices, documents, hardware, firmware or software that embodies or describes cryptographic logic and other items that perform COMSEC functions.
- d. **Compromise** – The unauthorized access to, disclosure, destruction, removal, modification, use or interruption of assets or information.
- e. The **COMSEC Custodian** is the individual appointed by the Commanding Officer (CO) to be responsible for the receipt, storage, access, distribution, accounting, disposal and destruction (upon authorization) of COMSEC materiel that has been charged to a unit's COMSEC account.
- f. A **COMSEC Incident** is any occurrence that jeopardizes or potentially jeopardizes the security of classified or protected Government of Canada information while it is being stored, processed, transmitted or received.
- g. **Controlled Cryptographic Item (CCI)** - an UNCLASSIFIED secure telecommunications or information handling equipment, or associated cryptographic

components, that are governed by a special set of control requirements and marked “CONTROLLED CRYPTOGRAPHIC ITEM” or, where space is limited, “CCI”. When filled with keying materiel, CCI is classified up to the level of the keying materiel.

- h. **Discrepancy** – A difference in identification, condition, or quantity between the supplies or services and the associated records.
- i. **Keyed** - Refers to the state of cryptographic equipment in which a cryptographic key has been loaded for use or storage.
- j. **Unkeyed** - Refers to the state of cryptographic equipment in which no cryptographic key has been loaded for use or storage.
- k. **Zeroization** - refers to the action taken to delete keying materiel from cryptographic equipment or a CCI device.

## Process

### Cataloguing

#### 2.1 CCI must be identified by:

- a. Item Management Advisory code "1Q" - Classified Crypto Materiel;
- b. Stock Classification "E" - Controlled Equipment; and
- c. Storage Characteristic Handling Code "G" - Controlled Crypto.

### Controlled Cryptographic Items

#### 2.2 CCI is a designation applied to equipment that is unclassified when not filled with a cryptographic key (i.e., "unkeyed"), but is subject to special accounting controls and markings. The majority of CCI's are managed within COMSEC channels, and some within the DSC. At present, the following items have been authorized as managed inventory within the DSC:

- a. Combat Net Radio Enhanced, RT-5141/U, NSN 5820-20-009-2016, referred to as CNR(E);
- b. Combat Net Radio Primary, RT-5121A/U, NSN 5820-21-920-6613, referred to as CNR(P); and
- c. AN/PRC-521 Light Assault Radio RT-5113, NSN 5820-21-911-5982, referred to as LAR.

#### 2.3 In the DSC, CCI is tracked as controlled equipment and accounted for by stock number and serial number. For further detail on the process to move controlled equipment, refer to SAM chapter 9.5, Controlled Equipment.

### Keyed CCI Classification

#### 2.4 When filled with cryptographic keys (i.e. "keyed"), CCI holds the same protection or security classification as the keying materiel.

### Plaques and Labels

#### 2.5 If the serial number on the exterior label is missing or illegible, or if the software serial number does not match the serial number on the exterior label, the radio will be tagged as Beyond Local Repair on a CF 942, Materiel Condition Tag, and sent for Repair & Overhaul (R&O). Notify the Director Land Command Systems Program Management (DLCSPM) LCMM and the SM.

#### 2.6 Approved labels that can be affixed to CCI or its protective packaging include manufacturer labels, equipment nomenclature plate, CCI labels, tamper-evident labels, and any other CSE-authorized labels. An approved label must not be removed or covered by another label. Visible signs of label tampering must be reported as a COMSEC incident.

## Storage

- 2.7 Unkeyed CCI require storage that must provide reasonable protection from compromise, theft, tampering and damage.
- 2.8 When not under the direct and continuous control of authorized personnel, unkeyed CCI requires storage within an Operations Zone, at a minimum, that provides protection from accidental loss, unauthorized access, theft, tampering and damage (e.g. room, locker, cabinet, container or drawer secured by a padlock).
- 2.9 CCI must never be stored in a keyed state, unless keyed CCI cannot be zeroized due to malfunction or damage. When CCI is required to be stored in a keyed state, it must be stored in accordance with the highest protection or classification of key loaded in the CCI.
- 2.10 A CCI for which zeroization cannot be confirmed due to malfunction must be transferred to the Canadian Forces Crypto Support Unit, through the COMSEC channels, with the assistance of the nearest COMSEC custodian, as detailed in Table 8-1 of INFOSEC 2. It must be handled at the highest classification level of the loaded key.
- 2.11 CCI that use a CIK or a PIN to unlock the secure mode are considered unlocked whenever the CIK is inserted or the PIN is entered.
- 2.12 Storage for CCI shall not be used for any other purpose with the exception that classified standard documents (CSDs) may be stored therein when no other storage container is available for these documents and under the condition that CCI and CSDs are kept clearly segregated from one another within that container.

## Commanding Officers' Responsibilities

- 2.13 The commanding officer is responsible for ensuring the following:
  - a. Appropriate storage facilities for the highest classification of the materiel held by the account, as prescribed in NDSOD, Chapter 5, Physical Security.
  - b. Personnel to whom classified materiel has been entrusted are provided with the required secure containers. The RCMP [Security Equipment Guide](#) (G1-001) lists approved containers (access is restricted to Government of Canada departments and agencies).
  - c. Physical security surveys are conducted when required in accordance with NDSOD Chapter 5, Section 4, Physical Security Survey, and reviewed by the COMSEC custodian. The custodian must keep a copy of the initial survey. In addition, the two most recent periodic surveys must also be kept on file.

## Prerequisites for Access to CCI

- 2.14 Individuals who require access to keyed CCI must possess a valid DND security clearance commensurate with the security classification of the keying materiel and information they

will access and have a “need-to-know”. They must have been given either a “COMSEC briefing” or a “COMSEC briefing for CCI”. Upon completion, the individual must sign a COMSEC Briefing Certificate ([DND 1902](#)) or the COMSEC Briefing Certificate for Access to CCI Controlled by the Supply Chain ([DND 4127](#)). The signed certificates must be retained on file, for a minimum of five years after an individual’s authorization to access CCI has ended.

- 2.15 Supply technicians and other DSC personnel who handle unkeyed CCI must nevertheless be given a Communications Security briefing by the COMSEC custodian, and must sign a COMSEC Briefing Certificate (DND 1902) or a COMSEC Briefing Certificate for CCI (DND 4127). The certificates must be retained on file by the COMSEC custodian for a minimum of five years after an individual’s authorization to access CCI has ended.

NOTE: COMSEC-specific forms and certificates are available in the Crypto Support Forms Repository.

### Inspection of CCI

- 2.16 The CFCSU is responsible to oversee the overall security of CCI while in the Defence Supply Chain (DSC). This is accomplished through annual inspections of facilities to verify the following:

- a. Storage facilities are adequate;
- b. Handling procedures are appropriate; and
- c. Personnel have the necessary knowledge.

- 2.17 Canadian Forces Supply Depot (CFSD) locations must be inspected annually. Brigade supply and Reception and Dispatch (R&D) sections must be inspected in conjunction with the annual COMSEC inspection of the Brigade LFCDA.

- 2.18 On completion of inspection, a Report of Inspection is prepared and sent to the commanding officer.

### Procurement

- 2.19 Procurement of CCI and cryptographic equipment is processed through CFCSU as detailed in INFOSEC 2, COMSEC Material Control Policy, Standards and Procedures. Submissions or requisitions that include any form of cryptographic devices must be approved by National Defence Headquarters (NDHQ)/ Director of Information Management Security (DIM Secur) and CSE prior to procurement action being taken.

### COMSEC Incidents Involving CCI

- 2.20 COMSEC incidents involving CCI that must be immediately reported include:
- a. Theft, loss or surplus;
  - b. Improper packaging;

- c. Shipping by unauthorized means;
- d. Unauthorized write off, destruction, or disposal of CCI;
- e. CCI received in a damaged package or in a package that shows evidence of tampering (if this is the case, all packaging material must be retained until investigation is completed);
- f. Damaged CCI that has not been reported to the SM, or that the SM has not reported to the appropriate LCMM (who will provide guidance on further action);
- g. Deliberate falsification of records;
- h. Discovery of a CCI that is not in operational use and has not been zeroized. For example, transported keyed CCI, unless authorized by DIM Secur;
- i. Any Discrepancies;
- j. Occasions when keyed CCI is left unsecured or unattended where unauthorized persons could have had access;
- k. Unauthorized access to CCI;
- l. Unauthorized disclosure of information or attempts by unauthorized persons to affect such disclosure;
- m. Unauthorized maintenance on, or modification to, CCI.

2.21 Compromised CCI, if not lost, must be quarantined and passed to the nearest COMSEC custodian.

### Incident Reporting

2.22 Upon discovery of an incident, the event must be immediately reported to the commanding officer of the unit (info Supply Manager, ADM (Mat) DLP 3-3-1-6C), using the COMSEC Incident Report template available on the Crypto Support Intranet site. The detailed procedures for preparing and distributing a COMSEC Incident Report are detailed in INFOSEC 2, Chapter 14, COMSEC Incidents. LFCDA and COMSEC custodians or the Formation COMSEC Authority (FCA) can assist in preparing the COMSEC Incident Report. The list of FCAs is available on the [Crypto Support Intranet](#) site.

2.23 The following reporting process will apply:

- a. If the radio was held in a supply depot, the commanding officer must send a ROUTINE CONFIDENTIAL incident report message to CFCSU with INFO copies to NDHQ COS ADM(Mat)//DMGMC 4 (FCA), DGLEPM OTTAWA//DLCSPM//, NDHQ DGIMTSP OTTAWA//DIM SECUR COMSEC//, and intermediate commanders.
- b. If the radio was issued to a unit account, the commanding officer must send a ROUTINE CONFIDENTIAL incident report message, in accordance with INFOSEC Chapter 14, Annex A, to CFCSU with INFO copies to the applicable FCA, DGLEPM OTTAWA//DLCSPM//, NDHQ DGIMTSP OTTAWA//DIM SECUR COMSEC//, and intermediate commanders. **If the equipment was filled with key or keyed at the time of loss or compromise, or cannot be guaranteed to have been zeroized, the message must be upgraded to IMMEDIATE.**

Stocktaking/ Security Requirements

2.24 The stocktaking frequency of CCI must meet the following minimum requirements:

Type	Storage / In Use	Stock Type / Stock Classification	Stocktaking Requirements	Security Verification
All CCI	Stored	ALL	<ul style="list-style-type: none"> <li>Physical count Monthly</li> </ul>	<ul style="list-style-type: none"> <li>Serial number validation – Semi-annually – April and October</li> </ul>
	Issued for use	ALL		<ul style="list-style-type: none"> <li>Visual check – Daily</li> </ul>

Write-Off and Adjustment Transactions

2.25 Commanding officers and other equivalents do not have write-off authority for CCI for which they are responsible. All write-off requirements involving CCI must be documented and approved by both the DLCSPM LCMM and DIM Secur COMSEC. Incidents involving discrepancies, compromise, damage or destruction of CCI must be documented on a COMSEC Incident Report. Adjustment transactions in the Materiel Management System of Record will be permitted only once DIM Secur approval is received. Once approved, adjustment transactions must be actioned as per Materiel Adjustment, Write-Off and Financial Reporting section.

Disposal

2.26 DLCSPM LCMM and DIM Secur approval is required for CCI that is deemed beyond economical repair, and returned to CFCSU for final disposition in accordance with INFOSEC 2, Chapter 11, Destruction.

Destruction

2.27 **Routine Destruction:** Only the authorized COMSEC authorities must carry out routine destruction of CCI. DSC personnel must not perform CCI destruction of any nature. CCI that are deemed to be irreparable must be reported to the SM and must be disposed of after receiving appropriate guidance from the DLCSPM LCMM. CFCSU is the only organization within DND/CAF authorized to dispose of and destroy CCI, with the exception of an implemented Emergency Destruction Plan (EDP) as outlined below.

2.28 **Emergency Destruction:** Operational users and in-theatre logistics elements are required to prepare a COMSEC Emergency Destruction Plan (EDP) in accordance with INFOSEC 2, Chapter 11. In tactical situations, the authorization to conduct the EDP is received through the chain of command; however, the EDP can be conducted on a unit’s own

initiative if loss or capture is inevitable. DSC depot personnel must not destroy any CCI unless authorized to implement the COMSEC EDP by the CO or a delegated officer. A COMSEC incident report must be immediately sent providing all the details that led to the emergency destruction.

### Zeroization

- 2.29 The user of the CCI must zeroize the item prior to placing the item in storage/stock assets; returning the item through the DSC for maintenance or replacement; or transporting or shipping the item – except for CCI in tactical use. Failure to do so will result in a reportable COMSEC incident.

### Temporary Issues to Users

- 2.30 When CCI is temporarily issued to an authorized individual, the issue is documented on a [DND 4128](#), Temporary Issue of CCI Managed by Supply. Stock codes and serial numbers must be annotated on the documentation when an issue is made. The original copy of the DND 4128 remains with the supply technician and a copy is given to the user. Temporary issues are reviewed monthly.
- 2.31 Authorized recipients of CCI must be in possession of a valid identification card, and must have signed a COMSEC Briefing Certificate for CCI ([DND 4127](#)).

### Movement of CCI Between DND/CAF and Private Sector companies, OGDs and Agencies

- 2.32 Notwithstanding Article 2.8, CCI must only transit to or from DND/CAF via COMSEC channels, i.e. CFCSU, as per INFOSEC 2. CCI must be removed from the supply system once it has been taken on charge in the COMSEC System.
- 2.33 Notwithstanding Article 2.8, private sector companies must return CCI to the CFCSU and must not ship CCI to a Canadian Forces Supply Depot (CFSD).
- 2.34 CCI received by the DSC from private sector companies must be reported immediately to CFCSU through the DLCSPM LCMM. CCI must transit through CFCSU for onward distribution to DSC via the Serial Number Accounting and Control (SNAC) system.
- 2.35 Requests to provide CCI outside DND/CAF control, including Government Furnished Equipment requests, require approval from NDHQ/DIM Secur COMSEC. Once approved, the request will be forwarded to CFCSU for action. On conclusion of the requirement, unless stated otherwise, the CCI must be transferred back to CFCSU via COMSEC channels.

### Repair, Overhaul or Modification to CCI

- 2.36 CCI requiring repair, overhaul or modification must be shipped to and from the contractor Repair & Overhaul (R&O) maintenance facility only if a specific R&O contract is in place

and approved by CFCSU and the Communications Security Establishment's Industrial COMSEC Account (CICA). CCI will be transferred through the DSC as per R&O managed and SPINS.

### Packaging CCI

- 2.37 Prior to packaging for shipping, the individual must ensure that the CCI has been zeroized. A [CF 942](#), Material Condition Tag, must accompany the shipment and annotated as "Zeroization Confirmed". If zeroization cannot be confirmed, the supply technician will return the CCI through COMSEC channels, to CFCSU, with the assistance of the nearest COMSEC custodian, using the method prescribed in INFOSEC 2, Table 8-1.
- 2.38 Unkeyed CCI must be packaged for shipment in a manner as to:
- a. prevent undetected access to the contents;
  - b. not reveal the nature of the contents, nor invite undue attention to the shipment; and
  - c. prevent physical damage and deterioration to the contents while in transit or in subsequent packed storage.
- 2.39 Package operational and seed key separately from their associated CCI and transport in different vehicles on different days, unless the key is an UNCLASSIFIED maintenance key.
- 2.40 When CCI must be shipped in a keyed state due to malfunction, ship the package in accordance with the classification of the key. See Table 8-1, INFOSEC 2.

### Wrapping

- 2.41 Prior to transportation or shipment, CCI shall be double-wrapped with two successive opaque covers or containers.
- 2.42 The inner wrapping, generally a cardboard carton, must be prepared and secured with fibre-reinforced gum tape (NSN 8135-21-840-1754) so as to provide sufficient protection from damage and provide evidence of any attempt to access its contents. The inner wrapping shall include:
- a. The complete address of the consignee
  - b. The complete address of the consignor
  - c. The security classification on all sides (if applicable and authorized)
  - d. The notation "CCI" on all sides
  - e. The shipment number
  - f. The total number of boxes in the shipment (e.g. 1/3, 2/3, 3/3)
- 2.43 The outer wrapping must be made of good quality, untreated, grade A-50, Kraft wrapping paper (NSN 8135-21-550-5905). The outer wrapping must be suitably bound with the

above-mentioned paper tape to ensure a sturdy parcel. If deemed necessary, string may be used to reinforce the binding. The outer wrapping shall include:

- a. The complete address of the consignee
  - b. The complete address of the consignor
  - c. The shipment number
  - d. The customs declaration label (if applicable)
  - e. The total number of boxes in the shipment (e.g. 1/3, 2/3, 3/3)
- 2.44 In order to conceal the sensitive nature of the shipment, the outer wrapping shall be free of any indication that the package contains CCI. No reference shall be made as to the description or nomenclature of the equipment being shipped. For exterior container documentation purposes, CCI are considered controlled and sensitive items.
- 2.45 Each item is to be individually wrapped to prevent damage, and multiple items going to the same destination can be shipped in the same cartons which become the second wrap. Shipments must not be consolidated with other non-CCI. An individual must be designated to accept custody of the package.
- 2.46 Shipments must contain the DRMIS Consignee Waybill providing all the details on the CCI material being shipped. The Recipient must sign the document and return the signed copy to the issuing SLoc. The issuing SLoc will keep the file open until this signed document is received and will hasten if necessary.

### Shipment Responsibility

- 2.47 The consignor is responsible for ensuring that:
- a. COMSEC materiel is properly prepared for shipping;
  - b. Authorized procedures, methods and means of shipping are employed;
  - c. Adequate arrangements have been made for the protection of materiel in transit and for timely delivery;
  - d. A proper record of shipment is maintained.

### Notification of Shipment

- 2.48 Prior to the shipment of COMSEC materiel, CMTT consignor must notify the recipient by unclassified message, email, or fax, of the details concerning the shipment and the estimated time of delivery.
- 2.49 The notification must include the following, as applicable:
- a. The number, type(s), size and total weight of shipping containers;
  - b. The serial numbers of the items being shipped;
  - c. Mode of transportation;
  - d. Date of shipment;

- e. Estimated time and place of arrival;
  - f. Carrier's bar code or Bill of Lading number;
  - g. Request for pickup by consignee and particulars of person(s) authorized to accept the consignment at destination; and
  - h. Request to acknowledge receipt by message, fax or email.
- 2.50 When a consignee is notified that a shipment is en route, and it is not received within 48 hours of expected delivery, and if not advised of a delay in arrival by the carrier, the consignor must be informed by IMMEDIATE message or fax, or High priority email. The consignor must initiate immediate tracing action and, if the shipment is not recovered within 24 hours of the shipment tracer initiation, report the loss as a COMSEC incident as detailed above.

### Shipments of Accountable COMSEC Materiel

- 2.51 Only individuals appointed as COMSEC custodians are authorized to open shipments of Accountable COMSEC materiel that are not CCI managed by the DSC. The inner wrapping of these shipments is normally identified by a DND 1920 label stating "To be opened by the COMSEC custodian". If a shipment addressed to a COMSEC Custodian is delivered by mistake to the DSC, it must not be opened. The supply technician must contact the authorized recipient in order to arrange for the delivery of the package to the correct location.
- 2.52 For specific instructions on the shipment of COMSEC materiel that is not CCI distributed by the DSC, refer to INFOSEC 2, Chapter 8, Preparation of COMSEC Materiel for Shipping.

### Authorized Modes of Transportation for CCI

- 2.53 Only commercial carriers that have the appropriate security screening will be offered classified materiel for transportation. Transportation Agents must choose from the source list on the National Master Standing Offer (NMSO) for compliant carriers, authorized to transport Classified or Otherwise Sensitive Materiel (including COMSEC Materiel) within Canada.
- 2.54 The minimal acceptable methods authorized for the shipment of classified materiel when no other contractual or international agreements pertain are as follows:
- a. DND aircraft, ship or motor vehicle, or commercial (common) carrier, designated where urgency is essential and/or when DND transport is not available, with a DND escort.
  - b. Commercial (common) carriers that offer signature service or the equivalent (person to person signature while in transit) and a proof of delivery (see Table 8-1, INFOSEC 2).
  - c. Courier service (government or private sector) that offers proof of mailing (acceptance), a record while in transit, and a proof of delivery.

2.55 For more detail on the shipment of Classified or Otherwise Sensitive Materiel, refer to A-LM-158-004/AG-001 - Transportation Manual (Vol 4) Movement of Materiel, Chapter 16.

#### Receipt of CCI

2.56 The consignee must verify that the package has not been tampered with. When satisfied that the package has not been tampered with, the consignee must unpack the contents and verify that the items listed on the DRMIS Consignee Waybill match the items listed in the Notification of Shipment and items shipped by confirming the SC, quantities and serial numbers of the items.

2.57 Upon verification, the consignee must:

- a. sign the DRMIS Consignee Waybill and return the signed copies to the sender, which must be kept for five years; and
- b. acknowledge the receipt of the shipment by email and report any discrepancies to the consignor, who, if required, will initiate a COMSEC incident report.

#### Tactical Movement of CCI

2.58 Transportation of CCI for the purpose of exercises and manoeuvres inside or outside Canada and in support of naval, land, or air operations is considered “tactical”. As a minimum, Commanders/Commanding Officers must ensure that the transportation of CCI complies with the following conditions.

2.59 When this equipment is transported in bulk, the following precautions must be implemented:

- a. CCI must be zeroized;
- b. CCI must be packaged in such a manner so that each piece of equipment is protected from physical damage;
- c. CCI may be transported in an approved shipping container, a Special Equipment Vehicle (SEV), or a vehicle fitted with specially designed shelter kit; for example, S280 or S250. In each case, the container or tactical mobile platform must be secured with an approved lock; and
- d. If the container or tactical mobile platform cannot be secured, the CCI must be provided with sufficient protection to minimize the risk of loss, theft or unauthorized access while in transit.

#### Installed Mounted CCI

2.60 The term “installed” includes CCI that is part of installation kit electronic equipment in a tactical mobile platform, a SEV, or a vehicle equipped with a specially designed shelter. When shipping this type of equipment, the following precautions must be implemented:

- a. CCI must be zeroized;
- b. CCI must be secured in a mounted rack to prevent physical damage;
- c. The tactical mobile platform must be secured with an approved lock. If the hinges on the access door are installed on the outside, they must be spot-welded. In the event that the tactical mobile platform cannot be secured, the CCI must be provided with sufficient protection to minimize the risk of theft or unauthorized access;
- d. DND must provide an escort to accompany the vehicle if it is going to be shipped/transported by civilian rail, ship or aircraft;
- e. Soft-skinned vehicles (SSV) do not fall into this category and are not authorized to be transported with their equipment installed or left unattended.

### Retention and Disposition of Records and Files

- 2.61 All inactive or archived CCI-related transaction documents and shipping records must be retained for a period of no less than five YEARS by the individual or section appointed to maintain CCI documentation, after which they may be destroyed as PROTECTED A materiel.

# 9.7 FORMS AND CONTROLLED SERIAL NUMBERED FORMS

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## POLICY

### Aim

- 1.1 The aim of this policy is to highlight the directives the Department of National Defence (DND) and the Canadian Armed Forces (CAF) have implemented in an effort to ensure effective management of electronic and paper forms.
- 1.2 The Treasury Board (TB) Policy on Information Management (IM) requires all information to be managed in accordance with (IAW) government-wide direction for information management and record keeping, ensuring electronic systems are the preferred means of creating, using, and managing information. In doing so, the information can be managed cost effectively for as long as it is required to meet operational needs and accountabilities.

### Context

- 1.3 Policies and standards, with respect to forms, promote interoperability within the DND, the CAF and the Government of Canada which supports our international obligations with allies and promotes CAF operational success at home and abroad. Forms provide a systematic approach to information collection that increases the accuracy and consistency of the collected data in a cost-effective manner. In this vein, Defence Forms Management, under the umbrella of the Assistant Deputy Minister Information Management (ADM (IM)), focuses on the centralized design and control of forms throughout their life cycle.

### Definitions

- 1.4 Definitions, other than those listed below, can be found in Chapter 10.1 Glossary.
  - a. A **controlled serial numbered form** is any form with an IM advisory code of 2J (refer to Chapter 10.2 Table Codes).

## Authorities and Responsibilities Tables

### 1.5 Authorities Table

The....	Has or have the authority to...
Assistant Deputy Minister – Information Management (ADM(IM))	<ul style="list-style-type: none"> <li>• establish strategic direction and governance structures, and approve plans and programs, for IM in the DND and the CAF;</li> <li>• issue policies, instructions and standards for IM in the DND and the CAF, and oversee their compliance;</li> <li>• align IM policy instruments, requirements, procedures and tools with DND and CAF requirements, GC legal and policy obligations, and agreements with allies; and</li> <li>• approve the implementation of common electronic tools, processes, infrastructure, training, education and performance criteria necessary to support IM requirements.</li> </ul>

### 1.6 Responsibilities Table

The...	Is or are responsible for...
Assistant Deputy Minister Materiel (ADM (MAT))	<ul style="list-style-type: none"> <li>• setting standards, communicating clear expectations and issuing direction for forms management.</li> </ul>
Associate Deputy Minister Information Management (ADM(IM))	<ul style="list-style-type: none"> <li>• setting standards, communicating clear expectations and issuing direction for forms management.</li> </ul>
Defence Forms Manager	<ul style="list-style-type: none"> <li>• developing standards and guidelines for the management of forms throughout their lifecycle;</li> <li>• managing the Defence Forms Catalogue (DFC);</li> <li>• ensuring that applicable form standards are applied to all defence forms;</li> <li>• identifying and defining the requirements for the procurement of defence forms.</li> </ul>
Supply Officer (SupO)/ Logistics Officer (LogO)	<ul style="list-style-type: none"> <li>• requisitioning and receiving all serial numbered forms;</li> <li>• stocking controlled serial numbered forms in a secure lock-up in the supply section;</li> <li>• maintaining a manuscript register, which shall record all receipts and issues by serial number and contain a</li> </ul>

	<p>signature for all controlled serial numbered forms issued;</p> <ul style="list-style-type: none"> <li>• issuing requirements to authorized users, ideally, issues to all major authorized users, e.g. base transportation officer, base comptroller, messing staff, etc., should be made in complete books, pads or sets and for single forms in quantities of not less than 10 forms;</li> <li>• custodial responsibility of controlled serial numbered forms for use in the supply section; and</li> <li>• reporting loss of any controlled serial numbered forms, which were under their custodial control.</li> </ul>
<p>Account Holders</p>	<ul style="list-style-type: none"> <li>• requisitioning requirements from the base, station or unit supply section;</li> <li>• signing for quantities and serial numbers received;</li> <li>• custody of those forms in their possession;</li> <li>• all reports and returns including damaged, cancelled or mutilated forms, as required for those forms in their custody; and</li> <li>• reporting loss of forms that were under their custodial control.</li> </ul>

References

1.7 The following references were used in the development of this policy:

- a. [Treasury Board - Policy on Information Management;](#)
- b. [DAOD 6000-0 Information Management and Information Technology;](#)
- c. [DAOD 6001-0 Information Management;](#)
- d. [DAOD 6001-2 Forms Management;](#) and
- e. [NDSOD Chapter 6 - Security of Information / Standard 6 Security of Information Standards.](#)

## PROCESS

- 2.1 Immediately after the loss of a controlled serial numbered form is discovered, the person who has custodial responsibility for the form shall report the loss in writing to the commander of their base, station or wing. The commander shall, if considered necessary, notify the military or civilian police.
- 2.2 The commander of the base, station or unit may, at their discretion, conduct such investigation as they deem necessary to prevent repetition of the loss and to determine whether theft or misappropriation is involved. In any event, they shall be the authority to conclude such investigations.
- 2.3 When the commander has given authority to conclude the matter, a suitable notation shall be made in the manuscript register, cross-referring to the unit report or investigation file.

## Disposal of Serial Numbered Forms

- 2.4 On disbandment of a base, station or wing, all unused serial numbered forms shall be returned to the appropriate supply warehouse.
- 2.5 Unused serial numbered forms which are returned to the base supply section on disbandment of a base, station or wing and which have been pre-stamped with the unit's name and address shall be destroyed by the base supply officer. The serial number form register shall be annotated and the destruction certified by completion IAW National Defence Security Orders and Directives (NDSOD).
- 2.6 When serial numbered forms subject to control procedures become obsolete, base/station SupOs are to recall from the users unused quantities of such forms. Supply depots and base/station/wing supply sections shall destroy the obsolete forms using procedures outlined in para 1.11 above.

## Compliance (Under Development)

## PROCEDURES

### Process Flow Charts (Under Development)

3.1 The following are the Process Flow charts related to this chapter.

Processes	Description
Eps links	•

### DRMIS Transaction Codes (Under Development)

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
	•

### DRMIS Reports (Under Development)

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
	•

# 9.8 FUEL MANAGEMENT

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## POLICY

### Aim

- 1.0 The aim of this chapter is to provide direction for the management, accountability and inventory control for Fuel resources within the CAF and the DND.

### Context

- 1.1 The CAF and DND are required to manage Fuel as a national strategic commodity central to the ability of the CAF to execute operations. As a special commodity with volatile properties it has unique management requirements in order to ensure accountability, safety and availability. Fuel will be managed as an item of inventory in the approved Materiel Management System of Record and undergo all accountability and control measures contained within this chapter.

### Definitions

- 1.2 Definitions, other than those listed below, can be found in Section 10.1 Glossary.
- a. **Additive:** defined as chemical ingredients of a proprietary nature intended for use in fuels and lubricants. It is added to fuels or lubricants to enhance or correct a specific characteristic.
  - b. **Fuel:** Any form of matter that is combusted or oxidized for the generation of energy propulsion, power generation or heat, and includes aviation fuel, marine distillate fuel, automotive diesel, gasoline and heating oil.

### Authorities and Responsibilities Tables

#### 1.3 Authorities Table

The....	Has or have the authority to...
ADM(Mat)	<ul style="list-style-type: none"> <li>• issue policy instruments regarding materiel management and inventory management including acquisition, support, and disposal.</li> </ul>
Strategic Joint Staff(SJS)	<ul style="list-style-type: none"> <li>• approve amplification directives for F&amp;L management;</li> <li>• oversee F&amp;L training; and</li> <li>• direct F&amp;L reporting mechanisms and other tools.</li> </ul>

Assistant Deputy Minister (Infrastructure and Environment)	<ul style="list-style-type: none"> <li>• establish standards, technical direction and advice on the engineering, construction and maintenance of F&amp;L storage facilities;</li> <li>• direct and advise on the environmental impact of the storage, use and disposal of F&amp;L; and</li> <li>• approve the use of fuel in the support of firefighting training.</li> </ul>
Assistant Deputy Minister (Science and Technology)	<ul style="list-style-type: none"> <li>• support initiatives pertaining to the use of alternative fuels and additives, fuel efficiency and F&amp;L standardization.</li> </ul>
ADM (Information Management)	<ul style="list-style-type: none"> <li>• approve DND and the CAF policy on radio frequency spectrum relating to the hazards of electromagnetic radiation for ordnance, fuel and personnel.</li> </ul>
Environmental Chiefs of Staff (ECS)	<ul style="list-style-type: none"> <li>• approve the quantity of local reserves;</li> <li>• authorize funding for local use and management of F&amp;L; and</li> <li>• conduct life cycle management for F&amp;L, including local policies on hazardous material, transportation, handling and disposal.</li> </ul>
Strategic J4 Fuel & Lubricants	<ul style="list-style-type: none"> <li>• lead all elements of the F&amp;L program on behalf of SJS/DOS.</li> <li>• monitor and implementation of the single fuel policy;</li> <li>• integrate fuel efficiency considerations into the MA&amp;S process;</li> <li>• provide F&amp;L support to all contingency and operational plans; and</li> <li>• oversee F&amp;L training.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> </ul>
Director General Land Equipment Program Management - Quality Engineering Test Establishment	<ul style="list-style-type: none"> <li>• advise on technical support activities associated with the development, acquisition, installation, upgrade, construction and disposal of Aviation Fuel, Petroleum, Oil and Lubricant (AvPOL) materiel and facilities; and</li> <li>• lead as senior DND Aviation Fluid Services Officer (AFSO), to ensure that the quality of Canadian Forces Base and Wing aviation fluids is not compromised from the time of procurement to the end user.</li> </ul>

<p>Director General Maritime Equipment Program Management – Director Naval Platform Systems</p>	<ul style="list-style-type: none"> <li>• advise on technical support activities associated with the development, acquisition, installation, upgrade, construction and disposal of marine fuels and lubricants materiel and facilities; and</li> <li>• control the quality of marine fluids to ensure that it is not compromised from the time of procurement to the end user.</li> </ul>
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1.4 Responsibilities Table

<p>The...</p>	<p>Is or are responsible to...</p>
<p>Director of Staff (DOS) / Strategic Joint Staff (SJS)</p>	<ul style="list-style-type: none"> <li>• provide F&amp;L training to DND employees and CAF members involved in F&amp;L related activities; and</li> <li>• integrate fuel efficiency considerations into the MA&amp;S process.</li> </ul>
<p>Environment Chiefs of Staff(ECS)</p>	<ul style="list-style-type: none"> <li>• integrate fuel efficiency as a factor in the requirements definition process;</li> <li>• manage MA&amp;S operations related to all F&amp;L under the control of the DND and the CAF; and</li> <li>• identify F&amp;L quantity and funding requirement; and</li> <li>• implementing policies and directives for the storage, distribution, inspection, issue, use and disposal of F&amp;L.</li> </ul>
<p>Director General – Environment</p>	<ul style="list-style-type: none"> <li>• coordinate the performance of the sustainable development strategy initiatives on F&amp;L through the <i>Sustainable Development</i> section of the annual Departmental Performance Report.</li> </ul>
<p>Director Naval Platform System</p>	<ul style="list-style-type: none"> <li>• formulate, analyze, review and approve as technical authority and life cycle material manager for marine F&amp;L, the technical content of statements of work and technical specifications for marine F&amp;L; and</li> <li>• writing and maintaining technical documents for marine F&amp;L.</li> </ul>
<p>Director General Land Equipment Program Management - Quality Engineering Test Establishment</p>	<ul style="list-style-type: none"> <li>• formulate, analyzing, reviewing and approving the technical content of statements of work and technical specifications of aviation and land fuels and lubricants, as technical authority and life cycle material manager for aviation and land fuels and lubricants; and</li> <li>• write and maintaining technical documents for the aviation and land fuels and lubricants.</li> </ul>

<p>SJS Strat J4 (F&amp;L)</p>	<ul style="list-style-type: none"> <li>• act as the single F&amp;L program authority for the DND and the CAF;</li> <li>• monitor and analyze fuel transaction data in the Defence Supply Chain and Material Management Systems Records; and</li> <li>• provide situational awareness on strategic and operational F&amp;L issues.</li> </ul>
<p>Operational Commanders, Officers Commanding Commands or Formations and Commanding Officers of Units</p>	<ul style="list-style-type: none"> <li>• maximize the use of commercial and host-nation sources of supply to meet deployed requirements for F&amp;L.</li> </ul>
<p>Base/Wing/Formation Commanding Officer</p>	<ul style="list-style-type: none"> <li>• ensure that fuels facilities conform to policies and regulations;</li> <li>• perform yearly inspection of the facilities;</li> <li>• ensure that all personnel handling fuels and lubricants are properly qualified for:                         <ul style="list-style-type: none"> <li>▪ the operation of the fuels systems;</li> <li>▪ all aspects of fuels handling and related safety precautions;</li> <li>▪ environmental considerations; and</li> </ul> </li> <li>• ensure that all necessary publications, manufacturers' manuals, and diagrams pertaining to the fuel installations are available for immediate reference.</li> </ul>
<p>Base Technical Services Officer (BTSO)/ Wing Logistic Officer (W Log O)/CO Mission Support Squadron(MSS)</p>	<ul style="list-style-type: none"> <li>• oversee the operation and maintenance of the facilities;</li> <li>• performing yearly inspection of the facilities.</li> </ul>
<p>Real Property Operations (RP Ops) officer</p>	<ul style="list-style-type: none"> <li>• care, maintaining, inspecting and repairing of the fuels and lubricants storage and handling facility and its systems.</li> </ul>
<p>Supply Officer</p>	<ul style="list-style-type: none"> <li>• ensure proper supply discipline is followed with regards to fuels accountability and supply operation;</li> <li>• ensure that all staff handling fuels are trained and qualified;</li> <li>• monitor operation of the receiving and issuing areas, including the pump house and the filtration equipment; and</li> <li>• conduct all required semi-annual inspections of the facilities.</li> </ul>

<p>Material Control Officer's responsibilities (MCO)/Aviation Fluid Services Officer (AFSO)</p>	<ul style="list-style-type: none"> <li>• ensure the operation, maintenance and security, of the fuel and lubricant facilities; and</li> <li>• perform monthly inspections.</li> </ul>
<p>Fuel facility supervisor</p>	<ul style="list-style-type: none"> <li>• the management of the packaged products, bulk fuel and diesel;</li> <li>• oversee the supervision of the fuel operators;</li> <li>• all aspects of procurement, receipt, warehousing, movement, issuing, quality and quantity checks of any fuels and lubricants products held at the bulk storage facilities as well as the disposal when required;</li> <li>• the empty fuels and lubricants containers;</li> <li>• ensure that staff is trained and qualified</li> <li>• ensure that all daily inspections and reports are properly completed; and</li> <li>• perform weekly inspection of the fuel facilities.</li> </ul>
<p>Fuel facility operators</p>	<ul style="list-style-type: none"> <li>• conduct daily inspections and dips of the entire fuel facility;</li> <li>• maintain the required registers;</li> <li>• issue and receive fuels and lubricants; and</li> <li>• promote overall safety, security and operation of the facility.</li> </ul>
<p>Transportation Officer</p>	<ul style="list-style-type: none"> <li>• provide operator maintenance and inspections;</li> <li>• operate all modes of fuels and lubricants transportation, refuellers , filtering and water stripping systems with the exception of the pipeline systems;</li> <li>• provide services for the movement of fuels and lubricants between supply points and user unit; and</li> <li>• ensure that all transport refueling equipment operators are properly trained on safety and environmental regulations pertaining to the transportation of fuels and lubricants.</li> </ul>
<p>Electrical and Mechanical Engineering Officer or Senior Land Maintenance Technician</p>	<ul style="list-style-type: none"> <li>• inspect, maintain and repair fuels and lubricants bulk handling equipment such as forklifts, dollies, hoses, connectors, etc.;</li> <li>• inspect, maintain and repair refuellers, filters and water separating systems and associated equipment; and</li> <li>• perform sampling and quality checks on refueling tenders after a filter change.</li> </ul>
<p>Ship's Engineering Division</p>	<ul style="list-style-type: none"> <li>• maintain the aircraft fluid dispensing equipment on board ships.</li> </ul>

Construction Engineering Officer	<ul style="list-style-type: none"> <li>• Oversee the construction, maintenance, inspection, modification, servicing, repair and overhaul of bulk fuel installations, as per <a href="#">C-98-15F-MIS/TP-012 Installation and Maintenance Practices - Bulk Fuel</a>.</li> <li>• ensure that only properly qualified personnel perform maintenance and repairs as required; and</li> <li>• ensure that a register is kept updated and made available in the pump house to record inspections, repairs, filter changes and other pertinent information deemed necessary.</li> </ul>
Aircraft Maintenance Engineering Officer or Ship Aircraft Maintenance Officer (AMEO)	<ul style="list-style-type: none"> <li>• maintain the aircraft fluid systems and the replenishment of grease, oils, hydraulic fluids, etc., as required for aircraft maintenance.</li> </ul>

## References

1.5 The following references were used in the development of this policy:

- a. [Alternative Fuels Act](#);
- b. [Emergencies Act](#);
- c. [Financial Administration Act](#);
- d. [Canadian Environmental Protection Act, 1999](#) and associated regulations;
- e. [Transportation of Dangerous Goods Act](#);
- f. [Liquefied Petroleum Gases Bulk Storage Regulations](#) ;
- g. [Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, SOR/2008-197](#);
- h. [Canadian Council of Ministers of the Environment \(CCME\) Environmental Code of Practice for Above and Underground Storage Tank Systems](#);
- i. [Treasury Board - Directive on Fleet Management: Light Duty Vehicles](#);
- j. [Treasury Board - Policy on Management of Materiel](#);
- k. CAN/CGSB 3.5 (NATO F-67) Automotive Gasoline;
- l. [CAN/CGSB-3.23, Grade Jet A-1 Aviation Turbine Fuels](#);
- m. CAN/CGSB-3.23, Grade Jet A-1 with FSII (NATO F-35) Aviation Turbine Fuels;
- n. [CAN/CGSB-3.511; Oxygenated Automobile Gasoline Containing Ethanol \(E1-E10\)](#);
- o. [CAN/CGSB-3.517, \(NATO F-54\) Diesel Fuel](#);
- p. [CAN/CGSB-3.520; Automotive Diesel Fuel Containing Low Levels of Biodiesel \(B1-B5\)](#);
- q. [CGSB-3.11, Grades 11 and 15; Naval Distillate Fuel](#);
- r. [CGSB-3.24, Military Grade F-34 Aviation Turbine Fuels](#);

- s. [DAOD 2007-1 General Safety Program Manuals \(GSPM\);](#)
- t. [DAOD 2008-3 Issues and Crisis Management;](#)
- u. [DAOD 3000-0 Materiel Acquisition and Support;](#)
- v. [DAOD 3014-0 Fuels and Lubricants;](#)
- w. [DAOD 3015-0 Green Procurement;](#)
- x. [DAOD 3015-1 Management of Green Procurement;](#)
- y. [DAOD 4001-0 Real Property Life Cycle Management;](#)
- z. [DAOD 4003-0 Environmental Protection and Stewardship;](#)
- aa. [DAOD 4003-1 Hazardous Materials Management;](#)
- bb. [C-82-005-001/AM-004](#), Technical Reference for Fuels, Lubricants & Associated Products (STANAG 1135);
- cc. [C-82-007-001/AF-000](#), Reference Book on Petroleum and Associated Products
- dd. [C-82-010-007/TP-000](#), Quality control of aviation and ground fuels and lubricants
- ee. Army Regulation AR 70-12: Fuels and Lubricants Standardization Policy for Equipment Design, Operation, and Logistic Support;
- ff. [Canadian Army Order 21-19 \(CAO 21-19\) - Fuels and Lubricants Standardization Policy for Equipment Design, Operation, and Logistic Support;](#) and
- gg. [NATO Logistics Handbook.](#)

## PROCESS

- 2.1 This chapter follows the lifecycle of fuel and covers aspects of Planning, Acquisition, Materiel Management, Maintenance and Disposal. The focus is on process elements that are unique to this commodity or require additional clarification.
- 2.2 When no amplification has been provided then normal materiel management processes from other chapters within this manual will apply.

## Planning

- 2.3 Planning are those activities necessary to the development, definition and selection of a preferred means to support defence capability requirements. There are three possible pre-determined outcomes to planning materiel:
  - a. materiel requirements are insufficient and need to be increased through a replenishment mechanism;
  - b. materiel holdings are adequate and no action is required; or
  - c. materiel holdings are higher than necessary to meet current and future requirements and a reduction action is necessary.
- 2.4 The Logistics Officer, in collaboration with all the major stakeholders, must prepare annually the fuel estimates for immediate and future requirements. To assist with the forecasting requirements and the possible method of acquisition to be used, the following points are to be considered:
  - a. current holdings;
  - b. operating stock: Fuel stock held locally to support normal operations. The quantity shall be based on normal operations for each location and inventory levels are set to meet requirements based on stable re-supply routes and timeframes. ECSs shall approve the quantity;
  - c. local fuel reserve: Fuel stock held locally in addition to operating stock. The quantity shall be based on the most demanding operational plan for each location and inventory levels are set to meet requirements based on stable re-supply routes and timeframes. ECS shall approve the quantity. (20 days of fuel supply- day of supply (DOS))
  - d. strategic fuel reserve: Fuel held to support operations that have a national security implication. The quantity and sourcing shall be developed through discussions initiated by Strat J4 F&L and ECS as part of the DND Bulk Fuel Management Policy and recommended to CDS through DGS/DOS SJS;
  - e. previous consumption;
  - f. cessation of existing requirements;
  - g. new or temporary requirements, for example commitments with other government department, or foreign nations; and
  - h. planned training and operations.

- 2.5 Fuel requirements, when compiled, are submitted to NDHQ/ DLP 9 annually IAW the format and schedule in Annex A.

## Safety Planning

- 2.6 Safety planning is an important part of the management of fuel as it will reduce or even prevent risks of personal injury, impact on the environment, and unnecessary expenses to DND/CAF.
- 2.7 Safety planning should include, but is not be limited to, the following subjects:
- a. training and qualifications (i.e. enough trained and qualified personnel to handle and maintain fuels and daily operations);
  - b. SOP on all processes of handling fuels (i.e. fueling and defueling process);
  - c. environmental publications, regulations and directives;
  - d. emergency response plans;
  - e. safety boards and regulations;
  - f. SDS library and station;
  - g. fire protection systems including hand held extinguishers; and
  - h. acquisition of protective clothing.

## Acquisition

### Fuel Prices

- 2.8 Public Services and Procurement Canada (PSPC) negotiates contracts on behalf of all government departments and agencies for commonly used fuels. The purpose of using these contracts is to gain price reductions based on the overall volume purchased by the federal government and to guarantee that the supplied product meets all DND/CAF specifications and quality assurance controls.
- 2.9 Receipt of fuel off standing offers is done at the price effective the day of delivery for a specific location as stipulated in each contract, and annotated "*For invoicing purposes, the unit price effective on the date of delivery will apply*".
- 2.10 A listing of available National Master and Regional Individual Standing Offers (NMSO/RISO) can be found within [PSPC's website](#).
- 2.11 Fuel prices are adjusted on a weekly basis and take effect on various dates within the week. For invoicing purposes, the unit price effective on date of delivery and documentation must be annotated accordingly
- 2.12 For more information on current weekly prices refer to the [National Fuel Procurement Program](#) website.

## Procurement outside Canada

- 2.13 The procurement of fuel outside Canada for the Navy is arranged using MOU's with other countries.
- 2.14 Fuel can also be sourced through a chandler, who is a civilian industry representative acting through an established contract as a point of contact between the Navy and the civilian enterprise. The point of contact will locate and pre-arrange the procurement of fuel on behalf of the Naval organization/unit requesting it.
- 2.15 The Army traditionally will employ what is available on site such as ally forces, host nation and local contracts.
- 2.16 The Air Force uses payment cards to procure fuels anywhere in the world through Canadian and International Standing Offers.

## Petroleum Fuel taxes

- 2.17 Petroleum Fuel Provincial and Territorial sales Taxes are to be applied as per the [Financial Administrative Manual](#), Chapter 50, Provincial and Territorial Sales and Fuel Taxes.

## Aircraft Fuel Procurement in the USA - Exemption from US Federal Tax

- 2.18 Details on fuel procured in the United States of America is to be done as per the [Financial Administrative Manual Chapter 53 - Receipts and Issues of Petroleum, Oils, and Lubricants](#).

## Fuel Exchange and Replacement-in-Kind Agreements

- 2.19 To provide for the refueling of aircraft, vessels, vehicles and equipment, Canada enters into agreements with other countries, including agencies and political subdivisions of countries, and international organizations. These agreements include fuel exchange agreements and replacement-in-kind agreements.

## North Atlantic Treaty Organization (NATO) Standardization Agreements (STANAGs)

- 2.20 Principles and procedures must be applied in accordance with NATO STANAGs.

## Commercial Sources, Host Nations and Lateral Support

- 2.21 Commercial sources, host nations and lateral support must be used to the maximum extent practicable to meet deployed requirements and to ensure the standardization of PHE among allied nations.

## Military Fuels and the Single Fuel Policy

- 2.22 Canada is a participant on the NATO Fuels and Lubricants Working Group. Which is the coordinating body for military fuels, oils, lubricants and associated products which is concerned with the more detailed technical aspects of military fuels including the Single Fuel Policy.
- 2.23 The aim of the Single Fuel Policy is to achieve maximum equipment interoperability through the use of F-34 as the single fuel on the battlefield for land-based military aircraft, vehicles and equipment.
- 2.24 See Chapter 8, Petroleum Support, of the NATO Logistics Handbook, ref jj, for additional information relating to the Single Fuel Policy.

## Fleet Fuel Card Program

- 2.25 The Fleet fuel card program has been established by PSPC on behalf of the Government of Canada (GoC) to facilitate fuel payment. The fleet fuel card supplier is “Automotive Resources International (ARI)”. ARI has been awarded the National Master Standing Offer (NMSO) for the Fleet fuel cards to pay for fuels and lubricants for DND\CAF vehicles and equipment outside the normal CAF supply chain.
- 2.26 Fleet fuel cards can be used for:
- Products: oil, lubricant, antifreeze, filters, windshield washer, solvent, de-icing fluid, diesel exhaust fluid; and
  - Services: tire repairs, battery charging, washing.

NOTE: Prior approval by the service provider help desk is required for emergency repairs/roadside assistance and towing

- 2.27 The fleet fuel card can be used by Royal Canadian Navy (RCN), Canadian Army (CA) and Royal Canadian Air Force (RCAF) for most of the platform equipment’s in order to secure fuel, services or necessary product for immediate use, no inventory purchases are allowed. This program enables a centralized tracking system for all fleet related expenditures as well as providing fuel consumption, maintenance data and cost analysis per vehicle.
- 2.28 All fleet fuel card requests and cancellations must go through SJS J4 F&L section.

## Lost, Stolen or Damaged Fuel Cards

- 2.29 The Cardholder must immediately inform the credit card provider [MMichaud@arifleet.ca](mailto:MMichaud@arifleet.ca), as well as the RC Manager and Regional Card coordinator if a card is lost or stolen, or when erroneous or fraudulent transactions are noted.

## Fuel Cards Invoice Payment

- 2.30 The fleet fuel cards program invoices for DND/CAF are not centrally paid. Therefore each client is responsible to have invoices Payment on due date (PODD) IAW FAM 1016-7 and Directive on Payments.

## Materiel Management

### Storage

- 2.31 Fuels require adequate storage facilities and where practical should be located adjacent to or within the location of receiving and issuing.
- 2.32 The normal management and operation of fuels and lubricants storage facilities rests with the Supply Officer. Such facilities comprise of the following types:
- a. **Bulk Fuel Storage Facility:** Consists of one or more large capacity storage tanks, above or below ground level, for reserve holdings of liquid fuels and lubricants products for consumer replenishment;
  - b. **Terminal Facilities (Fuel Facility Compound):** Consists of numerous storage tanks, with a complex of connecting pipelines and manifold equipment, for dispersing products into, out of, or between storage tanks or tank farms as required;
  - c. **Pipelines.** Feeder lines connected from commercial natural gas pipelines systems, having adequate metering devices;
  - d. **Packaged Fuels and Lubricants Storage Buildings:** Packaged fuels and lubricants products, because of their flammable characteristics, are normally stored in any suitable unheated ventilated out-buildings, separate from main storage buildings or other commodity storage areas;
  - e. **Fuels and Lubricants Open Storage Sites:** Used for storage of large quantities of drummed or containerized fuels and lubricants products. This type of hard ground storage requires drainage, weather protection coverings, and dunnage and should be adjacent to docks, highways, roads or rail sidings. This type of storage will only be used as an interim measure;
  - f. **Fueling Stations:** Normal in-ground type storage tanks equipped with dispensing pumps and metering devices to transfer liquids direct to vehicles and mobile equipment; and
  - g. **Liquid Petroleum Gas:** Storage facilities for these products will be set-up, maintained and operated as per Provincial's and Territorial's Laws.

NOTE 1: The location and operation of these facilities must be governed by the Underwriters Laboratories of Canada (ULC) Standards related to petroleum storage tank systems and the Canadian Transport Regulations for Movement and Transportation of Dangerous Materiel.

NOTE 2: Details on storing bulk fuels and lubricants can be found at the following address:

[Flammable Liquids Bulk Storage Regulations \(C.R.C., c. 1148\)](#)

NOTE 3: Storage design standards can be found at the following reference:

[Realty Asset Management Manual Chapter 4 - Design Standards, Section 3 - Operational Works Design Standards - Bulk Fuel Storage Design Standards](#)

- 2.33 Petroleum products once in stock are held either in bulk storage or in a warehouse compound in different packages or containers. More specifically, fuels are held in bulk storage tanks or in a warehouse compound in drums or containers. Other products such as additives, solvent, lubricants, oils and greases are held in a warehouse facility.
- 2.34 Some bulk products are stored in tanks, bowsers and bladders and are subject to daily, monthly or periodical protocols to include: testing, dipping, temperature fuel adjustments and stocktaking.
- 2.35 All packaged products are subject to shelf life inspections and/or testing as well as segregation in accordance with product characteristics and environmental regulations. To ensure proper dispensing, all packaged fuels and lubricants products will be stored in a manner allowing for first-in, first-out. This storage method will also facilitate the scheduling of those products requiring periodic re-test as prescribed in NATO Standardization Agreement (STANAG) 3149, Annex A.

### Hazardous Material Storage Information

- 2.36 A copy of the Safety Data Sheet (SDS) for each product stored must be available at all time for quick reference.

### Delivery

- 2.37 The fuel facility supervisor in charge of the compound or a responsible representative must always be present during the receipt of fuel. The receiving staff must be familiar with the clauses contained in the Purchase Order (PO) and its associated contracts in order to be able to verify that all conditions and clauses have been satisfied.
- 2.38 A series of pre-acceptance tests must be completed and recorded. The tests and verifications are as follows:
  - a. Clear and Bright Test;
  - b. Conductivity test;
  - c. Water Test (Hydro Kit);
  - d. Density Test;
  - e. Fuel System Icing Inhibitor (FSII) Test;
  - f. Certificate of Analysis paperwork (CoA)

- 2.39 For more details on testing refer to the C-82-010-007/TP-000 Maintenance Procedures – Quality control of aviation and Ground Fuels and Lubricants Chapters 2-4; 4-2 and 7-4. Additionally, shipping documents must be verified for accuracy.

#### Delivery documents

- 2.40 All deliveries of fuel from contractors/vendors must be accompanied by the appropriate paperwork as stipulated in each contract.

#### Receipts from Commercial Contracts – General

- 2.41 Fuel deliveries by contractors must be metered from their tanker, into the receiving tank or bowser and billed based on the volume adjusted to 15 degrees Celsius.
- 2.42 The supplier must provide DND with a verified printed metered or a standard commercial delivery slip, as applicable to the contract clauses. They must also provide:
- a copy of the certificate of analysis for each new batch being delivered;
  - the contractor's Release Documentation for each load; and
  - all quality assurance documentations as detailed in the contract.
- 2.43 Once the delivery has been tested and confirmed, the receiver must sign the packing slip, ensuring that the individual's rank, name, position and date signed are printed or stamped directly under the signature.
- 2.44 Once the invoice has been received by the fuel facility, it will be verified against all packing slips. Once verification is complete it will be signed by the individual and stamped "CERTIFIED IAW SECTION 34 OF THE FAA" ensuring the name, rank and position of the individual are clearly printed below the signature.

#### Discrepancy on Receipt

- 2.45 After fuel has been received, the fuel must settle in accordance with the parameters set in C-82-010-007/TP-000, Maintenance Procedures – Quality Control of Aviation and Ground Fuels and Lubricants.
- 2.46 Tank holdings should be equal to the previous days dip plus the invoice quantity. It is normal procedure not to issue from a tank that has received on a given day.
- 2.47 Acceptable variance on the quantity of fuel receipted is no more than 0.5 percent on underground tanks and 1 percent on aboveground tanks as per Canadian Council of Ministers of the Environment (CCME) regulation. If there is a discrepancy at this point normal investigations and actions are to be undertaken.

### Receipts from Contracts without Inspection Documentation

- 2.48 Materiel received without required release documentation as stipulated within the contract will not be accepted. The consignee must obtain the following information from the packing slips or other shipping documents:
- a. the name and address of the consignor;
  - b. the materiel identification;
  - c. the contract serial number;
  - d. the item number;
  - e. the reference number of the item;
  - f. the description of the item; and
  - g. the quantity received.
- 2.49 The consignee must then request the release documentation from the supplier using the information mentioned above and inform the appropriate authority as follows:
- a. if the consignor is located within Canada, to the nearest National Defence Quality Assurance Region (NDQAR) office and NDHQ/DQA; or
  - b. if the consignor is located outside Canada, to NDHQ, Attention DQA (will be contracted out).
- 2.50 When the need for release of the documentation is urgent or should problems arise, the appropriate authorities may be contacted by telephone and follow-up paperwork sent afterward to confirm the request.

### Delivery Sampling Records

- 2.51 In any situation, when the quality of the fuel received does not conform to the standard, a sample is to be taken and sent to Quality Engineering Test Establishment (QETE) in accordance with the C-82-010-007/TP-000, Maintenance Procedures – Quality Control of Aviation and Ground Fuels and Lubricants.

### Movement Transactions – Receipts, Issues, and Transfers

- 2.52 All movement transactions pertaining to bulk fuels must be transmitted/entered into DRMIS through the materiel module (MM):
- a. Daily at Bases and Wings,
  - b. Within 5 days for supporting organizations of units without DRMIS capabilities, and
  - c. No less than 10 working days after return from field exercises or operations.
- 2.53 The transactions must be recorded properly to a unit, ship, aircraft, building, and vehicle/equipment registration number to complete audit, consumption reports and records.

## Receipts of Vehicle Propane and Accounting Procedures.

- 2.54 The characteristics and limitations related to the storage and the measuring equipment as provided by the industry are the basis for the accounting of propane in vehicle and the following procedures must apply:
- a. as indicated on the delivery slip, the quantity delivered by the contractor shall be receipted into the system of record;
  - b. normal fuel issuing procedures for visiting vehicles;
  - c. individual customer issues of fuel must be recorded and system records updated accordingly; and
  - d. weekly stock checks shall be conducted and stock records in DRMIS must reflect actual holdings as accurately as possible.

NOTE: Daily temperature and application of correction factors do not apply.

## Receipt of Liquefied Petroleum Gas (LPG)

- 2.55 Prior to a delivery of LPG from a contractor to a cylinder or bulk storage tank system, the contractor must be required to certify that the installations have been inspected and found to conform to the National Fire Protection Association Pamphlet No. 58 "Standard for the Storage and Handling of Liquefied Petroleum Gases". Where the installation does not conform to these standards, the contractor is required to list the discrepant items.
- 2.56 Several methods may be used to transport and unload LPG, namely: special ship tanker, railway tank car, motor transport tank truck/tank trailer, skid tank and 100-pound capacity or small cylinders.
- 2.57 When gas is delivered, there must be sufficient permanent storage capacity to directly unload the entire contents through a permanent piping system into storage tanks.

## Delivery of LPG by Cylinder

- 2.58 When LPG is delivered in cylinders, the contractor's representative must consult the consignee officer before removing expended or connecting new cylinders. The consignee must be satisfied that the quantity stated on the delivery slip has been received and that expended cylinders are empty. Cylinders equipped with dials may show a different weigh depending of the temperature. In such cases, the contractor must weigh the cylinder and give credit for the LPG remaining therein.
- 2.59 Unless otherwise approved by NDHQ, only the following methods of delivery will be acceptable:
- a. one hundred pounds capacity cylinders (or smaller) charged at the contractor's plant delivered by rail or motor transport to the CAF installation;
  - b. one hundred pounds capacity cylinders (or smaller) charged at a special filling station on CAF property from a motor transport tank truck/tank trailer connected to a

- manifold system subject to approval by the Base Construction Engineering Officer (BCEO); or
- c. by motor transport, tank truck or tank trailer direct into permanent or semi-permanent bulk tank systems or into a skid tank employed as a temporary expedient.

## Receipts of Packaged Products

- 2.60 Packaged fuels are normally received in containers, drums, carboys, kegs, etc. The receipt of these products does not require the same procedures as the bulk products. Packaged products are treated as a normal item of supply with the following exceptions:
- a. products are accounted for by NATO Stock Number (NSN);
  - b. containers, drums, carboys, kegs, etc., (invoiced) are treated as re-useable containers;and
  - c. non-returnable containers may be used for salvage purposes or considered as scrap.

## Storage and Handling – Fuel Tablets

- 2.61 Hexamine fuel tablets, NSN classification 9110, are provided as heating fuel in support of Individual Ration Packs (IRP).
- 2.62 Storage of fuel tablets should be limited to the quantity of IRP in stock. Fuel tablets must be stored in a cool, dry place, separate from other items of supply. Broken stock must be stored in covered metal containers.

## Returns from Customer

- 2.63 Returns from end-users will normally come from a squadron aircraft, tanker or bowser, jerry cans or drums. If the product is being returned due a specific reason, the supply document must stipulate that reason.
- 2.64 Returns of fuels will be recorded using the bowser's computer generated form or a DND 586. The form must be accompanied with a supply document for input in DRMIS. The fuel facility operator will sign all documents certifying which platform from where that the product was returned. If the returned product is considered to be contaminated, the whole quantity is to be put in quarantine and an investigation conducted to determine the cause of the contamination in order to prevent recurrence or initiate maintenance. Contaminated fuel will be disposed through normal waste management processes.
- 2.65 Under no circumstances, will fuel be returned from a customer into the main supply tanks. It must either be returned into a defueling bowser or a drum. If available, the original issuing requisition's number and date should be cross-referenced on the returned documentation.
- 2.66 If serviceable and available for reissue to the same or a different equipment, the container must be annotated as "SERVICEABLE".

- 2.67 If contaminated and cannot be reused in any equipment, the container must be annotated “CONTAMINATED – FOR DISPOSAL or RECLAMATION”.
- 2.68 If deemed non-reusable for aircraft but satisfactory for ground use, the container must be annotated “NOT AUTHORIZED FOR AIRCRAFT USE – FOR GROUND USE ONLY”.

### Return of Fuel from a Customer

- 2.69 Once the returned fuel from the aircraft has been completed and all required documentation finalized, the signed DND 586 along with a copy of the supply document will be distributed accordingly:
- the signed original copy will be forwarded to the Fuels and Lubricants section at the close of each day for input into the Materiel Management System of Record;
  - one copy will go the Supply Section for the Comptroller;
  - one copy is to be forwarded to the Transport Officer;
  - one copy will be retained by the bowser operator; and
  - the aircraft’s crew (Servicing) will retain one copy.

### Stocktaking

- 2.70 Stocktaking is the process to identify and resolve discrepancies with DND/CAF materiel, update computer and manual records regarding balances of stock on hand and the identification, condition and location of materiel. For more information, refer to Chapter 4.3, Stocktaking.

## Maintenance

### Inspections

- 2.71 The following table details who is to perform the inspection and the frequency in which they are to be performed:

<u>Inspection Frequency</u>	<u>Performed By</u>	<u>Remarks</u>
Daily	Bulk Fuel Facility Operator	Note 1
Weekly	Bulk Fuel Facility Supervisor	
Monthly	Materiel Control Officer (MCO)	
Bi-Annual	Supply O/ Log O/ CO MSS	

<u>Inspection Frequency</u>	<u>Performed By</u>	<u>Remarks</u>
Annual	Base technical Services officer (BTSO) / Wing Logistic Officer /CO MSS	W Log O / Navy rep
Annual	Base / Wing / Formation Commander	
Every two years	J4/A4/D Nav Log	
<p><u>NOTE 1.</u> The type of inspection performed by the bulk fuel operator is called “Fuel Operator Inspection”. This type of inspection is different from the inspection performed by the Water Fuel Environment technicians.</p>		
<p><u>NOTE 2.</u> Inspection checklists, describing the bulk fuel equipment to be inspected can be requested through Strat J4 F&amp;L 2-4.</p>		
<p><u>NOTE 3.</u> Any questions related to the inspection will be directed to Strat J4 F&amp;L 2-2-4.</p>		

2.72 In a fuel facility (Aviation, Ground and Marine) two types of inspection are being performed by two different occupations:

- a. Fuel Operator inspection; and
- b. Fuel maintainer inspection.

**Fuel Facility Operator Inspection**

2.73 The bulk fuel operator inspection is a visual inspection on the fuel equipment operated by the supply technician. The purpose of this inspection is to visually detect any problems that will affect the fuel equipment. Once a problem has been detected, the fuel operator will stop the fuel equipment, and a work order will be raised to fix the problem.

2.74 For more detail on the schedule and type of inspections performed by the bulk fuel facility operators, contact Strat J4 F&L 2-2-4.

**Fuel Maintainer Inspection**

2.75 The bulk fuel maintainer inspection is a more detailed inspection that is performed by the Water Fuel Environment Technician (WFE Tech) in accordance with a pre-determined inspection schedule provided by the equipment manufacturer. The result of the inspection is usually recorded in a preventive maintenance book for further references.

## Hoses

- 2.76 The rubber hoses used for receiving and issuing fuels are subject to shelf life. They are to be visually inspected daily as part of the operator's inspection and periodically by the WFE Tech as part of their scheduled inspection. The hoses are to be disposed if shelf life expired.

## Filters and Strainers

- 2.77 Filters and strainers are to be visually inspected daily as of the operator's inspection and periodically by the WFE Tech as part of their regular maintainer's scheduled inspections.

## Test Equipment and Calibration

- 2.78 The following types of test equipment used to monitor fuel quality on a daily basis are as follows:
- a. Density Meter
  - b. Electrical Conductivity Meter; and
  - c. Digital Refractometer.
- 2.79 All electronic measurement devices are to be inspected as a minimum every 2 years and calibrated as required as per C-82-010-007/TP-000, Quality Control of Aviation and Ground Fuels and Lubricants.
- 2.80 For information on the operation of the above mentioned test equipment, refer to C-82-010-007/TP-000, Quality Control of Aviation and Ground fuels and Lubricants.

NOTE: Specialized Tools and Test Equipment (STTE) are registered in TEMMIS (Soon to be replaced with Calibration Program Management Solution (CPMS)) and monitored by QETE for calibration.

## Testing and Sampling

- 2.81 Testing and sampling of fuel for water and contaminants are mandatory processes that must be done IAW CFTO C-82-010-007/TP-000 Chapters 2-4, 4-2 and 7-4. These processes ensure operational efficiency and safety of military equipment and personnel. It is imperative to draw only the quantity of fuel necessary for the testing and sampling. The full quantity of fuel drawn for sampling or testing is to be disposed of upon completion of the test, to avoid contamination.
- 2.82 The quantity tested is to be converted to the scrap fuel stock code (9030-20-001-6949) using movement type 309 and issued to the waste SLOC using movement type 311.
- 2.83 When the results of the tests are back the following situations may occur:

- a. **Serviceable:** Fuel found to be serviceable will be issued IAW normal procedures ;
- b. **Downgrading:** The fuel is still serviceable but not fit for its primary use, will be converted movement type 309 to the appropriate fuel type; and
- c. **Unserviceable:** Fuel no longer available for any use will be converted to SC 9130-20-001-6949 and transferred into a scrap storage location for disposal action, using movement type 951 with reason for 9012.

2.84 For further details on testing and sampling refer to annex D.

### Fuel Type Conversions

- 2.85 DND converts fuels into different types by injecting specific additives. Inventory holdings must be adjusted to reflect the new respective inventory balances.
- 2.86 When converting F-34 fuel into F-37 fuel. The quantity issued of F-37, is first to be converted from F-34 to F-37 from its current holding location and then issued to the User as F-37. For more details refer to the process flow charts in this chapter (EP 28C).

### Shelf Life

- 2.87 The shelf life of an item can be extended but only after appropriate tests are performed. These tests are usually administered by QETE. To be cost effective, testing is done only when there are sufficient holdings (at the holder's discretion) to justify the expense of shipping, handling and testing.
- 2.88 Before sending samples for testing, Users must ensure if the batch number requiring re-certification has not already been tested by consulting the spreadsheet "List of product for shelf life extension" on [QETE's SharePoint website](#).
- 2.89 If the batch number is not listed, a CF 938(Request for Test) must be completed and sent to QETE 3-3 with a sample of the expiring batch. Minimum samples quantities of materiel are:
- a. Grease: a minimum of 1 lb.
  - b. Oil: a minimum of 2 L (2 Qt).
  - c. Hydraulic fluid: a minimum of 2 L (2 Qt).
  - d. Fuel: a minimum of 4 L.

NOTE: The CF 938 is available in electronic format in the [Defence Forms Catalogue](#) (DFC)

- 2.90 The shipping information for QETE is available on the [ADM \(Mat\) website](#).

## Reclamation

- 2.91 Reclamation is restoring or changing the quality of a product, unsuitable for use in its present state, to meet desired quality specifications. This practice, where practicable, is to be encouraged in order to conserve a valuable non-renewable energy resource. The following factors must be considered before reclamation is attempted:
- a. Contamination agents and source;
  - b. Degree of contamination or variation from specification;
  - c. Probable end use of the product;
  - d. Difficulties associated with the removal or neutralization of the contaminants so that the product may be used;
  - e. Location and quantities of the product;
  - f. The need for reclaimed POL; and
  - g. Availability of time, materiel, equipment and labor required to reclaim the product.
- 2.92 Petroleum products that do not meet specifications may be reclaimed for use by downgrading, blending, purifying or dehydrating. Products that cannot be returned to serviceability for their original intended purposes may be downgraded for use as a lower grade of the same or similar product or for another appropriate use.
- 2.93 If reclamation is not possible the product is to be reported to the appropriate technical authority as unfit for use and shall be disposed of IAW SAM 8.1, Disposal, Annex B Appendix 23.
- 2.94 Where feasible, the segregation of different types of waste products is to be encouraged, thus ensuring a lesser contaminated waste product and a higher monetary return to DND.
- 2.95 Aviation and automotive gasoline, turbo fuel, diesel fuel and lubricating oil will be salvaged from aircraft and mobile support equipment (MSE) in accordance with C-82-010-007/TP-000.
- a. **Aircraft:**
    - i. Before overhaul;
    - ii. Before a transfer when surface transport is used; and
    - iii. Immediately after an aircraft incident or accident where the aircraft cannot be repaired on site and flown out.
  - b. **Mobile Support Equipment:**
    - i. Undergoing repair;
    - ii. Being prepared for overseas shipment; and
    - iii. Condemned and cannot be road driven for disposal.

### Uncontaminated Fuel - Aviation - Land Based Practice

- 2.96 Aircraft, containing fuel supplied at shore air stations or containing fuel to which methanol has been added, are defueled into the ship's holding tanks. The fuel shall always be defueled to the appropriate protected storage.
- 2.97 Fuel being salvaged from undamaged tanks of land based aircraft shall be drained into clean 205 litre drums free from contamination. The drums shall be identified in accordance with C-82-010-007/TP-000, Part 5.
- 2.98 When draining operations have been completed, such fuels shall be returned to the supply section annotated "Salvaged from Aircraft Number (insert Tail Number) and then filtered into the bulk storage system.

### Uncontaminated fuel - Aviation - Shipboard practice

- 2.99 Aviation fuel from serviceable aircraft aboard ships should be returned to the ship's storage tank(s), provided that it has not been contaminated.
- 2.100 Uncontaminated aviation fuel from crashed or damaged aircraft may be returned to the ship's storage tank(s) at the discretion of the Aviation Fluid Services Officer (AFSO).

### Contaminated fuel - Aviation - Shipboard practice

- 2.101 If possible, contaminated fuel of shipboard aircraft (POL Class C) should be returned to a separate tank. Because of the limited storage or single tank configurations, downgraded contaminated fuel could be mixed with ship's fuel for use in ship's boilers/engines. Fuel containing methanol shall never be mixed in any proportion in ship's fuel tanks.

## Disposal

- 2.102 Disposal of fuels and lubricants occurs when:
- a. products are deemed to be contaminated;
  - b. products are deemed to be surplus to requirement; or
  - c. when products do not meet acceptance testing or are shelf life expired.
- 2.103 For centrally managed materiel such as fuel, the authority to declare materiel surplus and to verify the quality of the fuel rests with LCMM(s) and an associated Equipment Management Team (EMT) LCMM organization. For fuels and lubricants, this authority would rest with:
- a. ADM (Mat) / DGLEPM / QETE 3-3 for the CA and the RCAF, and
  - b. ADM (Mat) / DGMEPM / DNPS 2-4-7 for the RCN.

- 2.104 When the applicable Technical Authority identifies that a fuel product is unsatisfactory, the Supply Officer must quarantine the product pending receipt of disposal instructions from QETE.
- 2.105 There may be times when fuel is found to be partially contaminated but is still acceptable for issue to Aircraft Maintenance Support Equipment (AMSE), other support equipment or for training. When fuel is contaminated to the extent that it cannot be re-used or that the quantity is more than can be repurposed, than that fuel must be disposed.
- 2.106 When quantities of contaminated fuels exceed the local requirements for alternate use as specified in A-GG-040/AG-001- Hazardous Materials Safety and Management Manual they are to be returned to the Supply Section. For more information refer to SAM 8.1 Disposal, Annex B, and appendix 23- Hazardous Materiel.

## Recording

### Inventory control

- 2.107 Inventory control involves three essential steps:
- Take **daily measurements** of fuel in the storage tank, fuel dispensed, and fuel delivered to determine whether daily variances are within the acceptable standards;
  - Reconcile** the daily measurements to determine to determine the daily variance; and
  - Calculate the monthly variance** to determine whether monthly variances are within the acceptable standards.

### Reconciliation

- 2.108 Reconciliation is the management of inventory, such as aviation fuel, ground and marine fuels. Based on the concept of a wet stock inventory control system;
- measuring and recording the amount delivered into storage tanks;
  - subtracting the amount issued or transferred; and
  - Measuring what is left in inventory.
- 2.109 Any variances from what is expected to be in inventory, may be due to losses such as leaks, evaporation, fuel contraction and or expansion due to fuel temperature fluctuations or theft of fuel. To reduce risks of leaking from above, underground tank(s), or pipelines it must be detected at the earliest possible time and any further escape prevented.

### Calculating Volumetric (Gauging)

- 2.110 Fuel quantity can only be measured or validated through manual daily dips or through the use of electronic measurement devices. Dips or electronic readings will be done no less than:

- a. Each morning before commencing daily activities on all active fuel storage tanks (includes day of use and day after last use), or
- b. At least once in two weeks on all inactive fuel storage tanks (inactive means no receipt or issue for a period of seven consecutive days).

NOTE: All measurements are corrected to 15 Degree Celsius.

2.111 Manual dips/electronic readings are to be recorded each day in the volumetric and daily accounting record sheet (Annex E of this chapter).

2.112 Electronic storage tank inventory control measurement readings must be reconciled by comparing product and water level measurements with dispenser meter readings, shipments, deliveries and internal transfers.

2.113 The calculation of any gain or loss of product shall be confirmed by a manual dip and recorded in the daily inspection and stock report.

NOTE: for accounting purposes storage tanks include permanent tank facilities and portable tanks such as delivery trucks/bowsers.

### Acceptable Variance

2.114 Fuel is a volatile commodity that when subjected to temperature variations will expand, contract, evaporate or form vapors. In order to properly calculate quantities of fuel in storage locations, the quantities are temperature corrected to 15 degrees Celsius. Due to this process a certain variance is considered normal to account for errors in calculation rounding, fluctuations in temperatures, imprecise temperature readings and manual dip readings. Temperature adjustment charts can be found in Annex C.

2.115 Depth conversion chart is to be provided / requested from the Base Construction Engineering (CE) section as each tank specifications differs.

2.116 A reasonable variance as per the CCME Environmental Code of Practice, articles 8.3.4(1) and 8.3.4(2) is 0.5 percent for an underground tank and 1 percent for an aboveground tank of the storage tank total capacity after adjusting to 15 Degree Celsius. A discrepancy within the above variance is considered to be acceptable and no further actions is required.

### Adjustment

2.117 If the variance between the corrected fuel volume and the non-corrected fuel volume is greater than the acceptable variance upon ensuring that all transactions from the day before have been entered in DRMIS then it is considered to be a "Breach of Acceptable Variance" and the quantity missing must be investigated.

2.118 Adjustment transactions to be entered into DRMIS will be using the MI10 transaction with one of the following reason for movement codes:

- a. If the reason is fuel variance use 7019 (Adjustment Misc. Loss Report);
- b. If there is a known theft use 7031 (Theft);
- c. If there is a known fuel spill use 7028 (Loss-Accidental Damage); or
- d. If there is a known leak use 7024 (Loss / Deficiency).

NOTA: it is possible that it will take several days or several weeks to reach a difference in the quantity of fuel that breaches the 'acceptable ' level.

## Reporting

### Fuel Quantity Discrepancies

2.119 Units must submit a fuel loss report to their supporting Base/Wing/Unit logistics/supply officer immediately if there is a sudden significant discrepancy in fuel quantities in any of the following situations.

### Active Underground Storage Tank

2.120 The greater of:

- a. If the total monthly loss is 0.5 percent or greater of the total throughput in that month, or if the monthly loss is 0.5 percent or greater than the capacity of the storage tank;
- b. If there is a breach of acceptable variance for 5 days in a row;
- c. Any month that there are 15 or more days that breach the acceptable variance; or
- d. The level of water at the bottom tank exceeds 50mm.

### Active above Ground Storage Tank

2.121 The greater of:

- a. If the total monthly loss is 1 percent or greater of the throughput in that month, or if the monthly loss is 1 percent or greater than the capacity of the storage tank;
- b. If there is a "breach of acceptable variance" for 5 days in a row; or
- c. Any month that there are 15 or more days that breach the acceptable variance.

### Inactive Storage Tanks

2.122 The greater of:

- a. There are breaches of acceptable variance for 4 weeks in a row;
- b. If the monthly loss is 0.5 percent or greater than the capacity for the underground storage tank; or
- c. If the monthly loss is 1 percent or greater than the capacity for the above ground storage tank.

NOTE: throughput equals the sum of the total quantities issued and received in that month.

2.123 Base/wing/unit logistic/supply officers must submit a fuel loss report to: +SJS STRAT J4 F&L OPS&TRG-EMIS J4 STRAT C&L OP&ENTR@SJS D LOG PROG@OTTAWA-HULL, in any of the following situations:

- a. There is a fuel loss reported to them for two months in a row;
- b. There is a fuel loss reported to them three times within six months;
- c. There is a known fuel spill that would be reportable to environmental agencies;
- d. There is a known theft of fuel; or
- e. There is a suspected or known leak.

2.124 The fuel loss report will include the following information:

- a. The type of fuel;
- b. The total quantity of fuel that has been adjusted in DRMIS; To reflect breaches of acceptable variance;
- c. Under which reporting conditions from paras 2.116 – 2.117; and
- d. Investigation details (if applicable).

## Training

2.125 Commanding officers must ensure that all fuel facility personnel complete the mandatory training and maintain valid qualifications in order to be in a position of Fuel Facility Supervisor or operator in or outside Canada.

2.126 Any questions or concerns with respect to training and qualifications can be addressed to SJS Strat J4 F&L Personnel and Training. For more information on training, refer to [F&L \(Strat J4\) website](#).

## Compliance

2.127 Compliance is an area of shared responsibility based on TBS's Framework for the Management of Compliance, where decision-makers have an obligation to ensure that policies and procedures are clear and coherent. Practitioners have an obligation to know and understand applicable policies and procedures and abide by them.

2.128 In order to demonstrate compliance with this chapter materiel managers are required to:

- a. Ensure daily fuel measurement and reconciliation;
- b. Ensure that daily and month end materiel adjustments for temperature correction factors are actioned accordingly;
- c. Ensure that movement transactions pertaining to fuel transfer are recorded and entered in the system of record on a daily basis; and

- d. Ensure that inspections are performed and recorded IAW applicable policy and technical references.

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#">EP 26 National Procurement Fuels &amp; Lubricants Call-up against Standing Offer</a>	<ul style="list-style-type: none"> <li>• Gather requirements per fuel type</li> <li>• Generate RFP</li> <li>• Contract in place</li> <li>• Standing offer created</li> </ul>
<a href="#">EP 28C AvPOL Sampling and Testing</a>	<ul style="list-style-type: none"> <li>• Sampling AvPOL</li> <li>• Testing AvPOL</li> <li>• Ship the sample to the testing facility</li> <li>• Issue the sampled Qty to applicable expense Element</li> </ul>
<a href="#">EP 28 B Receipt of Aircraft Fuel</a>	<ul style="list-style-type: none"> <li>• Receipt from Commercial Supplier</li> <li>• Fuel Additive issued to WO</li> <li>• Receipt of issued fuel and/or additive</li> <li>• Close work order</li> </ul>
<a href="#">EP 28C Issue Aviation Fuel to AirCRAFT</a>	<ul style="list-style-type: none"> <li>• Converts and issues the AvPOL</li> <li>• Confirm Transfer to AC Tail number</li> <li>• Issue Fuel to Unit Cost Centre</li> </ul>
<a href="#">EP 28D Issue Fuel Non DND Aircraft</a>	<ul style="list-style-type: none"> <li>• Fuel transferred to Bowser</li> <li>• Convert F-34 to F-37</li> <li>• Fuel issued from Bowser to AC</li> </ul>

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for activities in this chapter.

T-Code	Description
<a href="#">MIGO</a>	<ul style="list-style-type: none"> <li>• Perform Transfer Posting Between Storage Locations</li> </ul>
<a href="#">MIGO</a>	<ul style="list-style-type: none"> <li>• Perform Goods Issue</li> </ul>

<a href="#">MIGO</a>	<ul style="list-style-type: none"> <li>• Perform Goods Receipt with Ref to Purchase Order</li> </ul>
<a href="#">MIGO</a>	<ul style="list-style-type: none"> <li>• Perform Transfer Posting from Unrestricted to Blocked Stock</li> </ul>
<a href="#">MI10</a>	<ul style="list-style-type: none"> <li>• Perform Stock Adjustment</li> </ul>

### MIGO Transactions and associated Movement Types

3.3 The MIGO transaction code is to be used with the following movement types:

- a. Fuel is to be receipted from the vendor using a movement type 101 at the price of the week as per "Appendix A" of the Standing Offer;
- b. Fuel transferred to local aircraft is done using movement type 311;
- c. Fuel is to be consumed using movement type 201 the day it is receipted by a materiel in use account / customer account (\_S);
- d. Fuel that was identified as consumed is to be returned / defueled to a storage location from a customer account (\_S) using movement type 202;
- e. Fuel still in stock at a customer account (\_S) is to be defueled to a storage location (\_P) using movement type 311;
- f. Fuel is to be converted from one type of fuel to another using movement type 309;
- g. Additive used to convert fuel will be first transferred to the MSE ops SLoc\_S and then consumed with a movement type 201;
- h. Quantity of fuel issued to the aircraft as F-37 must first be converted from F-34 to F-37 in the bowser using movement type 309 and then issued from the bowser as F-37 to the aircraft; and
- i. Waste fuel is to be disposed of using the movement type 951.

### DRMIS Reports

3.4 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
<a href="#">MB51</a>	<ul style="list-style-type: none"> <li>• Display Material Documents List</li> </ul>

## ANNEX A - Fuel Requirements

### Estimated Fuel requirements

CONTRACT PERIOD \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_

A	B	C	D	E	F	G	H
Item No	Stock No	Description	Unit of issue	Estimated Requirement Next Period	Method of delivery	Delivery Location	Remarks

#### Notes on completion of form

Column	Comments
B	Complete stock number to be inserted (or sufficient information to positively identify the item, either by application or authority).
C	Description to include type of commodity, specification, type and size of container, etc.
D	Various, i.e., vial, gallon, litres, pound, kilograms, can, ton, etc.
E	Quantity required during next contract period (estimated annual requirement less anticipated stock balance at end of current contract period).
F	Specify as necessary, i.e., pipeline, tank wagon, DND pickup, etc.

<b>Column</b>	<b>Comments</b>
G	This should contain as much information as possible, type of buildings and building numbers, capacity and number of bins, stockpile, tanks, etc.
H	Any other information which will assist NDHQ, PSPC and the contractor to understand the requirement. This column should be used to explain significant increases or decreases over previous contract period(s).

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Supply Officer

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Telephone Number

## Fuel Requirement Schedule

Commodity	Contract Period	Estimates to NDHQ/ DLP By
<b>a. Petroleum:</b>		
(1). Naphtha, (2). (Currently 4P Kerosene, Cleaning Solvents (Varsol))	23 Jul to 30 Jun	01 Feb
<b>b. Oils and Lubricants:</b>		
(1). Hydraulic Fluids (Other than Aircraft)	31 Jul to 01 Aug	01 Nov
(2). Lubricating Oils, Naval (2 year term)	31 Jul to 01 Aug	01 Nov
(3). Lubricating Oils, Commercial	31 Jul to 01 Aug	01 Nov
(4). Gear Oils, Land (2 yr. term)	31 Jul to 01 Aug	01 Nov
(5). Lubricating Oils, Aircraft (4P)	31 Jul to 01 Aug	01 Nov
(6). Greases, Commercial	31 Jul to 01 Aug	01 Nov
(7). Mil/CGSB Spec (Other than Aircraft) (2 yr. term)	31 Jul to 01 Aug	01 Nov
(8). Miscellaneous POL (Aircraft) (4P)	31 Jul to 01 Aug	01 Nov
<b>c. Fuels:</b>		
(1). Automotive	01 Sep to 31 Aug	01 Jan
(2). Aviation-Into-Plane and Services (2 yr. term)	01 Jun to 31 May	01 Nov
<b>d. Bulk:</b>	01 Jun to 31 May	01 Aug
(3). Naval	01 Jun to 31 May	01 Nov
(4). Heating Oils	01 Sep to 31 Aug	01 Jan
(5). Solid Hexamine Tablets	23 Jul to 30 Jun	01 Feb
(6). Diesel	01 Sep to 31 Aug	01 Jan
(7). Bulk Aviation Fuel	01 Jun to 31 Mar	01Sep

**NOTE:**

- Urgent requirements may be submitted to NDHQ/ DLP at any time, however, as amendments to contracts are only processed periodically, such submissions must be fully substantiated.
- The Supply Officer must request deliveries of commodities from standing offers by submitting form PWGSC - TPSGC 942, Call-up against a Standing Offer, to the supplier. Personnel authorized to sign the PWGSC - TPSGC 942 may sign to the limit specified in the Standing Offer Agreement and their individual delegation of authority.

## ANNEX B - Bulk Fuels Stock Code List

The following is a list of the different types of bulk fuels and additives in use within the CAF:

### Aviation Turbine Fuel

- Jet A-1 with FSII	9130-21-905-7412
- Jet A-1 without FSII / F-35	9130-21-905-7411
- JP-8 / F-34	9130-21-866-3372
- JP-8 / F-34 with FSII & +100 = F-37	9130-20-002-6694
- Jet B with FSII	9130-21-904-0047
- Jet B without FSII	9130-21-904-0046
- JP-5 / F-44 High Flash	9130-21-908-2868
- Contaminated aviation fuel	9130-20-001-6949
- All-purpose arctic fuel (no Standing Offer)	9130-00-273-2379

### Additives

- Corrosion Inhibitor / Lubricity Improver	6850-00-292-9780
- S-1745 FSII Fuel System Icing Inhibitor	6850-21-876-3802
- S-1749 (+100) SPEC-AID 8Q462 (Drum)	6820-01-502-1497
- S-1749 (+100) SPEC-AID 8Q462 (LT)	6850-01-502-0999

### Aviation Gasoline

- AVGAS (Grade 100LL) / F-18	9130-21-866-3370
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### Automotive Gasoline

- Regular Grade 1	9130-21-874-0653
- Regular Grade 1 (10% ethanol)	9130-21-874-0394
- Super (High Octane 91/96)	9130-20-004-1724

**Automotive Diesel Fuel**

- Type A (On Highway) uncolored 9140-21-912-4621
- Type A (Off Road/Heating & P Gen) colored 9140-21-912-4622
- Type B (Off Road/Heating & P Gen) colored 9140-21-912-4623
- Type B (On Highway) uncolored 9140-21-912-4627
- Type A Arctic (Off Road/Heat & P Gen) colored 9140-21-912-4625
- Type A Arctic (On Highway) uncolored 9140-21-912-4624

**Low Sulfur Biodiesel**

- Type B (On Highway) uncolored (B1-B5) 9140-20-005-2563

**Heating Fuel Oil**

- Type 0 9140-21-578-0685
- Type 1 (P-40, P-50 & P-60) (stove oil) outdoor 9140-21-578-0730
- Type 2 (Furnace Oil) Indoor 9140-21-578-0775
- Type 4 9140-21-578-0820
- Type 6 (Bunker C) 9140-21-578-0910

**Naval Distillate Fuel**

- Type 11/F-76 9140-21-841-8353
- Type 15/F-75 9140-21-578-0470

## ANNEX C – Temperature conversion chart

- 1.1 Temperature variations affect the volume of fuel. All bulk fuels must be adjusted to 15°C fuel temperature as per Weights and Measures Regulations, para 50(1) and 50(2), unless otherwise directed in these instructions. The following fuel temperature conversion charts from the Innovation, Science and Economic Development Canada website should be used to calculate temperature adjustments to 15° Celsius.
- a. Jet A / Jet A-1 / Jet Kerosene / Turbine Fuel (Commercial Jet Fuel) / F-34 / F-35 / F37 / F-44  
<https://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm04778.html>
  - b. Aviation Gasoline / 80 / 100 / F-18  
<https://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm04777.html>
  - c. Gasoline / Ethanol Blends / F-67  
<https://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00129.html>
  - d. Diesel / Bio-Diesel / Diesel Blends / B100 / F-54 / F-75 / F-76  
<https://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00127.html>
  - e. LPG / Propane  
<https://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00136.html>

## ANNEX D – Sampling and Testing

- 1.1 The Director General Equipment Program Services (DGEPS) in co-operation with QETE 3-3 is responsible to provide quality assurance on all fuels and lubricants as well as any associated products.
- 1.2 Fuel Suppliers are required to comply with the requirements of DND specification D-82-002-007/SG-001 - Technical Requirements for Process Control for Suppliers of Aviation Fuels, and ISO 9002, Quality Systems-Model for Quality Assurance in Production, Installation and Servicing. These suppliers are periodically quality audited by DGEPS. Suppliers shall provide release notes in the form of Certified Batch Analysis (CBA) for each shipment of aviation fuel procured by DND as detailed by the applicable contract;
- 1.3 F&L products stored at bases are sampled when:
  - a. Requested by DGEPS or fuels and lubricants Design/Technical Authorities (Land, Sea or Air) at NDHQ
  - b. It is suspected that the product is contaminated or does not conform to specification
  - c. Having reached the re-inspection date (sampling and verification at the minimum frequency as detailed in CFTO C-82-005-001/AM-003)
  - d. Required in the course of an investigation. For aviation products, as per C-82-010-007/TP-000 - Procedures and Responsibilities for Aviation Fluids Handling
  - e. When requested by NDHQ/QETE 3-3
  - f. On receipt after pickup from a supplier
  - g. Following changes of grade or type of fuel in bulk storage tanks and bulk fuel transportation systems (See CFTO C-82-010-007/TP-000 Part 6)
  - h. Following change of grade or type<sup>4</sup> of fuel in refuelling tenders
  - i. Prior to commissioning a new tank or tank farm or following a tank or tank farm upgrade
  - j. When required IAW Canadian Forces Technical Order (CFTO) C-82-005-001/AM-003, Annex A, paragraph 5.1 and Table A-1
  - k. Following the cleaning and/or repair to bulk storage tanks or refuelling tenders.

### Samples

- 1.4 There are different types of samples. More information on fuel sampling may be found in Standard Practice for Manual Sampling of Petroleum and Petroleum Products (ASTM D4057) and a listing of the more commonly used type of sampling can be found in the C-82-010-007/TP-000. Other types of sampling may be requested when notified by NDHQ.

### Sampling Equipment and Containers

- 1.5 Several types of sampling apparatus are available to obtain samples of various POL products. The most common types are:

- a. **Weighted Beaker.** This consists of a copper bottle (NSN 8125-21-846-8042) permanently attached to a lead base. A drop cord is attached through the stopper so that with a quick pull the sampler can be opened at a point beneath the surface of the product. This sample is suitable for obtaining an upper, middle, lower or an all-levels sample of liquid petroleum. This equipment is used primarily to obtain samples from rail tank cars or road trucks where middle samples are required;
  - b. **Drum Thief.** This is a long plastic cylinder with an opening at each end, two finger rings at the upper end and three supporting legs at the lower end (NSN 6695-00-360-0010). The thumb is placed over the top opening and the sampler is immersed into a filled container, the thumb is then removed from the top opening and fluid enters from the bottom. The thumb is again placed over the top opening and the filled sampler is removed from the container; and
  - c. **Shipping Containers.** Sample shall be shipped using NSN 8115-21-909-1005 complete sample shipping kit.
- 1.6 The size of samples are to be taken as specified in the C-82-010-007/TP-000.

### Precautions during Sampling

- 1.7 The importance of obtaining true representative samples cannot be over emphasized. The fuel facility supervisor shall supervise all sampling, ensuring that under no circumstances shall samples be allowed to become contaminated.
- 1.8 Samples shall be taken at the lowest possible fuel temperature. Handling and exposure of the sample to the air shall be kept to a minimum to reduce evaporation losses.
- 1.9 Samples should not be taken during high winds or when it snows or rains. When samples must be taken under such conditions, the samples shall be protected from contamination. Never sample during an electrical storm.
- 1.10 The following precautions are to be used when taking samples:
- a. Ensure you have discharged all static electricity that may have accumulated in your clothing by grounding yourself before opening a tank cover;
  - b. Ensure that all sampling equipment is clean and dry;
  - c. Rinse samplers and containers 3 times with the product being sampled to make sure that the product and the sampler are not contaminated with residue from previously sampled materiel. Discard all rinsing materiel;
  - d. Clean all sampling apparatus after use and store in a clean place until its next use;
  - e. Do not take samples through product waste lines, water draw offs, bleeder valves or hoses, because such samples are not representative of the tank contents. Freshly cleaned lines must be thoroughly rinsed with the product to be sampled before sampling. If necessary to sample petrol station tanks and access cannot be gained through a manhole or sampling hatch, a sample may be taken through the servicing hose after a volume of product, estimated at twice the hose line capacity, has been discharged;

- f. Sample the products in drums by using a drum thief, not by pouring from the drum. Remove all foreign matter from the closure area before removing the plug;
- g. To allow for expansion of liquid products, the sample container should only be filled to 9/10ths of its capacity;
- h. The sample containers must be closed tightly immediately after filling and tested for leakage; and
- i. Protect samples of gasoline, jet fuel and kerosene from sunlight and contamination by using clean, dry cans or brown bottles. These products change colours, gum increases and stability decreases after short exposure to sunlight.

## Shipping Samples

- 1.11 Samples are to be actioned and prepared for shipment as designated in applicable technical orders, and forwarded to:

Quality Engineering Test Establishment  
C/o National Printing Bureau Bldg., Ramp 7  
Attention: Sample Room  
45 Sacre-Coeur Boulevard,  
Hull, Quebec J8X 1C5  
Attn: QETE 3-4

## Fuel Testing

- 1.12 There are different types of testing and documents verifications that are required onsite at the Bases/Wings/Units levels. These tests are being done at different times or stages of the Fuels and Lubricants receiving, storing or issuing processes IAW C-82-010-007/TP-000. The different types of tests are:

- a. Upon Receipt:
  - i. Clear and Bright Test
  - ii. Conductivity test
  - iii. Water Test (Hydro Kit)
  - iv. Density Test
  - v. FSII Test
  - vi. CBA (Certified Batch Analysis paperwork)
- b. Daily Testing:
  - i. Clear and Bright Test
  - ii. Conductivity test
  - iii. Water Paste Test
  - iv. Temperature (for volume adjustment)
  - v. Depth (for quantity verification)
- c. Periodical Testing:
  - i. Color TestDAND Test
  - ii. Filters and Hoses Replacement Fuel Test

NOTE: Sampling is taken and sent to QETE for the DAND and Filters and Hoses Replacement Fuel Test.

#### Actions When Drawing Test Samples

- 1.13 Bowser and tanker drivers or the fuels and lubricants operator will draw the required sample quantities and record the amounts drawn on a supply document or a locally produced Test Issue form, sign the form and forward the original copy to the supporting supply warehouse at the close business of each day. The driver will retain one copy for his/her records.
- 1.14 **Unsatisfactory POL products:** When notification or advice is received from the applicable fuels and lubricants Technical Authority indicating that a POL product is unsatisfactory, the base/wing/station/unit Sup/Log O shall quarantine the product pending receipt of disposal instructions from NDHQ.

#### Issue of Fuel Products Pending Analysis Test

- 1.15 Dormant fuel products may be used provided there is no definite basis of suspected contamination or serious divergence from specifications, pending the completion of re-inspection tests.
- 1.16 The probability of receiving contaminated products or products not conforming to specification requirements will vary with the nature of the product and the applicable quality requirements. These products, before being released from the contractor, must be subjected to quality control to ensure they meet the requirements of the relevant contractual specifications.
- 1.17 In addition to the above, periodic quality assurance (QA) tests may be done on fuel stored in tanks to confirm that it still meets DND/CF minimum specifications.
- 1.18 These draws are required consumption and must be recorded as a consumption issue in the Materiel Management System of Record against the Fuel Test Account. Refer to EP 28C, AvPOL Sampling and Testing in the process flowcharts.

## ANNEX E – Daily Accounting Record

### 1.1 For Main Storage and Secondary Tanks (\_P) (Bowsers, Refueling Aircrafts, Barges; Ships; Vehicles (FAR; TFAR) AOR and Large Generators)

Volumetrics and Daily Accounting Record Sheet														
Base / Wing / Formation:										Fuel Type:				
Month:										Tank#:				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Date	Fuel Level (Meters)	Non-corrected Fuel Volume (Liters) (NCFV)	Fuel Temperature Average (°C)	Fuel Correction Factor	Corrected Fuel Volume to 15°C (Liters) (CFV)	Previous day's Receipts (Liters)	Previous Day's Issues (Liters)	DRMIS Balance (Liters)	Daily Fuel Variance (Liters)	DRMIS Adjustment Qty to be Transmitted on the month end report Daily Discrepancies (Liters)	Maximum Allowable Fuel Gain or Loss (Liters)	Daily Fuel Volume Variance (%) (DFVV)	Remarks Y or N	Initials
					C x E				F - C		1% of 2,000,000 Liters Total Tank Capacity	(Column J / 2,000,000)*100	Y= Within Parameters N= Outside Parameters	
1	2.971	980,787	-0.5	1.0143	994,812			994,812	14,025	0	20,000	0.7013	Y	RB
2	2.81	925,538	-1.1	1.0149	939,529		55,249	939,563	13,791	235	20,000	0.6895	Y	RB
3	2.639	873,032	-1.8	1.0155	886,564		52,506	887,057	13,532	259	20,000	0.6766	Y	RB
4	2.795	923,145	-2.5	1.0162	938,098	50,111		937,168	14,955	1,423	20,000	0.7477	Y	RB
5	3.05	1,026,593	-0.2	1.0141	1,041,068	103,450		1,040,618	14,475	480	20,000	0.7257	Y	RB
6	3.05	1,026,813	-0.5	1.0143	1,041,496	220		1,040,838	14,685	208	20,000	0.7342	Y	RB
7	3.05	1,025,319	-1.9	1.0156	1,041,314		1,494	1,039,344	15,995	1,312	20,000	0.7997	Y	RB
8	3.05	1,025,573	-1.7	1.0154	1,041,367	254		1,039,598	15,794	201	20,000	0.7897	Y	RB
9	3.05	1,025,322	-1.8	1.0155	1,041,214		251	1,039,347	15,892	99	20,000	0.7946	Y	RB
10	3.05	1,024,394	-2.9	1.0165	1,041,297		928	1,038,419	16,905	1,010	20,000	0.8451	Y	RB
11	3.05	1,074,383	-3.3	1.0169	1,092,540	49,989		1,088,408	18,157	1,255	20,000	0.9079	Y	RB
12	3.355	1,176,881	-2.3	1.0160	1,195,711	102,498		1,190,906	18,830	673	20,000	0.9415	Y	RB
13	3.68	1,227,909	-2.6	1.0163	1,247,924	51,028		1,241,934	20,015	1,185	20,000	1.0007	N	RB
14	3.606	1,185,330	-2.4	1.0161	1,204,414		42,579	1,199,355	19,084	931	20,000	0.9542	Y	RB
15	3.364	1,131,907	-2.4	1.0161	1,150,131		53,423	1,145,932	18,224	860	20,000	0.9112	Y	RB
16	3.327	1,095,094	-2.0	1.0157	1,112,287		36,813	1,109,119	17,193	1,031	20,000	0.8596	Y	RB
17	3.072	1,067,068	-2.4	1.0161	1,084,248		28,026	1,081,093	17,180	13	20,000	0.8590	Y	RB
18	3.066	1,051,842	-1.2	1.0150	1,067,620		15,226	1,065,867	15,778	1,402	20,000	0.7889	Y	RB
19	3.048	1,010,614	-1.1	1.0149	1,025,672		41,228	1,024,639	15,058	719	20,000	0.7529	Y	RB
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
Average Temperature			-1.8	1.0155										
Total gross Discrepancy											1,033			
Opening Inventory plus receipt						1,352,362								
Total Monthly issues						327,723								

- 1.2 On a daily basis the volumetric and daily accounting record sheet must be fill out as follow before the start of the day on all storage tanks:
- a. Column A: Write Today's date
  - b. Column B: Electronic measuring device readings or manual dips (as per CFTO) are to be performed and recorded. Fuel level expressed in meters (m).
  - c. Column C: From the fuel storage level chart and / or electronic measuring fuel level device, write down the correspondent fuel quantity to the fuel level. Expressed in Litres. At this time it is the Non Corrected Fuel Volume (NCFV).
  - d. Column D: Write the fuel temperature average as per CFTO and expressed in degrees C.
  - e. Column E: Write the correspondent Fuel Correction Factor from the "Temperature correction chart" for that type of fuel.
  - f. Column F: Multiply column C multiplied by column E to get the Corrected Fuel Volume.
  - g. Column G: Compile and write down all the previous day's Receipts (L) taken from the various "Fuel receiving log sheet".
  - h. Column H: Compile and write down all the previous day's issues (L) taken from the tender's computer printout, the vehicle's fuel issue sheet or a hardcopy of the DND 586.
  - i. Column I: Add or subtract the quantities from column G and / or column H to the quantity in column I from the day before to obtain your DRMIS Balance which is your current holdings according to DRMIS.
  - j. Column J: Write down the Daily Fuel Volume Variance which is the difference between column F minus column C, expressed in litres. See Note 1 and 2
  - k. Column K: Calculate the DRMIS Adjustment Quantity (Daily Discrepancies) by subtracting today's daily's variance from yesterday's. This quantity will be transmitted on the monthly stock adjustment report.
  - l. Column L: Represent 1% of the total capacity of a specific tank which is the Maximum Allowable Fuel Gain or Loss that can be permitted to remain within CCME guidelines, expressed in Litres.
  - m. Column M: Write the percentage of the Maximum Allowable Fuel Gain or Loss that is permitted. Expressed as a percentage. See Note 1
  - n. Column N: Write Yes "Y" if (DFVV) is within parameter) or No "N" is DFVV is outside parameter. See Note 2
  - o. Column O: Write initials of person who performed the calculations.

NOTE 1. 1% Gain or loss for above ground storage tank (AST) or 0.5% for underground storage tank (UST)

NOTE 2. If DFVV is outside parameter, immediately investigate

Example: For AST total capacity is 909363L X 1% = 9093 L loss or gain is acceptable.  
For UST total capacity is 909363L X 0.5% = 4546L loss or gain is acceptable.

1.3 The following procedures need to be done on a daily basis:

- a. All receipts (compiled receipts from the tank’s daily issue sheet) are transmitted.
- b. All issues (compiled from the tank’s daily issue sheet and from the bowser’s computer’s records or from all the DND 586) are transmitted.
- c. The manual daily morning dips or the daily morning electronic reading device is done.
- d. The volumetric and daily accounting record sheet is to be filled out.

1.4 On a monthly basis the "Monthly Stock Adjustment" must be completed as follow:

Monthly Stock Adjustment Template			
A)	Monthly Total Gross Discrepancy:	1,033	
B)	Average Temperature:	-1.8	
C)	Correction Factor:	1.0155	
D)	Total Monthly Issues:	327,723	
E)	Total Monthly Issues Corrected to 15°C:	332,803	
F)	Adjustment due to Temperature(E - D):	5,080	
G)	Net Discrepancy (A + or - F):	6,113	
H)	Opening Inventory of the Month + Receipts:		1,352,362
I)	Total net Inventory (H - E + G)		1,025,672
J)	DRMIS' Closing Balance		1,024,639
K)	Monthly Adjustment (I - J) Must be equal to A		1,033
L)	Moving Average Price		\$1.03
M)	Financial Monthly Adjustment (K * L)		\$1,063.88
<b>Note:</b> The Special Instruction block of the Sup Doc shall be annotated:			
"Month End Fuels and Lubricants Stock Adjustment",			
"Certified ... liters were found Surplus/Deficient at the end of ... and fuel holdings are hereby adjusted".			

1.5 Monthly Stock Adjustment template must be completed as follow:

- a. The monthly total gross discrepancy is the total of all quantities in column 10 of the Daily Bulk Fuel Inspection and Stock report;
- b. The monthly average temperature is the average of all daily temperature from column 4 of the Daily Inspection and Stock Report;
- c. The correction factor is taken from the Temperature Correction Chart;

- d. The total issues for the month is the SUM of all issues in column 8 of the Daily Inspection and Stock Report;
- e. The total issues corrected to 15°C is obtained by multiplying line D by line C;
- f. The adjustment due to temperature is the difference between line E minus line D;
- g. The net discrepancy is the sum of line A plus F;
- h. The opening inventory of the month plus all receipts;
- i. The total Net Inventory is your opening Inventory of the month plus your receipts (line H) minus your total monthly issues corrected to 15°C (line E) plus your net discrepancy (line G);
- j. DRMIS' closing balance;
- k. The monthly adjustment is obtain by subtracting line J from line I and must be either written-off or brought on charge using MI10 transaction, movement type 701 or 702, reason for movement type 7019 and is not for 152 action;
- l. The moving average price as per DRMIS;
- m. The financial monthly adjustment is the dollar value that the transactions represent; and
- n. The total issues corrected to 15°C is obtained by multiplying line D by line C.

**NOTE:** If within the acceptable variance, no further action is required. If at any time during the month, a breach of acceptable fuel variance occurs you need to: investigate, do a stocktaking, transmit a stock adjustment transaction in DRMIS. The next monthly report must start the day following the stocktaking.

- 1.6 For User's Storage Locations (S) (Aircrafts; Vehicles; Ships; Generators; Small Equipment; Handling Equipment and Jerry Cans)
- 1.7 User's / aircraft's stock balance must be expensed to a cost center on a daily basis.

# 9.9 HAZARDOUS MATERIEL

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## POLICY

### Aim

- 1.1 The aim of this chapter is to outline the policies governing the life cycle aspects of hazardous material, from its initial selection to its disposal.

### Context

- 1.2 The purpose is to provide guidance for the management of hazardous material to the Department of National Defence (DND) and the Canadian Armed Forces (CAF) in activities such as: identification, selection, storage, proper handling, packaging, shipping and disposal of these materials in a manner that protects human health, the environment, and equipment, while meeting all mandated legal requirements
- 1.3 Dangerous goods are commonly known as hazardous materials (HAZMAT). Hazardous materials are solids, liquids, or gases that can harm people, other living organisms, property, or the environment. It includes materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, biohazardous, toxic, pathogenic, or allergenic. Also included are physical conditions such as compressed gases and liquids or hot materials, including all goods containing such materials or chemicals, or may have other characteristics that render them hazardous in specific circumstances. They are subject to chemical regulations.

### Definitions

- 1.4 Definitions, other than those listed below, can be found in Section 10.1 Glossary.
- a. **Hazardous Material (HAZMAT):** is any material that, if handled improperly, can endanger human health and well-being or the environment or equipment. Such as poisons, corrosive agents, flammable substances, ammunition, explosives; and
  - b. **Safety Data Sheet (SDS):** is a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It was previously known as Materiel Safety Data Sheet (MSDS).

### Authorities and Responsibilities Tables

#### 1.5 Authorities Table

The....	Has or have the authority to...
Deputy Minister and the Chief of the Defence Staff (CDS)	<ul style="list-style-type: none"> <li>• issue instructions with respect to hazardous material best practice, and</li> </ul>

The....	Has or have the authority to...
	<ul style="list-style-type: none"> <li>• ensure compliance with respect to applicable regulations, directives and policies for Hazardous material.</li> </ul>
Assistant Deputy Minister (Materiel) (ADM(MAT))	<ul style="list-style-type: none"> <li>• manage the materiel's full life cycle, from acquisition, through maintenance and support, to disposal.</li> </ul>
Assistance Deputy Minister (Infrastructure and Environment) (ADM(IE))	<ul style="list-style-type: none"> <li>• provide direction on the process for the management of Hazardous Materials within DND/CAF;</li> <li>• establish strategic direction associated with HAZMAT management as part of its functional authority related to the management of the national environmental protection and stewardship portfolio.</li> </ul>
Commanding Officer	<ul style="list-style-type: none"> <li>• manage HAZMAT within Base/Wing/Unit and register inventory;</li> <li>• ensure procedures are in place and applicable training is provided; and</li> <li>• encourage considering alternative methods and materials to reduce hazardous material usage (Green Procurement).</li> </ul>

### 1.6 Responsibilities Table

The...	Is or are responsible for...
HAZMAT Control Authority (Safety Officer)	<ul style="list-style-type: none"> <li>• acting on the authority of the Commanding Officer with regards to approving the introduction or continued use of hazardous material.</li> </ul>
Director Supply Chain Operation (DSCO)	<ul style="list-style-type: none"> <li>• managing hazardous material Reference Application (HMRA) and SDS updates every 3 years; and</li> <li>• providing military packaging and warehousing.</li> </ul>
Procurement Authority	<ul style="list-style-type: none"> <li>• selecting the means of procurement;</li> <li>• selecting the source of supply;</li> <li>• identifying and approving products against approved lists and making appropriate material data entries; and</li> <li>• taking into consideration Green Procurement.</li> </ul>

The...	Is or are responsible for...
HAZMAT users and their supervisors	<ul style="list-style-type: none"> <li>• qualifying users on HAZMAT courses;</li> <li>• controlling/ recording an accurate inventory list;</li> <li>• utilizing the Hazardous Material Reference Application (HMRA);</li> <li>• using Personal Protective Equipment (PPE); and</li> <li>• using the Material Safety Data Sheet (MSDS)/ Safety Data Sheet (SDS).</li> </ul>
Technical Authority (TA)	<ul style="list-style-type: none"> <li>• providing information, guidance and advice on the technical aspects of a product that is hazardous material.</li> </ul>
Emergency Response Team (ERT) of Base/Wing/Unit	<ul style="list-style-type: none"> <li>• responding to any emergencies in relation to hazardous substances;</li> <li>• providing spill response; and</li> <li>• cleaning up after it has been secured by the base/wing/unit fire fighters.</li> </ul>

## References

1.7 The following references were used in the development of this policy:

- a. [Hazardous Products Act \(R.S.C., 1985, c. H-3\)](#);
- b. [Hazardous Product Regulation \(SOR/2015-17\)](#);
- c. [Canada Occupational Health and Safety Regulations \(SOR/86-304\)](#);
- d. [DAOD 2008-3 Issue and Crisis Management](#);
- e. [DAOD 4003-1 Hazardous Materials Management](#);
- f. [A-GG-040-004/AG-001 Hazardous Materials Safety and Management Manual](#);
- g. [A-LM-158-004/AG-001 Transportation of Dangerous Goods Vol 4](#);
- h. [C-02-040-009/AG-001 General Safety Program, General Safety Standards](#);
- i. [Hazardous Materials Reference Application \(HMRA\)](#);
- j. [WHMIS 2015 Globally Harmonized System \(GHS\)](#); and
- k. [Hazardous waste and recyclable material “Environment Canada”](#).

## PROCESS

### Due Diligence

- 2.1 Due diligence shall be exercised in carrying out duties and responsibilities that are associated with HAZMAT.
- 2.2 In the course of their action or duty, all individuals shall maintain a reasonable standard of care for the environment and for the health and safety of others. That reasonable standard of care is referred to as due diligence. In exercising due diligence, individuals have a duty to:
  - a. know and obey federal laws and regulations on handling HAZMAT;
  - b. respect provincial laws and municipal bylaws where appropriate;
  - c. exercise caution;
  - d. prepare for risks that a reasonable person would foresee; and
  - e. respond to risks and incidents as soon as practicable.

### Hazardous Material Reference Application

- 2.3 The [Hazardous Material Reference Application \(HMRA\)](#) is the information database used to record HAZMAT and is the repository for Safety Data Sheet (SDS). This database is managed by DSCO on behalf of ADM(Mat).

### Workplace Hazardous Materials Information System and Globally Harmonized System

- 2.4 The Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements of the system are hazard classification, cautionary labelling of containers, the provision of SDS and worker education and training programs.
- 2.5 The basis for hazard classification and communication in WHMIS is in constant evolution. With the incorporation of the Globally Harmonized System of Classification and Labelling for chemicals (GHS) in WHMIS, the hazard classification and communication requirements of WHMIS have been aligned with those used in the United States and other Canadian trading partners.
- 2.6 The Globally Harmonized System of Classification and Labelling of Chemicals (GHS) is an internationally consistent approach to classifying chemicals and communicating hazard information through labels and safety data sheets.
- 2.7 The key objectives of the GHS are:

- a. to increase worker protections through the adoption of an improved, globally recognized standard for communicating the hazards associated with workplace hazardous chemicals;
- b. to facilitate trade through common labelling and other hazard communication requirements; and
- c. to lower costs for businesses and consumers by reducing the need for retesting and reclassifying workplace hazardous chemicals from, or for, different markets.

## Identification and Classification

- 2.8 Every container of a hazardous substance, other than a controlled product, that is stored, handled, used or disposed of shall be labelled in a manner that clearly discloses the generic name of the substance, and the hazard information in respect of the substance.
- 2.9 In respect of a hazardous substance, that is stored, handled or used, a safety data sheet must be provided by the supplier of the hazardous substance or the department (HMRA) and a copy should be kept readily available in the workplace for examination by employees.
- 2.10 Regulatory frameworks incorporate comprehensive classification systems of hazards to provide taxonomy of dangerous goods. Classification of dangerous goods is broken down into nine classes. Collectively, these regulatory regimes mandate the means by which dangerous goods are to be handled, packaged, labelled and transported.
- 2.11 There are nine classes of hazardous materials:
- a. Explosives (Class 1);
  - b. Compressed Gases (Class 2);
  - c. Flammable and Combustible liquids (Class 3);
  - d. Flammable Solids, Spontaneously Combustible Material and Material Dangerous when Wet (Class 4);
  - e. Oxidizers and Organic Peroxides (Class 5);
  - f. Toxic (Poisonous) and Infectious Material (Class 6);
  - g. Radioactive Material (Class 7);
  - h. Corrosive Material (Class 8); and
  - i. Miscellaneous Goods (Class 9).

## Procurement

- 2.12 HAZMAT shall be selected and procured of in a manner that protects human health, the environment, the equipment and meets legal requirements.
- 2.13 As with any other procurement decision, the selection of a HAZMAT product should be the best product in support of the request and task, at a cost effective price. However, when selecting a HAZMAT product, there may be additional hidden costs. The decision to purchase HAZMAT shall first determine if there is a safer, environmentally friendly (i.e. Green Procurement) product to employ.

- 2.14 The cost factors below must be considered before procuring any HAZMAT product. It can be any or all, but not limited to the cost of:
- a. transporting the HAZMAT product to DND facilities (must be **compliant with DND** when packaging and shipping, not just from the manufacturer/producer);
  - b. specialized/ safe storage facilities required to store the material and the availability of **qualified HAZMAT** stores persons;
  - c. educating workers;
  - d. implementing mechanical control measures or protective personal equipment;
  - e. maintaining;
  - f. cleaning up the product if a spill should occur; and
  - g. disposing of product residue or expired products.

### Hazardous Materials Inventory

- 2.15 Once a hazardous material has been obtained by a user, it is important that record be maintained of its existence until its proper disposal. A complete and accurate inventory list maintained by users is essential to the effective management of a hazardous material control program. The inventory record provides information which helps users identify hazardous material storage areas, holding limits, employee training and vital emergency response information is obtained and made readily available.

### Receipt

- 2.16 For the reception of hazardous material, please refer to the Chapter 4.1 Receipt.

### Storage

- 2.17 Hazardous materials must be stored separate from other material. The following provides you with proper storage characteristics:
- a. separate storage buildings or compounds;
  - b. separate storage compartments separated by fire walls and fire doors; and
  - c. separation by hazard classes with the appropriate fire safety distances, and the installation of fixed automatic fire extinguishing systems in compartments or the entire building.
- 2.18 Additional criteria is to to be taken into consideration regarding the safe storage of HAZMAT:
- a. organics are to be separated from inorganic materials;
  - b. acids are to be separated from bases;
  - c. oxidizing agents are to be separated from reducing agents;
  - d. small quantities (generally immediate use amounts) of flammables are to be stored in approved and ventilated safety cabinet; and

- e. larger quantities of flammables are to be stored in approved containers in isolated or special rooms designed to meet the various codes and standards that apply, such as the National Fire Code of Canada (NFCC) and the National Building Code of Canada (NBCC).
- 2.19 Reference must be made to the storage requirements specified on the SDS. Qualified personnel will be required to provide guidance on storage requirements. Where necessary, special expertise must be consulted.

NOTE: Ensure that lithium batteries are stored according to A-GG-040-004/AG-001 Chapter 9, Annex J.

## Issue

- 2.20 For the issue of hazardous material, please refer to the Chapter 4.2 Issues.

## Packaging and Shipping

- 2.21 **Only qualified personnel** should package Hazardous material for shipment in accordance with national and international packaging regulations and instructions. This task requires **specialized training** as HAZMAT incorrectly packaged may lead to serious injury or damage. In addition, incorrectly labelled HAZMAT is a violation of the Transportation of Dangerous Goods Act (TDG) and if detected can result in either:
- a. delays in shipment of material, as it can be refused by the carrier or repackaged by the carrier at DND's expense, or
  - b. fines or other penalties as deemed by the Act.
- 2.22 Please refer to the Chapter 4.2 Material Packaging and Preservation or the [Military Packaging](#).
- 2.23 Determine with the shipper (i.e. Central Materiel Traffic Terminal [CMTT]), the method of transportation to be used as follow:
- a. Road - Domestic, Trans-border;
  - b. Rail;
  - c. Road/Rail;
  - d. Air - Military, Civilian Passenger, Civilian Cargo; or
  - e. Sea.
- 2.24 The policy governing the movement of dangerous goods varies with the transportation mode and commodity. The regulations are contained in the ICAO, IATA, and TDG (available in hard copy only).
- 2.25 For more details information/ guidance referring to shipment, refer to the *Transportation of Dangerous Goods Act and Regulations or Transportation Manual Vol 4*.

## Disposal

- 2.26 Anyone who handles, stores or disposes of HAZMAT is responsible to perform the following actions in accordance with procedures established:
- a. ensure compatibility of hazardous waste;
  - b. select an appropriate waste handling location (consider HAZMAT, site preparation, risk of fire, detectors, showers and fire alarms);
  - c. control access and provide security;
  - d. test and classify waste;
  - e. select a disposal option (consider minimizing, reusing, recycling);
  - f. select a disposal contractor;
  - g. make appropriate data entries; and
  - h. provide spill response.

NOTE: Ensure that ALL lithium Batteries are taken out of main components before disposing of it as it could cause serious injuries if not disposed of properly. Please refer to A-GG-040-004/AG-001 Chapter 9, Annex J.

## Spill Response

- 2.27 Every area where HAZMAT is stored, handled or in use must be equipped with a spill kit suitable for the types and quantities of HAZMAT contained in that area. As part of pre spill preparation, all bases/wings/units should have an established, verified and tested emergency response plan.
- 2.28 The custodian of the spilled material is responsible to ensure that the following actions are taken:
- a. initial containment;
  - b. clean up of the area after it has been secured by the Base/Wing/Unit Fire Chief/Base Emergency response team (ERT);
  - c. containerization of the residues; and
  - d. notifying the qualified personnel/ sections on base for the pick-up and disposal of any residues or contaminated materials or equipment.
- 2.29 The ERT will determine if the accidental release of hazardous material may threaten public safety and if it shall be reported to the appropriate authorities. Please refer to DAOD 2008-3 Issue and Crisis Management for how to provide information to proper authorities.

## Hazardous Material Reference Application

- 2.30 Safety Data Sheets (SDS) are validated on a three year cycle. All incoming and outgoing shipments of HAZMAT should be accompanied by two (2) copies of the MSDS/SDS (one (1) inside and one (1) outside the shipping container). If the MSDS/SDS was not provided,

copies can be obtained from HMRA and made available upon request or during the issue of the commodity.

Compliance (Under Development)

## PROCEDURE

### Process Flow Charts (Under Development)

3.1 The following are the Process Flow charts related to this chapter.

Processes	Descriptions
	<ul style="list-style-type: none"> <li>•</li> </ul>

### DRMIS Transaction Codes (Under Development)

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

Code	Descriptions
	<ul style="list-style-type: none"> <li>•</li> </ul>

### DRMIS Reports (Under Development)

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions
	<ul style="list-style-type: none"> <li>•</li> </ul>

# 9.10 LUBRICANTS

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## POLICY

### Aim

1.1 The aim of this chapter is to provide direction for the management, accountability and inventory control for Lubricants within the CAF and the DND.

### Context

1.2 As a special commodity with volatile properties it has unique management requirements in order to ensure accountability, safety and availability. Lubricants will be managed as an item of inventory in the Materiel Management System of Record and undergo all accountability and control measures contained within this chapter.

### Definitions

- 1.3 Definitions, other than those listed below, can be found in Section 10.1 Glossary.
- a. **Additive:** defined as chemical ingredients of a proprietary nature intended to be added to fuel or lubricants to enhance or correct a specific characteristic.
  - b. **Packaged petroleum product:** A petroleum product (generally a lubricant, oil, grease, or specialty item) normally packaged by a manufacturer and procured, transported, stored, and issued in containers having a fill capacity of 55 gal (208L) or less.
  - c. **Associated product:** A product of petroleum or chemical origin, used as a hydraulic, corrosion preventative, coolant, or specialized product, required for the operation, maintenance, and/or storage of materiel.

### Authorities and Responsibilities Tables

#### 1.4 Authorities Table

The....	Has or have the authority to...
ADM(Mat)	<ul style="list-style-type: none"> <li>• issue policy instruments regarding materiel management and inventory management including acquisition, support, and disposal.</li> <li>• conducting life cycle management of centrally managed lubricants</li> </ul>
Strategic Joint Staff(SJS)	<ul style="list-style-type: none"> <li>• approve amplification directives for lubricant policies, instructions and directives;</li> <li>• oversee F&amp;L training; and</li> </ul>

The....	Has or have the authority to...
	<ul style="list-style-type: none"> <li>• direct F&amp;L reporting mechanisms and other tools.</li> </ul>
Assistant Deputy Minister (Infrastructure and Environment)	<ul style="list-style-type: none"> <li>• direct and advise on the environmental impact of the storage, use and disposal of lubricants; and</li> <li>• approve the use of fuel in the support of firefighting training.</li> </ul>
Environmental Chiefs of Staff (ECS)	<ul style="list-style-type: none"> <li>• conducting life cycle management of locally managed locally procured lubricants, including local policies on hazardous material, transportation, handling and disposal.</li> </ul>
Strategic J4 Fuel & Lubricants	<ul style="list-style-type: none"> <li>• lead all elements of the F&amp;L program on behalf of SJS/DOS.</li> <li>• providing F&amp;L support to all contingency and operational plans; and</li> <li>• oversee F&amp;L training.</li> </ul>
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• develop and maintain supply policy, procedures, business processes, and standards for Materiel Management on behalf of ADM (Mat).</li> </ul>

1.5 Responsibilities Table

The...	Is or are responsible for...
Director General Land Equipment Program Management - Quality Engineering Test Establishment	<ul style="list-style-type: none"> <li>• formulating, analyzing, reviewing and approving the technical content of statements of work and technical specifications of aviation and land fuels and lubricants, as technical authority and life cycle material manager for aviation and land fuels and lubricants; and</li> <li>• writing and maintaining technical documents for the aviation and land fuels and lubricants.</li> </ul>
SJS Strat J4 (F&L)	<ul style="list-style-type: none"> <li>• acting as the single F&amp;L program authority for the DND and the CAF; and</li> <li>• providing situational awareness on strategic and operational F&amp;L issues.</li> </ul>
Base/Wing/Formation Commanding Officer	<ul style="list-style-type: none"> <li>• ensuring that the storage facilities for lubricants conform to policies and regulations; and</li> </ul>

The...	Is or are responsible for...
	<ul style="list-style-type: none"> <li>• performing yearly inspection of the storage facilities.</li> </ul>
Supply Officer	<ul style="list-style-type: none"> <li>• ensuring that all staff handling lubricants are trained and qualified; and</li> <li>• conducting all required semi-annual inspections of the facilities.</li> </ul>
Aviation Fluid Services Officer (AFSO)	<ul style="list-style-type: none"> <li>• ensuring the operation, maintenance and security, of the lubricant storage facilities; and</li> <li>• performing inspections IAW C-82-007-001/AF-000</li> </ul>
Life Cycle Materiel Manager(LCMM)	<ul style="list-style-type: none"> <li>• coordinating the principal life cycle management activities and normally assigned design and technical authority for an assembly or item(s)/part(s), equipment, system.</li> </ul>

## References

1.6 The following references were used in the development of this policy:

- a. [Financial Administration Act](#);
- b. [Canadian Environmental Protection Act, 1999](#) and associated regulations;
- c. [Transportation of Dangerous Goods Act](#);
- d. [TBS Policy on Management of Materiel](#);
- e. [DAOD 2007-1 General Safety Program Manuals \(GSPM\)](#);
- f. [DAOD 2008-3 Issues and Crisis Management](#);
- g. [DAOD 3000-0 Materiel Acquisition and Support](#);
- h. [DAOD 3014-0 Fuels and Lubricants](#);
- i. [DAOD 4003-0 Environmental Protection and Stewardship](#);
- j. [DAOD 4003-1 Hazardous Materials Management](#);
- k. [A-GG-040-004/AG-001](#), Hazardous Materials Safety and Management Manual
- l. [C-02-005-013/AM-000](#), Shelf Life and Storage of Materiel
- m. [C-82-005-001/AM-004](#), Technical Reference for Fuels, Lubricants & Associated Products (STANAG 1135);
- n. [C-82-007-001/AF-000](#), Reference Book on Petroleum and Associated Products
- o. [C-82-010-007/TP-000](#), Quality control of aviation and ground fuels and lubricants
- p. [Army Regulation AR 70-12: Fuels and Lubricants Standardization Policy for Equipment Design, Operation, and Logistic Support](#);

- q. [Canadian Army Order 21-19 \(CAO 21-19\) - Fuels and Lubricants Standardization Policy for Equipment Design, Operation, and Logistic Support](#); and
- r. [NATO Logistics Handbook](#).

## PROCESS

- 2.1 This chapter follows the lifecycle of lubricants and covers aspects of Planning, Acquisition, Materiel Management, Maintenance and Disposal. The focus is on process elements that are unique to this commodity or require additional clarification.
- 2.2 When no amplification has been provided then normal materiel management processes from other chapters within this manual will apply.

## Planning

- 2.3 Planning are those activities necessary to the development, definition and selection of a preferred means to support defence capability requirements. Chapter 2.4 refers to the planning process in detail.
- 2.4 Lubricants are a commodity that are shelf life managed, which is an influencing factor during the forecasting and planning process. It is important to not procure materiel in quantities that would exceed the requirements during the period of shelf life availability.

## Acquisition

### Qualified Products List and Procurement

- 2.5 In accordance with STANAG 1135 and other references, lubricants used on military equipment often must undergo a qualification process to ensure standardization and quality control. Qualification is the process of verifying that a manufacturer is capable of making a product meeting all the requirements of the applicable specification. Any change in the formulation or manufacturing process requires new qualification for that specific product. A qualified products list (QPL) is made available to facilitate the procurement process. Refer to the following link: [TA approved QPLs](#).
- 2.6 When units require lubricant products, unless restricted, they may be procured by local procurement order (LPO). If a desired product is not on the approved products list, contact the corresponding TA for guidance.

## Materiel Management

### Storage

- 2.7 It is the responsibility of the supporting supply organization to ensure petroleum products are properly stored until they are issued. Once a product has been issued to a user unit it becomes the responsibility of that unit to maintain the quality and identity of the product and to provide secure and proper storage for the product.

- 2.8 The normal management and operation of storage facilities rests with the Supply Officer. Such facilities comprise of the following types:
- a. **Packaged Fuels and Lubricants Storage Buildings:** Packaged fuels and lubricants products, because of their flammable characteristics, are normally stored in any suitable unheated ventilated out-buildings, separate from main storage buildings or other commodity storage areas; or
  - b. **Fuels and Lubricants Open Storage Sites:** Used for storage of large quantities of drummed or containerized fuels and lubricants products. This type of hard ground storage requires drainage, weather protection coverings, and dunnage and should be adjacent to docks, highways, or roads. This type of storage will only be used as an interim measure.
- 2.9 To ensure proper dispensing, all packaged products will be stored and rotated in a manner following the first-in-first-out (FIFO) principle ensuring that products with the earliest expiry dates are issued first. This storage method will also facilitate the scheduling of those products requiring periodic re-test as prescribed in NATO Standardization Agreement (STANAG) 3149, Annex A.
- 2.10 For more information on storage refer to C-82-010-007/AF-000, section 7-3.

### Hazardous Material Storage Information

- 2.11 A Safety Data Sheet (SDS) for each product stored must be available for quick reference.
- 2.12 The individual Material Safety Data Sheets (MSDSs) must be consulted to ensure that the exceptions to general rules are identified. Ideally, hazardous materials must be stored separate from other material. This may be accomplished by:
- a. separate storage buildings or compounds;
  - b. separate storage compartments separated by fire walls and fire doors; ~~and~~
  - c. separation by hazard classes with the appropriate fire safety distances, and the installation of fixed automatic fire extinguishing systems in compartments or the entire building.
- 2.13 For more information on Hazardous material storage, refer to A-GG-040-004/AG-001, Hazardous Materials Safety and Management Manual.

### Receipt and Identification

- 2.14 A Visual Inspection IAW C-82-010-007/TP-000, Section 7-4, is to be performed on receipt of commercial shipments of lubricants, and before these are placed in stock to ensure:
- a. containers are marked in accordance with the contract; and
  - b. shipments are accompanied by one of the following documents:
    - i. Form CF 1280. Contract Supply Voucher;

- ii. Form DD 250. (Products received direct from U.S. Suppliers); or
  - iii. A release document acceptable to the Government Quality Assurance representative.
- 2.15 A copy of the current contract shall be on file for cross reference as to type of product, container markings required, and release documents required.

### Receipt of packaged products

- 2.16 Packaged lubricants are normally those products received in containers, drums, carboys, kegs, tubes etc. Packaged products are treated as a normal item of supply, but with the following exceptions:
- a. products are accounted for by NATO Stock number (NSN);
  - b. containers, drums, carboys, kegs, etc., (invoiced) are treated as re-useable containers within the product stream; and
  - c. non-returnable containers may be used for salvage purposes or considered as scrap.

### Stocktaking

- 2.17 Stocktaking is the process to identify and resolve discrepancies with DND/CAF materiel, update computer and manual records regarding balances of stock on hand and the identification, condition and location of materiel. For more information, refer to Chapter 4.3, Stocktaking.

## Maintenance

### Shelf Life

- 2.18 All packaged products are subject to shelf life inspections and/or testing as well as segregation in accordance with product characteristics and environmental regulations.
- 2.19 The shelf life of an item can be extended but only after appropriate tests are performed. These tests are usually administered by QETE. To be cost effective, testing is done only when there are sufficient holdings to justify the expense of shipping, handling and testing.

NOTE: Batches may be held at various locations. Any restrictive transaction against a specific stock code will affect system wide holdings.

- 2.20 Before sending samples for testing, Users must ensure if the batch number requiring re-certification has not already been tested by consulting the spreadsheet "List of product for shelf life extension" on [QETE's SharePoint website](#).
- 2.21 If the batch number is not listed, a CF 938 (Request for Test) must be completed and sent to QETE 3-3 with a sample of the expiring batch.

2.22 The shipping information for QETE is available on the [ADM \(Mat\) website](#).

2.23 For more information, refer to C-02-005-013/AM-000, Shelf Life and Storage of Materiel

NOTE: The CF 938 is available in electronic format in the [Defence Forms Catalogue](#) (DFC).

## Downgrading

2.24 Lubricants that do not meet original specifications may be reused by downgrading, blending, purifying or dehydrating. Products that cannot be returned to their original intended purposes may be downgraded for use at a lower grade of the same or similar product or for another appropriate use.

2.25 This practice is encouraged to conserve a valuable non-renewable energy resource. The following factors must be considered before downgrading:

- a. the contamination agents;
- b. the source of the contaminant;
- c. the degree of contamination;
- d. the level of variation from the original specifications;
- e. the probable end use of the product;
- f. the level of difficulties associated with the removal or neutralization of the contaminants;
- g. the location and quantities of the product;
- h. the need for downgrading fuels and lubricants; and
- i. the cost of downgrading the product, i.e. time, materiel, equipment and labour.

2.26 If the product cannot be returned to a serviceable state by downgrading, the product is to be reported to the appropriate technical officer and shall be disposed.

## Disposal

2.27 Disposal of lubricants occurs when:

- a. products are deemed to be contaminated;
- b. when products do not meet certification and re-certification testing;
- c. shelf-life expired, and cannot be downgraded: or product cannot be re-purposed; or
- d. products are deemed to be surplus to requirement.

2.28 For centrally managed centrally procured(4N) materiel, the authority to declare materiel surplus and to verify the quality of the lubricant rests with LCMM(s) and an associated Equipment Management Team (EMT) LCMM organization. For lubricants, this authority would rest with:

- a. ADM (Mat) / DGLEPM /QETE 3-3 for the CA and the RCAF, and
  - b. ADM (Mat) / DGMEPM / DNPS 2-4-7 for the RCN.
- 2.29 For centrally managed locally procured (4P) and locally managed locally procured (4L), the authority to declare materiel surplus is at Base/Wing/Unit level.

NOTE: In order to be environmentally responsible every effort must be made to redistribute surplus products before initiating disposal. To facilitate communication about redistribution opportunities higher commands should be engaged

- 2.30 When the applicable Technical Authority identifies that a product is unsatisfactory, the Supply Officer must quarantine the product pending receipt of disposal instructions from QETE. For more information refer to SAM chapter 8.1 Disposal, Annex B, and appendix 23- Hazardous Materiel.

## Inventory control

### Movement Transactions – Receipts, Issues, and Transfers

- 2.31 All movement transactions must be transmitted/entered into DRMIS through the materiel module (MM):
- a. daily at Bases and Wings;
  - b. within 5 days for supporting organizations of units without DRMIS capabilities; and
  - c. no less than 10 working days after return from field exercises or operations.
- 2.32 The transactions must be recorded properly to a unit, ship, aircraft, building, and vehicle/equipment registration number to complete audit, consumption reports and records.

## Training

- 2.33 Commanding officers must ensure that all personnel handling fuels and lubricants complete mandatory training and maintain valid qualifications in order to occupy a position of fuel facility operator or supervisor in or outside Canada.
- 2.34 Any questions or concerns with respect to training and applicable qualifications can be addressed to SJS Strat J4 F&L personnel and training. For more information refer to [F&L Strat J4 Website](#).

## Compliance

- 2.35 In order to demonstrate compliance with this chapter materiel managers and custodians are required to:
- a. ensure that Materiel Safety Data Sheets are readily available and up to date;

- b. verify that shelf-life expiry date on material and cure dates (shelf life tag) are properly identified on material held in stock and prior to issue;
- c. ensure that movement transactions are recorded and entered in the Material Management System of Record; and
- d. ensure that inspections are performed and recorded IAW applicable policy and technical references.

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Processes	Descriptions
<a href="#">EP 28C AvPOL Sampling and Testing</a>	<ul style="list-style-type: none"> <li>• Sampling AvPOL</li> <li>• Testing AvPOL</li> <li>• Ship the sample to the testing facility</li> <li>• Issue the sampled Qty to applicable expense Element</li> </ul>

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for activities in this chapter.

Code	Descriptions
<a href="#">MIGO 201</a>	<ul style="list-style-type: none"> <li>• Issue sampled quantity to expense element</li> </ul>

### DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions
<a href="#">MB51</a>	<ul style="list-style-type: none"> <li>• Display Material Documents List</li> </ul>

# 9.11 PROJECT STOCK (UNDER DEVELOPMENT)

# 9.12 PUBLICATIONS AND CLASSIFIED DOCUMENTS

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## POLICY

### Aim

- 1.1 The objective of the chapter is to detail the Department of National Defence (DND) and the Canadian Armed Forces (CAF) Supply Management of Publications including the policies, processes and procedures involved.
- 1.2 The DND and CAF strive for the effective management of publications to meet operational and business requirements and fulfil legal and policy obligations.

### Context

- 1.3 The responsibility for the management of defence publications is shared among the Assistant Deputy Minister (Information Management) (ADM(IM)), other Level 1 (L1) Advisors and DND/CAF librarians. Defence publications are required to meet certain format and creation rules issued by the designated management authority for that type of publication.
- 1.4 Publications and classified documents are an integral component of the Technical Documentation that is used throughout the life cycle of equipment to facilitate: training, operations, operation instructions, administration, maintenance and disposal. Publications are available in many and/or multiple formats. All physical formats (hardcopy, CD etc.) will be treated as an asset. The financial costs and materiel management will be tracked accordingly.
- 1.5 Director Supply Chain Operations provides materiel acquisition and support (MA&S) leadership in the area of Technical Documentation Services for the life-cycle of all centrally managed documentation. The aim of DSCO is to provide a centrally managed repository for all DND/CAF technical documentation. Additionally, DSCO provides technical data warehousing, reproduction and distribution services of printed materiel for the DND/CAF.

### Definitions

- 1.6 Definitions, other than those listed below, can be found in Section 10.1 Glossary.
  - a. **Publication** means recorded information in the form of library matter that is prepared and issued so as to make it generally known to an audience;
  - b. **Security Classification** determines which specific degree of protection against access the data or information requires, together with a designation of that degree of protection. There are two general levels of security in Canada, “classified” and “designated”;

- c. **Classified** concerns the national interest, and is the highest level of security classification. This level includes three sub-levels which are in ascending order: “Confidential”, “Secret” and “Top Secret”; and
- d. **Designated** concerns public and private interests. This second level includes three sub-levels, also in ascendant order: “Protected A”, “Protected B” and “Protected C”.

Authorities and Responsibilities Tables

1.7 Authorities Table

The....	Has or have the authority to...
Level 1(L1)	<ul style="list-style-type: none"> <li>• approve policy and instructional DAODs setting out functional direction, along with any related functional guidance, in their assigned functional areas listed in the <i>Functional Areas Table</i> block;</li> <li>• issue amplifying direction for the management of publications within their functional areas;</li> <li>• enforce policy in respect of the management of publications;</li> <li>• determine business or operational processes within their functional areas in respect of publications;</li> <li>• issue and monitor the implementation of standards and practices for the format, development, production and publishing of the publications delegated by the ADM(IM);</li> <li>• appoint publishing authorities within their areas of responsibility in accordance with A-AD-100-100/AG-000 and DAOD 2008-6, <i>Internet Publishing</i>;</li> <li>• approve the content of publications resulting from their business or operational processes, including those posted to the internet; and</li> <li>• authorize requests for changes or exemptions to LAC <i>Legal Deposit</i> program through the ADM(IM).</li> </ul>
Assistant Deputy Minister – Information Management (ADM (IM))	<ul style="list-style-type: none"> <li>• manage public defence publications (periodicals, text, brochures etc.);</li> <li>• align the management of advice, policies, procedures, standards, guidelines and tools in respect of publications with DND and CAF requirements and legal and policy obligations;</li> <li>• issue and monitor the implementation of library management and publication accountability frameworks, policies, practices and controls;</li> <li>• plan and implement the IM portion of the Long Term Capital Plan (Equipment);</li> </ul>

The....	Has or have the authority to...
	<ul style="list-style-type: none"> <li>• act as the technical and IT security authority for all infrastructure;</li> <li>• oversight of information operations;</li> <li>• align IM services with business and operational objectives;</li> <li>• manage library and publication accountability frameworks, policies, practices and controls; and</li> <li>• communicate with the staff at Library and Archives Canada (LAC) with respect to the application of the LAC <i>Legal Deposit</i> program.</li> </ul>
Assistant Deputy Minister – Finance/Chief Financial Officer (ADM (Fin))/CFO	<ul style="list-style-type: none"> <li>• manage and promulgate DAODs;</li> <li>• manage and promulgate QR&amp;O;</li> <li>• develop and implement materiel plans in support of operations; and</li> <li>• develop national procurement plans.</li> </ul>
Director General Procurement Services (DG Proc Svcs)	<ul style="list-style-type: none"> <li>• provide the full range of materiel acquisition and support (MA&amp;S) functions to the Vice Chief of the Defence Staff (VCDS) and various clients within the Department, as well as continuing to manage the Department’s Foreign Military Sales (FMS) and COLOG programs;</li> <li>• act as the supply management functionality for a range of National Publications; and</li> <li>• manage major service delivery initiatives as well as providing procurement services for information technology, communications and electronic equipment, and command and control systems.</li> </ul>
Assistant Deputy Minister - Materiel (ADM (Mat))	<ul style="list-style-type: none"> <li>• be the single, central service provider and program authority for materiel for the Canadian Armed Forces (CAF) and the Department. ADM (Materiel) is accountable to the Deputy Minister (DM) for materiel’s full life cycle – from acquisition, through maintenance and support, to disposal;</li> <li>• demonstrate leadership, innovation, and excellence in MA&amp;S strategic and corporate management (engineering drawings, and publications); and</li> <li>• demonstrate leadership in creating an integrated electronic information environment that best meets the Materiel Group's internal/external MA&amp;S needs.</li> </ul>

The....	Has or have the authority to...
Director General Materiel Systems and Supply Chain (DGMSSC)	<ul style="list-style-type: none"> <li>• provide and manage both the Materiel Acquisition and Support (MA&amp;S) framework and the Supply Chain to deliver optimized materiel support to CAF operations and Departmental activities.</li> </ul>
Director Materiel Policy and Procedures (DMPP)	<ul style="list-style-type: none"> <li>• issue and monitor the implementation of standards and practices for the development, production and publishing of CAF administrative, operational and technical publications.</li> </ul>
Director of Supply Chain Operations (DSCO)	<ul style="list-style-type: none"> <li>• provide materiel acquisition and support (MA&amp;S) leadership in Performance Management, Compliance &amp; Oversight, Technical Data Services and Cataloguing, as well as enabling capabilities for the execution of an effective, efficient and accountable CAF Supply Chain;</li> <li>• maintain the currency of the <i>National Defence Index of Documentation</i>; and</li> <li>• act as the steward for CAF administrative, operational and technical publications.</li> </ul>

1.8 Responsibilities Table

The...	Is or are responsible for...
Director General Procurement Services (DG Proc Svcs)	<ul style="list-style-type: none"> <li>• providing Supply Manager functions and DND/CAF Supply Chain services for publications;</li> <li>• acquiring publications and the maintenance of stock levels;</li> <li>• disposing of inventory for nationally distributed publications; and</li> <li>• initiating materiel identification.</li> </ul>
Office of Primary Interest (OPI) / Life Cycle Materiel Manager (LCMM) / Technical Authority (TA)	<ul style="list-style-type: none"> <li>• providing information, guidance and advice on the technical/scientific aspect of a publication;</li> <li>• maintaining publication allocations;</li> <li>• communicating on regular basis with procurement;</li> <li>• determining applicable data/information and provide financial resources on initial procurement of materiel;</li> <li>• providing oversight regarding the management for the distribution, including transfer of excess stock or dormant items Depots and Unit Supply sections;</li> </ul>

The...	Is or are responsible for...
	<ul style="list-style-type: none"> <li>• identifying any controlled goods involved in a procurement process; and</li> <li>• initiating disposal action for all outdated / surplus materiel.</li> </ul>
Director of Supply Chain Operations (DSCO)	<ul style="list-style-type: none"> <li>• providing publications warehousing, print on demand, reproduction and distribution of classified and unclassified publications through the Materiel Management System of Record for DND/CAF;</li> <li>• providing advice and guidance in publishing policy, design and format, indexing, and production of DND publications;</li> <li>• providing publications in hard copy and electronic format in direct support of the CAF and other agencies;</li> <li>• facilitating the production of change and revision of publications and drawings; and</li> <li>• enforcing legislated access controls (Controlled Goods/Intellectual Property/Security).</li> </ul>
Base / Wing / Unit Supply Officers	<ul style="list-style-type: none"> <li>• ensuring only legitimate requirements for publications are satisfied and requisitions are certified by the requesting authority as a valid requirement;</li> <li>• obtaining written authority to requisition controlled publications from the publication OPI;</li> <li>• submitting the appropriate “request” for the publication(s);</li> <li>• acknowledging receipt of the publication(s);</li> <li>• notifying DSCO of quantity adjustments affecting the distribution / allotment of publications;</li> <li>• investigating the loss of controlled publications;</li> <li>• ensuring that publications are distributed to positions or appointments and not to individuals except in exceptional circumstances;</li> <li>• ensuring holders of classified publications are informed of any variation in the security classification IAW National Defence Security Orders and Directives (NDSOD);</li> <li>• redistributing publications between customers (Publication Holders); and</li> <li>• returning surplus publications to DSCO (authorization required).</li> </ul>
Clients / Publication Holder	<ul style="list-style-type: none"> <li>• safeguarding the publication;</li> <li>• reviewing holdings and returning excess quantities to DSCO through their supporting supply facility (authorization required);</li> </ul>

The...	Is or are responsible for...
	<ul style="list-style-type: none"> <li>• ensuring that all changes to plate distribution allotments are reported to DSCO through their supporting supply facility;</li> <li>• ensuring that all changes, revision, rescission, supersession, and re-identification are accurate;</li> <li>• ensuring that publications are only transferred between users after approval from the distribution centre through their supporting supply facility;</li> <li>• ensuring that publications held by personnel are returned prior to posting; and</li> <li>• ensuring local procedures are in place to control the access of classified publications (Intellectual Property, Controlled Goods, CTAT and Security).</li> </ul>

## References

1.9 The following references were used in the development of this policy:

- a. [Security of Information Act \(R.S.C., 1985, c.0-5\);](#)
- b. [A-AD-100-100/AG-000, National Defence Publishing Policy and Administration Procedures;](#)
- c. [NDSOD Chapter 5 Physical Security;](#)
- d. [NDSOD Chapter 6 Security of Information;](#)
- e. [Queen's Regulations and Orders \(QR&Os\) Vol IV Part III Appendix 3.1;](#)
- f. [DAOD 1000-0 Foundation Framework for Defence Administrative Orders and Directives;](#)
- g. [DAOD 2008-6 Internet Publishing;](#)
- h. [DAOD 3003-0 Controlled Goods;](#)
- i. [CFAO 210-24, Recreational Libraries;](#)
- j. [Procurement Administration Manual \(PAM\); and](#)
- k. [MMI 1260 Sale, Loan, and Free Issue of Canadian Forces \(CF\) Publications.](#)

## PROCESS

### Identification of DND/CAF publications

- 2.1 DND/CAF Publications require rigorous configuration control to ensure that only the most current and reliable information is released and that official language requirements, security, controlled goods, copyright laws and proprietary rights are respected.
- 2.2 Centrally managed publications that are authored and/or published by CAF/DND are indexed, managed and accessed utilizing the [National Defence Index of Documentation \(NDID\)](#) registration system. This is also known as E-Pubs, or Publication Depot.
- 2.3 Each publication(s) that is (are) managed in the Materiel Management System of Record will require a unique NATO Stock Number (NSN) or Permanent System Control Number (PSCN).

### Identification of Foreign Government or Commercial Publications

- 2.4 Centrally managed Foreign Government or commercial publications may be indexed, managed and accessed utilizing the National Defense Index of Documentation (NDID) registration system.
- 2.5 Publication(s) that is (are) managed in the Materiel Management System of Record will require a unique NATO Stock Number (NSN) or Permanent System Control Number (PSCN).

### Account Management and Storage for Publication

- 2.6 Accounts will be established and managed as outlined in the SAM Chapter 2.1 Account Structure.
- 2.7 Due to the dynamic nature of centrally managed publications, bulk stock can only be stored in locations authorized by DSCO.
- 2.8 Consumption point for all consumable (stock classification C) publications will be Units or Base Supply locations.

### Publication Allocation

- 2.9 The technical authority (TA)/ Office of Primary Interest (OPI)/Life Cycle Materiel Manager (LCMM) is responsible to maintain the publication allocations.

### Publication Repository /Access

- 2.10 To the maximum extent possible, the e-Publications DWAN site must be used to access and print publications locally.

- 2.11 To facilitate the access and use of military publications, DSCO maintains a digital repository and DWAN site (e-Publications: <http://publications.mil.ca>) providing controlled access to over 60,000 Military Publications. This site includes an e-subscription service which advises users of changes or revision to publication.
- 2.12 For e-pubs, the electronic version of the publication is available through the e-pubs website. Some hard copies may be requested through the normal supply process, or are to be printed locally depending on advisory code (refer to NDID for availability).

### Acquisition Process for Publications

- 2.13 The TA/LCMM/OPI must go through their Publication Supply Manager to initiate the procurement in the Materiel Management System of Record. Procurement must be initiated IAW Chapter 3.1 Acquisition. Supply arrangements for acquisition of publications are in place and DG Proc Svcs can be contacted for more information.
- 2.14 The TA/LCMM/OPI is responsible for the funding and the creation of the master file for all new Publications IAW [C-01-100-100/AG-006 Writing, Format and Production of Technical Publications](#) and [A-LM-505-010/JS-001 Official Language Requirements for Technical Documentation](#). Before accepting final delivery of newly produced technical data, the TA/LCMM/OPI should request that DSCO perform a quality control check on the format of the interim deliverables to ensure conformity with the previously provided contract clauses. DSCO should be contacted first in order to provide standard contract clauses and to advise on format and/or translation standards. TA/LCMM/OPI is also responsible to provide funding for the initial printing. The initial printing will include the amount required for the initial distribution and a one year forecasted amount for demands.
- 2.15 Upon completion of a master copy of the publication, the TA/LCMM/OPI must initiate the [CF 565 Internal Publishing Service Request](#) and have it sent to DSCO.
- a. **Electronic Publications (E-Pubs) Only:** the master file will be sent to DSCO and be uploaded onto the publications website (<http://publications.mil.ca>). Controlled publications will require user login permissions to access. These publications will be managed using the National Defense Index of Documentation (NDID) only;
  - b. **Print on Demand (PoD) Publications:** the master file will be sent to DSCO and will be uploaded onto the publications website (<http://publications.mil.ca>). Controlled publications will require user login permissions to access. These publications will be managed using the National Defense Index of Documentation (NDID) and provided a unique NATO Stock Number (NSN) or Permanent System Control Number (PSCN);
  - c. **Stocked (Hard Copy) Publications:** these publications will be managed using the National Defense Index of Documentation (NDID) and provided a unique NATO Stock Number (NSN) or Permanent System Control Number (PSCN);

- d. a copy of the contract must be sent to DSCO and the Supply Manager (SM) before delivery of section 34 of the Financial Administration Act (FAA) can be properly completed; and
  - e. TA/LCMM/OPI that do not have appropriate delegation of authority can contact DG Proc Svcs for assistance.
- 2.16 After initial distribution of new publications, DSCO and/or DG Proc Svcs are financially responsible for centrally managed publications that require amendments or additional copies.

### Requisitions for Publication

- 2.17 For e-pubs, the electronic version of the publication is available through the e-pubs website. Some hard copies may be requested through the normal supply process, or are to be printed locally depending on advisory code (refer to NDID for availability).
- 2.18 For stocked publications, a demand is raised in the Materiel Management System of Record. Upon receipt of the demand, DSCO selects the required number of hard copies and satisfies the demand through the normal supply process outlined in the SAM Chapter 4.2 Issues.
- 2.19 For Print on Demand and/or out of stock publications, a materiel requisition is raised in the Materiel Management System of Record. Upon receipt of the demand, the Supply Manager will make arrangements. Factors that will influence the decision are quantity, size and date of the requirement. Supply Managers have internal and external options available to satisfy the demand as follow:
- a. Internal – DSCO on-site Print on Demand service is available for occasional small to medium size demands. Supply Managers will submit request to DSCO to produce copies; and
  - b. External – Supply Managers will initiate procurement through the normal supply process outlined in the SAM chapter 3.1 Procurement and Acquisition.
- 2.20 Base/Wing/Unit libraries shall not requisition publications for which neither the equipment nor the operational requirement exists.

### High Priority Requisitions (HPR) – After Normal Working Hours

- 2.21 Authorized HPR for stocked and Print on Demand publications require after normal working hours will be processed off line by contacting the following personal:
- a. Director Supply Chain Operations (DSCO) 4 Cell: 1-613-567-6271; or
  - b. Director Supply Chain Operations (DSCO) 4-5 Cell: 1-613-716-5869; or
  - c. Director Supply Chain Operations (DSCO) 4-4 Cell: 1-613-293-1527.

## Receipt and Issue

- 2.22 When procurement is initiated to acquire publication(s), DSCO (Pubs Depot) will, upon receipt of the shipment at the Publications Depot, match the publication(s) to the outstanding requisition(s) and will process the transaction(s). Publications with no dues out for issue to a customer will be stored in the Pubs Depot warehouse. NDID number shall be activated before arriving at the Publications Depot.
- 2.23 Immediately upon discovery of a discrepancy, loss or damage to a shipment of classified documents, the appropriate security authorities shall be notified. Assistance shall be provided to security personnel during the course of any investigation.
- 2.24 DSCO will process with the receipt/issue of all publications IAW the SAM Chapter 4.1 Receipt, and Chapter 4.2 Issues.

## Stocktaking for Publication

- 2.25 As with all physical assets held by CAF/DND, publications are subjected to the same requirements for physical protection, care, custody and validation/verification. Stocktaking of publications is a requirement and subject to the policy and procedures outlined in the SAM Chapter 4.3 Stocktaking.

## Disposal of Publications

- 2.26 Publication shall not be disposed of or reduced to scrap without approval from TA/LCMM/OPI.
- 2.27 Disposals and returns of publications will be conducted IAW the SAM 8.1 Disposal.

## Classified Documents

- 2.28 Classified documents are subject to normal supply and accounting procedures as detailed in the Supply Administration Manual and to security regulations. Ref a. lists the general precautions which must be observed in the processing and movement of classified documents. Supply personnel involved in accounting for and movement of classified documents shall ensure that the instructions and precautions highlighted are observed.

## Identification of DND/CAF Classified Documents

- 2.29 Classified documents shall be catalogued under non-compromising descriptions, cross-referenced to an appropriate fully classified publication wherein complete details are shown. Descriptions shall be restricted to one or two words which will place the item in a particular range of materiel but obscure its actual identity. Bombsight, pistol, transmitter, receiver, are a few examples. Components, parts, accessories, etc., that are unclassified but form part of a classified item, shall be listed in the classified catalogue with a short description, cross-referenced to the appropriate section of the Canadian Government Cataloging System (CGCS).
- 2.30 The TA/LCMM/OPI is responsible for assigning the security classification of documents. Classified documents obtained from Other Government Department (OGD) or foreign countries shall retain the classification/designation allotted by the issuing authority.
- 2.31 Classified documents or publications shall be accounted for in the same manner as those unclassified. The descriptions shown on account records shall not contain any descriptive or compromising information.

## Account Management and Storage of Classified Documents

- 2.32 Accounts will be established and managed as outlined in the SAM Chapter 2.1 Account Structure.
- 2.33 Due to the dynamic nature of centrally managed publications, bulk stock can only be stored in locations authorized by DSCO.
- 2.34 Classified documents whether in supply stock or in use shall be afforded the degree of security commensurate with their classification. When issuing or receiving classified documents to and from a user, the officer in charge of the user section shall be responsible for its security while in transit. Ref b provides detail on the proper storage and custodian ship of classified documents.

## Classified Documents Allocation

- 2.35 The technical authority (TA)/ Life Cycle Materiel Manager (LCMM) / Office of Primary Interest (OPI) is responsible to maintain the publication allocations.

## Classified Documents Repository /Access

- 2.36 There are some classified documents that are available through the e-Publication DWAN site and must be print locally. Users require a login and password to access classified documents.

- 2.37 DSCO maintains a digital repository and DWAN site (e-Publications: <http://publications.mil.ca>) providing controlled access to over 60,000 Military Publications. This site includes an e-subscription service which advises users of changes or revision to publication.
- 2.38 For e-pubs, the electronic version of the publication is available through the e-pubs website. Some hard copies may be requested through the normal supply process, or are to be printed locally depending on advisory code (refer to NDID for availability).

### Acquisition Process for Classified Documents

- 2.39 The TA/LCMM/OPI must go through their Publication Supply Manager to initiate the procurement process in the Materiel Management System of Record. Procurement must be initiated IAW Chapter 3.1 Acquisition. Supply arrangements for acquisition of publications are in place and DG Proc Svcs can be contacted for more information.
- 2.40 The TA/LCMM/OPI is responsible for the funding and the creation of the master file for all new Publications IAW [C-01-100-100/AG-006 Writing, Format and Production of Technical Publications](#) and [A-LM-505-010/JS-001 Official Language Requirements for Technical Documentation](#). DSCO should be contacted first in order to provide standard contract clauses and to advise on format and/or translation standards. TA/LCMM/OPI is also responsible to provide funding for the initial printing. The initial printing will include the amount required for the initial distribution and a one year forecasted amount for demands.
- 2.41 Upon completion of a master copy of the publication, the TA/LCMM/OPI must initiate the [CF 565 Internal Publishing Service Request](#) and have it sent to DSCO.
- a. **Electronic Publications (E-Pubs) Only:** the master file will be sent to DSCO and be uploaded onto the publications website (<http://publications.mil.ca>). Controlled publications will require user login permissions to access. These publications will be managed using the National Defense Index of Documentation (NDID) only;
  - b. **Print on Demand (PoD) Publications:** the master file will be sent to DSCO and will be uploaded onto the publications website (<http://publications.mil.ca>). Controlled publications will require user login permissions to access. These publications will be managed using the National Defense Index of Documentation (NDID) and provided a unique NATO Stock Number (NSN) or Permanent System Control Number (PSCN);
  - c. **Stocked (Hard Copy) Publications:** these publications will be managed using the National Defense Index of Documentation (NDID) and provided a unique NATO Stock Number (NSN) or Permanent System Control Number (PSCN);
  - d. a copy of the contract must be sent to DSCO and the Supply Manager (SM) before delivery of section 34 of the Financial Administration Act (FAA) can be properly completed; and
  - e. TA/LCMM/OPI that do not have appropriate delegation of authority can contact DG Proc Svcs for assistance.

- 2.42 After initial distribution of new publications, DSCO and/or DG Proc Svcs are financially responsible for centrally managed publications that require amendments or additional copies.
- 2.43 Procurement Instruments used to procure classified documents shall be annotated with the appropriate security classification and the following;  
"The contractor shall notify the consignee when documents are available for shipment".
- 2.44 On receipt of this information the consignee shall advise of shipping instructions.

### Requisition for Classified Document

- 2.45 Classified documents (publications) will be requested through the Materiel Management System of Record and requisition(s) must be approved by the publication OPI as outlined in the SAM Chapter 3.2 Materiel Requisition. Supply Manager intervention will be required as those documents have been assigned a special Item Management Code.

### Receipt

- 2.46 When the procurement process has been initiated to acquire publication(s), DSCO will, upon receipt of the shipment at the Publications Depot, match the publication(s) to the outstanding requisition(s), and acquit the transaction(s). NDID number shall be activated before arriving at the Publications Depot.
- 2.47 Immediately upon discovery of a discrepancy, loss or damage to a shipment of classified documents, the appropriate security authorities shall be notified Assistance shall be provided to security personnel during the course of any investigation.
- 2.48 DSCO will process with the receipt of all publications IAW the SAM Chapter 4.1 - Receipt.

### Issue Process

- 2.49 Controlled Publications may be distributed to the customer under cover of form [DND 728, Document Transit and Receipts](#). The form is allotted a serial number and indicates each publication or amendment being issued. Acknowledgement of receipt by return of signed DND 728 is required. DSCO will issue all publications IAW the SAM Chapter 4.2 Issues.
- 2.50 The movement of classified documents shall be actioned as detailed in ref b.

### Stocktaking for Classified Documents

- 2.51 As with all physical assets held by CAF/DND, publications are subjected to the same requirements for physical protection, care, custody and validation/verification. Stocktaking

of publications is a requirement and subject to the policy and procedures outlined in the SAM Chapter 4.3 - Stocktaking.

### Disposal of Classified Documents

2.52 Classified materiel shall not be disposed of or reduced to scrap without approval from TA/LCMM/OPI.

2.53 Disposals and returns of publications will be conducted IAW the SAM 8.1 – Disposal.

### Sale, Loan or Free Issue Outside DND

2.54 DSCO will be the consumption point for any free issue(s) (Maple Leaf, Air Force Journal etc.) outside DND.

2.55 Mailing lists will be maintained by the OPI and provided to DSCO prior to each delivery.

2.56 For loan request, refer to SAM Chapter 6.4 Loans. There must be no loan of Publications and Classified Documents with an outside DND organization without a loan agreement obtained from Director Quality Assurance (DQA) Loan section.

### Compliance

2.57 Custodians of classified publications are to establish proper control to limit access to authorize personal;

2.58 At every distribution cycle, the OPI for the publication provides DSCO 4 with an updated distribution allotments, or validate the one held on file;

2.59 Publication that are stocked at the Publication Depot and available through the Print of Demand service must be requested through the Materiel Management System of Record; and

2.60 Disposal of Classified documents/publications must done IAW controlled goods regulations.

## PROCEDURES

### Process Flow Charts

3.1 The following are the Process Flow charts related to this chapter.

Process	Description
<a href="#">EP 28F Create a Customer Demand</a>	<ul style="list-style-type: none"> <li>Process Flow Charts to create a demand for a Publication</li> </ul>
<a href="#">EP 28F High Priority Request (HPR) Process</a>	<ul style="list-style-type: none"> <li>Process Flow Charts to create a High Priority Request.</li> </ul>

### DRMIS Transaction Codes

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

T-Code	Description
MM03	<ul style="list-style-type: none"> <li>Display materiel management information</li> </ul>
ZE_MM_EXTEND	<ul style="list-style-type: none"> <li>Extend a Material Master Data for newly created stock codes to a SLoc</li> </ul>
ME51N	<ul style="list-style-type: none"> <li>Create Purchase Requisition manually</li> </ul>
ME21N	<ul style="list-style-type: none"> <li>Create Stock Transfer Order (STO)</li> </ul>

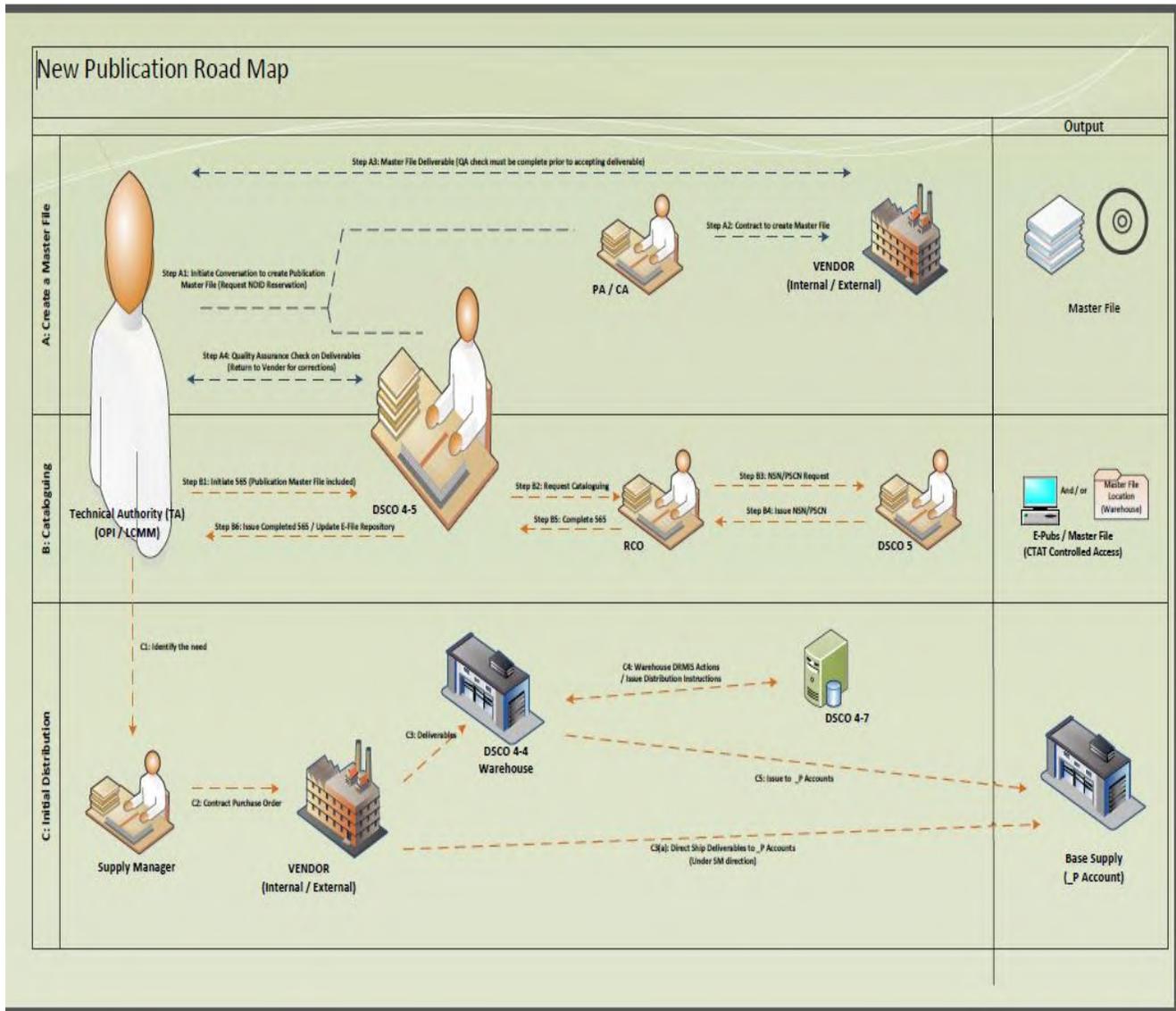
### DRMIS Reports

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Description
MMBE	<ul style="list-style-type: none"> <li>Stock Overview for SOH and on order for a stock code. Give an overview of the stock balances across different Plants and SLoc for a selected material. It also displays the status (unrestricted, blocked, reserved, ...)</li> </ul>

ZSUPSTRIP	<ul style="list-style-type: none"><li>• Supply Strip Report. Provides an overview of warehouse stock levels across different Plants and storage locations for a selected MRP Area.</li></ul>
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## ANNEX A – New Publication Road Map



Steps	Descriptions
<b>A</b>	<b>Create a Master File</b>
A1	Initiate Conversation to create Publication Master File (Request NOID Reservation)
A2	Contract to create Master File
A3	Master File Deliverable (QA check must be complete prior to accepting deliverable)
A4	Quality Assurance Check on Deliverables (Return to Vender for corrections)
Output	Master File
Steps	Descriptions

<b>B</b>	<b>Cataloguing</b>
B1	Initiate 565 (Publication Master File included)
B2	Request Cataloguing
B3	NSN/PSCN Request
B4	Issue NSN/PSCN
B5	Complete 565
B6	Issue Completed 565 / Update E-File Repository
Output	E Pubs / Master File (CTAT Controlled Access)
	and / or
	Master File Location (Warehouse)
<b>Steps</b>	<b>Descriptions</b>
<b>C</b>	<b>Initial Distribution</b>
C1	Identify the need
C2	Contract Purchase Order
C3	Deliverables
C3(a)	Directs Ship Deliverables to _P Accounts (under SM direction)
C4	Warehouse DRMIS Actions / Issue Distribution Instructions
C5	Issue to _ P Accounts
Output	Publication issued to Base Supply (_P Account)

# 9.13 SEA CONTAINERS (INTERMODAL CONTAINERS)

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## POLICY

### Aim

- 1.1 The aim of this policy is to identify the Materiel Management aspects surrounding Sea Containers. This policy is subordinate to international and other governmental policy. If there is a difference in regulation between this policy and higher-level government regulations, the higher-level regulations and policy will take precedence.
- 1.2 The Department of National Defence (DND) is committed to a sustainable acquisition, management, retention and disposal program for sea container assets in support of domestic and expeditionary operations. The Canadian Armed Forces (CAF) requires a comprehensive framework to manage container assets in order to support any operation at home or abroad.

### Context

- 1.3 It is essential that DND/CAF complies with the applicable international laws, and Government of Canada policies and regulations; thus, enabling proper governance of sea containers and support to operations.

### Definitions

- 1.4 Definitions, other than those listed below, can be found in Section 10.1 Glossary.
  - a. **Strategic Stock:** refers to a sea container that is held in storage and is maintained in a condition such that it can be released for use in support of an operation. Once assigned for an operation or storing operational materiel it would become operational stock.
  - b. **Operational Stock:** refers to a sea container that has been assigned operational status is considered to belong to operational stock.
  - c. **International Convention for Safe Containers (CSC) Safety Approval Plate:** is a plate which states that the container conforms to the specifications set out in the Safe Container Convention Act. This plate shall be permanently affixed to every approved container at a readily visible place, adjacent to any other approval plate issued for official purposes, where it would not be easily damaged.
  - d. **Sea container:** is an item that meets the following characteristics:
    - i. is considered to be permanent and strong enough to be suitable for repeated use;
    - ii. is specifically designed to transport goods, by more than one method of transport, without intermediate reloading;
    - iii. is designed to be secured and/or readily handled, having corner fittings for these purposes; and

- iv. of a size such that the area enclosed by the four outer bottom corners is either at least 14 m<sup>2</sup>; or at least 7 m<sup>2</sup>, if it has top corner fittings.
- e. **Certified container:** is a sea container that has a valid CSC Expiry Date inspection sticker on the CSC plate. Only containers with a valid inspection sticker are authorized to transport cargo;
- f. **Uncertified (non-conforming) container:** is a sea container whose CSC inspection has expired, or that requires repair to bring the container within specifications. An uncertified container may have the ability to become certified. Uncertified containers are not authorized to transport cargo by any mode of transport;
- g. **Condemned container:** is a sea container whose CSC inspection has expired, it is cost prohibitive to repair to the required specifications, and it can no longer function as a storage container. These containers shall have the letters from the owner’s code CFC Unit painted over and CSC plate removed and be disposed of through the Disposal Authority;
- h. **Static Containers: are containers whose CSC inspection has expired, and the estimated cost to repair it to the required condition for certification is prohibitive.** These containers shall have the letters from the owner’s code CFC Unit painted over and CSC plate removed. This includes containers purchased by Units for static storage; and
- i. **Specialized container: has been specially built or modified for specific functions,** such as Relocatable Temporary Camp (RTC) assets, Reefers, Shop sets, special equipment vehicle (SEVs) and Mobile Expandable Container Configuration (MECC), and maybe certified or uncertified and in the process of being certified. For any container with integral shelter or shop sets/work stations/SEVs designed and built in the container. The custodian of said equipment will not authorize any modification to the structure/envelope of the container, but shall direct all queries to the technical authority for sea containers.

Authorities and Responsibilities Tables

1.5 Authorities Table

The....	Has or have the authority to...
Technical Authority (TA)	<ul style="list-style-type: none"> <li>• set specifications and standards, and manage configurations of the sea containers in his/her area of responsibility;</li> <li>• modify certified and uncertified containers;</li> <li>• decide the repair/condemnation of sea containers; and</li> <li>• answer all queries concerning any modifications to sea containers.</li> <li>• be the holder of the (BIC) Owner’s Code.</li> </ul>
Disposal Authority	<ul style="list-style-type: none"> <li>• identify, remove and dispose of excess sea containers which are no longer useful to DND/CAF and the cost,</li> </ul>

	in terms of personnel and space to maintain and store, is not feasible or economical.
Procurement Authority (PA)	<ul style="list-style-type: none"> <li>• approve the purchases of sea containers through the National Individual Standing Offer (NISO) for the requesting authority.</li> </ul>
Release Authority	<ul style="list-style-type: none"> <li>• reallocate sea container resources within the department.</li> </ul>
Requesting Authority	<ul style="list-style-type: none"> <li>• request additional sea containers.</li> </ul>

1.6 Responsibilities Table

The...	Is or are responsible for...
Strategic Joint staff (SJS)	<ul style="list-style-type: none"> <li>• approving the overall CAF holdings of containers; and</li> <li>• redistributing strategic sea containers between Level 1s to acquire expeditiously operational stock to meet immediate operational needs.</li> </ul>
Assistant Deputy Minister (Materiel) (ADM (Mat))	<ul style="list-style-type: none"> <li>• providing the technical authority;</li> <li>• providing the final technical release authority of sea containers;</li> <li>• providing the procurement authority; and</li> <li>• providing the disposal authority.</li> </ul>
Canadian Joint Operations Command Assistant Chief of Staff Support (CJOC ACOS Sp)	<ul style="list-style-type: none"> <li>• maintaining information accuracy on their container holdings;</li> <li>• releasing Joint operational stock; and</li> <li>• leasing containers in support of all strategic lines of communication (SLOC) operations.</li> </ul>
Other Level 1 (L1)	<ul style="list-style-type: none"> <li>• maintaining information accuracy on their container holdings;</li> <li>• releasing their respective holdings;</li> <li>• requesting additional containers beyond their current holdings; and</li> <li>• leasing in support of their particular requirements excluding support to SLOC operations.</li> </ul>
Procurement Authority (PA)	<ul style="list-style-type: none"> <li>• procuring containers through National Individual Standing Offer (NISO) for the requesting authority.</li> </ul>

Technical Authority (TA)	<ul style="list-style-type: none"> <li>• providing technical advice and ensuring compliance with this policy within their area of responsibility; and</li> <li>• responding, in conjunction with the Life Cycle Materiel Manager (LCMM), to sea container inquiries.</li> <li>• maintaining sea container management system Defence Resources Management Information System(DRMIS)).</li> </ul>
AIMQ Container Inspector (Course Code in MITE)	<ul style="list-style-type: none"> <li>• providing technical advice to unit;</li> <li>• inspecting containers for re-certification;</li> <li>• completing inspection reports;</li> <li>• updating container management system;</li> <li>• making repair/condemn recommendations; and</li> <li>• keeping a paper copy of inspection for minimum of 2.5 years.</li> </ul>

## References

1.7 The following references were used in the development of this policy:

- a. [Safe Containers Convention Act \(R.S.C., 1985, c. S-1\)](#);
- b. [Safe Containers Convention Regulations \(SOR/82-1038\)](#);
- c. [CDIO 4000 Series Logistics, Section 5 - Supply Sea Container Management](#); and
- d. [B-GJ-005-404/FP-000 Movement Doctrine for Canadian Forces Operations Joint Movement Support](#).

## PROCESS

### Identification

- 2.1 All containers shall be identified with an internationally registered ownership code, unique to DND/CAF, (eleven digits, alpha/numeric code) issued by the Technical Authority. The ownership code complies with international customs protection and legal ownership regulations. All CAF containers shall be identified with the CAF registered Bureau International des Containers et du Transport Intermodal (BIC) Code. The registered alphabetical portion of the code shall be CFC Unit.
- 2.2 All certified containers that are owned by DND/CAF shall have a Convention for Safe Container Safety Approval (CSC) data plate affixed to the container, and the data plate will remain affixed to the container until it is condemned.
- 2.3 There is a requirement to keep detailed records of container movement and administrative details. The sea container holdings in the Materiel Management System of Record (MMSoR) should record the following:
  - a. container type, ex. reefer, dry cargo;
  - b. certification requirements and history;
  - c. location and account;
  - d. date of purchase and cost;
  - e. cost of repairs and history;
  - f. NSN;
  - g. manufactures' serial number; and
  - h. identification number
- 2.4 The MMSoR data entry authority should be restricted to maintain database integrity; however, representatives from ADM (Mat), each Environmental L1, and CJOC should have write capability for inputting information on their sea container holdings.

### Stock Number

- 2.5 Using the MMSoR , containers shall be managed and accounted for throughout their life cycle. Stock numbers shall be issued to each of the following categories to ensure proper accountability:
  - a. Certified and Uncertified Containers: These containers shall have the same stock number and shall be tracked by respective BIC Code (CFCU number). An uncertified container shall retain the same stock number as a certified container until it is converted to a static container or condemned;
  - b. Static Containers: The BIC Code shall have the letters CFCU or any other owner's code letters removed, and the remaining numbers shall stay on the static container, but the CSC plate must be removed and disposed of. The stock code shall be converted to static container; and

- c. Condemned Containers: The condemned container shall be disposed of IAW departmental policy, including removal of the CFCU number and the data plate.

## Identification System

- 2.6 The identification system shall consist only of the following elements, all of which shall be included:
  - a. owner code: three letters, ex CFC;
  - b. equipment category identifier: one letter, ex U;
  - c. serial number: 6 numerals; and
  - d. check digit: one numeral.

## Requisitions

- 2.7 All containers must be procured through the TA/Director Land Procurement (DLP) (with the exception of leasing) on the National Individual Standing Offer, regardless if the container is to be used for the Transport of Goods (Certified Container) or Storage (Static Container).  
You must go through Director Land Service Support DLSS G4 IAW Canadian Army (CA) Policy
- 2.8 The requesting unit must provide the following information:
  - a. type and quantity of containers;
  - b. intended use (Certified or Static);
  - c. Funding;
  - d. POC to include contact number and delivery address;
  - e. Customer account which the container is to be held;
  - f. if static container, confirm removal of the CSC Plate; and
  - g. inform DLP and TA upon receipt of the container

## Stocktaking

- 2.9 All sea containers shall be accounted for as per chapter 4.3 Stocktaking of the present Supply Administration Manual (SAM).

## Container Usage

- 2.10 The principles for the efficient use of sea containers in support of nationally controlled deployed operations are detailed in reference D.

## Container Maintenance

- 2.11 References A and B pertain to the inspection, damage assessment, cleaning, and repair of sea containers. All maintenance, inspections or damage assessments must be done by an AIMQ Technical inspector.

## Disposal

- 2.12 For a sea container to be to be declared non repairable and condemned, an inspection form must be completed stating the defects and estimate cost of repair. This will be forwarded to the TA who will make the repair/condemned decision. Once the TA has declared the container as condemned and no longer serviceable and not repairable, the CFCU letters must be painted over and the data plate removed.

## Movement/Transfer between Units

- 2.13 All sea containers, with the exception of specialised containers, are catalogued as “E” tracked. Supply Techs will ensure the container is issued with a serial number to the new location, and the Traffic Tech ensures the container is certified for movement.

## Compliance (Under Development)

## PROCEDURES

### Process Flow Charts (Under Development)

3.1 The following are the Process Flow charts related to this chapter.

Processes	Descriptions
Eps links	<ul style="list-style-type: none"> <li>• NA</li> </ul>

### DRMIS Transaction Codes (Under Development)

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

Code	Descriptions
	<ul style="list-style-type: none"> <li>• NA</li> </ul>

### DRMIS Reports (Under Development)

3.3 These are the most common reports used in the management of the activities in this chapter.

Report Code	Descriptions
	<ul style="list-style-type: none"> <li>• NA</li> </ul>

# 9.14 SMALL ARMS

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## POLICY

### Aim

- 1.1 The aim of this chapter is to detail the policy for Small Arms (SA), and other portable weapons in the Canadian Armed Forces (CAF).
- 1.2 Due to the sensitive nature and potential misuse of SA it is essential that stringent measures are established to control their processing, custody, and accounting. Personnel having responsibility for these items shall make every effort possible to prevent misuse.

### Context

- 1.3 The intent of government policy is that materiel in used or in inventory is to be managed in a cost effective manner, balancing the cost of tracking and control of the item, with the associated risks such as loss, fraud or theft. The Defense Supply Chain (DSC) complies with this government policy by maintaining auditable records of items identified as SA throughout their life cycle from the acquisition phase through to the disposal of an item. Due to the sensitive nature and operational importance, SA have a unique serial number that is formally tracked within the Materiel Management System of Record by that serial number.

### Definitions

- 1.4 Definitions, other than those listed below, can be found in Chapter 10.1 Glossary of this manual.
  - a. **Small Arms (SA)** and other portable weapons are deemed to include all firearms up to and including those that can be carried and operated by an individual or a dismantled crew. The following categories, although not all-inclusive, aid in determining what items are to be classified as SA:
    - i. Revolvers and pistols;
    - ii. Rifles, shot guns, sub-machine guns, and automatic rifles;
    - iii. Dismountable crew-served weapons such as mortars, recoilless rifles and machine guns; and
    - iv. Any other portable devices that utilize explosives to eject projectiles (e.g. grenade launchers, flare guns, line-throwing guns, light anti-tank and anti-aircraft weapons).
  - b. **Small Arms Ammunition (SAA)** include all types of ammunition used in pistols, revolvers, rifles, carbines, shotguns, machine guns, sub-machine guns and automatic rifles. The caliber, diameter of the bore of the weapon, of the ammunition is less than 20 mm. SAA is mentioned in this chapter for the purpose of security, IAW NDSOD. Further detail on Ammunition policy and procedures can be found in the Ammunition Chapter;

- c. **Sensitive SA components** are defined as those which could be assembled to simulate a serviceable weapon, i.e. barrels, bodies/receivers, cylinders (revolver), slides (pistol), breech blocks and bolts, complete magazines, or any other components so designated by the LCMM;
- d. **Sensitive SA accessories** are defined as a part, sub-assembly, or assembly designed for use in conjunction(i.e. bayonets/bayonets blades) with, or to supplement, another assembly, or a unit or set, contributing to the effectiveness thereof without extending or varying the basic function of the assembly unit or set; and

NOTE: SA components and accessories may have specific disposal instructions, as deemed necessary by the applicable LCMM.

- e. **Self-contained weapon system:** a munition, explosive or weapon system that cannot be, or are not separated, or rendered inoperable in shipment or storage, and can be used as intended without any components provided exterior to their packaging. This includes items such as man-portable high explosive rockets, fragmentation grenades and, command detonated weapons and mines which have been designed to lethal consequences. Self –contained weapons do not include simulators, non or less than lethal or riot control agents.

## Authorities and Responsibilities Tables

### 1.5 Authorities Table

The....	Has or have the authority to...
Department of National Defense (DND)	<ul style="list-style-type: none"> <li>• approving donations of surplus property to benevolent or non-profit organizations.</li> </ul>
Equipment Management Team	<ul style="list-style-type: none"> <li>• procure Small Arms.</li> </ul>
Canadian Joint Operations Command (CJOC)	<ul style="list-style-type: none"> <li>• import foreign weapons or ordinance into Canada for official purposes.</li> </ul>

### 1.6 Responsibilities Table

The...	Is or are responsible for...
Commanders/CO’s/Head of Establishments/Managers	<ul style="list-style-type: none"> <li>• safeguarding sensitive assets under their control, and for implementing the physical security policies and standards outlined in the NDSOD; and</li> <li>• ensuring that the accounting and administrative controls applicable to SA are enforced.</li> </ul>

Supply Officer (SupO)	<ul style="list-style-type: none"> <li>report any discrepancies in procedures or security measures to the Commanding Officer (CO).</li> </ul>
Depot and Base/Wing/Unit Supporting Supply Organizations	<ul style="list-style-type: none"> <li>ensuring that quarterly stocktaking's for SA and have been completed and that all discrepancies have been resolved.</li> </ul>
Military Police Advisors	<ul style="list-style-type: none"> <li>assisting the responsible Commander with the implementation and compliance of security requirements within their area of responsibility.</li> </ul>

## References

1.7 The following references were used in the development of this policy:

- a. [Treasury Board - Guide to Management of Materiel;](#)
- b. [A-GG-040-006/AG001, DND Explosives Safety Program;](#)
- c. [C-09-005-002/TS-000, Ammunition and Explosives Safety Manual Vol 2, Storage and Facility Operations;](#)
- d. [C-09-005-003/TS-000, Ammunition and Explosives Safety Manual Vol. 3, Transportation;](#)
- e. [National Defence Security Orders and Directives Chapter 5 – Physical Security; Standard 5: Physical Security Technical Standards, Standard M: Security of Arms, Ammunitions and Explosives;](#)
- f. [Controlled Technology and Transfer \(CTAT\) Manual, Part 1, Section 5, para. 8 \(Loss and Compromise of Controlled goods\);](#)
- g. [CJOC Directives for International Operations \(CDIO\);](#)
- h. [A-LM-158-004/AG-001, Transportation Manual, Volume 4, Movement of Materiel;](#)  
and
- i. [D-LM-008-027/SF-001, Specification for Packaging of SA Weapons.](#)

## PROCESS

### Small Arms Control

- 2.1 This section details the controls governing the materiel processing of SA and portable weapons.
- 2.2 To limit dissemination of details to those who have a need to know, all messages and other correspondence dealing with shipment of SA must be classified CONFIDENTIAL or higher accordingly.
- 2.3 Security measures required for the shipping or other movements of SA, SAA, and explosives are contained in NDSOD, Chapter 5. Prior to the transportation/shipment of SA, SA components, SAA, and explosives, organizations must also adhere to the guidelines outlined in A-LM-158-004/AG-001, Transportation Manual.
- 2.4 Security Instruction, NDSOD, Chapter 5 state that Commanders, CO's, Head of Establishments, and Managers from which the shipment or movement of SA, SAA and explosives originates, has the following responsibilities:
  - a. safeguarding sensitive assets under their control, and for implementing the physical security policies and standards outlined in the NDSOD;
  - b. ensuring that appropriate security measures are implemented for the safe transfer of such stores;
  - c. protection of SA and SAA or explosives stored on their establishment;
  - d. accounting and administrative controls applicable to SA and SAA and explosives are enforced; and
  - e. promulgating and enforcing orders for the security of SA and SAA or explosives issued to CAF personnel and DND employees.
- 2.5 It is important to note that the CO has overall responsibility for the security of SA. The Supply Officer (SupO) shall take necessary action to ensure on behalf of the CO that all required security measures are taken. No deviation will be accepted for any building/facility that is designed for weapons storage. Any inadequacies or deviations from regulations are to be immediately reported to the CO. When required, Military Police advisors are available to assist the responsible Commander with the implementation and compliance of security requirements within their area of responsibility.
- 2.6 If the consignee arranges for pick-up, they shall be responsible for the security of the shipment.

## Canadian Rangers

- 2.7 As detailed in DAOD 2020-2, the Canadian Rangers is the sub-component of the Reserve Force (Res F) that provides a CAF presence in those sparsely settled northern, coastal and isolated areas of Canada which cannot conveniently or economically be covered by other elements of the Canadian Armed Forces.
- 2.8 The Canadian Rangers may be issued rifles and equipment as shown in Materiel Authorization D13105CFS, CDN RANGER/JR CDN RANGER EQPT & CLOTHING
- 2.9 Except for rifles or other SA, equipment authorized for issue to Canadian Rangers shall be issued to member's account, ensuring that serial number tracking is actioned.
- 2.10 Returned equipment shall be brought to charge to the supporting supply account.
- 2.11 SA held by the Canadian Rangers Customer Account is subject to a quarterly stocktaking by Ranger staff IAW Chapter 4.3 Stocktaking, of this manual.
- 2.12 A physical stocktaking of accounts shall be performed by designated supporting Regular Force Personnel every two (2) years.

## Small Arms Held in a Department of National Defence Museum

- 2.13 SA owned by a museum is considered to be in service with DND and are not normally irreversibly modified. Such weapons form part of the CAF inventory and are controlled through normal supply and accounting procedures. Donated weapons are to be brought on CAF inventory. All SA or souvenirs & memorabilia donated to a museum will be rendered inoperable and, as such, need not be registered with civilian police agencies, IAW National Defence Security Policy NDSOD, Chapter 5.

## War Souvenirs and Memorabilia

- 2.14 The importation of foreign weapons or ordnance into Canada for official purposes is subject to CJOC command approval IAW CDIO 4000, sect 14. Requests are to be directed by the TF to CJOC. Until such time as authority to import is provided, the weapons and/or ordnance will be quarantined in a secure facility within the TF. If the request is denied, the TF will destroy the materiel in accordance with CAF instructions and include the destruction certificate in applicable BOI reports.
- 2.15 The importation of weapons and ordnance into Canada by CAF personnel will only be authorized for the following reasons:
  - a. for technical evaluation purposes;
  - b. as a DND accredited museum artefact (a non-DND accredited museum must first seek authorization from the Directorate of History and Heritage (DHH) and Directorate Supply Chain Operations (DSCO 7), Disposal, Sales, Artefacts;

- c. as a training aid for use at CAF schools; or
- d. as a Non Public Funds (NPF) exhibit (this category is not exempt from importation and customs duties/licenses).

## Introduction

- 2.16 SA inventory is subject to a quarterly stocktaking IAW Chapter 4.3 Stocktaking in this manual:
- 2.17 Depot and Base/Wing/Unit Supporting Supply Organizations must ensure that a quarterly stocktaking for SA has been completed and all discrepancies have been resolved. A copy of the stocktaking is to be kept for audit purposes.

## Small Arms Procurement

- 2.18 The procurement of SA and components is prohibited unless prior approval is obtained from the applicable Equipment Management Team.

## Small Arms Issued to Individuals

- 2.19 Small Arms issued to individuals are considered a temporary issue. A temporary issue is defined as an issue of materiel within DND for a stipulated period of time, after which the materiel is returnable. Temporary issues can be automated or controlled manually using form DND 638, Temporary Issue to an Individual. Automated temporary issues are preferred. The manual record method is used only where policies mandate its use or automation is not practical or available.
- 2.20 SA are retained on charge to an individual's home unit and signed for as required. Temporary issue of weapons to individuals shall be carried out from an appropriate account using a DND 638. Serial numbers of weapons are recorded on the DND 638 and the weapon is withdrawn from an individual on termination of the requirement. The DND 638 original is retained for two years upon return of the weapon.

## Small Arms Receipts

- 2.21 When receiving a SA or sensitive SA component shipment at the receipt warehouse, two persons shall be present. The physical state of the containers is checked to ensure that there has not been any tampering. Both persons physically verify the contents, not only by type and quantity but also by serial number. This verification is done against both the shipping documents (waybill) and the details of the shipment contained in the message from the consignor.
- 2.22 On receipt of a shipment, an acknowledgement is sent to the consignor by message or facsimile. Shipments of SA or sensitive SA components are placed and processed in secure areas at all times.

- 2.23 When a commercial carrier is used to ship or tranship such items, SA and/or SA components are dispatched in separate shipments. The first shipment is received and placed in quarantine in the secure weapons lock-up at the appropriate warehouse pending receipt of subsequent and final shipments.

### Small Arms Packaging

- 2.24 The packaging of SA for shipping and storage is IAW with D-LM-008-027/SF-001, Specification for Packaging of SA Weapons. Queries on packaging instructions not covered by this publication are to be directed to NDHQ/DGMSSC.

### Small Arms Transportation and Shipping

- 2.25 Serial numbers of SA and sensitive SA components are to be physically verified against shipping documents prior to dispatch. Ensure that no ambiguities exist in the manner which the serial numbers are recorded, e.g. spaces, hyphen, oblique or asterisk.
- 2.26 In addition to information contained in the shipping documents, the following information concerning the shipment is forwarded separately to the consignee by classified message:
- a. Stock code, quantity and serial numbers;
  - b. Total number and type of containers in shipment; and
  - c. Transportation Control Number (waybill) number of the shipment.
- 2.27 A minimum classification of Confidential is to be given to messages and correspondence dealing with shipments of SA, SAA and explosives in order to limit dissemination of shipment details and to provide security for the movement.
- 2.28 The base supply section/CMTT of the consignee base is included as an info addressee of this message to ensure proper handling of the shipment.
- 2.29 When a commercial carrier is used to ship or tranship such articles, SA and sensitive SA components are forwarded to the consignee in separate shipments and the waybill is annotated to show this. Subsequent shipments are not to be made before receipt acknowledgement on previous shipments is received from the consignee.
- 2.30 Additional procedures are required if shipping SA/SAA across international borders. Specific details for cross border movement of SA/SAA are contained in A-LM-158-004/AG-001, Transportation Manual, Volume 4, Movement of Materiel, Chapter 1, art 1712, paragraph 2.
- 2.31 Shipment of self-contained weapon systems shall be made as follows:
- a. Commercial registered shipments provide an acceptable minimum level of security for self-contained weapon systems. In circumstances of higher threat levels,

- Transportation Authorities and the CO are expected to use more secure methods, such as direct-routed, sealed trailers, or escorted military transport; and;
- b. Any item that is in itself a usable weapon or could be assembled into a usable weapon using components included in the shipment shall be shipped under the above security measures. Items in this category include:
    - i. 66 mm anti-tank rockets;
    - ii. Fragmentation and CS grenades; and
    - iii. Mines.

### Shipment of Small Arms with Separable Components

- 2.32 Where components can be shipped separately, normal means of transportation may be used, except that notification of receipt in good order of the first shipment must be received before the next shipment is sent. NDSOD, Chapter 5 provides further details concerning the security and shipment of SA.
- 2.33 SA with separable components (such as a bolt, breech-block, cylinder, or pistol barrel) is identified in the Materiel Management System of Record as an Equipment Master Record (EMR). During the transfer process the ability to system generate the issue of separable components does not exist because weapons with separable components are identified in Defence Supply Chain (DSC) inventory as one stock number.
- 2.34 The process required to support the transfer of SA are as follows:
- a. initiate a stock transport order of the main weapon(s) component in the Materiel Management System of Record, and initiate a system generated waybill;
  - b. prepare a handwritten CARF for separable component(s); and
  - c. forward to CMTT as separate shipments for furtherance to consignee destination.

NOTE: CMTT will re-create the handwritten CARF in the National Movement and Distribution System in order to assign a Transportation Control Number and attach it to a Waybill/Straight Bill of Lading.

### Small Arms Custody and Storage

- 2.35 Security measures required for the storage of SA are contained in NDSOD, Chapter 5, which is to be read in conjunction with this section. Notwithstanding, several of the security requirements are highlighted in the following paragraphs.
- 2.36 In the case of SA and SAA used by International Military Sports Council teams or cadet units, they must meet the minimum requirements for storage of SA and SAA, detailed in the Criminal Code of Canada. These requirements are available from the Base Military Police detachment.
- 2.37 The CO has overall responsibility for the security of SA. In units with supply facilities where the Supply Officer or Non-Commissioned Officer has custody of these items, the

custodian shall ensure on behalf of the CO that all required security measures are taken. Any inadequacies or deviations from regulations are to be reported to the CO immediately.

- 2.38 Specifications for storage facilities are established in NDSOD, Chapter 5. These facilities are to be inspected by a Military Police Security Advisor at least annually. Any inadequacies shall be reported to the CO and to the senior security advisor. Senior security advisors are responsible for ensuring inspection of SA storage facilities at establishments and formations for which they provide security services, prior to the initial receipt of SA and annually thereafter.
- 2.39 While in storage, SA are rendered inoperable by the removal of the magazines and essential operating components, i.e., breech block, bolt, cylinder or barrel assembly. The manner which the weapons and components shall be stored is prescribed in NDSOD, Chapter 5. For SA and sensitive SA components in long-term storage at bases, warehouses or depots, the integrity of the seals on the containers shall be checked every three months during the physical accounting process.
- 2.40 Exceptions to storage security requirements under certain conditions are included in NDSOD. Under no other circumstances shall these storage security requirements be waived unless specific authority is granted by Director Defence Security.
- 2.41 Privately owned SA may be stored in weapons storage areas if authorized by the CO in writing. The same storage conditions as with crown-owned SA shall apply to these weapons.
- 2.42 SA and sensitive SA components, regardless of condition, are accorded the proper security measures described in this section and in NDSOD, Chapter 5. Unserviceable, obsolete, or surplus items shall be stored and shipped in the same manner as serviceable ones.

### Small Arms Accounts

- 2.43 SA and SAA distributed to user units are held, where applicable, on separate accounts. SAA held for immediate issue or employment with ready-use SA (i.e., Military Police Detachments) or to meet operational requirements, may be stored in the same room as the ready-use SA, utilizing a strong metal box or cabinet secured by an approved padlock.
- 2.44 SA and SAA shall not be issued for "static" storage to Customer Accounts unless the customer is in possession of one of the following:
  - a. for SA, a signed weapons storage certificate from the local Military Police Senior Advisor; and;
  - b. for SAA, a DND 2960 Unit Ammunition and Explosives Storage License. (no license required for Construction Engineering sections holding only power actuated cartridges (e.g.: Ramset) or cadet corps and Junior Canadian Rangers holding 3 kilograms or less SAA of HD 1.4S).

- 2.45 It is the customer's responsibility to obtain these clearances. This certification is not required for training purposes or operational deployments.
- 2.46 The type of accounts to be established for distribution of SA is left to the discretion of the local supply authority. The Customer Services section shall be consulted in order to determine the type of accounts that will best suit local conditions and circumstances.

### Small Arms Stocktaking

- 2.47 For the purpose of this section, physical accounting of SA means the actual stocktaking of the weapons by type, quantity, and serial number against inventory records.
- 2.48 A quarterly physical accounting of all SA held at B/W/U Supply organizations shall be conducted IAW Chapter 4.3 Stocktaking in this manual.
- 2.49 A 100 per cent physical accounting may be conducted as the result of a weapon maintenance problem identified by a technical authority, or as the result of discrepancies discovered during quarterly or annual checks.
- 2.50 Physical accounting of SA held in first line accounts shall be conducted once every three months. To conduct this physical accounting, the CO of the unit appoints an independent checker who is to be a responsible individual with no direct interest in the account. In addition, a physical accounting is conducted whenever a temporary or permanent change in account holder occurs. Records of verifications are kept on file and are to be available for inspection by auditors and other authorized personnel.
- 2.51 Physical accounting of weapons is also completed at other locations when the weapons are used (i.e. range, exercise area, display area). A final accounting is conducted immediately upon termination of the event during which SA are used.

### Small Arms Discrepancy

- 2.52 Discrepancies of SA and sensitive SA components are to be reported immediately to the CO and the nearest Military Police establishment by the BSupO and/or account holder. If the discrepancy cannot be satisfactorily resolved within two working days, the Military Police is required to make a full investigation.
- 2.53 If it is suspected that a shipment has been tampered with or that a theft or an attempted theft has been committed, the Military Police is requested to conduct an immediate investigation. The shipment is to be held in quarantine in a weapons storage area pending resolution of the discrepancy. Notification is made by the consignee to the consignor by the fastest method possible and followed by a priority message indicating that a discrepancy has been raised. If the discrepancy cannot be satisfactorily resolved within two working days, the CO must take action IAW the appropriate orders and regulations.

- 2.54 Upon receiving notification of a discrepancy in a shipment, the consignor shall immediately report the discrepancy to the CO and conduct an investigation. This may include checking inventory records, stocktaking of inventory, or any other action that may be deemed necessary. Security authorities shall also be notified. They are requested to make a full investigation if the discrepancy cannot be satisfactorily resolved within two working days. If there are to be subsequent shipments of SA or SA components for the assembly of complete weapons, these shipments are not made until the discrepancy in the previous shipment has been resolved.

### Lost or Compromised CTAT Identified Small Arms

- 2.55 Upon discovery of the loss or compromise of controlled goods, the manager or CO shall ensure that it is reported to the CTAT Office within 48 hours, using the Loss or Compromise Reporting Form available from the CTAT Office intranet site, in accordance with the CTAT manual. This reporting requirement is in addition to requirements related to security or financial management. Some especially sensitive items may have more urgent reporting timelines. Coordination with the Technical Authority (TA) assigned to the SA type must be initiated soonest to confirm the end user (DSP-83, Non-Transfer and Use Certificate) reporting requirements.

### Disposal of Surplus Small Arms

- 2.56 SA is a special commodity and specific disposal instructions must be followed for surplus materiel. Disposal of surplus materiel is included in Chapter 8.1 Disposal of this manual.
- 2.57 For the purpose of disposal, SA and SA sensitive parts or components or accessories are those that could be assembled to simulate a weapon, i.e. barrels, bodies, breech bolts, and breech mechanisms. These are accorded the proper security measures during processing and storage until completion of disposal action.

### Small Arms as Trophies or for Presentations

- 2.58 In accordance with Treasury Board Secretariat guide to Materiel Management, donations to individuals or to private sector organizations require the approval of the Treasury Board and Governor in Council. The SA would be subject to applicable policies, such as the Controlled Goods Regulations and Firearms Act. For information and process contact DCSO 7, Disposal, Sales, Artefacts at [+DGMSSC DSCO@ADM\(Mat\) DBM@Ottawa-Hull](mailto:+DGMSSC DSCO@ADM(Mat) DBM@Ottawa-Hull).

## Compliance

2.59 In order to demonstrate compliance with this chapter materiel managers are required to:

- a. Ensure that movement transactions pertaining to SA transfers are recorded and serial numbers are physically verified and entered in the Materiel Management System of Record;
- b. Ensure that SA and associated components are dispatched/shipped in separate shipments;
- c. Ensure that weapon shipments are processed in secure areas at all time; and
- d. Ensure that secure weapon storage location inspections are performed and recorded IAW applicable policy and technical references.

## PROCEDURES

### Process Flow Charts (Under Development)

3.1 The following are the Process Flow charts related to this chapter.

<b>Process</b>	<b>Description</b>

### DRMIS Transaction Codes (Under Development)

3.2 These are the most common DRMIS transaction codes for the activities in this chapter.

<b>T-Code</b>	<b>Description</b>

### DRMIS Reports (Under Development)

3.3 These are the most common reports used in the management of the activities in this chapter.

<b>Report Code</b>	<b>Description</b>

## ANNEX A – Conducted Electrical Weapon (TASER)

- 1.1 A Taser is considered a prohibited weapon and issued for exclusive use by Military Police organizations.

### Definitions

- 1.2 All definitions, other than those below, can be found in chapter 10.1 Glossary.
  - a. **Taser:** a Conducted Electrical Weapon that is capable of Neuro Muscular Incapacitation by discharging electrical probes directly into a subject or by direct contact of the device with the subject.

### Cataloguing

- 1.3 A Taser is identified as controlled equipment and catalogued with a serial number profile (EMR) using OEM assigned serial numbers. For more information, refer to chapter 2.3 Materiel Identification.

### Physical Security

- 1.4 Storage and maintenance facilities must provide sufficient protection to minimize the risk of theft, unauthorized access, or accidental loss or damage to Tasers and/or associated components. For more information, refer to National Defence Security Orders and Directives Chapter 5 – Physical Security; Standard 5: Physical Security Technical Standards.

### Storage

- 1.5 The Taser Body, Power Magazine (battery), and Taser Cartridges must be stored separately in a secured storage location in accordance with existing security policies and instructions.
- 1.6 It is important to store the Power Magazine (battery) separately from the Taser. The Taser Cartridges could be stored with either the Taser or the Power Magazine. The critical requirement is to make sure the Power Magazine and the Taser are never stored together. The same conditions would apply during transportation and shipping.

### Transportation and Shipping

- 1.7 A Taser must be disassembled into its three main components and forwarded the consignee in two distinct separate shipments. The second consignment of the shipment is dispatched only after notification has been received that the first consignment has arrived intact. For more details on shipment of SA with separable components, refer to paras 2.32-2.34 in this chapter.

NOTE: Ensure the Power Magazine and the Taser are never shipped together.

**Stocktaking Frequency**

- 1.8 A physical accounting of all Tasers must be conducted in the same manner as weapons in the Materiel Management System of Record on a quarterly basis, in accordance with Chapter 4.3 Stocktaking, Table 1 – Stocktaking Requirements and Cycle Count Indicator.

**Disposal**

- 1.9 Barbs that have penetrated the skin must be treated as a biohazard, with personal protection kits utilized (i.e. protective gloves and first-aid kit). Discharged cartridges and barbs, not being held for evidence, must be disposed of in a Sharps container. Contact Base or Unit level hazmat coordinators to arrange for removal and disposal of full Sharps containers.

# TABLES AND GLOSSARY

- 10.1 Glossary
- 10.2 Table Codes
- 10.3 Acronyms and Abbreviations
- 10.4 DRMIS Transactions, Reports and Movement Codes – **Under Development**

# 10.1 GLOSSARY

Accountable stores (matériel comptable)	Stock classification assigned to matériel in which the requestor requires some type of matériel authorization document (scale of issue, equipment checklist, SHARP, CFFET or MAST) in order to acquire the item.
Asset (actif)	<a href="#">PSPC – Supply Manual</a> Any owned physical object (tangible) or right (intangible) having economic value to its owner
Acquisition (acquisition)	<a href="#">TB – Policy on Management of Materiel</a> A transaction that adds matériel property to a department's inventory, including by means of a donation, sponsorship or lease.
Artifact (artefact)	Any matériel retained and preserved for display or as a monument by a museum, base, unit or other organization within the Department of National Defence or Canadian Armed Forces.
Authority (pouvoir)	<a href="#">PSPC – Supply Manual</a> The right to perform certain acts, or prescribe rules governing the conduct of others.
Capital assets (immobilisations)	<a href="#">Financial Administration Manual Chap. 1020-4 Capital Assets</a> A capital asset is an item that is acquired by purchase, construction, development or donation that meets all of the following criteria: <ul style="list-style-type: none"> <li>a. Beneficial ownership and control clearly rests with DND;</li> <li>b. The asset is used to achieve departmental objectives;</li> <li>c. The useful life extends beyond one year; and</li> <li>d. The initial cost is at least \$30,000 per item.</li> </ul> Note: A threshold value lower than \$30,000 may apply to certain assets as defined by the Director Financial Policy and Procedures (DFPP). For example, with respect to vehicle fleets, FAM Chapter 1020-4-6, Equipment and Weapon Systems defines circumstances for capitalizing vehicles less than \$30,000 each.
Certified product list (liste des produits certifiés)	<a href="#">PSPC – Supply Manual</a> The CPL is identical to the Qualified Products List (QPL) except that there are more frequent audits and tests. This higher level of product assurance permits the qualifying authority, as a certification agency, to enter into a licensing agreement with supplier(s), allowing them to use a registered certification mark on their products and promotional literature.
Commodity (produit)	<a href="#">PSPC – Supply Manual</a> Raw material, perishable good, fabricated article or item of production or supply utilized in everyday endeavors and which is identified by contents, physical nature or characteristics.

Consumable (article consommable)	These are items that are consumed or expended during use and do not have any recoverable value except as scrap.
Controlled goods (marchandises contrôlées)	<a href="#">PSPC – Supply Manual</a> Controlled goods are defined under the schedule to the Defence Production Act. The goods listed in the schedule to the Export Control List made under section 3 of the Export and Import Permits Act are controlled goods.
Custody (garde)	The control of materiel entrusted to the care of an individual or organization with or without transfer of ownership.
Demilitarization (démilitarisation)	<a href="#">DAOD 3003-0, Controlled Goods</a> Demilitarization is an action that renders controlled goods unusable for their intended military or strategic purpose and that is irreversible. This includes, in some cases, destruction to the extent that knowledge of the controlled goods cannot be derived from examination after destruction.
Discrepancy (écart)	A difference in identification, condition, or quantity between the supplies or services and the associated records.
Disposal (aliénation)	<a href="#">PSPC – Supply Manual</a> The removal of materiel from a supply system by sale, trade-in or destruction. Within the federal government, disposal is normally arranged through the PSPC Crown Assets Distribution Directorate/Centre.
Donation (don)	<a href="#">TB – Policy on Management of Materiel</a> The provision by contribution, gift or bequest by a person, group or organization external to the Government of Canada of funds, goods, facilities or services without cost to the Government of Canada
Dormant stock (matériel inactif)	Is materiel that has been inactive for 48 months or longer as defined by nil customer activity, such as a demand by or an issue to an end user.
Equipment (équipement majeur)	<a href="#">PSPC – Supply Manual</a> Major items of materiel that are not expendable except through depreciation or wear and tear and which, although they may be fixed or positioned in prescribed places, do not lose their identity or become integral parts of other equipment and installations. Items in this category are normally susceptible to running maintenance. Equipment items are usually procured, issued and replaced on the basis of planned departmental capital acquisition programs, for example, aircraft vehicles, vessels, boats, workshop machinery and electronics systems.
Excess materiel (matériel excédentaire)	Excess materiel is a quantity of materiel that is held by a unit or organization that is greater than the quantity authorized or a quantity of supply system stock, which exceeds economic retention levels.
Fair market value (juste valeur marchande)	<a href="#">TB – Policy on Management of Materiel</a>

	The price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arm's length who are fully informed and not under any compulsion to transact.
Goods and Services Identification Number (GSIN) (numéro d'identification des biens et services (NIBS))	<a href="#">PSPC – Supply Manual</a> A system of materiel and services categorization used within PSPC. The system is used in conjunction with the Federal Supply Classification (FSC).
Government supplied materiel (matériel fourni par le gouvernement)	<a href="#">PSPC - Supply Manual</a> Any item of materiel acquired by the government of Canada and provided on a "free issue" basis to contractors for embodiment in materiel under production or for incorporation into Crown-owned equipment undergoing modification, repair or overhaul.
Integral Unit (Unité intégrée)	A unit allocated to the same element to which the base is allocated, with both the base commander and the commanding officer of the integral unit subordinate to the same immediate superior commander in the chain of command.
International Traffic in Arms Regulation (ITAR) (English only)	<a href="#">International Regulations and Directives</a> The ITAR (available in English only) is one U.S. regulation that governs the export, import and transfer of U.S. defence articles (controlled goods) and services, in and out of the U.S.A. The main impact is that DND must obtain approval from U.S. State Department before transferring a controlled good of U.S. origin to anyone
Inventory (inventaire)	<a href="#">TB - Policy on Management of Materiel</a> Materiel held in stock at storage facilities, including materiel that is undergoing repair or is in the supply system.
Liability (responsabilité)	<a href="#">PSPC – Supply Manual</a> <ol style="list-style-type: none"> <li>a. A broad legal term. In general, a debt owed. The condition of being actually or potentially subject to an obligation; a condition of being responsible for a possible or actual loss, penalty, evil, expense or burden; a condition that creates a duty to perform an act immediately or in the future.</li> <li>b. Primary liability. This refers to a liability for which a person is directly responsible.</li> <li>c. Secondary liability. This refers to a liability of a contingent nature such as the liability of a guarantor. A guarantor's liability does not arise until the principal debtor has failed to pay the creditor.</li> </ol>
Life cycle management (gestion du cycle de vie)	<a href="#">TB - Policy on Management of Materiel</a> The effective and efficient management of materiel along the entire continuum from the identification of a requirement to the disposal and replacement of the materiel acquired to meet the requirement.

	Note: The phases of life cycle management include assessing requirements; analyzing options; planning acquisition; acquiring; operating, using, and maintaining; and disposing and replacing.
Loan (prêt)	<a href="#">PSPC – Supply Manual</a> Anything lent or given to another on condition that it be returned or repaid, either with or without interest.
Lodger unit	A unit allocated to an element other than that to which the base is allocated, with the base commander and the commanding officer of the lodger unit responsible to different immediate superior commanders in their respective chains of command.
Materiel (matériel)	<a href="#">TB - Policy on Management of Materiel</a> All movable assets, excluding money and records, acquired by Her Majesty in right of Canada
Materiel custodian (responsable du matériel)	Personnel or organizations charged with the custody, security and stewardship of materiel.
Materiel in stock (matériel en inventaire)	Materiel held on a warehouse account.
Materiel in use (matériel en service)	Materiel issued to a customer account.
Materiel management (gestion du matériel)	<a href="#">TB - Policy on Management of Materiel</a> All activities necessary to acquire, hold, use and dispose of materiel, including the notion of achieving the greatest possible efficiency throughout the life cycle of materiel assets.
Materiel Management System of Record (gestion des données du matériel)	The organizational approved enterprise system(s) that captures materiel management information for the recording and control of materiel.
Materiel manager (gestionnaire du matériel)	Personnel or organizations charged with identifying and coordinating materiel requirements, technical specifications, and other elements of life cycle management.
Materiel visibility (visibilité du matériel)	The accurate recording in the Materiel Management System of Record of DND/CAF materiel including quantity, location, price, and condition.
Modification (modification)	<a href="#">PSPC – Supply Manual</a> Equipment. An engineered alteration to an item of supply, which changes the design characteristics or capabilities of the end item, major or subassembly component part, or accessory. Normally a modification is made after an item of equipment is delivered, whereas a design change is made, before delivery during production.
No substitute (aucun produit de remplacement)	<a href="#">PSPC – Supply Manual</a> Description of a product by brand name or model number or by using a restrictive specification, with the provision that a substitute product is not acceptable.
Non-public property (biens non publics)	<a href="#">DAOD 9003-1 Non-Public Property</a>

	<p>a. All money and property, other than issues of materiel, received for or administered by or through messes, institutes or canteens of the Canadian Armed Forces,</p> <p>b. all money and property contributed to or by officers, non-commissioned members, units or other elements of the Canadian Forces for the collective benefit and welfare of those officers, non-commissioned members, units or other elements,</p> <p>c. by-products and refuse and the proceeds of the sale thereof to the extent prescribed under subsection 39(2) of National Defence Act, and</p> <p>d. all money and property derived from, purchased out of the proceeds of the sale of, or received in exchange for, money and property described in paragraphs (a) to (c).</p> <p>e. NPP is not managed within the Materiel Management System of Record</p>
Personal equipment (équipement personnel)	Materiel issued to personnel for their personal wear or use in support of DND/CAF activities.
Procurement (acquisition)	<p><a href="#">PSPC – Supply Manual</a></p> <p>The process of obtaining goods and services that includes the determination of requirements and acquisition from a supply system or by purchase from the trade</p>
Public money (fonds publics)	<p><a href="#">Financial Administration Act</a></p> <p>Public money means all money belonging to Canada received or collected by the Receiver General or any other public officer in his official capacity or any person authorized to receive or collect such money, and includes:</p> <p>a. duties and revenues of Canada,</p> <p>b. money borrowed by Canada or received through the issue or sale of securities,</p> <p>c. money received or collected for or on behalf of Canada, and</p> <p>d. all money that is paid to or received or collected by a public officer under or pursuant to any Act, trust, treaty, undertaking or contract, and is to be disbursed for a purpose specified in or pursuant to that Act, trust, treaty, undertaking or contract.</p>
Public property (biens publics)	<p><a href="#">PSPC - Supply Manual</a></p> <p>Pursuant to the Financial Administration Act, all property, other than money, belonging to Her Majesty in right of Canada.</p>
Purchase order (commande d'achat)	<p><a href="#">PSPC - Supply Manual</a></p> <p>A purchaser's written offer to a supplier, formally stating all terms and conditions of a proposed transaction.</p>
Qualified products list (liste des produits homologués)	<p><a href="#">PSPC - Supply Manual</a></p> <p>A listing of products qualified as conforming to the requirements of standards or specifications by the appropriate panel. A QPL identifies the qualifying authority and includes</p>

	the appropriate product identification and reference data together with the name of the supplier of the qualified product.
Quality (qualité)	<a href="#">PSPC - Supply Manual</a> The totality of features and characteristics of a product or service that bear on its ability to satisfy a given need.
Quality assurance (assurance de la qualité)	<a href="#">PSPC - Supply Manual</a> A system of activities whose purpose is to provide assurance that the quality control is in fact being done effectively. For a specific product or service, this involves verification, audits and the evaluation of the quality factors that affect the specification, production, inspection and distribution.
Quality control (contrôle de la qualité)	<a href="#">PSPC - Supply Manual</a> This refers to a range of activities, to ensure and verify that the specific quality of the product or service has been met.
Repair (réparation)	<a href="#">PSPC - Supply Manual</a> To restore (something damaged or broken) to good condition or working order.
Repair and overhaul (réparation et révision)	<a href="#">PSPC - Supply Manual</a> The repair of an item of equipment to return it to serviceable condition; overhaul may or may not be coincident with repair. <ul style="list-style-type: none"> <li>• Repair normally involves the correction of specific defects only, whereas overhaul will entail replacement of either worn and damaged parts, or parts for which service life has expired.</li> <li>• Overhaul is normally effected only after expiry of service life due to hours of use or elapsed time.</li> </ul>
Responsibility (responsabilité)	<a href="#">PSPC - Supply Manual</a> The state of being answerable for an obligation and includes judgment, skill, ability and capacity. The obligation to answer for an act done, and to repair or otherwise make restitution for any injury it may have caused.
Sale (vente)	<a href="#">PSPC - Supply Manual</a> <ol style="list-style-type: none"> <li>1. A transfer of a property from one person to another for a price in money. A sale of goods is different from an exchange or barter where no funds are involved. In order to determine at what point property in the goods sold rests in the purchaser, the terms of the contract have to be considered to ascertain in whom the property is vested. The property may pass at once or at a future time contingent on the fulfillment of some condition.</li> <li>2. Includes consignment or other disposition of materials and the supplying of any service.</li> </ol>
Standing offer (offre à commandes)	<a href="#">PSPC - Supply Manual</a> An offer from a supplier to provide goods and/or services to clients at prearranged prices or pricing basis and under set

	terms and conditions for a specified period on an as-and-when requested basis.
Stocktaking (prise d'inventaire)	<a href="#">TB – Policy on Management of Materiel</a> The procedure of counting and reconciling actual holdings against automated or manual records for stocking accounts. The aim is to resolve discrepancies, update computer and manual records regarding the balance of stock on hand, identification, condition and location of materiel.
Storage (entreposage)	<a href="#">PSPC - Supply Manual</a> A function of warehousing which involves the receipt of an item, putting it away for safekeeping and subsequent retrieval, when required for use, sale or disposal.
Supply (approvisionnement)	<a href="#">PSPC - Supply Manual</a> The operations normally involved in furnishing, providing, affording or distributing items of supply to a user to satisfy stated requirements. The function includes all actions from the initial determination of requirements, as to kind and quality through testing, standardization, adoption, modification, procurement, acceptance, receipt, storage, issue, maintenance, distribution, salvage, reissue, disposal, accountability, responsibility and stock control.
Supply Chain Assurance (Assurance de la chaîne d'approvisionnement)	Assurance that the production, acquisition, distribution, storage, and disposal of materiel through the DSC meets DND/CAF operational and sustainment requirements.
Surplus materiel (matériel de surplus)	Surplus materiel means any materiel, including any major support system, major weapon system, consumable replacement or spare part, accountable advance spare, ammunition, or weapon, which an appropriate office holder has determined is no longer required by the DND or the CAF.
Technical authority (responsable technique)	<a href="#">PSPC - Supply Manual</a> The individual responsible for providing information, guidance and advice on the technical aspect of a product.
Theft (vol)	<a href="#">TB – Guide to Management of Materiel</a> The taking of money or other property without the owner's consent, with the intent to deprive the owner, temporarily or permanently, of the possession, use, or benefit of it. Although both fraud and theft may result in depriving someone of property, a key distinguishing feature is that with fraud the victim is induced through deceit or trickery to voluntarily give up the property. With theft, the owner does not surrender the property voluntarily and, in some cases, may not initially even be aware that it has been taken.
Unit (unité)	<a href="#">National Defense Act</a> An individual body of the Canadian Forces that is organized as such pursuant to section 17, with the personnel and materiel thereof.

Warehousing (entreposage)	<a href="#">PSPC - Supply Manual</a> The performance of those physical and administrative functions incidental to and required in the conduct of the storage activity, that is, receipt, sorting, identification, inspection, preservation, putting away, safekeeping, retrieval for issue and preparation for shipment of materiel.
Write-off (radiation)	<a href="#">TB – Guide to Management of Materiel</a> The formal documentation process to record the disposition of assets. It applies to all assets purchased or acquired by the Crown. Appropriate documentation regarding the disposal or loss of assets is required to adjust the inventory record and to support information provided to Public Accounts.

# 10.2 TABLE CODES

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## Base Unit of Measure (Unité de qté base)

Refs:

- a. [Materiel Configuration Management](#)
- b. [Supply Administration Manual \(SAM\) Chap. 2.3 Materiel Identification](#)

This is the standard unit or system of units by means of which a quantity is accounted for or expressed.

Code	Description
"2	Square inch
"3	Cubic inch
%	Percentage
%O	Per mille
ACR	Acre
AM	Ampoule
AT	Assortment
AY	Assembly
BA	Ball
BD	Bundle
BE	Bale
BF	Board Feet
BG	Bag
BK	Book
BL	Barrel
BM	Bushel, Imperial
BO	Bolt
BR	Bar
BT	Bottle
BX	Box
C3S	Cubic centimeter/second
CA	Cartridge
CAN	Canister
CAR	Carton
CB	Carboy
CC	Cubic centimeter
CD	Cubic yard
CE	Cone
CF	Cubic foot
CG	Centigram
CI	Cubic inch
CK	Cake
CL	Coil
CM	Centimeter
CM2	Square centimeter

<b>Code</b>	<b>Description</b>
CMS	Centimeter/Second
CN	Can
CO	Container
COS	Cosine theta
CRO	Crochet
CRT	Crate
CS	Case
CST	Centistokes
CT	Volt-ampere
CTL	Centiliter
CY	Cylinder
CYC	Cycles
CZ	Cubic metre
D	Days
DAY	Days
DB	Decibels
DBM	Dbm
DC	Decagram
DE	Decimeter
DEG	Degree
DG	Decigram
DL	Decilitre
DM3	Cubic decimeter
DMT	Decimeter
DR	Drum
DZ	Dozen
EA	Each
EML	Enzyme Units / Milliliter
EU	Enzyme Units
FH	Foot H2O
FM	Fathom
FOZ	Fluid Ounce US
FT	Foot
FT2	Square foot
FT3	Cubic foot
FV	Five of an item
FY	Fifty of an item
G/L	Gram act.ingrd / liter
GAI	Gram act. ingr.
GAU	Gram Gold
GB	Gallon, Imperial
GL	US gallon
GLI	Gram/liter
GM	Gram

<b>Code</b>	<b>Description</b>
GM2	Gram/square meter
GM3	Gram/Cubic meter
GMO	Gram/Mol
GN	Grain
GOH	Gigaohm
GP	Group
GPH	Gallons per Hour
GPM	Gallons per Minute
GR	Gross
H	Hour
HA	Hectare
HD	Hundred
HG	Inch Mercury
HI	Hundredweight, Imperial
HK	Hank
HL	Hectoliter
HP	Picosecond
HR	Hours
IN	Inch
JKG	Joule/Kilogram
JMO	Joule/Mol
JR	Jar
KAI	Kilogram act. ingr.
KD3	Kilogram/cubic decimeter
KG	Kilogram
KGM	Kilogram/Mol
KGS	Kilogram/second
KGV	Kilogram/cubic meter
KIK	Kg act.ingrd. / kg
KJK	Kilojoule/kilogram
KJM	Kilojoule/Mol
KM	Miles/Kms
KM2	Square kilometer
KMH	Kilometer/hour
KMN	Kelvin/Minute
KMS	Kelvin/Second
KNT	Knots
KPA	Kilopascal
KT	Kit
KVA	Kilovoltampere
LB	US pound
LDG	Landing
LG	Length
LI	Liter

<b>Code</b>	<b>Description</b>
LMI	Liter/Minute
LMS	Liter/Molsecond
LO	Lot
LT	Long ton (2240 lb)
M/H	Meter/Hour
M/M	Meter/Minute
M/S	Meter/second
M2	Square meter
M2S	Square meter/second
M3	Cubic meter
M3H	Cubic meter/Hour
M3S	Cubic meter/second
MC	Microgram
MCF	Thousand Cubic Feet
ME	Meal
MEJ	Megajoule
MG	Milligram
MGL	Milligram/liter
MGO	Megohm
MGQ	Milligram/cubic meter
MHV	Megavolt
MI	Mile
MI2	Square mile
MIN	Minute
MIS	Microsecond
ML	Milliliter
MLI	Milliliter act. ingr.
MLL	Milliliters per liter
MM	Millimeter
MM2	Square millimeter
MM3	Cubic millimeter
MN	Meganewton
MNM	Millinewton/meter
MON	Months
MPS	Millipascal seconds
MR	Meter
MS	Millisecond
MS2	Meter/second squared
MTR	Meter
MWH	Megawatt hours
MX	Thousand
NA	Nanoampere
NAM	Nanometer
NI	Kilonewton

<b>Code</b>	<b>Description</b>
NM	Newton/meter
NMM	Newton/Square millimeter
NS	Nanosecond
OT	Outfit
OZ	Ounce
P	Points
PAC	Pack
PAL	Pallet
PAN	Pannier
PAS	Pascal second
PCT	Megavoltampere
PD	Pad
PG	Package
PI	Pint, Imperial
PM	Plate
PMI	1/minute
PO	Pikofarad
PPB	Parts per billion
PPH	Pounds Per Hour
PPM	Parts per million
PPT	Parts per trillion
PR	Pair
PRS	Number of persons
PSI	Pounds per square inch
PT	Pint, US liquid
PU	Power unit
PZ	Packet
QI	Quart, Imperial
QML	Kilomol
QT	Quart, US liquid
R-U	Nanofarad
RA	Ration
RDM	Rounds per minute
RF	Millifarad
RHO	Gramm/Cubic centimeter
RL	Reel
RM	Ream
RND	Rounds Fired
RO	Roll
ROL	Role
RPM	Revolutions per minute
SC	Square centimetre
SD	Skid
SE	Set

<b>Code</b>	<b>Description</b>
SF	Square foot
SH	Sheet
SI	Square inch
SK	Skein
SL	Spool
SM	Square metre
SNR	Signal to noise ratio
SO	Shot
SP	Strip
SR	Special Request
ST	Items
STN	Short ton
STR	Start
SU	Services
SX	Stick
SY	Square yard
TCY	Thermal Cycle
TD	Twenty-four of an item
TE	Ten of an item
TF	Twenty-five of an item
TI	Tin
TM	Ton, Metric
TN	Ton (2000 lb)
TNS	Tonnes
TO	Troy ounce
TOM	Ton/Cubic meter
TON	US ton
TS	Thirty six of an item
TSD	Thousand
TU	Tube
VAL	VO mat.
VI	Phial or Vial
WK	Weeks
YD	Yard
YD2	Square Yard
YR	Years
$\mu$ A	Microampere
$\mu$ F	Microfarad
$\mu$ GL	Microgram/liter
$\mu$ GQ	Microgram/cubic meter
$\mu$ L	Microliter
$\mu$ M	Micrometer

## Batch Managed (Gere par lot)

Refs:

- a. [Materiel Configuration Management](#)
- b. [Supply Administration Manual \(SAM\) Chap. 2.3 Materiel Identification](#)

A batch is a quantity or consignment of materiel produced at one time during a given production run. This field indicates whether the commodity falls under the criteria of being batch lot managed.

<b>Dropdown</b>
Yes
No

## Capital Asset (Bien immobilise)

Refs:

- a. [Financial Administration Manual \(FAM\) Chap. 1020-4 Capital Assets](#)
- b. [FAM Chap. 1020-4-6 Valuation and Capitalization of Equipment and Weapon Systems](#)
- c. [Asset and Inventory Strategy and Analysis \(AISA\)](#)

This field identifies whether the materiel meets the criteria of being a capital asset.

<b>Dropdown</b>
Yes
No

## Cataloguing Options (Opt. de catalogage)

Refs:

- a. [Materiel Configuration Management](#)
- b. [Materiel Identification](#)
- c. [Supply Administration Manual \(SAM\) Chap. 2.3 Materiel Identification](#)

The Materiel Identification process requires that each Materiel Master Record (MMR) be codified as either a NATO Stock Number (NSN) or a Permanent System Control Number (PSCN).

Code	Description	Comments
A	PSCN THEN NSN IS REQUIRED	Temporary assignment until a NSN can be allocated
E	MI INTERFACE - DO NOT USE	
N	NSN ONLY IS REQUIRED	
P	PSCN ONLY IS REQUIRED	<p>"PSCN only" may be requested if all of the following statements apply:</p> <ul style="list-style-type: none"> <li>• locally procured, stocked, managed, and consumed</li> <li>• not subject to any technical rigor</li> <li>• materiel will never be used in NATO exercise or deployment</li> <li>• not part of Capital Project/Initial Provisioning</li> <li>• if Canadian manufactured, materiel unlikely to be of interest to other Logistics organizations within NATO</li> </ul>

## CFSS UOI (UD SAFC)

Refs:

- a. [Materiel Configuration Management](#)
- b. [Supply Administration Manual \(SAM\) Chap. 2.3 Materiel Identification](#)

The unit of issue (UOI) defines the physical quantity or packaging associated with the materiel.

Code	Description
AM	Ampoule
AT	Assortment
AY	Assembly
BA	Ball
BD	Bundle
BE	Bale
BF	Board Feet
BG	Bag
BK	Book
BL	Barrel
BM	Bushel, Imperial
BO	Bolt
BR	Bar
BT	Bottle
BX	Box
CA	Cartridge
CB	Carboy
CC	Cubic centimetre
CD	Cubic Yard
CE	Cone
CF	Cubic Foot
CG	Centigram
CI	Cubic Inch
CK	Cake
CL	Coil
CM	Centimetre
CN	Can
CO	Container
CS	Case
CY	Cylinder
CZ	Cubic metre
DC	Decagram
DE	Decimetre
DG	Decigram
DL	Decilitre
DR	Drum

Code	Description
DZ	Dozen
EA	Each
FM	Fathom
FT	Foot
FV	Five of an item
FY	Fifty of an item
GB	Gallon, Imperial
GL	Gallon, US
GM	Gram
GN	Grain
GP	Group
GR	Gross
HD	Hundred
HI	Hundredweight, Imperial
HK	Hank
IN	Inch
JR	Jar
KG	Kilogram
KM	Kilometre
KT	Kit
LB	Pound
LG	Length
LI	Litre
LO	Lot
LT	Long Ton (2240 lb)
MC	Microgram
ME	Meal
MG	Milligram
ML	Millilitre
MM	Millimetre
MR	Meter
MX	Thousand
OT	Outfit
OZ	Ounce
PD	Pad
PG	Package
PI	Pint, Imperial
PM	Plate
PR	Pair
PT	Pint, US
PZ	Packet
QI	Quart, Imperial
QT	Quart, US
RA	Ration

<b>Code</b>	<b>Description</b>
RL	Reel
RM	Ream
RO	Roll
SC	Square Centimeter
SD	Skid
SE	Set
SF	Square Foot
SH	Sheet
SI	Square Inch
SK	Skein
SL	Spool
SM	Square meter
SO	Shot
SP	Strip
ST	Short Ton
SX	Stick
SY	Square Yard
TD	Twenty-four of an item
TE	Ten of an item
TF	Twenty-five of an item
TI	Tin
TM	Ton, Metric
TN	Ton (2000 lb)
TO	Troy Ounce
TS	Thirty-six of an item
TU	Tube
VI	Phial or Vial
YD	Yard

## Colog Indicator (Indic. colog)

Refs:

- a. [MMI 1323 Procurement for the US Armed Forces](#)
- b. [MMI 1324 Procurement from US Armed Forces other than through COLOG](#)

This field identifies whether the commodity is obtained through the co-operative logistics (COLOG) agreement with the US Department of Defence (DoD) to supply support for certain CAF equipment of US origin.

<b>Dropdown</b>
Yes
No

## Document Type (Type de document)

Code	Description	Comments
CAN	CATT Report Decentr	
CAT	CATT Report	<ul style="list-style-type: none"> <li>• <a href="#">SAM Chap. 4.4 Materiel Adjustment, Write-off and Financial Reporting</a></li> </ul>
CCR	Crew Chief Rep/CF215	
CHE	Chemical Related Doc	
COC	Cert. of Conformance	
COM	Common Docs frm Ntn	
D01	Print List	
DBE	CvrSheet Final Vers.	
DBV	Cover Sheet Template	
DMO	Demo Document	
DOC	Corporate Records	
DRF	PRT Eng/Des. Drawing	
DRW	Engin/Des. Drawing	
DSP	Disposal Confirmtn	<ul style="list-style-type: none"> <li>• <a href="#">SAM Chap. 8.1 Disposal</a></li> </ul>
DWG	Drawings/Assoc.Lists	
EBR	Batch record	
ECD	Eng. Change-related	
EHS	Env. Health & Safety	
FIR	Compliance Documents	
GEN	General Documents	
I01	ERN Mass Change	
IBD	Inbound MSDS	
IP0	IP Portfolio	
IP1	Intellectual Prty	
IP2	IP Agreement	
IP3	IP Actions	
L01	Layout document	
MAD	Material Authorizati	<ul style="list-style-type: none"> <li>• <a href="#">SAM Chap. 2.2 Materiel Authorization</a></li> <li>• <a href="#">Finding an ECL using CV04N (By ECL number)</a></li> </ul>
MRS	Maint. Record Sets	
N01	Navy Generic Docs	
N02	Technical report	
N03	DND Maint. Quality	
N04	Vendor Qual. Certifn	
N05	Quality Requirements	
NUK	Nuclear Related Docs	
PAL	Proc. Auth. List	<ul style="list-style-type: none"> <li>• <a href="#">SAM Chap. 7.1 Repair and Maintenance of Materiel</a></li> </ul>

Code	Description	Comments
		<ul style="list-style-type: none"> <li>• <a href="#">EP 04 Repair &amp; Overhaul (R&amp;O) External Procurement Authority List (PAL)</a></li> </ul>
PUR	Purchasing Docs	<ul style="list-style-type: none"> <li>• <a href="#">SAM 3.2 Materiel Requisition</a></li> <li>• <a href="#">EP 28F Raise Document Info Record (DIR) Message</a></li> </ul>
Q01	Q-Agreement / MM-PUR	
Q02	DelivTerms / MM-PUR	
Q03	Q-Agreement / SD	
Q04	DelivTerms / SD	
REL	Real Property Doc.	
RMR	Repair Material Req.	<ul style="list-style-type: none"> <li>• <a href="#">SAM 7.1 Repair and Maintenance of Materiel</a></li> <li>• <a href="#">EP 04 Repair &amp; Overhaul (R&amp;O) Repairable Materiel Request (RMR)</a></li> </ul>
SBE	SubstRep Final Vers.	
SBR	SubstRep Raw Version	
SBV	SubstRep Template	
SCA	Supply Customer Acct	
TDP	Technical Data	
WRY	Warranty-related doc	
Z01	FMF Work Instruction	
Z02	Projct Documentation	
ZTP	Tech'l Publication	

## Entitlement Checking (Vérifier la dotation)

Ref:

- a. [Supply Administration Manual \(SAM\) Chap. 2.2 Materiel Authorization](#)

This field signifies whether the requestor requires some type of materiel authorization (scale of issue, equipment checklist, SHARP, CFFET or MAST) in order to acquire the item.

Code	Description
Y	Yes
N	No

## HAZMAT Indicator (Indicator MATDANG)

Ref:

- a. [Supply Administration Manual \(SAM\) Chap. 9.9 Hazardous Material](#)

This field is used to identify materiel that could potentially contain poison, corrosive agents, flammable substances, ammunition, explosives, radioactive substances, or any other materiel that can endanger human health or well-being, the environment or equipment, if handled improperly.

The HazMat Indicator works in conjunction with the Storage Characteristic Handling Code (SCHC) and Shelf Life (months) fields. The system of record defaults to “0” months for the Shelf Life field and “No” in the HazMat field therefore verification of these fields is imperative thus ensuring that the values applied are in line with the selected SCHC code.

Dropdown	Comments
Yes	<ul style="list-style-type: none"> <li>• The assignment of this value will print a <i>cautionary phrase</i> on the various supply and traffic documents in order to alert all parties of the potential hazard.</li> <li>• The HazMat indicator in the Canadian Government Cataloguing System (CGCS) is updated with “Yes - Refer to MSDS Sheet”</li> </ul>
No	<ul style="list-style-type: none"> <li>• The assignment of “No” indicates that a review of the material has been conducted and the item is free of any hazardous substance.</li> </ul>

## IM Advisory (Code consultatifs de la gestion d'article)

Refs:

- a. [Materiel Configuration Management](#)
- b. [Supply Administration Manual \(SAM\) Chap. 2.3 Materiel Identification](#)
- c. [SAM Chap. 3.2 Materiel Requisition](#)

The Item Management (IM) Advisory codes are designed to convey vital information to the supply community of practice.

- a. Numeric (Prefix 1) - Controlled item - All requisitions are referred to the Supply Manager (SM) for approval;
- b. Numeric (Prefix 2) - Special issue procedures apply;
- c. Numeric (Prefix 3) - Special requisition procedures apply; and
- d. Numeric (Prefix 4) - Used for item management information purposes only.

Code	Description	Comments
1A	FIRST LEVEL SUBMARINE SPARES ONLY	<ul style="list-style-type: none"> <li>• Assigned to materiel designed for use by the submarine fleet only.</li> <li>• OPI: <a href="#">Director Maritime Equipment Program Management (Submarines)</a> (DGMEPM (SM))</li> </ul>
1B	ITEM UNDER REVIEW FOR SURPLUS	<ul style="list-style-type: none"> <li>• Assigned to materiel that has been deemed by an appropriate office holder as no longer required by DND or the CAF.</li> <li>• For more information refer to: <a href="#">Supply Administration Manual (SAM) Chap.8.1 Disposal</a></li> </ul>
1C	SUSPENDED ITEM - NO INVENTORY CONTACT SM	<ul style="list-style-type: none"> <li>• Identifies assets for which normal use has been suspended for technical or safety reasons, i.e., suspected defect or failure pending results of research, evaluation and subsequent supply management disposition decision.</li> </ul>
1D	LIMITED SUBORDINATE ITEM	<ul style="list-style-type: none"> <li>• Applied to an item of supply possessing such functional and physical characteristics as to cause it, under certain conditions or in particular applications, to be considered acceptable for issue by the Supply Manager (SM) and the customer in lieu of the preferred or alternate item, provided alteration of the item itself or of adjoining items is not required.</li> <li>• Limited assets of the subordinate are available therefore all requisitions require approval from the Supply Manager (SM) or Life Cycle Materiel Manager (LCMM) prior to processing the request.</li> </ul>
1E	ITEM SUBJECT TO	<ul style="list-style-type: none"> <li>• Assigned to materiel which requires a different</li> </ul>

Code	Description	Comments
	SPECIAL PROCUREMENT	<p>procurement strategy to obtain the item.</p> <ul style="list-style-type: none"> <li>• DND/CAF utilizes this code to identify materiel declared as an Artefact.</li> <li>• PSPC considers Major Crown Projects, Real Property Contracting and US Foreign Military Sales as a type of Special Procurement.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Public Service and Procurement Canada (PSPC) Supply Manual Chap 9</a></li> </ul> </li> </ul>
1F	INSURANCE ITEM	<ul style="list-style-type: none"> <li>• A centrally managed item for which no failure is predicted through normal usage. However, if failure is experienced or loss occurs through accident, replacement activities would become a high priority.</li> </ul>
1G	INITIAL PROVISIONING - R&O CONTRACTORS	<ul style="list-style-type: none"> <li>• <a href="#">Initial provisioning</a> (IP) ensures that enough spares are provided to sustain new or modified equipment from the time of introduction into service until the reprovisioning system is able to assume this function.</li> <li>• This code is used to identify the spare parts procured through the IP process on behalf of the Repair &amp; Overhaul (R&amp;O) contractors that will be responsible for the repair of the newly acquired equipment.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Materiel Management Instructions (MMI) 1630 Initial Supply Support – For New Equipment</a></li> </ul> </li> </ul>
1H	ISSUED TO R&O CONTRACTORS ONLY	<ul style="list-style-type: none"> <li>• This code identifies the spare parts intended for the Repair &amp; Overhaul (R&amp;O) contractors in support of the repair maintenance process.</li> </ul>
1J	DEMAND DIRECT ON ATESS	<ul style="list-style-type: none"> <li>• Item is to be obtained directly from <a href="#">Aerospace and Telecommunications Engineering Support Squadron</a> (ATESS) in Trenton.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 3.2 Materiel Requisition</a></li> </ul> </li> </ul>
1K	ITEM ASSIGNED OPERATIONAL STATUS	<ul style="list-style-type: none"> <li>• This code is used by the Equipment Project Manager/Supply Manager (EPM/SM) to denote operational stock items i.e. defence stores, emergency supplies etc.</li> </ul>
1L	ITEM CLASSIFIED / SENSITIVE	<ul style="list-style-type: none"> <li>• Classified is a broad term covering information or equipment that is confidential, restricted, secret, or top-secret.</li> </ul>

Code	Description	Comments
		<ul style="list-style-type: none"> <li>• Sensitive inventories consist of items that, if lost, damaged or misused, could:               <ol style="list-style-type: none"> <li>a. negatively affect the missions, objectives or operational capabilities of the DND or the CAF;</li> <li>b. put the safety of the general public at risk; or</li> <li>c. affect technology sharing or other arrangements with Canada's allies.</li> </ol> </li> <li>• Protective measures must be taken to safeguard protected and classified property, information, assets and resources from unauthorized disclosure, destruction, removal, modification or interruption.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">National Defence Security Orders and Directives (NDSOD)</a> <ul style="list-style-type: none"> <li>▪ Chap. 5 – Physical Security                   <ul style="list-style-type: none"> <li>➤ Standard 5 – Physical Security Technical Standards</li> </ul> </li> <li>▪ Chap. 15 – Security of Sensitive Inventories</li> </ul> </li> </ul> </li> </ul>
1M	ITEM IS UNDER CRITICAL CONTROL	<ul style="list-style-type: none"> <li>• This code is used to denote items, which for some definable reason are in short supply or other factors, which necessitate temporary control at the national level for a period of time.</li> <li>• There may be a need for the Supply Manager (SM) to suspend generated requisitions of low priority and assume the responsibility for deciding which one should be satisfied based on need and priority.</li> <li>• This code may also be used for items, which are no longer manufactured and are still required by DND.</li> </ul>
1N	BASES/STATIONS NOT TO HOLD STOCK	<ul style="list-style-type: none"> <li>• Based on the nature of the materiel or the lack of available assets, bases/stations/units are not permitted to hold stock, establish stock levels or initiate over the counter issue action without prior approval from the Supply Manager (SM).</li> </ul>
1P	ITEM IS CLASSIFIED	<ul style="list-style-type: none"> <li>• Classified is a broad term covering information or equipment that is confidential, restricted, secret, or top-secret.</li> <li>• Protective measures must be taken to safeguard protected and classified property, information, assets and resources from unauthorized</li> </ul>

Code	Description	Comments
		<p>disclosure, destruction, removal, modification or interruption.</p> <ul style="list-style-type: none"> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">National Defence Security Orders and Directives (NDSOD)</a> <ul style="list-style-type: none"> <li>▪ Chap. 5 – Physical Security <ul style="list-style-type: none"> <li>➤ Standard 5 – Physical Security Technical Standards</li> </ul> </li> <li>▪ Chap. 15 – Security of Sensitive Inventories</li> </ul> </li> </ul> </li> </ul>
1Q	CRYPTOGRAPHIC MATERIEL	<ul style="list-style-type: none"> <li>• The code is used to identify equipment that can encrypt and decrypt classified communications.</li> <li>• Based on the nature of this type of materiel, all issues, receipts and adjustments of COMSEC materiel <b>must be</b> referred to and approved by the Technical Authority / <a href="#">Canadian Forces Crypto Support Squadron</a> (TA/CFCSS).</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 9.6 Controlled Goods &amp; Export Regulated Defence Goods and Technology</a></li> </ul> </li> <li>• OPI: <a href="#">Director Information Management Security (DIM Secur 5)</a></li> </ul>
1R	SUBSTANTIATION REQUIRED IN THE EXTENDED TEXT FIELD (PURCHASE REQUISITION OR PURCHASE ORDER)	<ul style="list-style-type: none"> <li>• This coding identifies the requirement for additional substantiation directly on the PReq/PO using the extended text field in the Materiel Management System of Record.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 3.2 Materiel Requisition</a> Annex A</li> </ul> </li> <li>• Substantiation in the extended text field is <b>NOT</b> required providing the purchase requisition is linked to a Work Order.</li> </ul>
1S	CONTROLLED PUB - REQUEST FROM OPI BY EMAIL	<ul style="list-style-type: none"> <li>• Assigned to documentation that has been reviewed by the technical authority (TA) and deemed to contain controlled technical data information.</li> <li>• Approval by the appropriate Office of Primary Interest (OPI) must be granted prior to processing the requisition.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Controlled Goods – Publications</a></li> <li>○ <a href="#">Defence Administrative Orders and Directives (DAOD) 3003 series</a></li> <li>○ <a href="#">Supply Administration Manual (SAM) Chap.</a></li> </ul> </li> </ul>

Code	Description	Comments
		<a href="#">9.12 Publications and Classified Documents</a>
1T	UNDER REVIEW - UNAVAILABLE FOR ISSUE	
1V	CONTROLLED LIFE TIME BUY	<ul style="list-style-type: none"> <li>• Lifetime buy strategy is to procure additional inventory of a system or part, in quantities sufficient to cover the expected number of failures throughout the life of the end item thus ensuring sufficient assets are available when needed.</li> <li>• Points to consider when determining the need for a life time buy: <ul style="list-style-type: none"> <li>○ Notification of a part that will be discontinued in the future.</li> <li>○ A system that uses a unique part that can only be produced by a single manufacturer.</li> <li>○ Dwindling of parts for a system, but no replacements over time.</li> <li>○ Planning in a new system design that does not consider future obsolescence problems.</li> <li>○ A parts list that contains an end-of-life cycle part before a system has gone into production.</li> </ul> </li> <li>• Due to the nature of the materiel or limited resources, the Supply Manager can apply this code to restrict the issue of the item for authorized requirement only.</li> </ul>
1W	TO BE DEMANDED BY INDIVIDUAL ITEM	<ul style="list-style-type: none"> <li>• To simplify accounting procedures, related individual items may be grouped together under a single stock number and accounted for as a single item (e.g. toolbox).</li> <li>• This code is assigned to those components that make up the kit or set and is to be requisitioned as an individual item.</li> </ul>
1X	SUBMIT OFFLINE BY E- MAIL TO SM	
1Z	NDHQ CONTROLLED ITEM	<ul style="list-style-type: none"> <li>• This code is used by Equipment Project Manager / Supply Manager (EPM/SM) to indicate an item is controlled for whatever valid reason by NDHQ or Command.</li> <li>• This code denotes a long-term control of the item and is not used for temporary restrictions.</li> <li>• A level of safety stock may be required for these items.</li> </ul>
2B	CDN SVC COLLEGES ONLY	<ul style="list-style-type: none"> <li>• Assigned to materiel intended for the military colleges only.</li> </ul>

Code	Description	Comments
2E	OBTAIN THROUGH MEDICAL SUPPLY SYSTEM	<ul style="list-style-type: none"> <li>• Assigned to medical materiel, which is to be requisitioned through the Canadian Forces Health Services Group (CF H Svcs Grp) materiel management system.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Canadian Forces Health Services Medical Materiel Management A-MD-175-003/AG-001</a></li> <li>○ <a href="#">Medical Supply Procedures for Reserve Units</a></li> </ul> </li> </ul>
2F	DENTAL MATERIEL	<ul style="list-style-type: none"> <li>• Assigned to dental materiel, which is to be requisitioned through the Canadian Forces Health Services Group (CF H Svcs Grp) materiel management system.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Canadian Forces Health Services Medical Materiel Management A-MD-175-003/AG-001</a>.</li> </ul> </li> </ul>
2J	CONTROLLED SERIAL NO. FORMS	<ul style="list-style-type: none"> <li>• Assigned to DND/CAF forms that require close monitoring and safeguarding.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Defence Administration Orders and Directives (DAOD) 6001 series</a></li> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 9.7 Forms and Controlled Serial Number Forms</a></li> </ul> </li> </ul>
3A	ASD - DEMAND FROM PRIME CONTRACTOR	<ul style="list-style-type: none"> <li>• This code is applied to those commodities that have an Alternate Supply Delivery (ASD) e.g. <a href="#">prime clothing contractor</a>.</li> </ul>
3B	PFC APPLIES	<ul style="list-style-type: none"> <li>• A pre-facilitated contract (PFC) is a multi-year legally binding contract that is used:               <ul style="list-style-type: none"> <li>○ for groups or “bundles” of goods or spares in any combination or category that makes sense, such as equipment systems, contractors or commodities;</li> <li>○ for direct delivery from industry to the client or to inventory;</li> <li>○ on an as-and-when-required basis or to replenish stock where an operational need exists.</li> </ul> </li> <li>• This code is used to identify commodities that are to be procured off a pre-facilitated contract (PFC) utilizing the <a href="#">DND 2449 PFC Order</a> form.</li> <li>• For more information refer to:</li> </ul>

Code	Description	Comments
		<ul style="list-style-type: none"> <li>○ <a href="#">Procurement Administration Manual (PAM) Chap. 3 Plan Procurement</a></li> </ul>
3G	CALL UP AGAINST STANDING OFFER	<ul style="list-style-type: none"> <li>● A standing offer (SO) is not a contract but an administrative means to provide for the supply of goods or services at prearranged prices with set terms and conditions, for specific periods of time on an "as requested" basis.</li> <li>● This code is used to identify commodities that are to be procured off a standing offer agreement using the <a href="#">PSPC-SPAC 942</a> form.</li> <li>● For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Materiel Management Instructions (MMI) 1310 Standing Offers</a></li> <li>○ <a href="#">Procurement Administration Manual (PAM) Chap. 3 Plan Procurement</a></li> <li>○ <a href="#">PSPC – Standing Offers / Supply Arrangements</a></li> </ul> </li> </ul>
4A	ITEM IS SUBJECT TO SHELF LIFE	<ul style="list-style-type: none"> <li>● The assignment of this code indicates that the product is shelf life managed.</li> <li>● Shelf life is defined as the length of time, which a stored product remains effective, useful or suitable for consumption.</li> </ul>
4B	DISPERSED NATIONAL STOCK	<ul style="list-style-type: none"> <li>● The assignment of this code indicates that the item is national stock but the use of the item is limited to usually one location.</li> <li>● As assets become available, they will be directed to the user locations, thus saving depot storage and subsequent transportation costs.</li> </ul>
4C	CENTRALIZED MANAGEMENT - STOCKED FOR R&O	<ul style="list-style-type: none"> <li>● Assigned to repair spares managed by the Supply Manager and authorized for use by the repair and overhaul (R&amp;O) contractors only.</li> </ul>
4D	LIFE TIME BUY EXERCISED OR MOQ APPLIES	<ul style="list-style-type: none"> <li>● Lifetime buy strategy is to procure additional inventory of a system or part, in quantities sufficient to cover the expected number of failures throughout the life of the end item thus ensuring sufficient assets are available when needed.</li> <li>● This code applies to those commodities that have been established against a lifetime buy or minimum order quantity (MOQ) purchase contract.</li> </ul>
4E	CENTRALLY MANAGED NO FURTHER PROCUREMENT	<ul style="list-style-type: none"> <li>● This code is used to identify centrally managed materiel in which no further procurement action shall be taken by the Supply Manager.</li> </ul>

Code	Description	Comments
4G	US DOD STOCKED - COLOG ELIGIBLE	<ul style="list-style-type: none"> <li>Commodity is obtained through the co-operative logistics (COLOG) agreement with the US Department of Defence (DoD).</li> <li>For more information refer to: <ul style="list-style-type: none"> <li><a href="#">Public Services and Procurement Canada (PSPC) 9.20 Co-Operative Logistics and Blanket Order Cases with the US DoD.</a></li> <li><a href="#">Materiel Management Instructions (MMI) 1323 Procurement for the United States Armed Forces</a></li> </ul> </li> </ul>
4H	US DOD STOCKED - NOT COLOG ELIGIBLE	<ul style="list-style-type: none"> <li>Item is available from the US Department of Defence (DoD) however is not eligible through the COLOG system.</li> <li>For more information refer to: <ul style="list-style-type: none"> <li><a href="#">Materiel Management Instructions (MMI) 1324 Procurement from the United States Armed Forces Other Than Through COLOG.</a></li> </ul> </li> </ul>
4J	CENT MGT - DEMAND TILL STOCKS EXHAUSTED	<ul style="list-style-type: none"> <li>Requisitions will be actioned until all available stock from the supply system is exhausted.</li> </ul>
4L	LOCALLY MANAGED / LOCALLY PROCURED	<ul style="list-style-type: none"> <li>The management data, procurement action and funding is controlled at the base/station/unit level.</li> </ul>
4M	ITEM REQUIRES FURTHER REVIEW	
4N	CENTRALIZED MGMT - NORMAL DMND PROCESSING	<ul style="list-style-type: none"> <li>Materiel assigned this coding is managed by the Supply Manager (SM) with no restricts applied to the requisitioning process.</li> </ul>
4P	NATIONALLY MANAGED / LOCALLY PROCURED	<ul style="list-style-type: none"> <li>Specifications, engineering designs etc. are maintained at the Life Cycle Materiel Manager (LCMM) level whereas the procurement action is process and funded locally by the base/station/unit.</li> </ul>
4Q	TO BE ASSEMBLED LOCALLY	<ul style="list-style-type: none"> <li>Item is to be assembled locally.</li> </ul>
4R	TO BE MANUFACTURED LOCALLY	<ul style="list-style-type: none"> <li>Item is to be manufactured locally.</li> <li>For more information refer to: <ul style="list-style-type: none"> <li><a href="#">Materiel Management Instructions (MMI) 1491 In-House Manufacture.</a></li> </ul> </li> </ul>
4S	CONTRACTOR OWNED MATERIEL (COM)	<ul style="list-style-type: none"> <li>Materiel in DND/CAF custody for which a contractor retains ownership.</li> <li>Managed in Plant 5000.</li> </ul>

Code	Description	Comments
		<ul style="list-style-type: none"><li>• For more information refer to:<ul style="list-style-type: none"><li>○ <a href="#">Supply Administration Manual (SAM) Chap. 6.2 Contractor Owned Materiel in DND Custody.</a></li></ul></li></ul>
4T	ELECTRONIC FORM - SEE THE DFC	<ul style="list-style-type: none"><li>• The form is not available in hard copy.</li><li>• Obtained through the <a href="#">Defence Forms Catalogue (DFC)</a> website.</li></ul>
AA	GENERIC NSN, USE SPECIFIC NSN FOR ORDERS	<ul style="list-style-type: none"><li>• Item is a generic stock number and must be demanded by specific stock number(s).</li><li>• Generic stock numbers contain just the basic description to describe the item without any specific details (i.e. size or measurements)</li></ul>

## Inspection interval (days) (Intervalle contrôle (jours))

Ref:

- a. [Materiel Management Instructions \(MMI\) 1458 Lifting of Equipment and Materiel](#)

The Inspection interval is used with the Shelf life field to indicate the frequency in which the materiel must be examined to determine its serviceability thereby ensuring that time expired items are not retained in stock.

## Lead TA (Premier RT)

Ref:

- a. [Life Cycle Materiel Management](#)

The Life Cycle Materiel Manager/Technical Authority (LCMM/TA) is responsible for coordinating the management of all activities from the time a requirement for materiel is conceived until disposal of the materiel. This involves dealing with other functional managers (e.g. supply and procurement) to oversee all aspects of design, engineering, acquisition, installation, logistic support and disposal.

Code	Description
3554	WCM-MATERIAL
3555	SR ELE 04
A002	1CADA3EWOS
A004	ATESS RASS TEAM
A005	DAEPMRCS 4-2-2-3
A006	ATESS/ARMF/IHMWO
A007	DAEPMFT 2-3-3-4C
A008	ATESS/CCISF
A009	DAEPMT 4-2-2-2A
A010	DAEPMT 4-3-2-2-5C
A014	DTAES 7-4-5-7
A015	1CAD HQ FSET DET
A016	DAEPM 3-2-3-6-2
A017	DAEPM 2-3-3F
A018	DAEPM 2-3-3-2
A020	DAEPM(M)CP140 LCMM GRPF MDLR
A024	DAEPM TA&S 2-4
A030	402 SQN ACS (DASH 8)
A031	402 SQN AE (DASH 8)
A032	402 SQN AF (DASH 8)
A033	402 SQN AVS (DASH 8)
A034	402 SQN IE (DASH 8)
A066	DAEPM(M)2-3-3C
A130	DAEPMT 2-4-2
A13B	DTAES 2-2 PLANNER
A188	DAEPMFT 2-2-3-3
A200	DAEPMFT 5-2-2-2
A201	A201 CFAD ROCKY POINT
A209	DAEPMFT 2-3-4
A20A	DAEPMFT 2-3-4-6C
A20C	DAEPMFT 2-3-5-4C
A20D	DAEPMFT CF5 DISPOSAL
A20F	DAEPMFT 5-4-3C

Code	Description
A20G	DAEPMFT 5-4-3A
A20H	DAEPMFT 5-4-3C
A20J	DAEPMFT 5-2-2
A20K	DAEPMFT 5-2-3
A20U	DAEPMFT 2-4-4-3
A211	DAEPMFT 2-4-3-3
A212	DAEPMFT 2-4-3-2
A213	DAEPMFT 2-3
A214	DAEPMFT 2-3-2
A21C	DAEPMFT 2-5-3-2
A21H	DAEPMFT 2-3-5
A21P	DAEPMFT 2-3-3
A21Q	DAEPMFT 5-4-3
A22J	DAEPMFT 2-2-4B
A22P	DAEPMFT 5-4-4-2
A22R	DAEPMFT 5-4-3B
A22V	DAEPMFT 5-2-2A
A301	DAEPM 2-2
A302	DAEPM 3
A303	DAEPM 2-2-2
A304	DAEPM 2-2-2-2
A305	DAEPM 2-2C
A306	DAEPM 2-2D
A307	DAEPM 2-2A
A308	DAEPM 2-2-4-2
A309	DAEPM 2-2-4
A30A	DTAES 7-3-6-3
A30B	DTAES 7-3-6-4
A30C	DTAES 7-3-6-2
A30W	DAEPM 2-5-4-2
A30X	DAEPM 2-5-3
A310	DAEPM 3-2-2
A311	DAEPM M 6-2-2-3
A312	DAEPM 2-2F
A314	DAEPM M 2-2E
A31C	DAEPM 3-2-2-3
A31G	DAEPM 3-2-2-3-2
A31K	DAEPM 3-2-2-7
A31P	DAEPM 5-6-2
A31Q	DAEPM 2-3-3N
A31S	DAEPM 2-3-3-2-3
A31U	DAEPM 2-2-2B
A31X	DAEPM(M)2-3-3H
A31Z	DAEPM 2-2-2C

Code	Description
A32H	DAEPM 2-3-3D
A32J	DAEPM 2-3-3J
A32K	DAEPM 2-3-3G
A32M	DAEPM 2-3-3M
A32N	DAEPM(M)2-3-3K
A32X	DAEPM(M)2-3-3Q
A32Z	DAEPM 2-3-3E
A330	DAEPMT 4-5-2-4
A331	DAEPMT 4-5-2-2
A335	DAEPM2-2
A336	DAEPM 2-1
A401	A401 CFAD DUNDURN
A402	TECHNICAL SERVICES EDMONTON
A40A	DAEPMRCS 3-3-4-3
A40C	DAEPMRCS 4-4-2
A40D	DAEPMRCS 4-4-2-2
A40E	DAEPMRCS 4-2-3-5
A40F	DAEPMRCS 3-3-2
A40M	DAEPMRCS 4-2-2-2-3
A40P	DAEPMRCS 4-2-2-3-2
A40Q	DAEPMTA&S 4-3-4-2
A40W	DAEPMRCS 4-2-3-4
A40Y	DAEPMRCS 4-2-2-2-4
A40Z	DAEPMRCS 4-2-2-2-2
A41B	DAEPMRCS 3-4-2-2
A41F	DAEPMTA&S 4-3-4-3
A41G	DAEPMTA&S 4-3-4
A41H	DAEPMTA&S 4-3-4-4
A41J	DAEPMTA&S 4-2-4
A420	DAEPMRCS 4-2-3-3
A502	A502 CFPMD TRENTON
A50J	DAEPMFT 2-4-3C
A50L	DAEPMFT 2-5-2-2
A50N	DAEPMFT 2-5-2-3
A511	DAEPMFT 2-2-6A
A512	DAEPMFT 2-3-5-3C
A513	DAEPMFT 2-3-6-4
A514	DAEPMFT (HOLD BY>>>)
A517	DAEPMFT 2-3-4-4C
A518	DAEPMFT 2-3-4-3C
A51B	DAEPMFT 3-2-5-3
A51C	DAEPMFT 2-3-2-3C
A51D	DAEPMFT 2-4-4-2
A51G	DAEPMFT 3-2-2

<b>Code</b>	<b>Description</b>
A51H	DAEPM 2-2B
A51M	DAEPM 2-2-2A
A522	DAEPMFT 2-3-6-2
A523	DAEPMFT 2-3-3-5C
A526	DAEPMFT 2-4-2-2
A527	DAEPMFT 3-2-5-2
A528	DAEPMFT 2-4-2-3
A52B	DAEPMFT 2-4-2-4
A52C	DAEPMFT 2-3-5-5C
A52D	DAEPMFT 2-5-3-3
A52E	DAEPMFT 6-3-6-3
A52F	DAEPMFT 2-5-3-3-2
A52G	DAEPMFT 2-2-4C
A52H	DAEPMFT 2-5-4
A52X	DAEPM 3-2-2-2
A52Y	DAEPM 3-2-3-5
A535	DAEPMRCS 4-2-2-3-3
A53B	DAEPMFT 6-3-4-3
A53J	DAEPM 3-2-3-4
A53L	DAEPM 3-2-2-5-2
A540	DAEPM 2-2-3
A541	DAEPM 2-2-2-3
A545	DAEPM 2-3-3-2-2
A54G	DAEPMFT 6-3-4B
A54J	DAEPMFT 6-3-3C
A54K	DAEPMFT 6-3-4A
A54P	DAEPMFT 6-3-3B
A54T	DAEPMFT 6-3-6-2
A54X	DAEPMFT 6-3-5-3
A54Y	DAEPMFT 6-3-6A
A54Z	DAEPM 3-2-2-5
A550	DAEPMRCS 4-2-3-2
A559	DAEPMRCS 5-3-4
A55A	DAEPM 3-2-2A
A55B	DAEPMRCS 4-4-2-2-2
A55C	DAEPM 3-2-3-7
A55D	DAEPM 3-2-3A
A55K	DAEPMFT 6-3-5D
A55N	1CAD A4 CE STA FG 5-2
A560	DAEPMT 2-4-3-3
A561	DAEPMT 2-4-3
A562	DAEPMT 2-4-3-5
A563	DAEPMT 2-4-3-4
A564	DAEPMT 2-4-3-7C

Code	Description
A565	DAEPMT 4-5-2-3
A568	DAEPMTA&S 3-2-10
A56A	DAEPMT 4-3-3-2
A56B	DAEPMT 4-3-2-2-2
A56Q	1CAD A4 AE RA 3
A56R	AETE
A56V	ATESS/CFTCC
A56W	DAR 2-5
A576	DAEPMT 2-4-3-6C
A577	DAEPMT 2-4-3-2
A579	DAEPMT 2-4 HOLDING
A57A	DAEPMT 2-4-4-6C
A57B	DAEPMTA&S 2-4-2-2
A57C	DAEPMT 4-5-5
A57D	DAEPMT 4-4
A57E	DAEPMT 4-3-2-2-6C
A57F	DAEPMT 4-3-3-3
A57G	DAEPMT 4-3-2-2-4
A57H	DAEPMT 4-3-2-2-3
A57L	DAEPMTA&S 2-4-3-5C
A57M	DAEPMTA&S 2-4-3-6C
A57N	DAEPMTA&S 2-3-2-3C
A57P	DAEPMTA&S 2-4-2-3
A57Q	DAEPMTA&S 2-4-2-5C
A57R	DAEPMTA&S 2-4-3-3
A57S	DAEPMTA&S 2-4-2-6C
A57T	DAEPMTA&S 5-2
A57W	DAEPMT 4-3-3-4C
A58B	DAEPMTA&S 2-4-2-4
A59A	DAEPMTA&S 4-2-5C1
A601	A601 CFSD MONTREAL
A607	DAEPMT 2-4-4-3
A60C	DAEPMT 4-2-2-2
A60U	DAEPMT 2-4-4-5
A612	MHLH/OWSM CH147D
A613	DAEPMT 4-3-2-2
A61L	DAEPMTA&S 2-3
A61W	DAEPMTA&S 2-3(A)
A621	DAEPMTA&S 2-3-2-2
A65L	DLCI
A700	1CAD A4 MAINT AM STDS 3
A702	CFAD BEDFORD
A800	DAEPMT 3-2-2-2 (C-17 AVN)
A801	DAEPMT 2-6-2-2

Code	Description
A802	DAEPMTA&S 3 CH147D DISPOSAL
A803	DAEPMT 4-3-2-2-7C
A804	DAEPMT 3-2-2-2 (C-17 AVS)
A805	DAEPMT 2-6-2-4
A806	DAEPMT 3-2-2-3 (C-17 AMSE)
A807	DAEPMFT 6-3-3
A808	DAEPMT 3-2-2 (C17 D/AEO)
A809	DAEPMT 3-2-2-2 (C-17 ACS)
A810	DAEPMT 2-6-2-3
A815	DAEPMTA&S 3-3-3-2 AVS SYS
A816	DAEPMT 3-3-2 (C-17 AMSE)
AB00	DTA 3-2-2
AB05	DAEPMFT 6-3-5B
AB06	DPEAG/AEC 6-3-5-5
AB08	DAEPMFT 6-3-2B
AB0E	DAEPMFT 6-3-3D
AB0G	DAEPMFT 6-3-3A
AB16	DAEPMFT 6-3-3-3
AB17	DTA 2
AB18	DAEPMFT 6-3-5
AB19	DAEPMFT 6-3-2-3
AB21	DAEPMFT 6-3-2A
AB22	DAEPMFT 6-3-2D
AB23	DAEPMFT 6-3-2
AB24	DAEPMFT 6-2
AB25	DAEPMFT 6-3-4-2
AB26	DAEPMFT 6-3-5C
AB27	DAEPM(FT)6-3-5-6
AB28	DAEPMFT 6-3-5-4
AB55	DAEPMFT 6-3-3 (HOLD)
AP20	DAEPM 7-2-2
AP21	SE 2 MIRABEL
AP22	DAEPMFT 2-4-5B
AP23	WSM DET MIRABEL 2-6
B201	19 WING COMOX
B202	CFB ESQUIMALT - MARPAC
B401	CFB EDMONTON
B402	4 WING COLD LAKE
B403	15 WING MOOSE JAW
B404	CFB SHILO
B405	17 WING WINNIPEG
B406	CFB SUFFIELD
B408	JTFN YELLOWKNIFE
B409	LFWA TC WAINWRIGHT

Code	Description
B501	CFB BORDEN
B502	VCDS KINGSTON
B503	8 WING TRENTON
B504	CFB KINGSTON
B505	CFS LEITRIM LCMM/CATALOGUER
B506	CFB PETAWAWA
B507	CFB NORTH BAY
B601	BFC VALCARTIER
B602	DRDC ELECTRO-OPTIQUE
B603	BFC BAGOTVILLE
B604	BFC MONTREAL
B605	SVC TECH ST-JEAN
B700	MARLANT HALIFAX
B701	CFB HALIFAX - MARLANT
B702	12 WING SHEARWATER
B703	14 WING GREENWOOD
B704	CFB GAGETOWN/TECH INSP/QA
B705	5 WING GOOSE BAY
B707	CFS GANDER
C001	DKIM / FORMS LCMM
C002	D STRAT CS SARSAT LCMM
C003	D STRAT CS DISDN LCMM
C004	D MET OC 4
C005	CMP DFHP
C006	76 COMM GP SMSS MANAGER LCMM
C007	76 COMM GP SMSS MANAGER LCMM-X
C008	D STRAT CS SATCOM LCMM-X
C009	D STRAT CS AV INTEGRATION LCMM
C010	D STRAT CS AV INTEGRATION LCMM-X
C011	D STRAT CS POLAR EPSILON LCMM
C012	D FOOD SVCS
C013	QETE 4-7
C015	EMT
C016	EMT 2
C017	EMT 3
C018	EMT4
C019	EMT 5 ELECTRONICS/OPTRONICS
C020	EMT 6 WEAPONS
C021	EMT2
C022	DSR 3-2-2-8
C023	DSR 3-3-4
C024	EMT2A
C025	EMT 11
C026	EMT12

Code	Description
C027	EMT13
C028	EMT14
C029	EMT15
C030	D CHAP. SERVICES
C040	1 ESU
C100	D STRAT CS JSSP/URSA LCMM
C101	J4 AMMO 3-3-3
C102	J4 AMMO 3-3
C103	DAEME 3-3-7
C104	DAEME 3-2-3
C105	DAEME 3-2-6
C106	DAEME 3-2-4
C107	DAEME 6-2
C108	DAEME 4-4-3
C109	DAEME 3-3-4
C10A	DAEME 4-2-2
C10B	DAEME 3-2-5
C10C	DAEME 3-3-2
C10D	DAEME 3-3-3
C10E	DAEME 3-3-6
C10F	DAEME 3-2-2
C10G	DAEME 3-4
C10H	DAEME 5
C10J	DAEME 5-9
C10K	J4 CF HEALTH SERVICES GROUP
C202	ASU CHILLIWACK
C204	DIMTS 2
C207	ADM(IM)/DGIMO/D STRAT CS TARCO
C208	DIMCD 4 LCMM GP IS/IT EQUIPMENT
C209	7 COMM GP HQ, SYSTEM SOFTWARE LCMM
C210	7 COMM GP HQ, SYSTEM SOFTWARE LCMM-X
C211	DPDCIS TSO LCMM
C400	DSAL 2-2-2
C401	ASU CALGARY
C403	DSCO 7-3-2
C440	DIMCD 4 LCMM
C441	76 COMM GP ITSEC LCMM, KEY GEN
C442	76 COMMU GP ITSEC LCMM, FILL DEVICES
C443	76 COMMU GP ITSEC LCMM, LEF
C444	76 COMM GP CRYPTO LCMM, INE
C445	7 COMM GP HQ, SPOKE KIT LCMM
C446	76 COMM GP CRYPTO LCMM 6, ECLYPT
C447	765 COMM SQN TEMPEST LCMM IC
C448	ADM(IM)/DGIMO/D STRAT CS TARCO 1

Code	Description
C450	D STRAT CS AV INTEGRATION LCMM-X-X
C470	DES PROC 4-5-2
C473	D STRAT CS DND CABLE/ANTENNA LCMM
C483	D STRAT CS LF/HF LCMM
C484	D STRAT CS LF/HF LCMM-X
C493	DIL PROC 2-5
C494	DES PROC 4-5-4 (1)
C495	DES PROC 4-5-4 (2)
C496	DES PROC 4-5-5 (1)
C501	D STRAT CS DISDN LCMM-X
C502	LFCA TC MEAFORD
C503	ASU LONDON
C504	ASU TORONTO
C505	ASU NOR ONT
C506	ASU OTTAWA
C507	ATESS TRENTON
C600	D STRAT CS SAPPHIRE LCMM
C601	ECOLE DE COMBAT VALCARTIER
C602	202 WKSP MONTREAL
C603	3 CSU
C604	D STRAT CS LF/HF LCMM-X-X
C605	7 COMM GP HQ, NDCS LCMM
C606	D STRAT CS LF/HF LCMM-X-X-X
C608	D STRAT CS MICROWAVE LCMM
C609	D STRAT CS AM RADIO LCMM
C60A	D STRAT CS LEAD SEARS/FM RADIO LCMM
C60B	D STRAT CS TOWER LCMM
C60C	D STRAT CS ANTENNAS LCMM
C60D	D STRAT CS SEARS/TRUNK/CRYPTO RADIO LCMM
C60F	DDRMIS CS04 LCMM
C701	5 MARITIME OPS GROUP HALIFAX
C702	ALDERSHOT TRG CENTRE
C703	76 COMM GP CRYPTO LCMM, COMBAT ID
C704	76 COMM GP CRYPTO LCMM 6, RADIO/EMBEDDED
C709	76 COMM GP CRYPTO LCMM 6, SEC VOICE
C70A	76 COMM GP CRYPTO LCMM 6, SCIP
C70C	DIMTPS 6-2-4
C70F	QETE 5-4-4
C70G	QETE 5-4-C3
C800	D STRAT CS SATCOM LCMM-X-X
C801	D STRAT CS MOBILE SATCOM LCMM
C802	D STRAT CS SATCOM LCMM
C901	ASU GEILENKERCHEN
CA01	DAEPM(T) 2-2-9C

Code	Description
CA02	CC130 OWSM AVS02
CA03	CC130 OWSM AVS03
CP10	DMSPR
CP15	CFSS PDET
CP20	7 COMM GP HQ, 3RD LINE CORE ITI LCMM
CQ01	QETE 4-3
CQ02	QETE LAND NDT
CQ03	QETE 2-4
CQ04	QETE 5-2
CQ05	QETE 2-3
CQ06	QETE 4-2
CQ07	QETE 2-2
CQ08	QETE 2-4-7
CQ11	QETE 2-5
CQ12	QETE 3
CQ13	QETE 2-2-9
CQ14	DGLEPM/QETE OPS & PLNS
CQ15	QETE 3-3-2
CQ16	QETE 3-4-7
CQ17	QETE 3-3-3
CQ18	QETE 4-5-9
CQ19	QETE 3-2-9
CQ20	QETE 3-5
CQ22	QETE 6
CQ30	QETE 4-4-5
CQ31	CTAT STA
CSP2	D CHAP. STRAT SP 2
D509	427 SOAS
D619	430 ETAH (D619) CONTACT RQ
D639	438 ETAH,HEL SQN
D709	403 OP TRG HEL SQN
F509	2 CMBG HQ & SIG SQN, TQMS
F589	1 CFH SPS1 (F589)
F609	5 QGET (F609) CONTACT RQ
F619	5 RALC (F619) CONTACT RQ
F629	5 RGC (F629) CONTACT RQ
F639	2 R22R (F639) CONTACT RQ
F649	1 R22R (F649) CONTACT RQ
F659	5 AMD DU C (F659) CONTACT RQ
F669	3 R22R (F669) CONTACT RQ
F679	12 RBC (F679)CONTACT RQ
F689	5 PPM (F689) CONTACT RQ
F719	F719 1 RCHA GAGETOWN
FMFE	MAINT MECH

Code	Description
G609	5 CS BN (G609) CONTACT RQ
G619	5 GS BN (G619) CONTACT RQ
H609	5 CS BN (H609) CONTACT RQ
H629	5 GS BN (H629) CONTACT RQ
HH01	DAEPMTA&S 3-3-5-2 AVN SYS
HH02	DAEPMTA&S 3-3-5-3 PROPN SYS
L001	POL BUYER
L100	DAVPM 4-2
L101	DAVPM 4-2-2
L102	DAVPM 4-2-2-2
L105	DAVPM 10-4-4-3D
L107	DSVPM 3-7-4
L108	DSVPM 3-7-2
L109	DSVPM 3-7-3
L10A	DAVPM 5
L10J	DAVPM 4-2-TBD
L10K	DASPM 2-4-3
L10L	DAVPM 4-2-4-2A
L10M	DAVPM 4-2-3
L10N	DAVPM 4-5-2
L10P	DASPM 6-3-2-4
L10Q	DASPM 4
L10R	DASPM 6-4-2
L10S	DASPM 6-4-5
L10T	DASPM 6-2-4A
L10U	DASPM 2-2-2
L10V	DAVPM 5-4-3-5
L10X	DAVPM 5-4-3-2
L10Y	DAVPM 5-3-2
L110	DSVPM 3-7-5
L111	TAPV VEH TECH
L200	DAVPM
L20A	DAVPM 10-3-3
L20B	MSVS SMP ILS
L20C	DAVPM 10-4-4-2
L20D	DASPM 4-5-2-1
L20E	DASPM 4-5-1-2
L20F	DASPM 4-5-1-1
L20G	DASPM 10-6-3
L20H	DASPM 4-5-5
L20K	DASPM 4-2-4A
L20M	MSVS 2-3-3
L20N	MSVS 2-4-3-2
L20O	MSVS ILS COORD

<b>Code</b>	<b>Description</b>
L20P	DASPM 4-5-2-2
L20Q	DASPM 4-6-2D
L20T	DASPM 4-5-3
L20U	DAVPM 10-4-5-6
L20V	DAVPM 10-4-5-5
L20X	DAVPM 7-2-2-5
L222	TAPV EO TECH
L301	DSSPM 10-5-3
L30C	DSSPM 9-1-2
L30W	DSSPM 9-1-1-1
L311	DSSPM 3-5-7
L312	DSSPM 2-11
L313	DSSPM 2-13
L314	DSSPM 2-4C
L315	DSSPM 2-3N
L316	DSSPM 4-4-4-2C
L317	DSSPM 2-3
L318	DSSPM 2-4
L319	DSSPM 2-6
L31A	DSSPM 3-5-1C3
L31B	DSSPM 3-5-4A
L31C	DSSPM 2-11-1
L31D	DCSEM 5-3-2-3
L31E	DSSPM 3-5-1
L31F	DSSPM 3-8-6
L31G	DSSPM 3-7
L31H	DSSPM 3-8-3
L31J	CLOSE PROTECTION NON TECHNICAL LCMS
L31K	DSSPM 3-8-4
L31L	DSSPM 3-5-4
L31M	DSSPM 9-2-3-1
L31N	DSSPM 4-4-3
L31O	DSSPM 3-8-7
L31P	DSSPM 3-8-5
L31Q	DSSPM 4-4-3-2C
L31R	DSSPM 4-5-5
L31S	DSSPM 4-5-3
L31T	DSSPM 4-4-4C
L31U	DSSPM 9 PMPR
L31V	DCSEM 5-3-3-5
L31W	DSSPM 4-5-2-2
L31X	DSSPM 9-7-2
L31Y	DSSPM 4-6
L320	DSSPM 3-5-3

<b>Code</b>	<b>Description</b>
L321	DSSPM 4-5-4
L322	DSSPM 2-15
L323	DSSPM 2-2
L325	DCSEM 5-4C4
L326	DCSEM 5-2
L327	DSSPM 3-5-6
L328	DSSPM 3-11C3
L329	DSSPM 4-5-4-2
L32A	DSSPM 4-4-2C
L32B	DSSPM 4-5-6
L330	DCSEM 2-3
L331	DCSEM 9-3-5
L333	QETE 4-3-EIT
L334	DCSEM 3-4-4
L335	DCSEM 3-5
L336	DLCSPM 3-2
L337	DCSEM 9-4-6
L338	DCSEM 9-4-3
L339	DCSEM 2-2-3
L33A	DCSEM 4-6
L33B	DCSEM 3-4-3
L33C	DCSEM 2-2-X
L33D	DCSEM 2-11
L33E	DCSEM 2-2-1
L33F	DCSEM 3-3-4
L33G	DCSEM 2-1-3
L33H	DCSEM 2-1-4
L33J	DCSEM 5-3-3-2
L33K	DCSEM 4-4
L33L	DCSEM 4-5
L33M	DCSEM 2-1-2
L33N	DCSEM 3-3-2
L33P	DCSEM 4-3
L33Q	DCSEM 4-8
L33R	DCSEM 3-4-2
L33S	DCSEM 4-9C
L33T	DCSEM 3-2-4
L33U	DCSEM 7-3
L33V	DCSEM 7-4
L33W	DCSEM 7-4-2(C)
L33X	DCSEM 9-4-10
L33Y	DCSEM 4-9
L33Z	DCSEM 5-3-3
L340	DAPES 2-5

Code	Description
L42A	PMOLFCS
L440	DCSEM 10-3-5
L441	DCSEM 10-4
L491	DLCSPM 3-3-2-3
L492	DLCSPM 3-3-2-4
L493	DLCSPM 3-6-2-2
L494	DLCSPM 3-3-2-7
L495	DLCSPM 3-3-2-2
L496	DLCSPM 3-3-3-2
L497	DLCSPM 3-5-2-3-2
L498	DLCSPM 3-5-2-3
L499	DLCSPM 3-3-2-7-2
L49B	DLCSPM 3-6-9
L49C	DLCSPM 3-5-5-3
L49J	DLCSPM 3-3-2
L49K	DLCSPM 4-10-2-6
L49R	DLCSPM 3-3-2-5
L500	DLCSPM 3-3
L501	DLCSPM 3-2-4
L50A	DLCSPM 2-4-3
L50B	DLCSPM 3-3-3-2-2
L50D	DLCSPM 3-5-2-2
L50E	DLCSPM 3-8-11
L50F	DLCSPM 2-2-3-7-2C
L50G	DLCSPM GEOMATICS TECH
L50H	DLCSPM 8-2-2
L50J	DLCSPM 4-7-4
L50K	DLCSPM 3-3-3-3
L50L	DLCSPM 3-8-13
L50P	DLCSPM 4-10-2
L50Q	DLCSPM 4-10-2-4
L50R	DLCSPM 4-10-3
L50S	DLCSPM 4-9-3
L50T	DLCSPM 4-8-5
L50U	DLCSPM 4-8-4
L50X	DLCSPM 4-8-3
L50Y	DLCSPM 4-3
L50Z	DLCSPM 8-4-3-3C
L634	DASPM 2-3-1
L635	DASPM 2-3
L639	DASPM 3
L63A	DASPM 3-7-2
L63B	DASPM 3-4-3
L63C	DASPM 3-4

Code	Description
L63D	DASPM 3-4-1
L63E	DASPM 4-11-4
L63F	DASPM 3-8
L63G	DASPM 3-4-2
L63J	DASPM 3-7
L63K	DASPM 3-7-1
L63P	DASPM 3-4-4C
L63R	DASPM 6-4
L63S	DASPM 3-8-1
L655	DAVPM 10-4-4-3A
L656	DAVPM 10-4-4-3B
L65H	DAVPM 10-4-4-2A
L65K	DAVPM 10-4-4-3
L65L	DAVPM 2-4-5-3
L65T	DSVPM 3-13-2
L65U	DSVPM 6-3-3
L660	DSVPM 6-3-2
L661	DSVPM 3-13
L665	DSVPM 3-5-2
L667	DSVPM 3-9-MTV
L668	DSVPM 5-2-C1
L66A	DSVPM 4-3-1
L66B	DSVPM 5-3-1
L66C	DSVPM 4-5-1
L66D	DSVPM 4-4
L66E	DSVPM 5-4-1
L66F	DSVPM TBD
L66I	DCSEM 5-3-3-4
L66J	DSVPM 4-4-C1
L66K	DSVPM 5-2-1
L66L	DSVPM 4-6
L66N	DSVPM 6-4
L670	DCSEM 3-2-3
L675	DCSEM 3-3
L702	LESC 3
L710	DCSEM 7-2
L761	DAVPM, DIRECTORATE CHIEF
L80W	DSSPM 6-3
L80X	DSSPM 2-5
L80Y	DSSPM 3-9-2
L810	DSVPM 4-2-1
L811	DSVPM 3-4
L905	DSVPM 3-3
L90A	DSVPM 3-3-2

<b>Code</b>	<b>Description</b>
L90B	DSVPM 5-7
L90C	PMO MSVS ILS
L90S	MSVS 2-4-1
L90T	DSVPM 3-12
L90U	DSVPM 3-9-MTVS
L90V	DSVPM 3-5-1
L90W	DSVPM 3-6-AHSVS
LA0S	DCSEM 2
LD01	TBD
LOBS	DLEPS 8-5
LZ01	DAVPM 2-4-5-8C
LZ02	DAVPM 2-3-2A
LZ04	DAVPM 10-4-3-3
LZ05	DAVPM 10-4-3-3A
LZ06	DAVPM 2-3-2
LZ07	DAVPM 10-4-3-4
LZ08	DAVPM 10-4-3-3B
LZ09	DAVPM 2-3-3
LZ11	DSSPM 4-4-2-2C
LZ12	DASPM 10-3-1-1
LZ13	DAVPM 2SE42
LZ14	DAVPM 10-4-5-2
LZ15	DAVPM 2-3-4A
LZ17	DAVPM 2-4-5-10C
LZ18	DAVPM 2-4-5-10CC
LZ19	DAVPM 2-4-5-4
LZ25	DAVPM 10-4-5-7
LZ26	DAVPM 2-3-4
LZ30	DAVPM 8-2-3-2
LZ31	DAVPM 8-2-3-3
LZ32	DAVPM 8-2-4-2
LZ33	DAVPM 8-2-5-3
MA01	CC130 OWSM 01
MA02	CC130 OWSM 02
MA03	CC130 OWSM 03
MA04	CC130 OWSM 04
MA05	CC130 OWSM 05
MA06	CC130 OWSM 06
MA07	CC130 OWSM 07
MA08	CC130 OWSM 08
MA09	CC130 OWSM 09
MA10	MAC(B) 1-6
MAC1	MAC(B) 1-1
MAC2	MAC(B) 1-3

<b>Code</b>	<b>Description</b>
MAC3	MAC(B) 1-5
MAC4	MAC(B) 1-4
MAC5	MAC(T) 1-1 TRENTON TSR
N001	DNPS 3-4-4
N002	DNCS 2-3-3
N003	DNPS 6-4-4
N004	DNCS 2-3-5
N005	DNCS 4-4-5
N006	DNCS 3-5
N007	DMSS 6-4-7
N008	DNCS 6-2-8
N009	DNPS 6-4
N010	DNPS 3-8
N011	DNPS 6 2 6
N012	DNCS 4 4 4
N013	DNPS 3-5-7
N014	IRO AOR CL
N015	MWVA 5
N017	DNCS 2-3-8
N018	DNCS 2-2-6
N019	Sr Project E
N020	DNPS 3-6-4
N021	DNPS 3-6-2
N022	DNPS 2-4
N023	MWVA 5-2
N024	DNPS 5-2
N025	DNPS 2-3
N026	ODP TRAINE
N027	ENVIRONMEN
N101	MWVA 3 3
N103	MWVA 2
N104	DMEPM(MWVA)
N105	DNPS 3-2-8
N106	SM 2-2-2
N107	DNCS 5-4-12
N108	DNPS 4-4-8
N109	DNCS 3-6
N221	DNPS 4-3
N222	DNPS 3-4
N225	DNPS3 6 5
N226	DNPS 6-6-7
N227	DNPS 6-2-8
N228	DNPS 6-2
N229	DNPS 6-2-2

<b>Code</b>	<b>Description</b>
N22A	DNPS 6-6-6
N22B	DNPS 6-3-6
N22C	DNPS 3-5-2
N22D	DNPS 6 6 2
N22E	DNPS 6 5 3
N22F	DNPS 6-3-4
N22M	DNPS 6 4 2
N231	DNPS 6-4-7
N240	DNPS 2-5-2
N241	DNPS 6-2-7
N242	DMSS 2-5-6
N243	DNCS 6-2-10
N244	DNPS 6 6 4
N245	DNPS 4-3-4
N246	DNCS 6-2-3
N247	DNCS 5-6-3
N248	DNCS 6-2-2
N249	DNPS 4-4-7
N24C	SM 3-4
N24E	DNCS 4-5-2
N250	DNPS 6 3 8
N251	DNPS 4-4-10
N252	DNPS 6-3-5
N253	DNCS 6 5 3
N254	DNPS 6 6 3
N255	DNCS 2 3 4
N256	DNPS 6 2 4
N257	DNPS 6 6
N258	DNPS 4-2-2
N259	DNCS 6-6-4
N261	DMSS 6-2-8
N262	DNCS 6-2-9
N263	DNCS 3-4-5
N265	DNCS 5-4-9
N266	DNCS 3-5-2
N267	DNCS 5-5-2
N268	DNCS 5-6-2
N270	DNCS 3-5-3
N271	DNCS 3-3-3
N272	DNCS 6-2-4
N273	DNPS 4-2
N274	DNCS 3-6-3
N278	DNPS 2-3-3
N27C	DMSS 8-2-14

Code	Description
N27D	DNCS 2-2-3
N27G	DMSS 8-4
N27H	DNCS 2 3
N27J	DNCS 2-3-7
N27K	DNCS 2-2-5
N27L	CTL TRAINE29
N280	DNPS 2-5
N281	DNPS 2-5-3
N282	DNCS 5-5-8
N284	DNCS 6 5 5
N285	DNCS 6-6-3
N286	DNCS 3-6-4
N288	DNCS 6 5 7
N289	MIS 2-3
N290	CTL TRAINEE8
N292	DNCS 6 5 4
N293	DNPS 4-2-4
N294	DNPS 6-3-3
N295	DNPS 4-3-10
N296	DNCS 4-4
N297	DNCS 4-4-3
N298	DNCS 5-2-9
N299	DNCS 3-4-2
N29B	DNPS 2 4 2
N29C	DNPS 2-4-4
N29D	DNCS 3-4-3
N29F	DNPS 3-5-5
N2A1	CTL TRAINE
N300	MSC3 3
N301	DNPS 3 8 4
N302	DNPS 3-6
N303	DNPS 4-3-3
N304	DNCS 3-3-5
N306	DNPS 4-4-9
N307	SM 3-5-2
N308	DNCS 5-4-11
N309	DNCS 6 5 6
N310	DNCS 6-6-5
N311	DNCS 5-2-7
N312	DNPS 6 5 6
N314	DNPS 4-3-6
N315	DNCS 5-4-7
N316	DNCS 5-2-8
N327	DNPS 3 2 7

Code	Description
N400	MWVA 2-2
N401	DNCS 6-5-9
N403	DNPS 6-3-2
N404	DNPS 4-4-6
N405	DNPS 6-3-7
N406	DNPS 6 4 3
N443	DNPS 4-5-3
N463	DNPS 3 8 2
N469	DNPS 6 5 4
N500	MWVA 3
N510	DNPS 6 3
N511	DNPS 4-2-5
N534	DNCS 6-3-4
N590	MWVA 2 4
N600	SM 5-4
N601	DNCS 5-5-5
N604	DNCS 4 2 3
N700	DNCS 3-5-4-2
N701	DNCS 3-3-4
N702	DNCS 3-3-6
N704	MIS 3-5
N706	MIS 3-6
N7A1	DNCS 3-5-5
N7A2	DNCS 4-4-2
N7A3	DNCS 3-2-4
N800	DNPS 2
N801	DNPS 2-2
N803	DNPS 2-2-4
N804	DNCS 5-5-3
N806	MIS 3-5
N80E	DNPS 5-3-3
N80G	DNPS 4-2-3
N80H	DMSS 2-5-5
N824	DNPS 2-5-4
N901	DNPS 3-2
N902	DNCS 2-3-2
N903	DNPS 3 2 4
N904	DNPS 3 2 6
N907	DNPS 3-4-3
N908	DNPS 3-4-5
N909	DNPS 3-5
N90B	DNPS 3-5-3
N90C	DNPS 4-3-2
N90L	DNPS 3-6-9

Code	Description
N90S	DNPS 3-4-7
NA00	DNPS-6
NA0J	DNPS 3 2 8
NA0K	DNPS 6 2 3
NA0S	DSPN 4-5-2
NA0V	DNPS 6-5-5
NA12	DNPS 6-2-5
NA13	DNPS 6-6-5
NB03	DNCS 6-3-2
NB04	DNCS 6-4-6
NC00	DNCS-6
NC01	DNCS 5-5
NC0D	DNCS 6-2-7
NC0M	DNCS 5-4
NC0P	DNCS 5-4-3
NC0Q	DNCS 4-3
NC0R	DMSS 5-3-7
NC0S	DNCS 5-4-6
NC0V	DMSS 6-3-16
NC0X	DNCS 6-2-6
NC0Y	CSO3-5-2
NC0Z	DNCS 5-4-10
ND01	DNCS 3-4
ND03	DNCS 3-2-3
ND04	DNCS 3-4-4
ND05	DNCS 4-2
ND06	DNCS 4-3-2
ND07	DNCS 4 6 2
ND0K	DNCS 4-3-3
NE0D	DNCS 2-3-6
NE0K	DNCS 3-6-2
NE0N	DNCS 5-2-2
NE0T	DNCS 2-2-4
NE0V	DNPS 4-5-5
NE0W	DMSS 4-4-3
NE0X	DNPS 6 4 5
NE0Z	SEC ENG2 2
NM01	MWVA 5 2
P001	D SVCS C 5-3-3
P002	D CDTS & JCR 4-2-5
P004	DAER 3-2
P005	SSO
P006	DFHP
P007	LFDTS HQ DAD

Code	Description
P008	DH&R
P009	D SAFE G
P010	D SVCS C 5-3-2-2-2
P011	D SVCS C 5-3-2-2
P012	D SVCS C 5-3-2-4
P013	CFAWC
P014	DND SPECIAL CENTRE FOR FA
P015	D FOOD SVC
P016	C-IED
P017	DAEME 4-3-2
P018	DFS 3
P019	D SAFE G 5-2
P020	DEP ETHICS
P021	SO D CBRN D
P022	D DIVE S 2
P023	DCAE
P024	PCLD
P025	DIR AERO RDNS-ASR
P026	SO SAR TECH
P027	CFFM 3-2
P028	DLPM-G1 ARMY ETHICS OFFICER
P029	D TN 2-3
P030	DLFD
P031	DIESP/ANALYST
P032	D AIR PA 5
P033	POLICY AUTHORITY D TN 3-4
P034	DCSM SO
P035	DSCO 5-2-2
P036	CMP/CF H SVCS GP HQ/ D MH
P037	CF H SVS GP HQ / D MED POL
P038	VCDS DGDS DDSPTA
P039	CFINTCOM, DICO
P040	CMP DFHP SENIOR PMED TECH
P041	CMP DG SRTSM
P042	OIC PUBLICATIONS & NATO WORKING GROUPS
P043	J35 FPOP / DNCAOPS O
P044	DNPS 3-3-6
P045	DANGEROUS GOODS POLICY
P046	DHH 3 DRESS AND CEREMONIAL
R200	ISPM
R201	ISPM (C)
RD11	DRDC ATLANTIC
RD12	DRDC OTTAWA
RD13	DRDC TORONTO

Code	Description
RD14	DRDC SUFFIELD
RD15	DRDC VALCARTIER
RD20	DGMPRA
RD21	SCSS
RD22	IBPS
RD23	JOHSC
RD24	HSIS
RD25	HSIS-1
RD26	SA
RD27	SA-1
RD28	SA-2
RD29	SA-3
RD30	PEA
RD31	DEV
RD32	DEV-1
RD33	DEV / SEO-CM&P
RD34	DEV-2
RD35	DEV-3
RD36	G2P2
RD37	SRT
RD38	GEO
RD39	SIA
RD40	RSE
RD41	RSE-1
RD42	RNN
RD43	RNN-1
RD44	COSW
RD45	COSW-1
RD46	REW
RD47	CMS
RD48	CMS-1
RD49	CTTC
RD50	CTTC-1
RD51	CTTC-2
RD52	CBAPS
RD53	CBAPS-1
RD54	FOS
RD55	FOS-1
RD56	MES
RD57	MES-1
RD58	BTDS
RD59	MAP
RD60	MDS
RD61	DLP

Code	Description
RD62	DLP-1
RD63	DLP-2
RD64	DLA
RD65	DLA-1
RD66	TD
RD67	US
RD68	WP
RD69	TS
U005	4WGAFWO
U009	CFFM33
U010	CFFM4
U327	402 SQN AEO (CT142)
U339	DASP23
U408	DASP622
U473	DCEM2
U500	76 COMMU GP ITSEC LCMM, OBSOLETE
U675	D FOOD SVCS 4
U759	DHO232
U761	DIS24
U762	DIS53
U763	DCPEP 8-6
UA96	DMILE 4-3
UF82	76CGLCSF
UF84	CFIOG ISS 2-3 LCMM
UF85	CFIOG ISS 3-3 LCMM
UF86	CFIOG ISS 3-2-X LCMM
UF87	CFIOG TECH 2-2 LCMM
UF88	CFIOG ISS 2-5-X-X-X LCMM
UF89	CFIOG ISS 2-4 LCMM
UF90	CFIOG ISS 2-5-X LCMM
UF91	CFIOG ISS 2-6 LCMM
UF92	CFIOG ISS 2-5-X-X LCMM
UH20	DMEDSVCS33
UH28	DMETOCCWO
UJ14	DIMEI SYSTEM ENGINEER PKI RENEWAL LCMM
UJ28	MCERC
UJ29	METC
UJ42	CAE AOSE LCMM
UJ43	CAE AOSE
UX02	ATESS/ARMF/NDT
UX03	CFANSNTSHW
UX04	CFIOGTECH33
UX05	CFIOGTECH35
UX06	CFPUIS

<b>Code</b>	<b>Description</b>
UX09	DENTSVCS4
UX0A	DFPUIS
UX0G	DMED

## Manufacturer Part Profile (Prof. piece fabr.)

These codes define how you can work with Manufacturer Part Number (MPN) materials in the procurement process.

<b>Code</b>	<b>Description</b>
Z001	Local
Z002	Central
ZASY	ZASY Profile
ZMPN	MPN profile w/o Rest. only between FFFC
ZMPR	MPN profile w Rest. only between FFFC

## Material Group (Grpe marchand.)

Refs:

- a. [Materiel Configuration Management](#)
- b. [Supply Administration Manual \(SAM\) Chap. 2.3 Materiel Identification](#)

The material group is used to denote the NATO commodity class of items of supply.

Code	Description
1005	Guns, through 30 mm
1010	Guns,30 mm to 75 mm
1015	Weapon parts
1020	Guns, Over 125 -150
1025	Guns, over 150
1030	Guns, Over 200-300mm
1035	Guns, Over 300 mm
1040	Chem wpns and equip
1045	Launchers, Torpedo
1055	Launchers, Rocket
1070	Nets and Booms, Ordn
1075	Degaussing and Mine
1080	Cam and deception eq
1090	Assemblies wpns
1095	Weapons, Miscellaneo
1105	Nuclear Bombs
1110	Nuclear Projectiles
1115	Nuclear Warheads
1120	Nuclear Depth Charge
1125	Nuclear Dem. Charges
1127	Nuclear Rockets
1130	Conv Kits Nuclear Or
1135	Fuzing-Firing Dev
1140	Nuclear Components
1145	Explo-Pyro Component
1190	Special Test-Hand Eq
1195	Misc. Nuclear ord.
1200	Do Not Use
1210	Fire Control Directo
1220	FC comp sights & dev
1230	Fire cntrl systems
1240	Optical sighting
1250	Fire control stabil
1260	FC designat devices
1265	FC transmit & receiv
1270	Air gunnery FCS

<b>Code</b>	<b>Description</b>
1280	Bombing Fire Control
1285	Fire c radar eqpt
1287	Fire c sonar eqpt
1290	Fire Control Equipme
1305	Ammunition, through
1310	Ammunition, 300-75mm
1315	Ammunition, 75-125mm
1320	Ammo, over 125mm
1325	Bombs
1330	Grenades
1336	Guided Missile Warhe
1337	Guided Missile and S
1338	Guided Missile and S
1340	Rockets, Rocket Ammu
1345	Land Mines
1346	Remote Munitions
1350	Underwater Mine Iner
1351	Underwater Mine Expl
1352	Underwater Mine-Comp
1353	Underwater Mine Disp
1355	Torpedo Inert Compon
1356	Torpedo Explosive Co
1360	Depth Charge Inert C
1361	Depth Charge Explosi
1365	Military Chemical Ag
1367	Tactical Sets, Kits.
1370	Pyrotechnics
1375	Demolition Materials
1376	Bulk Explosives
1377	Cartridge and Propel
1385	Explosive Ordnance D
1386	Explosive Ordnance D
1390	Fuzes and Primers
1395	Miscellaneous Ammuni
1398	Specialized Ammuniti
1410	Guided Missiles
1420	Guided msl component
1425	Guided Missile Syste
1427	Guided Missile Sub-S
1430	Guided Missile Remot
1440	Launchers, guide msl
1450	Guided Missile Handl
1510	Aircraft, Fixed Wing
1520	Aircraft, Rotary Win

Code	Description
1530	Do Not Use
1540	Gliders
1550	Drones
1560	Airframe Structural
1580	Do Not Use
1610	Aircraft Propellers
1615	Helicopter Rotor Bla
1620	Aircraft Landing Gea
1630	Aircraft Wheel and B
1640	Aircraft Con Cable.
1650	Aircraft Hydraulic,
1660	Arcft AC, heat eqpt
1670	Parachutes; Aerial P
1680	Aircraft Accessories
1710	Arcft landing eqpt
1720	Arcft launching eqpt
1730	Aircraft Ground Serv
1740	Airfield Specialized
1750	Do Not Use
1810	Space Vehicles
1820	Space Vehicle Compon
1830	Space Vehicle Remote
1840	Space Veh. Launcher
1850	Space Veh. Handling
1860	Space Survival Equip
1905	Combat Ships and Lan
1910	Transport Vessels, P
1915	Cargo and Tanker Ves
1920	Fishing Vessels, Con
1925	Service Vessels, Spe
1930	Barges and Lighters,
1935	Barges and Lighters,
1940	Small Craft, Constru
1945	Pontoons and Floatin
1950	Floating Drydocks, C
1955	Dredges, Constructio
1990	Vessels, Miscellaneo
2010	Ship and Boat Propul
2020	Rigging and Rigging
2030	Deck Machinery
2040	Marine Hardware and
2050	Buoys
2060	Commercial Fishing E
2090	Ship and Marine Equi

Code	Description
2210	Locomotives
2220	Rail Cars
2230	Right-Of-Way Constru
2240	Locomotives and Rail
2250	Track Materials, Rai
2305	Ground Effect Vehicl
2310	Passenger Motor Vehi
2320	Trucks and Truck Tra
2330	Trailers
2340	Motorcycles, Motor S
2350	Combat, Assault, and
2355	Combat, Assault, Tac
2410	Tractors, Full Track
2420	Tractors, Wheeled
2430	Tractors, Track Layi
2500	Do Not Use
2510	Vehicular Cab, Body,
2520	Vehicular Power Tran
2530	Vehicular Brake, Ste
2540	Vehicular Furniture
2541	Wpns syst veh acces
2590	Vehicular Components
2610	Tires and Tubes, Pne
2620	Tires and Tubes, Pne
2630	Tires, Solid and Cus
2640	Tire Rebuilding and
2805	Gasoline Reciprocati
2810	Gasoline Reciprocati
2815	Diesel Engines and C
2820	Steam Engines, Recip
2825	Steam Turbines and C
2830	Water Turbine and Wa
2835	Gas Turbines and Jet
2840	Gas Turbines and Jet
2845	Rocket Engines and C
2850	Gasoline Rotary Engi
2895	Engines and Componen
2910	Engine Fuel System C
2915	Engine Fuel System C
2920	Engine Electrical Sy
2925	Engine Electrical Sy
2930	Engine Cooling Syste
2935	Engine cooling comp
2940	Engine Air and Oil F

Code	Description
2945	Engine Air and Oil F
2950	Turbocharger & comps
2990	Engine Accessories,
2995	Engine Accessories,
3010	Torque Converters an
3020	Gears, Pulleys, Spro
3030	Belting, Drive Belts
3040	Power Transmission E
3110	Bearings, Antifricti
3120	Bearings, Plain, Unm
3130	Bearings, Mounted
3131	Do Not Use
3210	Sawmill and Planing
3220	Woodworking Machines
3230	Tools and Attachment
3310	Do Not Use
3405	Saws and Filing Mach
3408	Machining Centres an
3410	Electrical and Ultra
3411	Boring Machines
3412	Broaching Machines
3413	Drilling and Tapping
3414	Gear Cutting and Fin
3415	Grinding Machines
3416	Lathes
3417	Milling Machines
3418	Planers and Shapers
3419	Machine Tools, Misce
3422	Rolling Mills and Dr
3424	Metal Heat Treating
3426	Metal Finishing Equi
3431	Electric Arc Welding
3432	Electric Resistance
3433	Gas Welding, Heat Cu
3436	Welding Positioners
3438	Welding Equipment, M
3439	Welding, Soldering,
3441	Bending and Forming
3442	Hydraulic and Pneuma
3443	Mechanical Presses,
3444	Manual Presses
3445	Punching and Shearin
3446	Forging Machinery an
3447	Wire and Metal Ribbo

<b>Code</b>	<b>Description</b>
3448	Riveting Machines
3449	Secondary Metal Form
3450	Machine Tools, Porta
3455	Cutting Tools for Ma
3456	Cutting and Forming
3460	Machine Tools Access
3461	Accessories for Seco
3465	Production Jigs, Fix
3470	Machine Shop Sets, K
3510	Laundry and Dry Clea
3520	Shoe Repairing Equip
3530	Industrial Sewing Ma
3540	Wrapping and Packagi
3550	Vending and Coin Ope
3590	Service and Trade Eq
3605	Food Products Machin
3610	Photocopying Machine
3611	Industrial Marking M
3615	Pulp and Paper Indus
3620	Rubber and Plastics
3625	Textiles Industries
3630	Clay and Concrete Pr
3635	Crystal and Glass In
3640	Tobacco Manufacturin
3645	Leather Tanning and
3650	Chemical and Pharmac
3655	Gas Generating and D
3660	Industrial Size Redu
3670	Semiconductor, Micro
3680	Foundry Machinery, R
3685	Metal Container Manu
3690	Specialized Ammuniti
3693	Industrial Assembly
3694	Clean Work Stations,
3695	Special Industry Mac
3710	Soil Preparation Equ
3720	Harvesting Equipment
3730	Dairy, Poultry, and
3740	Pest, Disease, and F
3750	Gardening Implements
3770	Saddlery, Harness, W
3805	Earth Moving and Exc
3810	Cranes and Crane-Sho
3815	Crane and Crane-Shov

Code	Description
3820	Mining, Rock Drillin
3825	Road Clearing and Cl
3830	Truck and Tractor At
3835	Petroleum Production
3895	Construction Equipme
3910	Conveyors
3915	Materials Feeders
3920	Materials Handling E
3930	Warehouse Trucks and
3940	Blocks, Tackle, Rigg
3950	Winches, Hoists, Cra
3960	Elevators and Escala
3990	Materials Handling E
4010	Chain and Wire Rope
4020	Fibre Rope, Cordage,
4030	Fittings for Rope, C
4110	Refrigeration Equipm
4120	Air Conditioning Equ
4130	Refrigeration and Ai
4140	Fans, Air Circulator
4150	Vortex tubes
4210	Fire Fighting Equipm
4220	Marine Lifesaving an
4230	Decontaminating and
4235	Hazmat cleanup mats
4240	Safety and Rescue Eq
4250	Recycling and reclam
4310	Compressors and Vacu
4320	Power and Hand Pumps
4330	Centrifugals, Separa
4333	Do Not Use
4342	Do Not Use
4400	Do Not Use
4410	Industrial Boilers
4420	Heat Exchangers and
4430	Industrial Furnaces,
4440	Driers, Dehydrators,
4460	Air Purification Equ
4470	Nuclear Reactors
4510	Plumbing Fixtures an
4520	Space Heating Equipm
4530	Fuel Burning Equipme
4540	Plumbing, Heating, a
4610	Water Purification E

Code	Description
4620	Water Distillation E
4630	Sewage Treatment Equ
4710	Pipes and Tubes, Rig
4720	Hose and Tubing, Fle
4730	Fittings and Special
4780	Do Not Use
4810	Valves, Powered
4820	Valves, Nonpowered
4910	Motor Vehicle Mainte
4920	Aircraft Maintenance
4921	Torpedo Maintenance,
4923	Depth Charges and Un
4925	Ammo repair equipmen
4927	Rckt repair equipmen
4930	Lubrication and Fuel
4931	Fire Control Mainten
4933	Wpns rpr shop eqpt
4935	Msl rpr shop eqpt
4940	Maintenance and Repa
4960	Space Vehicle Mainte
4970	Guided wpn repair eq
5010	Do Not Use
5040	Do Not Use
5110	Hand Tools, Edged, N
5120	Hand Tools, Nonedged
5130	Hand Tools, Power Dr
5133	Drill Bits
5134A	Do Not Use
5136	Taps, Dies, and Coll
5139A	Do Not Use
5140	Tool and Hardware Bo
5153A	Do Not Use
5155A	Do Not Use
5156A	Do Not Use
5161A	Do Not Use
5164A	Do Not Use
5166A	Do Not Use
5171A	Do Not Use
5173A	Do Not Use
5177A	Do Not Use
5179D	Do Not Use
5179H	Do Not Use
5180	Hand Tools - Sets, K
5210	Measuring Tools, Cra

<b>Code</b>	<b>Description</b>
5220	Inspection Gages and
5240	Do Not Use
5280	Measuring Tools - Se
5305	Screws
5306	Bolts
5307	Studs
5308	Do Not Use
5310	Nuts and Washers
5315	Nails, Keys and Pins
5320	Rivets
5325	Fastening Devices
5330	Packing and Gasket M
5331	O - ring
5335	Metal Screening
5340	Hardware, Miscellane
5341	Do Not Use
5342	Hardware, commercial
5345	Disks and Stones, Ab
5350	Abrasive Materials
5355	Knobs and Pointers
5360	Coil, Flat, and Wire
5365	Rings, Shims and Spa
5371	Do Not Use
5410	Prefabricated and Po
5411	Rigid Wall Shelters
5419	Modular sp system
5420	Bridges, Fixed and F
5430	Storage Tanks
5440	Scaffolding Equipmen
5445	Prefabricated Tower
5450	Prefabricated Struct
5510	Lumber and Related B
5520	Millwork
5530	Plywood and Veneer
5605	Do Not Use
5606	Do Not Use
5610	Mineral Construction
5620	Building Glass, Tile
5630	Pipe and Conduit, No
5640	Wallboard, Building
5650	Roofing and Siding M
5660	Fencing, Fences, and
5670	Building Components,
5675	Nonwood constr mat

<b>Code</b>	<b>Description</b>
5680	Construction Materia
5805	Telephone and Telegr
5808	Do Not Use
5810	Communications Secur
5811	Crypto equip & comp
5815	Teletype and Facsimi
5820	Radio and Television
5821	Radio and tele equip
5825	Radio Navigation Equ
5826	Radio navig equip
5830	Intercommunication a
5831	Intercommunication a
5835	Sound Recording and
5836	Video Recording and
5840	Radar Equipment, Exc
5841	Radar equipment
5845	Underwater Sound Equ
5850	Light Communication
5855	Night vision eqpt
5860	Radiation devices
5865	Electronic Counterme
5895	Communication Equipm
5896	Do Not Use
5905	Resistors
5910	Capacitors
5915	Filters and Networks
5920	Fuses, Arresters, Ab
5925	Circuit Breakers
5930	Switches
5935	Connectors, Electric
5940	Lugs, Terminals, and
5945	Relays and Solenoids
5950	Coils and Transforme
5952	Do Not Use
5955	Oscillators and Piez
5960	Electron Tubes and A
5961	Semiconductor Device
5962	Microcircuits, Elect
5963	Electronic Modules
5965	Headsets, Handsets,
5970	Electrical Insulator
5975	Electrical Hardware
5976	Do Not Use
5977	Electrical Contact B

<b>Code</b>	<b>Description</b>
5978	Do Not Use
5980	Optoelectronic Devic
5985	Antennas, Waveguide,
5990	Synchros and Resolve
5995	Cable, Cord, and Wir
5996	Amplifiers
5998	Electrical and Elect
5999	Electrical and Elect
6&30	Do Not Use
6004	Do Not Use
6005	Do Not Use
6006	Do Not Use
6007	Do Not Use
6008	Do Not Use
6010	Fibre Optic Conducto
6015	Fibre Optic Cables
6020	Fibre Optic Cable As
6021	Fibre Optic Switches
6025	Do Not Use
6029	Do Not Use
6030	Fibre Optic Devices
6031	Do Not Use
6032	Fibre Optic Light So
6033	Do Not Use
6035	Fibre Optic Light Tr
6040	Do Not Use
6050	Do Not Use
6060	Fibre Optic Intercon
6070	Fibre Optic Accessor
6080	Fibre Optic Kits and
6099	Fibre Optic Componen
6105	Motors, Electrical
6110	Electrical Control E
6115	Generators and Gener
6116	Fuel Cell Power Unit
6117	Solar Electric Power
6120	Transformers
6125	Converters, Electric
6130	Converters, Electric
6135	Batteries, Nonrechar
6140	Batteries, Rechargea
6145	Wire and Cable, Elec
6150	Electric Power and D
6160	Battery Retaining Fi

Code	Description
6210	Indoor and Outdoor E
6220	Electric Vehicular L
6225	Do Not Use
6230	Electric Portable an
6240	Electric Lamps
6250	Ballasts, Lampholder
6260	Nonelectrical Lighti
6310	Traffic and Transit
6320	Shipboard Alarm and
6330	Railroad Signal and
6340	Aircraft Alarm and S
6350	Alarm Signal and Sec
6450	Do Not Use
6505	Drugs, Biologicals,
6508	Medicated Cosmetics
6509	Medicated Cosmetics
6510	Surgical Dressing Ma
6515	Medical and Surgical
6520	Dental Instruments,
6525	X-Ray Equipment and
6530	Hospital Furniture,
6532	Hospital and Surgica
6540	Ophthalmic Instrumen
6545	Medical Sets, Kits,
6550	In Vitro Diagnostic
6605	Navigational Instrum
6610	Flight instruments
6615	Automatic Pilot Mech
6620	Engine Instruments
6625	Electrical and Elect
6630	Chemical Analysis In
6635	Physical Properties
6636	Environmental Chambe
6640	Laboratory Equipment
6645	Time Measuring Instr
6650	Optical Instruments
6655	Geophysical and Astr
6660	Meteorological Instr
6665	Hazard-Detecting Ins
6670	Scales and Balances
6675	Drafting, Surveying,
6680	Liquid and Gas Flow,
6685	Pressure, Temperatur
6695	Combination and Misc

<b>Code</b>	<b>Description</b>
6710	Cameras, Motion Pict
6720	Cameras, Still Pictu
6730	Microfilm Duplicator
6740	Photographic Develop
6750	Film Photographic, M
6760	Microfiche and Micro
6770	Film, Processed
6780	Photographic Sets, K
6810	Chemicals
6820	Dyes
6830	Gases: Compressed an
6840	Pest Control Agents
6850	Chemicals Specialtie
6905	Do Not Use
6910	Training Aids
6920	Armament Training De
6926	Do Not Use
6930	Operation Training D
6940	Communication Traini
7010	ADPE System Configur
7020	ADP Central Processi
7021	ADP Central Processi
7022	ADP Central Processi
7025	ADP Input/Output and
7030	ADP Software and Tec
7035	ADP Support Equipmen
7040	Punched Card Equipme
7042	Mini and Micro Compu
7045	ADP Supplies and Mai
7050	ADP Components and M
7105	Household Furniture
7110	Office Furniture, Po
7125	Cabinets, Lockers, B
7195	Furniture and Fixtur
7210	Household Furnishing
7220	Floor Coverings
7230	Draperies, Awnings,
7240	Household and Commer
7290	Household and Commer
7310	Food Cooking, Baking
7320	Kitchen Equipment an
7330	Kitchen Hand Tools a
7340	Cutlery and Flatware
7350	Tableware

<b>Code</b>	<b>Description</b>
7360	Food Preparation and
7420	Accounting and Calcu
7430	Typewriters and Offi
7435	Office Information S
7450	Office Type Sound Re
7460	Visible Record Equip
7490	Office Machines, Mis
7510	Office Supplies
7520	Office Devices and A
7530	Stationery and Recor
7540	Standard Forms
7610	Books and Pamphlets
7630	Newspapers and Perio
7640	Maps, Atlases, Chart
7641	Aeronautical Maps, C
7642	Hydrographic Maps, C
7643	Topographic Maps, Ch
7644	Digital Maps, Charts
7650	Drawings and Specifi
7660	Sheet and Book Music
7670	Microfilm, Processed
7690	Printed Matter, Misc
7710	Musical Instruments
7720	Musical Instrument P
7730	Phonographs, Radios,
7735	Parts/Acc. Radio, TV
7740	Phonograph Records
7810	Athletic and Sportin
7820	Games, Toys, and Whe
7830	Recreational and Gym
7910	Floor Polishers and
7920	Brooms, Brushes, Mop
7930	Cleaning and Polishi
8010	Paints, Dopes, Varni
8020	Paints and Artists's
8030	Preservative and Sea
8040	Adhesives
8105	Bags and Sacks
8110	Drums and Cans
8115	Boxes, Cartons, and
8120	Commercial and Indus
8125	Bottles and Jars
8130	Reels and Spools
8135	Packaging and Packin

<b>Code</b>	<b>Description</b>
8140	Ammunition and Nucle
8145	Shipping and Storage
8150	Freight Containers
8305	Textile Fabrics
8310	Yarn and Thread
8315	Notions and Apparel
8320	Padding and Stuffing
8325	Fur Materials
8330	Leather
8335	Shoe Findings and So
8340	Tents and Tarpaulins
8345	Flags and Pennants
8405	Outerwear, Men's
8410	Outerwear, Women's
8415	Clothing Special Pur
8420	Underwear and Nightw
8425	Underwear and Nightw
8430	Footwear, Men's
8435	Footwear, Women's
8440	Hosiery, Handwear, a
8445	Hosiery, Handwear, a
8450	Children's and Infan
8455	Badges and Insignia
8460	Luggage
8465	Individual Equipment
8470	Armour, Personal
8475	Flight Clothing and
8510	Perfumes, Toilet Pre
8520	Toilet Soap, Shaving
8530	Personal Toiletry Ar
8540	Toiletry Paper Produ
8710	Forage and Feed
8720	Fertilizers
8730	Seeds and Nursery St
8810	Live Animals, Raised
8820	Live Animals, Not Ra
8905	Meat, Poultry, and F
8910	Dairy Foods and Eggs
8915	Fruit and Vegetables
8920	Bakery and Cereal Pr
8925	Sugar, Confectionery
8930	Jams, Jellies and Pr
8935	Soups and Bouillons
8940	Dietary Foods and Fo

<b>Code</b>	<b>Description</b>
8945	Food, Oils and Fats
8950	Condiments and Relat
8955	Coffee, Tea, and Coc
8960	Beverages, Nonalcoho
8965	Beverages, Alcoholic
8970	Composite Food Packa
8975	Tobacco Products
9110	Fuels, Solid
9130	Liquid Propellants a
9135	Liquid Propellants F
9140	Fuel Oils
9150	Oils and Greases: Cu
9160	Waxes, Oils, and Fat
9310	Paper and Paperboard
9320	Rubber Fabricated Ma
9330	Plastics Fabricated
9340	Glass Fabricated Mat
9350	Refractories and Fir
9390	Fabricated Nonmetall
9410	Crude Grades of Plan
9420	Fibres: Vegetable, An
9430	Crude Animal Product
9440	Crude Agricultural a
9450	Nonmetallic Scrap, E
9505	Wire, Nonelectric, I
9510	Bars and Rods, Iron
9515	Plate, Sheet, Strip
9520	Structural Shapes, I
9525	Wire, Nonelectric, N
9530	Bars and Rods Nonfer
9535	Plate, Sheet, Strip,
9540	Structural Shapes, N
9545	Plate, Sheet, Strip,
9610	Ores
9620	Minerals, Natural an
9630	Additive Metal Mater
9640	Iron and Steel Prima
9650	Nonferrous Base Meta
9660	Precious Metals Prim
9670	Iron and Steel Scrap
9680	Nonferrous Metal Scr
9889	Do Not Use
9905	Signs, Advertising D
9910	Jewelry

Code	Description
9915	Collectors and/or Hi
9920	Smoker's Articles an
9925	Ecclesiastical Equip
9930	Memorials; Cemeteria
9999	Miscellaneous items
AD21	Do Not Use
AZ110140	R&D - Science & Tech
C122A	Arch/Eng - Highways/
C219B	NES - Engineering Se
C219BB	Air Traffic - Consul
C219C	Engineering Services
D301A	Comp Data Proces Svc
D302A	Informatic Prof Svcs
D302AAF	Informatics Training
D302AAP	Inform - softw devel
D307A	Sys Informatics
D316B	Telecomm. Network
D317AC	Telecom - Voice Mes
D399AB	Telecom Profess Serv
E106A	Recycle Varsol Servi
E108C	Hazardous Chem Remov
E199CA	Demilitarization Ser
E199D	Environmental Servic
G001A	Nursing Care Service
G001B	Hospital Care Servic
G009A	Dental Services
G009B	Optical Services
G009F	Medical/Dental Labor
G009G	Health & Welfare Ser
G009KA	Counselling Services
G100A	Funeral Services
G102A	Recreational Service
G103A	Welfare Services
H300A	Laboratory/Testing
J019	Do Not Use
JX1510A	R&O - Milit. Airconf
JX1560A	R&O - airframes O&M
JX2305	Repair - Ground Vehi
JX2320A	R&O Vehicles Militar
JX2910	R&O - Engine Fuel Sy
JX4210D	R&O - Firefighting
JX4220	Repair - Marine O&M
JX4630	Repair - WW & Sewage
JX4910	Repair - Motor Vehic

<b>Code</b>	<b>Description</b>
JX5895A	Repair Electronic
JX5985	R&O Antennas/Wavegui
JX5998	R&O Misc. Electric
JX6150	R&O Misc. Electric
JX6515	Repair Med/Dental
JX6920	Repair - armament
JX7010	Repairs ADP Equipmen
JX7105	Repair - Household
JX7105B	Repair - Funiture Up
JX8465	Repair - Indiv. Equi
JX9999	Repair -Misc items
K100A	Cleaning Janitorial
K105A	Commercial Security
K108A	Laundry & Dry Cleani
K113A	Snow Plowing and Rem
L006A	Banking and Trust Co
M150A	Industrial Buildings
M160A	Residential Bldgs
M181A	Operation & Mainte
R003A	Legal/Litigation/Law
R008A	TEMS - Techn/Eng/Mai
R019BF	NES -Consulting Serv
R103A	Courier Service
R106A	Post Office Services
R107A	Subscription Service
R109D	Translation Services
R123AH	Project Management S
R199A	Temporary Help Servi
R199B	Business Services, M
R201DG	General Labourer
S000A	Gas Services
S001A	Electric Services
S002E	Communication Serv.
S003A	Water Supply
T002G	Technical Communicat
T003A	Advertising
T004AA	Public Relations Ser
T004I	Convention/Special E
T004L	Meetings, Conference
T009A	Audio-Visual and Pho
T014V8A	Copying Services
U099AA	Educat. Business Tra
U099C	NES Educational Serv
U099D	Language Training

<b>Code</b>	<b>Description</b>
V001A	Freight and Cargo
V009A	Ambulance Service
V103BB	Repair Vessels, Mari
V401B	Transportation Serv.
V403A	Charters
V505A	Storage/Warehousing
WR1680	Rental Misc Aircraft
WR2310	Rental Pass. Vehicle
WR5820	Rent - Communic. Equ
WR6910	Rental Training Equi
WR7010	Rental ADP Software
WR7105	Rental Off Furn/Fixt
WR7490	Rental: Misc Office
WR9999	Rental: Misc. items
X130A	Leased Educ Bldg
X170A	Leased Warehouse
X190A	Leased Other Buildin

## Matl Grp Pack. Matls (Grpe art. Emb. Exped)

Refs:

- a. [Materiel Configuration Management](#)
- b. [Supply Administration Manual \(SAM\) Chap. 2.3 Materiel Identification](#)

Groups together materials that require similar packaging materials. For example, you could use the term 'liquids' to group together all materials that need to be packed in packaging materials suitable for liquids.

<b>Code</b>	<b>Description</b>
Z001	DRMIS Pack Mat Group

## Movement Type (Code mouvement)

A classification key indicating the type of materiel movement (for example, goods receipt, goods issue, physical stock transfer).

Movement Type	Description	Comment
101	GR goods receipt	• <a href="#">SAM Chap. 4.1 Receipts</a>
102	GR for PO reversal	
103	GR into blocked stck	• <a href="#">SAM Chap. 4.1 Receipts</a>
104	GR to blocked rev.	
105	GR from blocked stck	• <a href="#">SAM Chap. 4.1 Receipts</a>
106	GR from blocked rev.	
107	GR to Val. Bl. Stock	
108	GR to Val. Bl. Rev.	
109	GR fr. Val. Bl. St.	
110	GR fr. Val. Bl. Rev.	
121	GR subseq. adjustm.	
122	RE return to vendor	
123	RE rtn vendor rev.	
124	GR rtn blocked stck	
125	GR rtn blkd stck rev	
131	Goods receipt	
132	Goods receipt	
141	GR G subseq. adjustm	
142	GR G subseq. adjustm	
161	GR returns	
162	GR rtns reversal	
201	GI for cost center	
202	RE for cost center	
221	GI for project	
222	RE for project	
231	GI for sales order	
232	RE for sales order	
241	GI for asset	
242	RE for asset	
251	GI for sales	
252	RE for sales	
261	GI for order	
262	RE for order	
281	GI for network	
282	RE for network	
291	GI all acc. assigmts	
292	RE all acct assigmts	

<b>Movement Type</b>	<b>Description</b>	<b>Comment</b>
301	TF tfr.plnt.to plnt.	
302	TR tfr.plnt.to plnt.	
303	TF rem.fm.stor.to pl	
304	TR rem.fm.stor.to pl	
305	TF pl.in stor.in pl.	
306	TR pl.in stor.in pl.	
309	TF tfr.ps.mat.to mat	
310	TR tfr.ps.mat.to mat	
311	TF tfr. within plant	
312	TR transfer in plant	
313	TF rem.fm.str.toSLoc	
314	TR rem.fm.str.toSLoc	
315	TF pl.in str.in SLoc	
316	TR pl.in stor.inSLoc	
317	Create struct. mat.	
318	RE create struc. mat	
319	Split structured mat	
320	RE split struct.mat.	
321	TF quality to unrest	
322	TR quality to unr.	
323	TF quality in plant	
324	TR quality in plant	
325	TF blocked in plant	
326	TR blocked in plant	
331	GI to sampling QI	
332	RE to sampling QI	
333	GI to sampling unre.	
334	RE to sampling unre.	
335	GI to sampl. blocked	
336	RE to sampling blkd	
340	Batch revaluation	
341	TF unrestr.to restr.	
342	TF unr. to rstricted	
343	TF blocked to unre.	
344	TR blocked to unre.	
349	TF blocked to QI	
350	TR blocked to QI	
351	TF to stck in trans.	
352	TR to stck in trans.	
401	TP own from sls.ord.	
402	TP own to sales ord.	
403	TP own from consgt.	
404	TP own to consgt.	

<b>Movement Type</b>	<b>Description</b>	<b>Comment</b>
405	TP own from project	
406	TP own to project	
411	TP own to own	
412	Reversal own to own	
413	TF SLoc to sls order	
414	TR SLoc to sls order	
415	TF SLoc to project	
416	TR SLoc to proj.	
441	TP unrstr.to tiedEmp	
442	TP tiedEmp.to unrstr	
451	GI returns	
452	RE returns reversal	
453	TP returns to own	
454	TP own to returns	
455	TF st.tfr. returns	
456	TR st.tfr. returns	
457	TP Returns to own QI	
458	TP Own QI to returns	
459	TP Ret. to own blkcd	
460	TP Own blkcd to ret.	
501	Receipt w/o PO	• <a href="#">SAM Chap. 3.1 Procurement and Acquisition</a>
502	RE receipt w/o PO	
503	Receipt to QI	
504	RE receipt to QI	
505	Receipt to blocked	
506	RE receipt to blockd	
511	Delivery w/o charge	
512	RE deliv. w/o charge	
521	Receipt w/o order	
522	RE receipt w/o prOrd	
523	Rcpt QI w/o prOrder	
524	RE quality w/o prOrd	
525	Rcpt blkd w/o pr.ord	
526	RE blocked w/o PrOrd	
531	Receipt by-product	
532	RE by-product	
541	GI whse to subc.stck	
542	RE subctrStck toWhse	
543	GI subcon cust stk	
544	GR rept subc.cust.st	
545	Receipt SC CustStock	
546	GI issue SC by-prod.	
551	GI scrapping	• <a href="#">SAM Chap. 3.1 Procurement and Acquisition</a>

<b>Movement Type</b>	<b>Description</b>	<b>Comment</b>
552	RE scrapping	
553	GI scrapping QI	
554	RE scrapping QI	
555	GI scrapping blocked	
556	RE scrapping blocked	
557	GI adjust. transit	
558	GI adjust. transit	
561	Init.entry of stBal.	
562	RE entry of st.bals.	
563	Init. entrStBals: QI	
564	RE EntrStBals: QI	
565	In.EntrStBals: blkcd	
566	RE EntrStBals: blkcd	
571	Receipt assembly	
572	RE receipt assembly	
573	Rcpt QI assembly	
574	RE rcpt QI assembly	
575	Rcpt blkcd assmby	
576	RE rcpt blkd assmby	
581	Rcpt by-prod network	
582	RE by-prod. network	
601	GD goods issue:delvy	
602	RE goods deliv. rev.	
603	TF rem.fm.stor.to pl	
604	TR rem.fm.stor.to pl	
605	TF pl.in stor.in pl.	
606	TR pl.in stor.in pl.	
617	Cre. Str. Mat. Cons.	
618	RE Cr. Str. Mat. Con	
619	Rem. Str. Mat. Cons.	
620	RE Rem. Str Mat Cons	
621	GI ret.pack.:lending	
622	GI ret.pack:ret.del.	
623	GI iss:cust.ret.pack	
624	GI rcpt:cust.re.pack	
631	GI consgmt: lending	
632	GI consgmt:ret.delvy	
633	GI iss: cust.consgmt	
634	GI rcpt:cust.consgmt	
635	TF consgmt lending	
636	TR consgmt ret. del.	
641	TF to stck in trans.	
642	TR to stck in trans.	

<b>Movement Type</b>	<b>Description</b>	<b>Comment</b>
643	TF to cross company	
644	TR to cross company	
645	TF cross company	
646	TR cross company	
647	TF to stck in trans.	
648	TR to stck in trans.	
651	GD ret.del. returns	
652	GD ret.del. retn rev	
653	GD returns unrestr.	
654	GD returns unr. rev.	
655	GD returns QI	
656	GD returns QI rev.	
657	GD returns blocked	
658	GD returns blk. rev.	
661	GI returns to vendor	
662	RE ret. to vdr revrs	
671	TR to stck in trans.	
672	TF to stck in trans.	
673	TF to cross company	
674	TR to cross company	
675	TR cross company	
676	TF cross company	
677	TR to stck in trans.	
678	TF to stck in trans.	
701	GR phys.inv.: whse	
702	GI phys.inv.: whse	
703	GR phys.inv: QI	
704	GI phys.inv: QI	
707	GR phys.inv.:blocked	
708	GI phys.inv.:blocked	
711	GI InvDiff.:whouse	
712	GR InvDiff.:wrhouse	
713	GI InvDiff: QI	
714	GR InvDiff: QI	
715	GI InvDiff.:returns	
716	GR InvDiff.:returns	
717	GI InvDiff.: blocked	
718	GR InvDiff.: blocked	
901	TF tfr.plnt.to plnt.	
902	TR tfr.plnt.to plnt.	
941	TF to stck in trans.	
942	TR to stck in trans.	
951	GI Disposal	<ul style="list-style-type: none"> <li>• <a href="#">SAM Chap. 8.1 Disposal</a></li> </ul>

<b>Movement Type</b>	<b>Description</b>	<b>Comment</b>
952	RE Disposal	
961	Init.entry from CFSS	
962	RE init bal fm CFSS	

## NATO Codification (OTAN de Codification)

Refs:

- a. [Materiel Configuration Management](#)
- b. [National Codification Bureau](#)
- c. [NATO Codification System Country Codes](#)
- d. [Supply Administration Manual \(SAM\) Chap. 2.3 Materiel Identification](#)

Two-digit code used to in the configuration of an NSN or PSCN in order to identify the country of origin.

Code	Country of Origin
00	United States
01	
02 - 09	
12	Germany
13	Belgium
14	France
15	Italy
16	Czech Republic
17	Netherlands
18	South Africa
19	Brazil
20	Canada
21	
22	Denmark
23	Greece
24	Iceland
25	Norway
26	Portugal
27	Turkey
28	Luxembourg
29	Argentina
30	Japan
31	Israel
32	Singapore
33	Spain
34	Malaysia
35	Thailand
36	Egypt
37	Republic of Korea
38	Estonia
39	Romania
40	Slovakia
41	Austria

Code	Country of Origin
42	Slovenia
43	Poland
44	United Nations
45	Indonesia
46	Philippines
47	Lithuania
48	Fiji
49	Tonga
50	Bulgaria
51	Hungary
52	Chile
53	Croatia
54	The Former Yugoslav Republic of Macedonia
55	Latvia
56	Oman
57	Russian Federation
58	Finland
59	Albania
60	Kuwait
61	Ukraine
62	Belarus
63	Morocco
64	Sweden
65	Papua New Guinea
66	Australia
67	Afghanistan
68	Georgia
70	Saudi Arabia
71	United Arab Emirates
72	India
73	Serbia
74	Pakistan
75	Bosnia and Herzegovina
76	Brunei Darussalam
77	Montenegro
78	Jordan
79	Peru
80	Colombia
98	New Zealand
99	United Kingdom

## Price Control (Code prix)

This field defines the method used to evaluate the value of the materiel.

<b>Code</b>	<b>Description</b>	<b>Comments</b>
S	Standard	<ul style="list-style-type: none"><li>• This coding is assigned to materiel that meets the following conditions:<ul style="list-style-type: none"><li>○ Capital assets;</li><li>○ Ammunition;</li><li>○ Third line repairables.</li></ul></li></ul>
V	Moving average price/periodic price	This value is assigned to all other materiel that do not fall under the specifications listed above.

Procurement Type (Type approvisionnement)

<b>Code</b>	<b>Description</b>
E	In-house production
F	External procurement
(BLANK)	No procurement
X	Both procurement types

## PUB Spec. Instruction (PUB. Directives spec.)

Refs:

- a. [NATO Publications Support](#)
- b. [Supply Administration Manual \(SAM\) Chap. 9.12 Publications and Classified Documents](#)
- c. [SAM Chap. 9.7 Forms and Controlled Serial Number Forms](#)

These codes identify the source of supply for some forms and publications.

Code	Description	Comments
PA	DEFENCE FORMS CATALOGUE WEBSITE	This code is used to identify the forms that are available in electronic format from the <a href="#">DFC website</a> .
PB	ORDER FROM CFPD WEBSITE ONLY	This code is applied to those commodities that are obtained from the <a href="#">e-Publications website</a> .
PD	CFPD – PRINT ON DEMAND	This code is used to identify the publications held in the actual electronic inventory at the Pubs Depot.

## QAC - Quality Assurance Code (CAQ – Codes de l'assurance de la qualité)

Refs:

- a. [Materiel Identification](#)
- b. [Standard Acquisition Clauses and Conditions \(SACC\) Manual Item](#)
- c. [National Defence Quality Assurance \(DND QA\)](#)

A one-character code showing the preferred quality assurance requirement for procurement purpose. This code indicates that items of material should be inspected using a particular method when they are received from the supplier.

Code	Description	Comments
(BLANK)	Code to be assigned by DQA	<ul style="list-style-type: none"> <li>A blank field signifies that the DQA Life Cycle Quality Manager (LCQM) still needs to evaluate the materiel and assign an appropriate QA code.</li> </ul>
C	ISO 9001:2015 – Quality Management Systems - Requirements	<ul style="list-style-type: none"> <li><a href="#">Standard Acquisition Clauses and Conditions (SACC) D5545C</a></li> </ul>
J	Civil Aircraft Inspection	<ul style="list-style-type: none"> <li><a href="#">Standard Acquisition Clauses and Conditions (SACC) D5580C</a></li> </ul>
Q	ISO 9001:2015 – Quality Management Systems - Requirements	<ul style="list-style-type: none"> <li><a href="#">Standard Acquisition Clauses and Conditions (SACC) D5540C</a></li> </ul>
X	Do not use	
Y	Do not use	
Z	Do not use	

## RCO - Records Control Office (BCD - Bureaux de contrôle des données)

Refs:

- a. [Materiel Identification](#)
- b. [Supply Administration Manual \(SAM\) Chap. 2.3 Materiel Identification](#)

RCOs have been set up throughout the various environments to:

- process materiel identification requests while ensuring the integrity of the data entered,
- process MMR amendment requests, which consequently updates CGCS/SC and DRMIS/MMR; and
- help the users with the DND identification processes and tools.

Code	Description
ADM(IM)	Non-Tactical Strategic Comms
AIR	Local Unit
ARMY	Local Unit
CFMGHQ	Medical
DAEME	Ammunitions
DCPS	Common Electronics
DCPS 7	Publications
DGAEPM - AIR	DGAEPM - Air
DGLEPM	Land
DGLEPM(CANSOFCOM)	Land - Operations (Unique)
DGLEPM(DASPM)	Land - Armament Sustainment
DGLEPM(DAVPM)	Land - Armoured Vehicles
DGLEPM(DCSEM)	Combat Support Group
DGLEPM(DLCSPM)	Land - Command Information Sys
DGLEPM(DSSPM)	Soldier Systems (incl. Clothin
DGLEPM(DSVPM)	Land - Support Vehicle
DGMEPM	Navy - Central
DGMEPM (DMCM SUB)	
DGMEPM (DMMS 4-3)	
DGMEPM (DMMS 4-4)	
DGMEPM (DMMS 4-5)	
DGMEPM (DMMS 4-6)	
DGMEPM (DMMS 4-7)	
DMIS	DMIS - DO NOT USE
DMPS	Director Major Projects Svcs
DQA	DGA - Common
DQA3	DQA -
DQA32	DQA - Air
DQA33	DQA - R. Lawrence
DQA35	DQA - B. Marley

<b>Code</b>	<b>Description</b>
DQA42	DQA - Army
DQA43	DQA - B. Helpard
DQA52	DQA - Navy
DQA53	DQA - P. O'Hagan
DQA63	DQA - D. Wenslawek
DSAL	Artifacts and Loans
FMF(CB)	Navy FMF - Cape Breton
FMF(CS)	Navy FMF - Cape Scott
MARLANT	Navy -Formation Logistics HFX
MARPAC	Navy -Base Logistics Esquimalt
PMO ISTAR	Land - PMO ISTAR
PMO LAV	Land - PMO LAV
QETE	CALIBRATION CENTRE SUPPORT

## Reference Number Status (Code d'état des pieces)

Ref:

- a. [Canadian Government Cataloguing System \(CGCS\)](#)

These codes are used to record the current status of a part number in the materiel catalogue. The code has two values that are sourced from (CGCS) and are not adjustable:

- The first value is the Reference Number Category Code (RNCC) that defines the relationship between a reference number and a supply item.
- The second value is the Reference Number Variation Code (RNVC) defining whether an indicated reference number identifies an article, or whether it remains information only.

### NCC / RNVC Combinations

RNCCs/RNVCs must be used in valid combinations to insure proper logistics support to field activities as well as safe weapon system support. The following are the most commonly used, acceptable RNCC/RNVC combinations.

RNCC	RNVC	Comments
1	2	An Item Identifying, Non-Repairable Source Control reference number. Along with the Source Control reference number, ACodP-1 edits require that at least one additional reference number with an RNCC 3 / RNVC 2 shall also be recorded on the item.
1	3	A Repairable Source Control reference number, which is Item Identifying. ACodP-1 edits require that only one additional RNCC 3 / RNVC 3 be recorded on the NSN.
2	2	A definitive reference number developed from a government specification or Standard, which is item identifying.
3	1	The primary reference number, which is Non-Item Identifying, assigned by a manufacturer, professional association or standard designator to an item of production.
3	2	The primary reference number, which is Item Identifying, assigned by a manufacturer, professional association or standard designator to identify an item of production. Sometimes referred to as the primary buy item.
3	3	The primary vendor reference number on a Source Control item, which is Item Identifying, assigned by a manufacturer, professional association or standard designator to an item of production.
3	9	A primary reference number that has been cancelled as obsolete and is retained for traceability purposes.
4	1	A Non-definitive reference number derived from a Government Specification or Standard. Additional information such as type, class, grade, style, size and materiel is required to fully identify the item.
5	1	A secondary reference number, which is Non-Item Identifying.
5	2	A secondary reference number, which is Item Identifying. Sometimes referred to as the secondary buy item.

RNCC	RNVC	Comments
5	9	A reference number that has been cancelled as obsolete or superseded and is retained for informational purposes only (audit trail, visibility and tracking purposes).
6	9	Informative Reference. Any reference related to the NSN, which does not fall into any other category.
7	1	A VID number, which is Non-Item Identifying. ACodP-1 edits requires that there must also be at least one RNCC 3 / RNVC 2 Vendor reference number assigned.
7	2	A Vendor Item Drawing (VID) number, which is Item Identifying. VID numbers are administrative control numbers and shall not be used as a part identification number. ACodP-1 edits require that there must also be at least one RNCC 3 / RNVC 2 Vendor reference number assigned.
D	9	Identifies a drawing or other document related to an Item of Supply for informational purposes only, but is not used in item of supply determinations. Envelope drawings, next higher assembly drawings or parts list fall into this category.
4	1	A Non-definitive reference number derived from a Government Specification or Standard. Additional information such as type, class, grade, style, size and materiel is required to fully identify the item.

## RPC - Repair Priority Code (Priorit. de Réparat.)

Refs:

- a. [Repair & Overhaul Support](#)
- b. [Special Instructions - Repair and Overhaul Contractors A-LM-184-001/JS-001](#)
- c. [Materiel Management Instructions \(MMI\) 1500 Repair & Overhaul \(R&O\) of Centrally Managed Materiel](#)

These codes are used in scheduling the workload at a 3rd Line Repair Facility and the 2<sup>nd</sup> Line Regional Repairable Maintenance Accounts (RRMA).

Code	Description	Comments
C	Critical	DND had less than 3 months' serviceable stock-on-hand
U	Urgent	DND has between 3 and 6 months' serviceable stock-on-hand inclusively
R	Routine	DND has between 7 and 24 months serviceable stock-on-hand inclusively
P	Pending	DND has more than 24 months serviceable stock-on-hand. Contractors are to treat any holdings as routine unless otherwise directed by NDQAR.

## RC - Repairability Code (Code facil. Repar.)

Refs:

- a. [Repair & Overhaul Support](#)
- b. [Special Instructions - Repair and Overhaul Contractors A-LM-184-001/JS-001](#)
- c. [Materiel Management Instructions \(MMI\) 1500 Repair & Overhaul \(R&O\) of Centrally Managed Materiel](#)
- d. [Supply Administration Manual \(SAM\) Chap. 7.1 Repair and Maintenance of Materiel](#)

Identifies the repairability of the item and if applicable the designated maintenance level of repair.

Code	Description	Comments
A	NON-REPAIRABLE	<ul style="list-style-type: none"> <li>This code signifies that once the item becomes unserviceable then disposal action can be initiated.</li> </ul>
B	REPAIR-THIRD LINE ONLY	<ul style="list-style-type: none"> <li>This code signifies that the item is only to be repaired at a 3<sup>rd</sup> line repair facility</li> </ul>
D	REPAIR-SECOND LINE WORKSHOPS ONLY	<ul style="list-style-type: none"> <li>This code signifies that the item is to only be repaired at a 2<sup>nd</sup> line base workshop.</li> <li>Should the repair be ineffective then disposal action can be initiated.</li> </ul>
F	REPAIR-2ND LINE BASE WKSP & 3RD LINE	<ul style="list-style-type: none"> <li>This code signifies that the item will go first to the 2<sup>nd</sup> line base workshop</li> <li>3<sup>rd</sup> line will only be used when repair is deemed to be beyond the capability of the base workshop.</li> </ul>
G	2ND LINE WKSP & 3RD LINE (SM REFERRAL)	<ul style="list-style-type: none"> <li>This code signifies that the item will go to the 2<sup>nd</sup> line workshop first</li> <li>The Repair Materiel Request (RMR) will only be raised when repair is deemed to be beyond the capability of the base workshop</li> </ul>
L	REPAIR-2ND LINE RMF OR SEND RMR	<ul style="list-style-type: none"> <li>This code signifies that the item will go to the 2<sup>nd</sup> line Regional Maintenance Facility (RMF) first</li> <li>The Repair Materiel Request (RMR) will only be raised when repair is deemed to be beyond the capability of the maintenance facility.</li> </ul>
N	REPAIR-2ND LINE RMF & 3RD LINE R & O	<ul style="list-style-type: none"> <li>This code signifies that the item will go to the 2<sup>nd</sup> line Regional Maintenance Facility first</li> <li>3<sup>rd</sup> line will only be used when repair is deemed to be beyond the capability of the RMF.</li> </ul>

NOTE: The user and custodian of materiel is responsible to ensure that the assets entrusted in their possession remain in a serviceable condition. The care and minor maintenance using procedures that do not require detailed technical knowledge is referred to as “Operational

Maintenance”. While major repairs are typically handled by trained technicians at the second or third line repair facility, operational maintenance is performed during the normal course of operations by the user or custodian themselves. This normally consists of inspecting, cleaning, servicing, preserving, lubricating, and adjusting, as required. Such maintenance may also include minor parts replacement that does not require the person performing the work to have highly technical skills or require any special tools or workshop facilities. Training the user or custodian to handle these routine tasks helps reduce downtime and cut costs associated with repairs and replacement parts. Operational maintenance does not include more complex repairs and diagnostics, which must be left to the skilled technicians. The removal and replacement of large or hazardous components is also excluded from operational maintenance.

## RR - Repairable Reserve Code (RR – Reserve d’item réparable)

Refs:

- a. [Repair & Overhaul Support](#)
- b. [Special Instructions – Repair and Overhaul Contractors A-LM-184-001/JS-001](#)
- c. [Materiel Management Instructions \(MMI\) 1500 Repair & Overhaul \(R&O\) of Centrally Managed Materiel](#)
- d. [Supply Administration Manual \(SAM\) Chap. 7.1 Repair and Maintenance of Materiel](#)

Equipment designated for “3rd line repair” or “2<sup>nd</sup> line repair maintenance facility” may be placed in a Repairable Reserve status pending disposition from the Life Cycle Materiel Manager/Technical Authority (LCMM/TA) to either retain the materiel in an RR status, repair or initiate disposal action.

Code	Description
Y	Yes
N	No

## RQ Month (Mois de RT)

Ref :

- a. [Materiel Management Instructions \(MMI\) 1500 Repair & Overhaul \(R&O\) of Centrally Managed Materiel](#)

On a continuous basis, the Supply Manager (SM) in consultation with the Life Cycle Materiel Manager (LCMM) is to monitor those components that are destined for repair at a Regional Repair Maintenance (RRMA) facility or 3rd Line Repair establishment (RMA)

. This code signifies the month in which the review process by the SM/LCMM is to be initiated.

Code	Description
F	FEB
M	MAY
A	AUG
N	NOV

## SerialNoPro (Serial Number Profile) file (Profil nos Série)

This field is used to further define the category in which serial numbers are associated with a specific range of equipment.

<b>Code</b>	<b>Description</b>
Z001	Subject to Tech Comp
ZC01	Aircraft
ZC02	Software
ZC03	Computer Hardware
ZC04	Domestics/Hotel Item
ZC07	Simulators
ZC08	Safety/Life Support
ZC12	Electrical
ZC13	Mechanical
ZC15	Optics
ZC17	Test/Measure Equip.
ZC19	Ship
ZC20	Shop Tools/Equip.
ZC21	Power Train/Plant
ZC22	Vehicle
ZC23	Weapons
ZC24	Comm/Control
ZC25	Intell/Surveil/Recon
ZC26	CBRN
ZMEQ	Major Equipment
ZNEQ	Serialized - No EMR
ZNSR	Non-Serialized
ZSMT	Serialized Materials

## Shelf Life (months) (Durée conservation (mois))

Shelf life (months) is the maximum time a packaged materiel can be stored under specific conditions and still meet the performance requirements specified.

All Materiel Identification (MI) Requestors must remember that the Storage Characteristic Handling Code (SCHC), Shelf Life, Inspection interval (days) and HazMat Indicator fields work in conjunction with one another. The allocation of the appropriate SCHC code will determine what data must be populated in the Shelf Life (months) and the HazMat Indicator (yes/no) fields. The system of record defaults to “0” months for the Shelf Life field and “No” in the HazMat field therefore verification of these fields is imperative thus insuring that the values applied are in line with the selected SCHC code.

## SIG Code (CGAS)

Stock Item Group Code (SIGC) is the mechanism used to group stock codes for the purpose of entitlement checking. It is a simplified means of establishing entitlement against a single entity, which in turn gives the customer account authorization to requisition/hold any combination of the associated stock codes up to the maximum Authorized Stock Holdings (ASH) assigned to the SIGC. When a stock code is linked to an SIGC then the entitlement **must be** established against the SIGC entity.

<b>SIGC</b>	<b>Associated Stock Codes</b>
XX-XXX-XXXX Combat Shirt (generic stock code)	12-345-6790 Combat Shirt Size XL
	12-345-6791 Combat Shirt Size L
	12-345-6792 Combat Shirt Size M
	12-345-6793 Combat Shirt Size S
	12-345-6794 Combat Shirt Size XS

<b>SIGC</b>	<b>Associated Stock Codes</b>
21-345-6768 Power Supply (family head stock code)	21-345-6768 Power Supply
	99-123-6711 Power Supply

## SPIN - Special Instructions Number (Numéro d'INSP)

Refs:

- a. [Supply Administration Manual \(SAM\) Chap. 7.1 Repair and Maintenance of Materiel](#)
- b. [DQA/R&O Special Instructions Database](#)
- c. [Repair & Overhaul Support](#)

Three digit numeric coding design to provide supplementary instructions for the shipping of materiel selected to a 2<sup>nd</sup> Line Regional Repairable Maintenance Accounts (RRMA) or an Out of Country - 3<sup>rd</sup> Line Repair facility (RMA). SPINs are currently limited to one per Materiel Master Record (MMR). The list of available codes is quite extensive and the database is constantly being updated therefore access the R&O database in order to obtain the latest information for a specific SPIN.

## Stock Class (Class mat)

All supply system stocks are accounted for until either expended or declared surplus to requirements. Since all materiel requires varying degrees of control, a stock classification is assigned to each item. This stock classification alerts the custodian of the materiel to the procedures required in handling specific items and also programs the computer to track materiel and to update records accordingly.

Code	Description	Comments
1	IP CONTROLLED EQPT	<ul style="list-style-type: none"> <li>• Temporary code used only during the initial provisioning (IP) process and changed to “E” when placed in general service.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Initial Provisioning</a></li> <li>○ <a href="#">Materiel Management Instructions (MMI) 1630 Initial Support – For New Equipment</a></li> </ul> </li> </ul>
2	IP CONSUMABLE STORES	<ul style="list-style-type: none"> <li>• Temporary code used only during the initial provisioning process and changed to “C” when placed in general service.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Initial Provisioning</a></li> <li>○ <a href="#">Materiel Management Instructions (MMI) 1630 Initial Support – For New Equipment</a></li> </ul> </li> </ul>
3	IP ACCOUNTABLE STORES	<ul style="list-style-type: none"> <li>• Temporary code used only during the initial provisioning process and changed to “A” when placed in general service.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Initial Provisioning</a></li> <li>○ <a href="#">Materiel Management Instructions (MMI) 1630 Initial Support – For New Equipment</a></li> </ul> </li> </ul>
4	IP ACTION PENDING	<ul style="list-style-type: none"> <li>• Temporary code used during the initial provisioning process and updated when placed into service.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Initial Provisioning</a></li> <li>○ <a href="#">Materiel Management Instructions (MMI) 1630 Initial Support – For New Equipment</a></li> </ul> </li> </ul>
A	ACCOUNTABLE STORES	<ul style="list-style-type: none"> <li>• The requestor requires some type of materiel authorization document (scale of issue, checklist, SHARP, CFFET or MAST) in order to acquire the item.</li> <li>• If any one of the following criteria is met, the item must be catalogued as accountable:               <ol style="list-style-type: none"> <li>a. Ammunition</li> </ol> </li> </ul>

Code	Description	Comments
		<ul style="list-style-type: none"> <li>b. Clothing, including all clothing items with the exception of non-metallic badges and braid, and clothing-like items, e.g., work gloves</li> <li>c. Ration packs</li> <li>d. Critical repairable assets</li> <li>e. Items with repair potential i.e., televisions, lawn mowers, video equipment etc.</li> <li>f. Materiel that is attractive, readily converted to personal use or is subject to abuse, i.e., tool kits, electronic equipment, cameras, PDA, computers etc.</li> <li>g. If visibility of an asset is required at first line for operational requirement</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 2.2 Materiel Authorization</a></li> </ul> </li> </ul>
C	CONSUMABLE STORES	<ul style="list-style-type: none"> <li>• These are items that are consumed or expended during use and do not have any recoverable value except as scrap (i.e. nuts, bolts, washers, stationary)</li> </ul>
E	CONTROLLED EQPT	<ul style="list-style-type: none"> <li>• These items are flagged as being equipment tracked and are normally subject to capital asset management or specific laws and regulations.</li> <li>• Materiel catalogued with this code <b>must</b> have a Serial Number Profile assigned to it.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 9.5 Controlled Equipment</a></li> <li>○ <a href="#">Financial Administration Manual (FAM) Chap. 1020-4 Capital Assets</a></li> </ul> </li> </ul>
M	MAJOR EQUIPMENT	<ul style="list-style-type: none"> <li>• The term major equipment embraces all items in supply that fulfill prime operational functions and do not lose their identity or become integral parts of other equipment or installations. For example, aero-engines, marine gas turbines, aircraft or vehicles (both wheeled or tracked).</li> <li>• These items are subject to intensive management control because of their high value and for the need for provincial and federal licensing.</li> <li>• They are not subject to automatic issue, re-provisioning or re-supply procedures.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 9.5 Controlled Equipment</a></li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>

Code	Description	Comments
S	SERVICES	<ul style="list-style-type: none"><li>• Not used by DND</li></ul>
V	VENDOR HELD STORES	<ul style="list-style-type: none"><li>• Not used by DND</li></ul>
Z	CONSIGNMENT STORES	<ul style="list-style-type: none"><li>• Not used by DND</li></ul>

## Stock Type (Type de stock)

This code indicates the status of the stock code.

Code	Description	Comment
D	Disposal	<ul style="list-style-type: none"> <li>Once the Declaration of Surplus and the Disposal Plan have been signed for a full disposal, the Stock Type code will be changed to “D”.</li> <li>This informs the materiel custodian that all information necessary for the execution of the disposal activity of all held quantities are approved and available.</li> <li>Once the final phase of a phased-full disposal is reached, the Stock Type code will be changed from “P” to “D”.</li> </ul>
G	Declared Surplus	<ul style="list-style-type: none"> <li>Once the Declaration of Surplus has been signed for a full disposal, the Stock Type code will be changed to “G” to indicate that the Stock Code has been declared surplus.</li> <li>This is a financial indicator for Public Account Valuation as well as an indicator that the Stock Code has moved through the next gate in the disposal process.</li> </ul>
H	Artefacts	<ul style="list-style-type: none"> <li>This code is assigned to stock codes that are being retained for alternate application as artefacts or monuments.</li> <li>Retention of centrally or locally managed materiel as artefacts or monuments must be approved by the same authority that would normally declare materiel surplus, using a Declaration of Surplus accompanied by the appropriate letter, if required.</li> <li>Any EOL materiel that is retained as artefact must be approved by the Lead LCMM/TA.</li> <li>The PSCN 9915 Group Class will be used for this transitional process for materiel that is either surplus or EOL</li> </ul>
O	Obsolete	<ul style="list-style-type: none"> <li>Code is rescinded</li> </ul>
P	Partial Surplus	<ul style="list-style-type: none"> <li>Once the Declaration of Surplus and the Disposal Plan have been signed for a partial or phased-full disposal, the Stock Type code will be changed to “P”.</li> <li>This informs the materiel custodians that all information necessary for the execution of the disposal activity are approved and available.</li> </ul>
U	Use Until Exhausted	<ul style="list-style-type: none"> <li>This code is assigned to materiel that is being phased out of the system as it may be replaced by another like-item, the item’s primary system is being phased-out or it has technical or safety problems that restrict its use.</li> <li>No further procurement.</li> </ul>
X	Active	<ul style="list-style-type: none"> <li>Once the Declaration of Surplus has been signed for a partial or phased-full disposal, the Stock Type code will remain “X” with an IM advisory of “1B”.</li> </ul>

Code	Description	Comment
Z	Awaiting Archival	<ul style="list-style-type: none"><li>• Once a full disposal has been complete; when the quantity held for all accounts including customer accounts, stocking locations, repairable reserve, government furnished equipment etc., reaches zero, the Stock Type code will be changed to “Z” to indicate pending archival of the Stock Code.</li><li>• Management Data is removed from the MMR and DRMIS does not allow users to initiate transaction.</li></ul>

## SCHC - Storage Characteristic Handling Code (CMCE - Codes de particularités d'entreposage et de manutention)

Refs:

- a. [Materiel Configuration Management](#)
- b. [Supply Administration Manual \(SAM\) Chap. 2.3 Materiel Identification](#)
- c. [A-LM-186-001-JS/001 Material Management Instruction Warehousing and Materials Handling Manual](#)

The purpose of this code is to indicate the special instructions, regulations, orders or procedures that apply to the physical handling, storage or disposal of an item of materiel. All Materiel Identification (MI) Requestors must remember that the SCHC, Shelf Life, Inspection interval (days) and HazMat Indicator fields work in conjunction with one another. The allocation of the appropriate SCHC code will determine what data must be populated in the Shelf Life (months) and the HazMat Indicator (yes/no) fields. The system of record defaults to "0" months for the Shelf Life field and "No" in the HazMat field therefore verification of these fields is imperative thus insuring that the values applied are in line with the selected SCHC code.

Code	Description	Comments
(BLANK)		<ul style="list-style-type: none"> <li>• A blank field signifies that the Life Cycle Materiel Manager/Technical Authority (LCMM/TA) still needs to evaluate the materiel and assign an appropriate SCHC coding.</li> </ul>
A	AMMUNITION, EXPLOSIVES & PYROTECHNICS	<ul style="list-style-type: none"> <li>• OPI: <a href="#">Director Ammunition and Explosives Regulation (DAER)</a>.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 9.2 Ammunition and Explosives</a></li> </ul> </li> </ul>
B	FIRST LEVEL SUBMARINE SPARE	<ul style="list-style-type: none"> <li>• Assigned to materiel intended for the submarine fleet only.</li> <li>• OPI: <a href="#">Director Maritime Equipment Program Management (Submarines) (DMEPM (SM))</a></li> </ul>
C	CAUTION - SEE HMRA	<ul style="list-style-type: none"> <li>• This code is used to draw attention to a potentially hazardous situation, which if not avoided, could result in minor or moderate personal injury or property damage, should the equipment or items release HazMat when in operation, while being worked on or upon disposal.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 9.9 Hazardous Materiel</a></li> <li>○ Safety Data Sheet (SDS) in Hazardous</li> </ul> </li> </ul>

Code	Description	Comments
		Materials Reference Application ( <a href="#">HMRA</a> )
D	DANGEROUS GOODS. SEE HMRA	<ul style="list-style-type: none"> <li>• Dangerous goods or hazardous materials are solids, liquids, or gases that can harm people, other living organisms, property, or the environment.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 9.9 Hazardous Materiel</a></li> <li>○ Safety Data Sheet (SDS) in Hazardous Materials Reference Application (<a href="#">HMRA</a>)</li> </ul> </li> </ul>
E	NARCOTICS OR CONTROLLED DRUGS	<ul style="list-style-type: none"> <li>• Assigned to any drug or therapeutic agent - commonly understood to include narcotics, with a potential for abuse or addiction, which is held under strict governmental control.</li> <li>• Secure storage and monitoring is required.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">National Defence Security Orders and Directives (NDSOD)</a> <ul style="list-style-type: none"> <li>▪ Chap. 5 – Physical Security <ul style="list-style-type: none"> <li>➤ Standard 5 – Physical Security Technical Standards (Standard O)</li> </ul> </li> <li>▪ Chap. 15 – Security of Sensitive Inventories</li> </ul> </li> </ul> </li> <li>• OPI: <a href="#">Canadian Forces Health Services (CFHS)</a></li> </ul>
F	CONTROLLED SERIAL NO. FORMS	<ul style="list-style-type: none"> <li>• Assigned to DND/CAF forms that require close monitoring and safeguarding.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">National Defence Security Orders and Directives (NDSOD)</a> <ul style="list-style-type: none"> <li>▪ Chap. 5 – Physical Security <ul style="list-style-type: none"> <li>➤ Standard 5 – Physical Security Technical Standards (Standard O)</li> </ul> </li> <li>▪ Chap. 15 – Security of Sensitive Inventories</li> </ul> </li> </ul> </li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Defence Administrative Orders and Directive (DAOD) 6001 series</a></li> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 9.7 Forms and Controlled Serial</a></li> </ul> </li> </ul>

Code	Description	Comments
		<a href="#">Number Forms</a>
G	CRYPTOGRAPHIC MATERIEL	<ul style="list-style-type: none"> <li>• The code is used to identify equipment that can encrypt and decrypt classified communications.</li> <li>• Based on the nature of this type of materiel, all issues, receipts and adjustments of COMSEC materiel must be referred to and approved by the Technical Authority / <a href="#">Canadian Forces Crypto Support Squadron</a> (TA/CFCSS).</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 9.6 Controlled Goods &amp; Export Regulated Defence Goods and Technology</a></li> </ul> </li> <li>• OPI: <a href="#">Director Information Management Security</a> (DIM Secur 5)</li> </ul>
H	RATIONS (IMP)	<ul style="list-style-type: none"> <li>• Individual Meal Packs (IMP) is designed so that a continuous diet provides all the nutrition needed to sustain a soldier in the field.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Supply Administration Manual (SAM) Chap. 9.4 Combat Rations</a></li> </ul> </li> <li>• OPI: <a href="#">Strategic J4 Food Svcs</a></li> </ul>
J	SECURE STORAGE REQUIRED	<ul style="list-style-type: none"> <li>• The storage device must meet the minimum protection measure (locked or padlocked) in order to prevent access by unauthorized personnel, theft and accidental loss or damage to the materiel when not in use or monitored.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">National Defence Security Orders and Directives (NDSOD)</a> <ul style="list-style-type: none"> <li>▪ Chap. 5 – Physical Security <ul style="list-style-type: none"> <li>➤ Standard 5 – Physical Security Technical Standards (Standard O)</li> </ul> </li> <li>▪ Chap. 15 – Security of Sensitive Inventories</li> </ul> </li> </ul> </li> </ul>
K	CLASSIFIED ITEM	<ul style="list-style-type: none"> <li>• Classified is a broad term covering information or equipment that is confidential, restricted, secret, or top-secret.</li> </ul>

Code	Description	Comments
		<ul style="list-style-type: none"> <li>• Protective measures must be taken to safeguard; protected and classified property, information, assets and resources from unauthorized disclosure, access, destruction, removal, modification or interruption.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">National Defence Security Orders and Directives (NDSOD)</a> <ul style="list-style-type: none"> <li>▪ Chap. 5 – Physical Security                   <ul style="list-style-type: none"> <li>➢ Standard 5 – Physical Security Technical Standards (Standard O)</li> </ul> </li> <li>▪ Chap. 15 – Security of Sensitive Inventories</li> </ul> </li> </ul> </li> </ul>
M	MAGNETIC MATERIEL	<ul style="list-style-type: none"> <li>• Assigned to materiel that emits a magnetic field.</li> <li>• This type of materiel may negatively influence sensitive materials such as aircraft instruments.</li> <li>• Keep clear of items marked with SCHC code of “N”.</li> </ul>
N	NM - KEEP FREE OF STRONG MAGNETIC FIELD	<ul style="list-style-type: none"> <li>• Non-magnetic (NM) materiel that can be negatively affected by a magnetic field.</li> <li>• This type of materiel is to be kept at a safe distance away from the magnetic source; items marked with a SCHC code of “M”.</li> </ul>
P	PCB - SEE HMRA	<ul style="list-style-type: none"> <li>• This code is used to identify equipment (e.g. transformers, capacitors) which contains the Polychlorinated Biphenyl (PCB) compound.</li> <li>• For more information refer to:               <ul style="list-style-type: none"> <li>○ <a href="#">Canadian Environmental Protection Act - PCB Regulations.</a></li> <li>○ Safety Data Sheet (SDS) in Hazardous Materials Reference Application (<a href="#">HMRA</a>)</li> </ul> </li> </ul>
Q	ITEM REVIEWED NO SCHC OR SHELF LIFE	<ul style="list-style-type: none"> <li>• Assigned to materiel that has no special storage or shelf life requirements.</li> </ul>
R	RADIOACTIVE CONTACT ADM (MAT) RADSO	<ul style="list-style-type: none"> <li>• Assigned to materiel that emits radiation energy in the form of alpha, beta or gamma particles or rays - all of which can damage living tissue.</li> <li>• The Radiation Safety Officer (RadSO) is</li> </ul>

Code	Description	Comments
		<p>responsible to provide direction and advice on the control, use and storage of radioactive materiel and equipment.</p> <ul style="list-style-type: none"> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">SCHC – R Code definitions</a></li> <li>○ <a href="#">Defence Administration Orders and Directives (DAOD) 4002 series</a></li> </ul> </li> <li>• OPI: <a href="#">Director Nuclear Safety (DN Safe)</a></li> </ul>
S	SLM - REQUIRES PERIODIC TEST/RESTORATION	<ul style="list-style-type: none"> <li>• Assigned to shelf life materiel (SLM) requiring periodic testing or restoration.</li> <li>• When the shelf life expires, the Technical Authority (TA) will decide whether or not to extend the shelf life.</li> <li>• Shelf life can only be extended once and only to the maximum period specified by the shelf life code.</li> <li>• For more information refer to: <ul style="list-style-type: none"> <li>○ <a href="#">Materiel Management Instructions (MMI) 1458 Lifting of Equipment and Materiel</a></li> </ul> </li> </ul>
T	SLM - REFRIGERATE - NON EXTENDABLE SL TYPE	<ul style="list-style-type: none"> <li>• Assigned to shelf life materiel (SLM) which requires refrigeration and its shelf life (SL) is non-extendable.</li> </ul>
U	SLM - NON EXTENDABLE SHELF LIFE TYPE	<ul style="list-style-type: none"> <li>• Non-extendable shelf life materiel (SLM), no special storage required.</li> </ul>
V	SLM - HUMIDIFIED STORAGE-NON EXTENDABLE SL	<ul style="list-style-type: none"> <li>• Non-extendable shelf life materiel (SLM), which requires humidified storage.</li> </ul>
W	ITEM SUBJECT TO WATER OR HUMIDITY DAMAGE	<ul style="list-style-type: none"> <li>• Care must be taken when handling or storing the item as it is subject to water and/or humidity damage.</li> </ul>
X	X-RAY EQUIPMENT CONTACT ADM (MAT) RADSO	<ul style="list-style-type: none"> <li>• Assigned to equipment that is capable of taking a photographic or digital image of the inside of something (e.g. human body) using high energy electromagnetic radiation with short wavelengths.</li> <li>• The Radiation Safety Officer (RadSO) is responsible to provide direction and advice on the control, use, storage and disposal of X-ray materiel and equipment.</li> <li>• OPI: <a href="#">Director Nuclear Safety (DN Safe)</a></li> </ul>
Y	ELECTROSTATIC SENSITIVE ELECTRONIC ITEMS	<ul style="list-style-type: none"> <li>• An electrostatic discharge (ESD) sensitive electronic item is any component (primarily electrical) which can be</li> </ul>

Code	Description	Comments
		<p>damaged by common static charges, which build up on people, tools, and other non-conductors or semiconductors.</p> <ul style="list-style-type: none"><li>• For more information refer to:<ul style="list-style-type: none"><li>○ <a href="#">Materiel Management Instructions (MMI) 1022 Management of Electrostatic Discharge Sensitive Electrical and Electronic Parts.</a></li></ul></li></ul>
Z	SLM - DO PERIODIC MAINTENANCE IN STORAGE	<ul style="list-style-type: none"><li>• Assigned to shelf life materiel (SLM) that can be extended by performing periodic maintenance.</li><li>• The maintenance and its schedule can usually be found in the item's <a href="#">Canadian Forces Technical Orders</a> (CFTOs) manual.</li><li>• For more information refer to:<ul style="list-style-type: none"><li>○ <a href="#">Materiel Management Instructions (MMI) 1458 Lifting of Equipment and Materiel</a></li></ul></li></ul>

## Technical Data Pkg (Jeu données tech.)

Ref:

- a. [Engineering & Maintenance](#)

This field is used to identify whether any technical data such as specifications, software documentation or engineering drawings exist for the item.

<b>Code</b>	<b>Description</b>
Y	Yes
N	No

## Tracking Indicator (Indic. de suivi)

This field was carried over from the legacy system (MIMS).

<b>Code</b>	<b>Description</b>	<b>Comment</b>
Q	Quantity Tracked	Within MIMS, the assigned of this code allowed for total asset visibility of a consumable materiel that was issued to a customer.
E	Equipment Tracked	The assignment of this code indicated that a MSO600 record (MIMS) was required to record the serial number, CFR, Tail or Hull number.

## UN Transport Cd (Code transp ONU)

Refs:

- a. [Hazardous Materials \(HazMat\)](#)
- b. [Hazardous Material Reference Application \(HMRA\)](#)
- c. [Supply Administration Manual \(SAM\) Chap. 9.9 Hazardous Material](#)

The United Nations (UN) code is used for Transportation and Emergency Response. These codes identify the hazardous properties, packaging requirements and shipping instructions associated with the commodity. Depending on the manufacturer and part number, some materiel may have more than one set of UN Transportation Code associated with it therefore this field is not being used.

The Hazardous Material Reference Application (HMRA) will remain the authoritative source to obtain the UN Code. All incoming and outgoing shipments of HazMat materiel should be accompanied by two copies of the Materiel Safety Data Sheets (one inside and one outside the shipping container). If the MSDS sheets are not provided, copies must be obtained from the HMRA website and made available upon request or during the issue of the commodity.

Code	Description
0012	CARTRIDGES FOR WEAPONS, INERT PROJECTILE
0054	CARTRIDGES, SIGNAL
0276	CARTRIDGES, POWER DEVICE
0349	ARTICLES, EXPLOSIVE, N.O.S.
0410	FUZES, DETONATING
0431	ARTICLES, PYROTECHNIC
1001	ACETYLENE, DISSOLVED
1002	AIR, COMPRESSED
1005	AMMONIA, ANHYDROUS, LIQUIFIED
1006	ARGON, COMPRESSED
1009	BROMOTRIFLUOROMETHANE
1011	BUTANE
1013	CARBON DIOXIDE
1016	CARBON MONOXIDE
1017	CHLORINE
1018	CHLORODIFLUOROMETHANE
1028	DICHLORODIFLUOROMETHANE
1030	1,1-DIFLUOROMETHANE
1037	ETHYL CHLORIDE
1044	FIRE EXTINGUISHERS
1046	HELIUM, COMPRESSED
1049	HYDROGEN, COMPRESSED
1060	METHYL ACETYLENE AND PROPADIENE MIXTURES

Code	Description
1066	NITROGEN, COMPRESSED
1072	OXYGEN, COMPRESSED
1073	OXYGEN, REFRIGERATED LIQUID
1075	PETROLEUM GASES, LIQUIFIED
1078	REFRIGERANT GAS, N.O.S.
1079	SULPHUR DIOXIDE, LIQUIFIED
1080	SULPHUR HEXAFLUORIDE
1090	ACETONE
1114	BENZENE
1120	BUTANOLS
1123	BUTYL ACETATES
1133	ADHESIVES
1139	COATING SOLUTION
1148	DIACETONE ALCOHOL
1155	DIETHYL ETHER
1170	ETHANOL
1173	ETHYL ACETATE
1184	ETHYLENE DICHLORIDE
1188	ETHYLENE GLYCOL MONOMETHYL ETHER
1193	ETHYL METHYL KETONE
1198	FORMALDEHYDE SOLUTION, FLAMMABLE
1199	FURFURAL
1202	GAS OIL
1203	GASOLINE
1206	HEPTANES
1208	HEXANES
1210	PRINTING INK
1219	ISOPROPANOL
1223	KEROSENE
1230	METHANOL
1245	METHYL ISOBUTYL KETONE
1247	METHYL METHACRYLATE MONOMER, INHIBITED
1255	NAPHTHA, PETROLEUM
1256	NAPHTHA, SOLVENT
1261	NITROMETHANE
1263	PAINT
1266	PERFUMERY PRODUCTS
1268	PETROLEUM PRODUCTS, N.O.S.
1272	PINE OIL
1287	RUBBER SOLUTION

Code	Description
1293	TINCTURES, MEDICINAL
1294	TOLUENE, SOLUTION
1296	TRIETHYLAMINE
1299	TURPENTINE
1306	WOOD PRESERVATIVES, LIQUID
1307	XYLENES SOLUTION
1325	FLAMMABLE SOLID, ORGANIC, N.O.S.
1328	HEXAMETHYLENETETRAMINE
1334	NAPHTHALENE, REFINED
1361	CARBON
1362	CARBON, ACTIVATED
1385	SODIUM SULPHIDE, ANHYDROUS
1436	ZINC DUST
1444	AMMONIUM PERSULPHATE
1463	CHROMIUM TRIOXIDE, ANHYDROUS
1474	MAGNESIUM NITRATE
1479	OXIDIZING SOLID, N.O.S.
1490	POTASSIUM PERMANGANATE
1493	SILVER NITRATE
1496	SODIUM CHLORITE
1498	SODIUM NITRATE
1500	SODIUM NITRATE
1564	BARIUM COMPOUNDS, N.O.S.
1566	BERYLLIUM COMPOUNDS, N.O.S.
1592	P-DICHLOROBENZENE
1593	DICHLOROMETHANE
1624	MERCURIC CHLORIDE
1671	PHENOL, SOLID
1680	POTASSIUM CYANIDE
1685	SODIUM ARSENATE
1687	SODIUM AZIDE
1689	SODIUM CYANIDE
1690	SODIUM FLUORIDE
1693	TEAR GAS SUBSTANCES, SOLID, N.O.S.
1710	TRICHLOROETHYLENE
1715	ACETIC ANHYDRIDE
1719	CAUSTIC ALKALI LIQUID, N.O.S.
1727	AMMONIUM HYDROGEN DIFLUORIDE, SOLID
1733	ANTIMONY TRICHLORIDE, SOLID
1736	BENZOYL CHLORIDE

Code	Description
1738	BENZYL CHLORIDE
1748	CALCIUM HYPOCHLORITE, DRY
1755	CHROMIC ACID SOLUTION
1759	CORROSIVE SOLID, N.O.S.
1760	CORROSIVE LIQUID, N.O.S.
1773	FERRIC CHLORIDE
1778	FLUROSILICIC ACID
1779	FORMIC ACID
1789	HYDROCHLORIC ACID SOLUTION
1790	HYDROFLUORIC ACID SOLUTION
1791	HYPOCHLORITE SOLUTION
1805	PHOSPHORIC ACID SOLUTION
1807	PHOSPHOROUS PENTOXIDE
1812	POTASSIUM FLUORIDE
1813	POTASSIUM HYDROXIDE, SOLID
1814	POTASSIUM HYDROXIDE SOLUTION
1819	SODIUM ALUMINATE SOLUTION
1823	SODIUM HYDROXIDE, SOLID
1824	SODIUM HYDROXIDE SOLUTION
1830	SULPHURIC ACID
1839	TRICHLOROACETIC ACID
1845	CARBON DIOXIDE, SOLID
1849	SODIUM SULPHIDE, HYDRATED
1863	FUEL, AVIATION, TURBINE ENGINE
1866	RESIN SOLUTION
1872	LEAD DIOXIDE
1873	PERCHLORIC ACID
1885	BENZIDINE
1887	BROMOCHLOROMETHANE
1888	CHLOROFORM
1897	TETRACHLOROETHYLENE
1903	DISINFECTANTS, CORROSIVE, LIQUID, N.O.S.
1907	SODA LIME
1910	CALCIUM OXIDE
1942	AMMONIUM NITRATE
1944	MATCHES, SAFETY
1950	AEROSOLS
1951	ARGON, REFRIGERATED LIQUID
1954	COMPRESSED GAS, FLAMMABLE, N.O.S.
1956	COMPRESSED GAS, N.O.S.

Code	Description
1958	DICHLOROTETRAFLUOROETHANE
1960	ENGINE STARTING FLUID
1973	CHLORODIFLUOROMETHANE AND CHLOROPENTAFLU
1974	CHLORODIFLUOROBROMOMETHANE
1978	PROPANE
1980	RARE GASES AND OXYGEN MIXTURES
1986	ALCOHOLS, TOXIC, N.O.S.
1987	ALCOHOLS, N.O.S.
1992	FLAMMABLE LIQUID, TOXIC, N.O.S.
1993	FLAMMABLE LIQUID, N.O.S.
1999	TARS, LIQUID
2014	HYDROGEN PEROXIDE, AQUEOUS SOLUTIONS
2015	HYDROGEN PEROXIDE, STABILIZED
2022	CRESYLIC ACID
2031	NITRIC ACID
2054	MORPHOLINE
2055	STYRENE MONOMER, INHIBITED
2056	TETRAHYDROFURAN
2059	NITROCELLULOSE SOLUTIONS, FLAMMABLE
2076	CRESOLS
2079	DIETHYLENETRIAMINE
2193	HEXAFLUOROETHANE
2206	ISOCYANATES
2208	CALCIUM HYPOCHLORITE MIXTURE, DRY
2209	FORMALDEHYDE SOLUTION
2254	MATCHES, FUSEE
2259	TRIETHYLENETETRAMINE SOLUTION
2291	LEAD COMPOUNDS, SOLUBLE, N.O.S.
2315	POLYCHLORINATED BIPHENYLS
2331	ZINC CHLORIDE, ANHYDROUS
2357	CYCLOHEXYLAMINE
2466	POTASSIUM SUPEROXIDE
2467	SODIUM PERCARBONATES
2478	ISOCYANATE SOLUTIONS, N.O.S.
2489	DIPHENYLMETHANE-4,4'-DIISOCYANATE, LIQUI
2491	ETHANOLAMINE
2531	METHACRYLIC ACID, INHIBITED
2574	TRICRESYL PHOSPHATE
2582	FERRIC CHLORIDE SOLUTION
2590	WHITE ASBESTOS

Code	Description
2602	DICHLORODIFLUOROMETHANE AND DIFLUOROETHA
2662	HYDROQUINONE
2672	AMMONIA SOLUTIONS
2674	SODIUM FLUOROSILICATE
2684	DIETHYLAMINOPROPYLAMINE
2687	DICYCLOHEXYLAMMONIUM NITRATE
2693	BISULPHITES, AQUEOUS SOLUTION, N.O.S.
2716	1,4-BUTYNE DIOL
2717	CAMPHOR, SYNTHETIC
2735	ALKYLAMINES, N.O.S.
2757	CARBAMATE PESTICIDE, SOLID, TOXIC
2761	ORGANOCHLORINE PESTICIDES, SOLID, TOXIC
2762	ORGANOCHLORINE PESTICIDES, LIQUID, FLAMM
2765	PHENOXY PESTICIDES, SOLID, TOXIC, N.O.S.
2769	BENZOIC DERIVATIVE PESTICIDE, SOLID, TOX
2783	ORGANOPHOSPHOROUS PESTICIDES, SOLID, TOX
2784	ORGANOPHOSPHOROUS PESTICIDES, LIQUID, FL
2789	ACETIC ACID SOLUTION
2790	ACETIC ACID SOLUTION
2794	BATTERIES, WET, FILLED WITH ACID
2795	BATTERIES, WET, FILLED WITH ALKALI
2796	BATTERY FLUID, ACID
2797	BATTERY FLUID, ALKALI
2800	BATTERIES, WET, NON-SPILLABLE
2805	LITHIUM HYDRIDE, FUSED SOLID
2807	MAGNETIZED MATERIAL
2809	MERCURY
2810	POISONOUS LIQUID, N.O.S.
2811	POISONOUS SOLID, N.O.S.
2812	SODIUM ALUMINATE, SOLID
2831	1,1,1-TRICHLOROETHANE
2834	PHOSPHOROUS ACID, ORTHO
2910	RADIOACTIVE MATERIAL, EXCEPTED PACKAGE
2920	CORROSIVE LIQUID, FLAMMABLE, N.O.S.
2922	CORROSIVE LIQUID, TOXIC, N.O.S.
2923	CORROSIVE SOLID, TOXIC, N.O.S.
2924	FLAMMABLE LIQUID, CORROSIVE, N.O.S.
2927	POISONOUS LIQUID, CORROSIVE, N.O.S.
2928	POISONOUS SOLID, CORROSIVE, N.O.S.
2929	POISONOUS LIQUID, FLAMMABLE, N.O.S.

Code	Description
2930	POISONOUS SOLIDS, FLAMMABLE, N.O.S.
2967	SULPHAMIC ACID
2974	RADIOACTIVE MATERIAL, SPECIAL FORM, N.O.
2990	LIFE-SAVING APPLIANCES, SELF-INFLATING
2995	ORGANOCHLORINE PESTICIDE, LIQUID, TOXIC
3000	PHENOXY PESTICIDES, LIQUID, TOXIC, N.O.S
3017	ORGANOPHOSPHOROUS PESTICIDES, LIQUID, TO
3018	ORGANOPHOSPHOROUS PESTICIDES, LIQUID, TO
3028	BATTERIES, DRY, CONTAINING POTASSIUM HYD
3066	PAINT RELATED MATERIAL
3072	LIFE-SAVING APPLIANCES, NOT SELF-INFLATI
3080	ISOCYANATES, N.O.S.
3082	ENVIRONMENTALLY HAZARDOUS SUBSTANCE, LI
3085	OXIDIZING SOLID, CORROSIVE, N.O.S.
3090	LITHIUM BATTERIES
3091	LITHIUM BATTERIES CONTAINED IN EQUIPMENT
3098	OXIDIZING LIQUID, CORROSIVE, N.O.S.
3101	ORGANIC PEROXIDE TYPE B, LIQUID
3103	ORGANIC PEROXIDE TYPE C, LIQUID
3105	ORGANIC PEROXIDE TYPE D, LIQUID
3106	ORGANIC PEROXIDE TYPE D, SOLID
3107	ORGANIC PEROXIDE TYPE E, LIQUID
3108	ORGANIC PEROXIDE TYPE E, SOLID
3139	OXIDIZING LIQUID, N.O.S.
3142	DISINFECTANT, LIQUID, TOXIC, N.O.S.
3143	DYE, SOLID, TOXIC, N.O.S.
3164	ARTICLES, PRESSURIZED, PNEUMATIC
3166	ENGINES, INTERNAL COMBUSTION
3260	CORROSIVE SOLID, ACIDIC, INORGANIC, N.O.
3262	CORROSIVE SOLID, N.O.S.
3264	CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O
3265	CORROSIVE LIQUID, ACICID, ORGANIC, N.O.S
3266	CORROSIVE LIQUID, BASIC, INORGANIC, N.O.
3267	CORROSIVE LIQUID, BASIC, ORGANIC, N.O.S.
3287	TOXIC LIQUID, INORGANIC, N.O.S.
3288	TOXIC SOLID, INORGANIC, N.O.S.
9078	ALUMINUM SULPHATE, SOLID
9085	AMMONIUM CHLORIDE
9089	AMMONIUM SULPHAMATE
9094	BENZOIC ACID

<b>Code</b>	<b>Description</b>
9109	CUPRIC SULPHATE
9117	ETHYLENEDIAMINETETRAACETIC ACID OR EDTA
9125	FERROUS SULPHATE
9142	POTASSIUM CHROMATE
9147	SODIUM PHOSPHATE, DIBASIC
9148	SODIUM PHOSPHATE, TRIBASIC
9161	ZINC SULPHATE
9188	HAZARDOUS SUBSTANCE, LIQUID, N.O.S.

## 10.3 ACRONYMS AND ABBREVIATIONS

## 10.3 ACRONYMES ET ABRÉVIATIONS

Bilingual listing alphabetically  
Liste bilingue en ordre alphabétique

4 CFMCU	Canadian Forces Movement Control Unit	4 UCMFC	Unité du contrôle des mouvements des Forces canadiennes
AA	Autorité des achats	PA	Procurement Authority
ABCA	American, British, Canadian, Australian and New Zealand Armies	ABCA	Armées américaine, britannique, canadienne, australienne et néo-zélandaise (Anglais seulement)
ACF	Autorités COMSEC de la formation	FCAs	Formation COMSEC Authorities
ACID	Agente de capitalisation des immobilisations de la division	DCAAO	Divisional Capital Asset Accounting Officer
ADATS	Air Defence Anti-Tank System	ADATS	Système de défense antichar et antiaérienne
ADCFT	Agences de distribution cryptographique de la Force terrestre	LFCDA	Land Force Crypto Distributing Authority
ADM (Fin CS)	Assistant Deputy Minister – Financial and Corporate Services	SMA (Fin SM)	Sous-ministre adjoint (Finances et services du Ministère)
ADM (Fin)/CFO	Assistant Deputy Minister – Finances / Chief Financial Officer (replacing ADM(Fin CS))	SMA (Fin)/DPF	Sous-ministre adjoint – Finances/ Dirigeant principal des finances (remplace Sous-ministre adjoint - Finances et services du Ministère)
ADM (IE)	Assistant Deputy Minister – Infrastructure and Environment	SMA (IE)	Sous-ministre adjoint (Infrastructure et environnement)
ADM (IM)	Assistant Deputy Minister – Information Management	SMA (GI)	Sous-ministre adjoint (Gestion de l'information)
ADM (Mat)	Assistant Deputy Minister (Matériel)	SMA (Mat)	Sous-ministre adjoint (Matériel)
A&E	Ammunition and Explosive		Munitions et explosifs
AEDA	Ammunitions, Explosives and Dangerous Articles	MAED	Munitions, explosifs et articles dangereux
AF	Année financière	FY	Fiscal Year

AFMS	Aircraft field maintenance squadrons	EMMA	Escadrons mobiles de maintenance (Air)
AIMS	Ammunition Information and Maintenance System	SIEM	Système D'information et D'entretien des Munitions
AM	Autorisation de matériel	MA	Materiel Authorization
AMC	Affaires mondiales Canada	GAC	Global Affairs Canada
AMS	Air Maintenance Squadron	EMA	Escadron de maintenance (air)
AOP	Allied Ordnance Procedures	AOP	Procedures interalliées
APE	Avis préalable d'expédition	ASN	Advance Shipping Notice
APL	Application Parts List	LPA	Liste des pièces d'application
ASLM	Arrangements de soutien logistique mutuel (également Ententes de soutien logistique mutuel)	MLSA	Mutual Logistics Support Arrangements
ASM	Acquisition et soutien au matériel	MA&S	Materiel Acquisition and Support
ASN	Advance Shipping Notice	APE	Avis préalable d'expédition
ASSB	Ammunition Safety and Suitability Board	BSASM	Bureau de la sécurité et de l'aptitude au service des munitions
ASU	Area Support Unit	USS	Unité de soutien de secteur
AT	Autorité technique	TA	Technical Authority
ATA	Ammunition Technical Authority	ATM	Autorité technique des munitions
ATESS	Aerospace and Telecommunications Engineering Support Squadron	ESTTMA	Escadron de soutien technique des télécommunications et des moyens aérospatiaux
ATM	Autorité technique des munitions	ATA	Ammunition Technical Authority
ATTC	Accès et transfert de la technologie contrôlée	CTAT	Controlled Technology Access and Transfer
A à P	Aide à la production	A to P	Aids to Production
B	Base	B	Base
BAC	Bibliothèque et Archives Canada	LAC	Library and Archives Canada
BCD	Bureaux de contrôle des données	RCO	Record Control Office
Bde Gp	Brigade Group	GB	Groupe brigade
BER	Beyond Economical Repair	RNR	Réparation non rentable
BFC	Base des Forces canadiennes	CFB	Canadian Forces Base
B Food Svcs	Base Food Services	Svc Alim B	Services alimentaire de la Base

BIC	Bureau International des Containers	BIC	Bureau International des Containers (term in French only)
BLogO	Base Logistic Officer	OLogB	Officier logistique de la base
BLR	Beyond Local Repair		Non réparable sur place
BNC	Bureau national de codification	NCB	National Codification Bureau
BOI	Board of Inquiry		Commission d'enquête
BP	Business Process	PO	Processus opérationnel
BP PNRC	Bureau du projet du Programme national des rations de combat	PMO NCRP	Project Management Office of the National Combat Ration Programme
BPR	Bureau de première responsabilité	OPI	Office of Primary Interest
BPR	Bureau de première responsabilité	OPR	Officer of Primary Responsibility
BSASM	Bureau de la sécurité et de l'aptitude au service des munitions	ASSB	Ammunition Safety and Suitability Board
BSupO	Base Supply Officer	OApproB	Officier d'approvisionnement de la base
BTD	Bureau responsable du traitement des documents	DPO	Document Processing Officer
BTSO	Base Technical Services Officer	OSTB	Officier des services techniques de la base
CA	Customer Account	CC	Compte client
CAD	Chaîne d'approvisionnement de la Défense	DSC	Defence Supply Chain
CADC	Crown Asset Distribution Centre (now referred to as GCSurplus)	CDBC	Centre de distribution des biens de la Couronne (maintenant connu sous GCSurplus)
CADPAT	Canadian Disruptive Pattern	DCamC	Dessin de camouflage canadien
CAF	Canadian Armed Forces	FAC	Forces armées canadiennes
CARF	Consignment Authorization Receipt Form		Formule d'autorisation et reçu d'expédition
CBRN	Chemical Biological Radiological Nuclear	CBRN	Chimique, biologique, radiologique et nucléaire
CC	Capability components	ER	Élément de ressources
CC	Compte client	CA	Customer Account
CCDP	Cellule de contrôle des demandes prioritaires	HPCC	High Priority Control Cell
CCE	Code de configuration de l'équipement	ECC	Equipment Configuration Code

CCI	Cycle Count Indicator	CCI (Anglais seulement)	Indicateur de dénombrement de cycle
CCI	Controlled Cryptographic Item	CCI (Anglais seulement)	Article cryptographique contrôlé
CCNS	Comptabilité et contrôle des numéros de série	SNAC	Serial Number Accounting and Control
CCOFC	Centre de contrôle de l'outillage des Forces canadiennes	CFTCC	Canadian Forces Tool Control Centre
CDBC	Centre de distribution des biens de la Couronne (maintenant connu sous GCSurplus)	CADC	Crown Asset Distribution Centre (now referred to as GCSurplus)
CDIO	CEFCOM Directives for International Operations	DCOI	Directives de COMFEC pour les opérations internationales
C Dist	Certificat de distribution	CIV	Certificate Issue Voucher
CDM	Code de démilitarisation	DMC	Demilitarization Code
CDM	Centre de distribution de matériel	MDC	Materiel Distribution Center
CDNA	Conférence des directeurs nationaux de l'armement	CNAD	Conference of National Armament Directors
CdP	Communautés de pratique	CoP	Community of Practice
CDS	Chief of the Defence Staff	CEMD	Chef état-major de la défense
CE	Construction Engineering	GC	Génie construction
CEFCOM	Canadian Expeditionary Force Command	COMFEC	Commandement de la Force expéditionnaire du Canada
CEL	Critical Equipment List	LEC	Liste d'équipement critique
CEM	Chef d'état-major	COS	Chief of Staff
CEMA	Chef d'état-major des armées	ECS	Environment Chief of Staff
CEMD	Chef état-major de la défense	CDS	Chief of the Defence Staff
CEMS	Clothing and Equipment Millennium Standard	NMHE	Norme du millénaire en matière d'habillement et d'équipement
CFAD	Canadian Forces Ammunition Depot	DMFC	Dépôt de munitions des Forces canadiennes
CFAO	Canadian Forces Administrative Orders	O AFC	Ordonnances administratives des Forces canadiennes
CFB	Canadian Forces Base	BFC	Base des Forces canadiennes
CFCU	Prefix given to all DND Intermodal Containers	CFCU	Préfix pour tous les conteneurs intermodaux du MDN
CFCSU	Canadian Forces Crypto Support Unit	USCFC	Unité de soutien cryptographique des Forces canadiennes

CFFET	Canadian Field Force Equipment Tables	TDMFCC	Tableau de dotation en matériel des Forces canadiennes en campagne
CF H Svcs Gp	Canadian Forces Health Services Group	Gp Svc S FC	Groupe Services de santé des Forces canadiennes
CFJOSG	Canadian Forces Joint Operational Support Group	GSOIFC	Groupe de soutien opérationnel interarmées des Forces canadiennes
CFM	Contractor Furnished Materiel	MFE	Matériel fourni par l'entrepreneur
CFPD	Canadian Forces Publications Depot	DPFC	Dépôt des publications des Forces canadiennes
CFOO	Canadian Forces Organization Orders	OOFC	Ordonnances d'organisation des Forces canadiennes
CFR	Canadian Forces Registration	MFC	Matricule des Forces canadiennes
CFRP	Commissioning from the Ranks Plan	PIOSR	Programme d'intégration (Officiers sortis du rang)
CFSD	Canadian Forces Supply Depot	DAFC	Dépôt d'approvisionnement des Forces canadiennes
CFSS	Canadian Forces Supply System	SAFC	Système d'approvisionnement des Forces canadiennes
CFTCC	Canadian Forces Tool Control Centre	CCOFC	Centre de contrôle de l'outillage des Forces canadiennes
CFTO	Canadian Forces Technical Orders	ITFC	Instructions techniques des Forces canadiennes
CGAS	Code de groupe des articles en stock	SIGC	Stock Item Group Code
CGCS	Canadian Government Cataloguing System	SCGC	Système de catalogage du gouvernement canadien
CGDC	Code de groupe de dotation	EGC	Entitlement Group Code
CGIP	Comité de gestion et d'intégration des politiques	PIMC	Policy Integration Management Committee
CGE	Code de groupe d'équipement	EGC	Equipment Group Code
CGR	Controlled Goods Regulations	RMC	Règlement sur les marchandises contrôlées
CHQ	Command Headquarter	QGC	Quartier général de commandement
CIC	Centre d'instruction au combat	CTC	Combat Training Centre
CIDP	Code d'identification de dossier personnel	PRI	Personal Record Identifier
Cie appro	Compagnie d'approvisionnement	Sup Coy	Supply Company
Cie maint	Compagnie de maintenance	Maint Coy	Maintenance Company

Cie tpt	Compagnie de transport	Tn Coy	Transportation Company
CIV	Certificate Issue Voucher	C Distr	Certificat de distribution
CJOC	Canadian Joint Operations Command	COIC	Commandement des opérations interarmées du Canada
CJOC ACOS Sp	Canadian Joint Operations Command Assistant Chief of Staff Support	SOU CEMA COIC	Soutien du Chef d'état-major adjoint du Commandement des opérations interarmées du Canada
C&L	Carburants et lubrifiants	F&L	Fuels and Lubricants
Cmdt	Commandant	CO	Commanding Officer
CMED	Central Medical Equipment Depot	DCMM	Dépôt central de matériel médical
CMP	Chief Military Personnel	CPM	Chef du personnel militaire
CMSG	Canadian Materiel Support Group	GSMC	Groupe de soutien en matériel du Canada
CMTT	Central Materiel Traffic Terminal	SCTM	Service central de transport du matériel
CNAD	Conference of National Armament Directors	CDNA	Conférence des directeurs nationaux de l'armement
CNCS	Centre national du contrôle des stocks	NICP	National Inventory Control Point
CO	Commanding Officer	cmdt	commandant
COATS	Cadet Organizations Administration and Training Services	SAIOC	Services d'administration et d'instruction des organisations des cadets
CoC	Chain of Command	C de C	Chaîne de commandement
Code du G Appro / Code du Gest Appro	Code du gestionnaire d'approvisionnement	SMC	Supply Manager Code
COIC	Commandement des opérations interarmées du Canada	CJOC	Canadian Joint Operations Command
COLOG	Logistique coopérative	COLOG	Cooperative Logistics
COM	Contractor Owned Materiel		Matériel appartenant à l'entrepreneur
COMFEC	Commandement de la Force expéditionnaire du Canada	CEFCOM	Canadian Expeditionary Force Command
COMSEC	Communications Security	COMSEC	Sécurité des télécommunications
CoP	Community of Practice	CdP	Communautés de pratique
COS	Chief of Staff	CEM	Chef d'état-major
CP	Commodity Point		Point de livraison spécialisée
CP	Contrat préétabli	PFC	Pre-facilitated contract

CPM	Chef du personnel militaire	CMP	Chief Military Personnel
CPM	Code de priorité de matériel	MPC	Materiel Priority Code
C Prog	Chef de programme	C Prog	Chief of Programme
CPRE	Compte de pièces de rechange de l'entrepreneur	CRPA	Contractor Repair Parts Account
C Récept	Certificat de réception	CRV	Certificate Receipt Voucher
CRV	Certificate Receipt Voucher	C Récept	Certificat de réception
CRPA	Contractor Repair Parts Account	CPRE	Compte de pièces de rechange de l'entrepreneur
CS grenade	O-chlorobenzylmalononitrile	CS	orthochlorobenzal malononitrile
CS ASM	Comité de surveillance de l'acquisition et du soutien au matériel	MA&S OC	Materiel Acquisition and Support Oversight Committee
CSC	Convention for Safe Containers	CSC	Convention sur la sécurité des conteneurs
CSE	Communication Security Establishment	CST	Centre de la sécurité des télécommunications
CSS SIV	Combat Service Support Staff Inspection Visit	SC VIEM	Soutien au combat visite d'inspection d'état-major
CST	Centre de la sécurité des télécommunications	CSE	Communication Security Establishment
CSU	Canadian Support Unit	USC	Unité de soutien du Canada
CT	Conseil du Trésor	TB	Treasury Board
CTAT	Controlled Technology Access and Transfer	ATTC	Accès et transfert de la technologie contrôlée
CTC	Combat Training Center	CIC	Centre d'instruction au combat
CTD	Camps temporaires démontables	RTC	Relocateable Temporary Camp
CTS	Course Training Standards	NORCO	Normes de cours
CTS	Clothe the Soldier	HLS	Habillez le soldat
DAAT	Directeur des acquisitions de l'armée de terre	DLP	Director Land Procurement
DAEME	Director Ammunition and Explosives Management and Engineering	D Gest TME	Direction-Gestion et technique des munitions et explosifs
DAFC	Dépôt d'approvisionnement des Forces canadiennes	CFSD	Canadian Forces Supply Depot
DAOD	Defence Administrative Orders and Directives	DOAD	Directive et ordonnance administrative de la Défense
DAPSCT	Directeur – Administration du programme des systèmes de commandement terrestre	DLCSPM	Director Land Command Systems Program Management

DAQ	Directeur – Assurance de la qualité	DQA	Director Quality Assurance
DAR	Director Aerospace Requirements	DBA	Directeur - Besoins aérospatiaux
DB	Directeur (Budget)	DB	Director Budget
DBA	Directeur - Besoins aérospatiaux	DAR	Director Aerospace Requirements
DCAAO	Divisional Capital Asset Accounting Officer	ACID	Agente de capitalisation des immobilisations de la division
DCamC	Dessin de camouflage canadien	CADPAT	Canadian Disruptive Pattern
DCMM	Dépôt central de matériel médical	CMED	Central Medical Equipment Depot
DCOI	Directives du COMFEC sur les opérations internationales	CDIO	CEFCOM Directives for International Operations
D Contr GM	Directeur – Contrôle (Groupe des matériels)	DMG Compt	Director Materiel Group Comptrollership
DCSO	Direction de la coordination du support aux opérations	DSOC	Director Support Operations Coordination
DDIO	Direction for International Operations	DCOI	Directives du COMFEC sur les opérations internationales
DDSAL	Director Disposal Sales Artefacts and Loans	DSVAP	Directeur Surplus, ventes, artefacts et prêts
DEMPET	Directeur – État-major du programme d'équipement terrestre	DLEPS	Director Land Equipment Program Staff
DEU	Distinctive Environmental Uniform	UDE	Uniformes distincts des trois éléments
DFAIT	Department of Foreign Affairs and International Trade (now referred to as Global Affairs Canada (GAC))	MAEIC	Ministère des affaires étrangères et du commerce international (maintenant connu sous Affaires mondiales Canada (AMC))
D Food Svcs	Director Food Services	D Svc Alim	Directeur – Services d'alimentation
DFP	Directeur – Finances (Politiques)	DFP	Director Financial Policy
DGAEPM	Director General Aerospace Equipment Program Management	DGGPEA	Directeur Général – Gestion du programme d'équipement aérospatial
D Gest TME	Directeur – Gestion et technique des munitions et explosifs	DAEME	Director Ammunition and Explosives Management and Engineering
DGGPEA	Directeur général – Gestion du programme d'équipement aérospatial	DGAEPM	Director General Aerospace Equipment Program Management

DGGPEM	Directeur général – Gestion du programme d'équipement maritime	DGMEPM	Director General Maritime Equipment Program Management
DGGPET	Directeur général – Gestion du programme d'équipement terrestre	DGLEPM	Director General Land Equipment Program Management
DGIIP	Director General International and Industry Programs	DGPII	Directeur général des programmes internationaux et industriels
DGIRH	Directeur – Gestion de l'information des ressources humaines	DHRIM	Director Human Resources Information Management
DGLEPM	Director General Land Equipment Program Management	DGGPET	Directeur général- Gestion du programme d'équipement terrestre
DGMEPM	Director General Maritime Equipment Program Management	DGGPEM	Directeur général – Gestion du programme d'équipement maritime
DGMSSC	Director General Materiel Systems and Supply Chain	DGSMCA	Directeur général – Systèmes de matériel et chaîne d'approvisionnement
DGPII	Directeur général des programmes internationaux et industriels	DGIIP	Director General International and Industry Programs
DG Proc Svcs	Director General – Procurement Services	DG Svcs d'acq	Directeur général – Services d'acquisition
DGSMCA	Directeur général – Systèmes de matériel et chaîne d'approvisionnement	DGMSSC	Director General Materiel Systems and Supply Chain
DG Svcs d'acq	Directeur général – Services d'acquisition	DG Proc Svcs	Director General – Procurement Services
DHH	Director History and Heritage	DHP	Directeur – Histoire et patrimoine
DHP	Directeur – Histoire et patrimoine	DHH	Director History and Heritage
DHRIM	Director Human Resources Information Management	DGIRH	Directeur – Gestion de l'information des ressources humaines
D H Svcs Pers	Director Health Services Personnel	D Pers Svcs S	Directeur – Personnel des Services de santé
DIL Proc	Director Integrated Logistics and Procurement	DLOI	Directeur – logistique et obtention intégrées
DIM Secur	Director Information Management Security	D Sécur GI	Directeur de la sécurité de la gestion de l'information
DIR	Document Information Record		Document de gestion de l'information

DLCSPM	Director Land Command Systems Program Management	DAPSCT	Directeur – Administration du programme des systèmes de commandement terrestre
DLD	Date de livraison demandée	RDD	Required Delivery Date
DLEPS	Director Land Equipment Program Staff	DEMPET	Directeur – État-major du programme d'équipement terrestre
DLME	Directives logistiques en matière d'équipement	ELD	Equipment Logistic Directive
DLOI	Directeur – logistique et obtention intégrées	DIL Proc	Director Integrated Logistics and Procurement
DLP	Director Land Procurement	DAAT	Directeur des acquisitions de l'armée de terre
DLP	Date de livraison prévue	EDD	Estimated Delivery Date
DLR	Director Land Requirements	DBRT	Directeur - Besoins en ressources terrestres
DM	Deputy Minister	SM	Sous-ministre
DMC	Demilitarization Code	CDM	Code de démilitarisation
DMG Compt	Director Materiel Group Comptrollership	D Contr GM	Directeur – Contrôle (Groupe des matériels)
DMFC	Dépôt de munitions des Forces canadiennes	CFAD	Canadian Forces Ammunition Depot
DMIS	Director Materiel Information Systems	DSIM	Directeur Systèmes d'information (Matériel)
DMPP	Director Materiel Policy and Procedure	DPPM	Directeur – Politiques et procédures (Matériel)
DNAST	Directeur – Navigabilité aérienne et soutien technique	DTAES	Director Technical Airworthiness Engineering System
DND	Department of National Defence	MDN	Ministère de la Défense nationale
DNS	Directeur – Nominations supérieures	DSA	Director Senior Appointments
DOAD	Directive et ordonnance administrative de la Défense	DAOD	Defence Administrative Orders and Directives
DOCA	Directeur des opérations de la chaîne d'approvisionnement	DSCO	Director Supply Chain Operation
DP	Delivery Point	PL	Point de livraison
DP	Demande de proposition	RFP	Request for proposal
DP	Demande prioritaire	HPR	High Priority Requisition
DPA	Defence Production Act	LPD	Loi sur la production de la Défense
D Pers Svs S	Directeur – Personnel des Services de santé	D H Svcs Pers	Director Health Services Personnel
DPFC	Depot des publications des Forces canadiennes	CFPD	Canadian Forces Publication Depot

DPO	Document Processing Officer	BTD	Bureau responsable du traitement des documents
DPPM	Directeur – Politiques et procédures (Matériel)	DMPP	Director Materiel Policy and Procedure
DQA	Director Quality Assurance	DAQ	Directeur – Assurance de la qualité
DR	Discrepancy Report	DR	Écart (aussi Rapport d'écart)
DRMIS	Defence Resources Management Information System	SIGRD	Système d'information de gestion des ressources de la Défense
DRP	Distribution Resource Planning	PRD	planification des ressources de distribution
DSA	Director Senior Appointments	DNS	Directeur – Nominations supérieures
DSC	Defence Supply Chain	CAD	Chaîne d'approvisionnement de la Défense
DSCDS	Defence Subject Classification and Disposition System	SCSCEDD	Système de classification par sujet, de conservation et d'élimination des documents de la Défense
DSCO	Director Supply Chain Operation	DOCA	Directeur des opérations de la chaîne d'approvisionnement
DSOC	Director Support Operations Coordination	DCSO	Directeur de la coordination du support aux opérations
D Sécur GI	Directeur de la sécurité de la gestion de l'information	DIM Secur	Director Information Management Security
D Svc Alim	Directeur – Services d'alimentation	D Food Svcs	Director Food Services
DSIM	Directeur Systèmes d'information (Matériel)	DMIS	Director Materiel Information Systems
DST	Duty Supply Technician	TAS	Technicien d'approvisionnement en service
DSVAP	Directeur Surplus, ventes, artefacts et prêts	DDSAL	Director Disposal Sales Artefacts and Loans
DTAES	Director Technical Airworthiness Engineering System	DNAST	Directeur – Navigabilité aérienne et soutien technique
D Tn	Director Transportation	D TRSP	Directeur des transports
D TRSP	Directeur des transports	D Tn	Director Transportation
DWD	Depart with Dignity		Départ dans la dignité
ECC	Equipment Configuration Code	CCE	Code de configuration de l'équipement
ECL	Equipment Checklist	LVE	Liste de vérification de l'équipement

ECL	Export Control List	LMEC	Liste des marchandises et technologies d'exportations contrôlés
ECM	Équipe de clôture de la mission	MCT	Mission Closure Team
ECS	Environment Chief of Staff	CEMA	Chef d'état-major des armées
EDD	Estimated Delivery Date	DLP	Date de livraison prévue
EDP	Emergency Destruction Plan	PDU	Plan de destruction d'urgence
EDR	Equipment Data Repository	(terme anglais seulement)	Dépôt des données d'équipement
EDT	Énoncé de travail	SOW	Statement of work
EEI	Engin explosif improvisé	IED	Improvised Explosive Device
EGC	Equipment Group Code	CGE	Code de groupe d'équipement
EGC	Entitlement Group Code	CGDC	Code de groupe de dotation
EGE	Équipe de gestion de l'équipement	EMT	Equipment Management Team
EGI	Equipment Group Identifier	IGE	Identificateur de groupe d'équipement
EIPA	Export and Import Permits Act	LLEI	Loi sur les licences d'exportation et d'importation
ELD	Equipment Logistic Directive	DLME	Directives logistiques en matière d'équipement
EMA	Escadron de maintenance (air)	AMS	Air Maintenance Squadron
EMIS	État-major interarmées stratégique	SJS	Strategic Joint Staff
EMM	Équipement de manutention du matériel	MHE	Materiel handling equipment
EMMA	Escadrons mobiles de maintenance (Air)	AFMS	Aircraft field maintenance squadrons
EMO	Equipment Movement Orders	OTE	Ordre de transfert d'équipement
EMT	Equipment Management Team	EGE	Équipe de gestion de l'équipement
E&MTA	Equipment and Material Transfer Arrangement	E&MTA (terme anglais seulement)	Arrangement technique pour le matériel et l'équipement
ENA	Effectifs en non-activité	NES	Non-Effective Strength
EOL	End-of-Life		Fin de vie
EPA	Equipment Package	LE	Liste d'équipement
EPI	Équipement de protection individuelle	PPE	Personal protective equipment
EPM	Equipment Program Management	GPE	Gestionnaire du programme de l'équipement
ER	Élément de ressources	CC	Capability components
Ere	Escadre	W	Wing

ERM	Équipe de réduction de la mission	MDT	Mission Drawdown Team
ERP	Enterprise Resource Planning	PRE	Planification des ressources de l'entreprise
ESL	Equipment Support Lists	LMA	Liste de matériel accessoire
ESR	Équipe de soutien à la rotation	RSAT	Rotating Support Team
ESTTMA	Escadron de soutien technique des télécommunications et des moyens aérospatiaux	ATESS	Aerospace and Telecommunications Engineering Support Squadron
EX number	Export number		Numéro d'exportation
FAA	Financial Administration Act	LGFP	Loi sur la gestion des finances publiques
FAC	Forces armées canadiennes	CAF	Canadian Armed Forces
FAD	Code de priorité de la mission de la Force	FAD	Force Activity Designator
FAM	Financial Administration Manual	MAF	Manuel d'administration financière
FC	Forces canadiennes	CF	Canadian Forces
FCAs	Formation COMSEC Authorities	ACF	Autorités COMSEC de la formation
FCE	Formation en cours d'emploi	OJT	On Job Training
FDS	Fiche de Données de Sécurité (FDS)	SDS	Safety Data Sheet
FEL	Fitted Equipment List		Liste du matériel adapté
F&L	Fuels and Lubricants	C&L	Carburants et lubrifiants
FLG	Forward Logistic Group	GLA	Groupe logistique avancé
FMS	Foreign Military Sales	VME	Ventes militaires étrangères
FO	Force opérationnelle	TF	Task Force
FSM	Food Services Manual	MSA	Manuel des Services d'alimentation
FY	Fiscal Year	AF	Année financière
G Appro / Gest Appro	Gestionnaire d'approvisionnement	SM	Supply Manager
GAC	Global Affairs Canada	AMC	Affaires mondiales Canada
GB	Groupe brigade	Bde Gp	Brigade Group
GC	Génie construction	CE	Construction Engineering
GCSurplus	Government of Canada Surplus	GCSurplus	Gouvernement du Canada Surplus
GCVM	Gestionnaire du cycle de vie du matériel	LCMM	Life Cycle Materiel Manager
GD-OTS	General Dynamics – Ordonance Tactical Systems		General Dynamics – Produits de défense et systèmes tactiques
GI	Gestion de l'information	IM	Information Management

GLA	Groupe logistique avancé	FLG	Forward Logistic Group
GOM	Government Owned Materiel		Matériel appartenant à la défense
GPE	Gestionnaire du programme de l'équipement	EPM	Equipment Program Management
Gp Svc S FC	Groupe Services de santé des Forces canadiennes	CF H Svcs Gp	Canadian Forces Health Services Group
GQCVM	Gestionnaire – qualité du cycle de vie du matériel	LCQM	Life Cycle Quality Manager
GSF	Gestionnaire site fonctionnel	SMF	Site Manager Function
GSIFC	Groupe de soutien interarmées des Forces canadiennes	CFJSG	Canadian Forces Joint Support Group
GSM	Government Supplied Materiel	MFG	Matériel fourni par le gouvernement
GSMC	Groupe de soutien en matériel du Canada	CMSG	Canadian Materiel Support Group
GSOIFC	Groupe de soutien opérationnel interarmées des Forces canadiennes	CFJOSG	Canadian Forces Joint Operational Support Group
GST	Goods and Services Tax	TPS	Taxe sur les produits et services
G & T	General and Technical	G et T	Général et technique
GTGS	Groupe de travail sur la gestion des stocks	IMWG	Inventory Management Working Group
HAZMAT	Hazardous Materials	HAZMAT	Matières dangereuses
HLS	Habillez le soldat	CTS	Clothe the Soldier
HLVW	Heavy Logistic Vehicle Wheeled	VLLR	Véhicule logistique lourd à roues
HMCS	Her Majesty's Canadian Ships	NCSM	Navires canadiens de Sa Majesté
HPCC	High Priority Control Cell	CCDP	Cellule de contrôle des demandes prioritaires
HPR	High Priority Requisition	DP	Demande prioritaire
HQ	Headquarter	QG	Quartier général
HST	Harmonized Sales Tax	TVH	Taxe de vente harmonisée
IAW	In Accordance With		conformément
IDDN	Index de documentation de la Défense nationale	NDID	National Defence Index of Documentation
IGE	Identificateur de groupe d'équipement	EGI	Equipment Group Identifier
IGM	Instructions de gestion de matériel	MMI	Materiel Management Instructions
IED	Improvised Explosive Device	EEI	Engin explosif improvisé
IM	Identification du matériel	MI	Materiel Identification

IM	Information Management	GI	Gestion de l'information
IM	Item Management		Gestion de l'article
IMP	Individual Meal Pack	RIC	Ration individuelle de campagne
IMP	Issue and Movement Priority		Code de priorité de distribution et de transport
IMWG	Inventory Management Working Group	GTGS	Groupe de travail sur la gestion des stocks
INSP	Instruction spéciale	SPIN	Special Instruction
IPO	Instructions permanentes d'opérations	SOP	Standard of Operating Procedures
ISDN	Instructions de sécurité de la Défense nationale	NDSI	National Defence Security Instructions
ISS	In-service support	SES	Soutien en service
ITAR	International Traffic in Arms Regulations	ITAR	International Traffic in Arms Regulations (terme en anglais seulement)
ITFC	Instructions techniques des Forces canadiennes	CFTO	Canadian Forces Technical Orders
JAG	Judge Advocate General	JAG	Juge-avocat général
L1	Level 1	N1	Niveau 1
LAC	Library and Archives Canada	BAC	Bibliothèque et Archives Canada
LAV	Light Armoured Vehicle	VBL	Véhicule blindé léger
LCC	Logistics Coordination Centre		Centre de coordination logistique
LCMM	Life Cycle Materiel Manager	GCVM	Gestionnaire du cycle de vie du matériel
LCQM	Life Cycle Quality Manager	GQCVM	Gestionnaire – qualité du cycle de vie du matériel
LCS	Lignes de communication stratégiques	SLOC	Strategic Lines of Communication
LE	Liste d'équipement	EPA	Equipment Package
LEC	Liste d'équipement critique	CEL	Critical Equipment List
LFCDA	Land Force Crypto Distributing Authority	ADCFT	Agences de distribution cryptographique de la Force terrestre
LFSDEE	Land Force System Development Engineering and Experimentation	LFSDEE	Anglais seulement
LGFP	Loi sur la gestion des finances publiques	FAA	Financial Administration Act
LLEI	Loi sur les licences d'exportation et d'importation	EIPA	Export and Import Permits Act

LMA	Liste de matériel accessoire	ESL	Equipment Support Lists
LMC	Light Meal Combat	RLC	Repas léger de combat
LMEC	Liste des marchandises et technologies d'exportation contrôlée	ECL	Export Control List
LMM	Lead Materiel Manager		Gestionnaire principal du matériel
Log O	Logistic Officer	O Log	Officier logistique
LPA	Liste des pièces d'application	APL	Application Parts List
LPD	Loi sur la production de la Défense	DPA	Defence Production Act
LPO	Local Procurement Office		Bureaux des achats locaux
LPO	Local Procurement Order		Commande d'achat local
LSSS	Logistics support, supplies and services	SLAS	Soutien logistique, approvisionnements et services
LVE	Liste de vérification de l'équipement	MER	Master Equipment Record
LVE	Liste de vérification de l'équipement	ECL	Equipment Checklist
MA	Materiel Authorization	AM	Autorisation de matériel
MAA	Manuel d'administration des achats	PAM	Procurement Administration Manual
MAF	Manuel d'administration financière	FAM	Financial Administration Manual
MAED	Munitions, explosifs et articles dangereux	AEDA	Ammunitions Explosives and Dangerous Articles
MAEIC	Ministère des affaires étrangères et du commerce international (maintenant connu sous Affaires mondiales Canada (AMC))	DFAIT	Department of Foreign Affairs and International Trade (now referred to as Global Affairs Canada (GAC))
Maint Coy	Maintenance Compagny	Cie maint	Compagnie de maintenance
MAL	Munition d'armes légères	SAA	Small Arms Ammunition
MA&S	Materiel Acquisition and Support	ASM	Acquisition et soutien au matériel
MA&S OC	Materiel Acquisition and Support Oversight Committee	CS ASM	Comité de surveillance de l'acquisition et du soutien au matériel
MAST	Mobile Account Ships Table	TDN	Tableaux de dotation des navires
MCSP	Maintenance of Clinical Skills program	PMCC	Programme de maintien des compétences cliniques
MCT	Mission Closure Team	ECM	Équipe de clôture de la mission

MDC	Materiel Distribution Centre	CDM	Centre de distribution du matériel
MDN	Ministre de la Défense nationale	MND	Minister National Defence
MDN	Ministère de la Défense nationale	DND	Department of National Defence
MDT	Mission Drawdown Team	ERM	Équipe de réduction de la mission
MECC	Military Expandable Container Configuration	MECC	Configuration de conteneurs mobiles extensibles
MER	Master Equipment Record (DRMIS term)	LVE	Liste de vérification de l'équipement
MFC	Matricule des Forces canadiennes	CFR	Canadian Forces Registration
MFE	Matériel fourni par l'entrepreneur	CFM	Contractor Furnished Materiel
MFG	Matériel fourni par le gouvernement	GSM	Government Supplied Materiel
MGA	Manuel de gestion de l'approvisionnement	SAM	Supply Administration Manual
MHE	Materiel handling equipment	EMM	Équipement de manutention du matériel
MI	Materiel Identification	IM	Identification du matériel
MILSTIP	Military Standard Requisitioning and Issue Procedures	MILSTRIP	Terme Anglais seulement
MIMPS	Materiel Issue and Movement Priority System		Système de priorité de distribution et de transport du matériel
MIMS	Mincom Information Management System	SIGM	Système d'information de gestion Mincom
MIU	Materiel-in-use		Matériel en service
MLBU	Mobile Laundry and Bath Unit	UMBB	Unité mobile de buanderie et de bain
MLR	Miscellaneous Loss Report	RPD	Rapport des pertes diverses
MLSA	Mutual Logistics Support Arrangements	ASLM	Arrangements de soutien logistique mutuel (également Ententes de soutien logistique mutuel)
MMI	Materiel Management Instructions	IGM	Instructions de gestion de matériel
MMR	Materiel Master Report		Données du matériel
MND	Minister National Defence	MDN	Ministre de la Défense nationale
MOU	Memorandum of Understanding	PE	Protocole d'entente

MP	Military Police	PM	Police militaire
MPC	Materiel Priority Code	CPM	Code de priorité de matériel
MR	Militaire rang	NCM	Non-Commissioned member
MRC	Maximum Repair Cost		Coût de réparation maximum
MRP	Materiel Requirement Planning	PBM	Planification des besoins en matériel
MSA	Manuel des Services d'alimentation	FSM	Food Services Manual
MSA	Materiel Service Account	PMB	Prêt de matériel de bivouac
MSDS	Material Safety Data Sheet	FS	Fiche signalétique
MSU	Mobile Support Unit	UMS	Unité mobile de soutien
MUA	Mobile Unit Account		Compte d'unité mobile
MUSA	Mobile Unit sub account		Sous-compte d'unité mobile
N1	Niveau 1	L1	Level 1
NATO	North American Treaty Organization	OTAN	Organisation du Traité de l'Atlantique Nord
NCB	National Codification Bureau	BNC	Bureau national de codification
NCM	Non-Commissioned member	MR	Militaire rang
NCRP	National Combat Ration Programme	PNRC	Programme national des rations de combat
NCS	NATO codification system	SOC	Système OTAN de codification
NCSM	Navires canadiens de Sa Majesté	HMCS	Her Majesty's Canadian Ships
NDHQ	National Defence Headquarters	QGDN	Quartier général de la Défense nationale
NDID	National Defence Index of Documentation	IDDN	Index de documentation de la Défense nationale
NDQAR	National Defence Quality Assurance Region	RAQDN	Région de l'assurance de la qualité de la Défense nationale
NDSI	National Defence Security Instructions	ISDN	Instructions de sécurité de la Défense nationale
NDSP	National Defence Security Policy	PSDN	Politique de sécurité du ministère de la Défense nationale
NES	Non-Effective Strength	ENA	Effectifs en non-activité
NFCE	Normes de formation en cours d'emploi	OJTS	On Job Training Standards
NICP	National Inventory Control Point	CNCS	Centre national du contrôle des stocks
NISO	National and Individual Standing Offer		Offre à commandes individuelles et nationale

NMHE	Norme du millénaire en matière d'habillement et d'équipement	CEMS	Clothing and Equipment Millennium Standard
NNO	Numéro de nomenclature de l'OTAN	NSN	NATO Stock Number
NOK	Next of Kin	PPP	Plus proche parent
NORAD	Commandement de la défense aérospatiale de l'Amérique du Nord	NORAD	North American Aerospace Defense Command
NORCO	Normes de cours	CTS	Course Training Standards
NPCS	Numéro permanent de contrôle de système	PSCN	Permanent System Control Number
NPF	Non-Public Funds		Fonds non publics
NSC	NATO Supply Classification	NSC	Classification du stock de l'OTAN
NSG	NATO Supply Group	NSG	Groupe du stock de l'OTAN
NSN	NATO Stock Number	NNO	Numéro de nomenclature de l'OTAN
NVD	Dispositif de vision nocturne	NVD	Night Vision Devices
OAFC	Ordonnances administratives des Forces canadiennes	CFAO	Canadian Forces Administrative Orders
O Appro B	Officier d'approvisionnement de la base	BSupO	Base Supply Officer
O Appro/Log	Officier approvisionnement/Logistique	Sup/Log O	Supply/Logistic Officer
OAS	Organisation d'approvisionnement de soutien	SSO	Supporting Supply Organization
OGD	Other government department		Autres ministères gouvernementaux
OHG	Opérations hors guerre	OOTW	Operations Other Than War
OIC	Officer in charge	O Resp	Officier responsable
OJT	On Job Training	FCE	Formation en cours d'emploi
OJTS	On Job Training Standards	NFCE	Normes de formation en cours d'emploi
O Log	Officier logistique	Log O	Logistic Officer
O Log B	Officier de la base	BLogO	Base Logistic Officer
ONU	Organisation des Nations unies	UN	United Nations
OOFC	Ordonnances d'organisation des Forces canadiennes	CFOO	Canadian Forces Organization Orders

OOTW	Operations Other Than War	OHG	Opérations hors guerre
OPI	Office of primary interest	BPR	Bureau de première responsabilité
OPR	Officer of Primary Responsibility	BPR	Bureau de première responsabilité
O Resp	Officier responsable	OIC	Officer in charge
ORFC	Ordonnances et règlements royaux applicable aux Forces canadiennes	QR&O	Queen's Regulations and Orders for the Canadian Forces
OSTB	Officier des services techniques de la base	BTSO	Base Technical Services Officer
OT	Occupation Transfer		Reclassement
OTAN	Organisation du Traité de l'Atlantique Nord	NATO	North American Treaty Organization
OTE	Ordre de transfert d'équipement	EMO	Equipment Movement Orders
OTM	Ordre de transport de matériel	STO	Stock Transport Order
OTQM	Ordre de transfert du quartier-maître	QTO	Quartermaster Transfer Order
PA	Procurement Authority	AA	Autorité des achats
PA	Project Arrangement		Arrangement de projet
PAL	Procurement Authority List		Liste d'autorité des achats
PAM	Procurement Administration Manual	MAA	Manuel d'administration des achats
PAR	Project Accounting and Reservation		Comptabilisation de projet et réservation
Plant	DRMIS terminology	Division	Terminologie SIGRD
PBM	Planification des besoins en matériel	MRP	Matériel Requirement Planning
PC	Période de conservation	TX	Time-Expired
PDIS	Publications Depot Information System	SIDP	Système d'information du Dépôt des publications
PDU	Plan de destruction d'urgence	EDP	Emergency Destruction Plan
PE	Protocole d'entente	MOU	Memorandum of Understanding
PFC	Pre-facilitated contract	CP	Contrat préétabli
PFUMR	Programme de formation universitaire – Militaires du rang	UTPNM	University Training Plan – Non-Commissioned Members
PIMC	Policy Integration Management Committee	CGIP	Comité de gestion et d'intégration des politiques
PIOSR	Programme d'intégration (Officiers sortis du rang)	CFRP	Commissioning from the Ranks Plan
PL	Point de livraison	DP	Delivery Point
PM	Police militaire	MP	Military Police

PM	Project Manager		Gestionnaire de projet
PMB	Prêt de matériel de bivouac	MSA	Materiel Service Account
PMB	Programme Management Board	CGP	Conseil de gestion du programme
PMCC	Programme de maintien des compétences cliniques	MCSP	Maintenance of Clinical Skills program
PMO NCRP	Project Management Office of the National Combat Ration Programme	BP PNRC	Bureau du projet du Programme national des rations de combat
PMU	Préposé aux munitions de l'unité	UAR	Unit Ammo Representatives
PNRC	Programme national des rations de combat	NCRP	National Combat Ration Programme
PNSCO	Programme de nominations spéciales au cadre d'officiers	SRCP	Special Requirements Commissioning Plan
PO	Processus opérationnel	BP	Business Process
PO	Purchase Order		Bon de commande
POC	Point of Contact		Point de contact
POL	Petrol, Oils and Lubricants	PP	Produits pétroliers
PP	Produits pétroliers	POL	Petrol, Oils and Lubricants
PPP	Plus proche parent	NOK	Next of Kin
PPE	Personal Protective Equipment	EPI	Équipement de protection individuelle
PR	Point de ravitaillement	RP	Replenishment Point
PR (DN)	Programme de réapprovisionnement des navires	SHARP	Ships Allowance Replenishment Program
PRE	Planification des ressources de l'entreprise	ERP	Enterprise Resource Planning
PRI	Personal Record Identifier	CIDP	Code d'identification de dossier personnel
PRR	Priority Repair Request		Demande prioritaire de réparation
PSCN	Permanent System Control Number	NPCS	Numéro permanent de contrôle de système
PSDN	Politique de sécurité du ministère de la Défense nationale	NDSP	National Defence Security Policy
PSPC	Public Services and Procurement Canada (used to be PWGSC)	SPAC	Services publics et Approvisionnement Canada (anciennement TPSGC)
PST	Provincial Sales Tax	TVP	Taxe de vente provinciale

PWGSC	Public Works Government Services Canada (now known as Public Services and Procurement Canada)	TPSGC	Travaux publics et services gouvernementaux Canada (maintenant connu sous Services publics et Approvisionnement Canada)
QAR	Quality Assurance Representative	RAQ	Représentant d'assurance de la qualité
QD	Quartermaster Demand	QD	Demande de quartier-maître
QG	Quartier général	HQ	Headquarter
QGC	Quartier général de commandement	CHQ	Command Headquarter
QGDN	Quartier général de la Défense nationale	NDHQ	National Defence Headquarters
QR&O	Queen's Regulations and Orders for the Canadian Forces	ORFC	Ordonnances et règlements royaux applicable aux Forces canadiennes
QSTAG	Accord de standardisation quadripartite	QSTAG	Quadripartite Standardization Agreement
QTO	Quartermaster Transfer Order	OTQM	Ordre de transfert du quartier-maître
RAQ	Représentant d'assurance de la qualité	QAR	Quality Assurance Representative
RAQDN	Région de l'assurance de la qualité de la Défense nationale	NDQAR	National Defence Quality Assurance Region
RCO	Record Control Office	BCD	Bureaux de contrôle des données
RD	Round (ammunition)	RD	Round (terme anglais pour un indicateur technique des munitions)
RDD	Required Delivery Date	DLD	Date de livraison demandée
RENS	Rapport d'état non satisfaisant	UCR	Unsatisfactory Condition Report
RFP	Request for proposal	DP	Demande de propositions
RIC	Ration individuelle de combat	IMP	Individual Meal Pack
RLC	Repas léger de combat	LMC	Light Meal Combat
RMA	Repairable Materiel Account		Compte du matériel réparable
RMC	Règlement sur les marchandises contrôlées	CGR	Controlled Goods Regulations
RMF	Regional Maintenance Facilities		Installations régionales d'entretien
RMR	Repair Materiel Request		Demande de matériel réparable
RNR	Réparation non rentable	BER	Beyond Economical Repair

ROCA	Référence des opérations de la chaîne d'approvisionnement	SCOR	Supply Chain Operations Reference
RP	Replenishment Point	PR	Point de ravitaillement
RPC	Repair Priority Code		Codes de priorité de réparation
RPD	Rapport des pertes diverses	MLR	Miscellaneous Loss Report
RR	Repairable Reserve	RR	Réserve d'articles réparables
RRMA	Regional Repairable Materiel Account		Compte régional du matériel réparable
RSA	Repair Shop Account		Compte d'atelier de réparation
RSAT	Rotating Support Team	ESR	Équipe de soutien à la rotation
RTC	Relocateable Temporary Camp	CTD	Camps temporaires démontables
R et A	Réparation et d'aliénation	R&D	Repair and Disposal
R et D	Recherche et développement	R&D	Research and Development
R&D	Repair and Disposal	R et A	Réparation et d'aliénation
R&D	Research and Development	R et D	Recherche et développement
R&M	Repair and Maintenance	R et M	Réparation et maintenance
R&O	Repair and Overhaul	R et R	Réparation et révision
R et R	Réparation et Révision	R&O	Repair and Overhaul
SA	Small Arms	AL	Armes légères
SAA	Small Arms Ammunition	MAL	Munition d'armes légères
SAFC	Système d'approvisionnement des Forces canadiennes	CFSS	Canadian Forces Supply System
SAIOC	Services d'administration et d'instruction des organisations des cadets	COATS	Cadet Organizations Administration and Training Services
SAM	Supply Administration Manual	MGA	Manuel de gestion de l'approvisionnement
SAR	Recherche et sauvetage	SAR	Search and Rescue
SCGC	Système de catalogage du gouvernement canadien	CGCS	Canadian Government Cataloguing System
SCO	Système de contrôle de l'outillage	TCS	Tool Control System
SCOR	Supply Chain Operations Reference	ROCA	Référence des opérations de la chaîne d'approvisionnement
SCSCEDD	Système de classification par sujet, de conservation et d'élimination des documents de la Défense	DSCDS	Defence Subject Classification and Disposition System
SCT	Secrétariat du Conseil du Trésor	TBS	Treasury Board Secretariat
SCTM	Service central de transport du matériel	CMTT	Central Materiel Traffic Terminal

SC VIEM	Soutien au combat visite d'inspection d'état-major	CSS SIV	Combat Service Support Staff Inspection Visits
SDS	Safety Data Sheet	FDS	Fiche de Données de Sécurité (FDS)
SES	Soutien en service	ISS	In-service support
SEV	Special equipment vehicles	VSE	Véhicules spécialement équipés
SHARP	Ships Allowance Replenishment Program	PR (DN)	Programme de réapprovisionnement des navires
SHC	Stock Holding Code		Code de condition
SIDP	Système d'information du Dépôt des publications	PDIS	Publications Depot Information System
SIGC	Stock Item Group Code	CGAS	Code de groupe des articles en stock
SIGM	Système d'information de gestion Mincom	MIMS	Mincom Information Management System
SIGRD	Système d'information de gestion des ressources de la Défense	DRMIS	Defence Resource Management Information System
SIEM	System D'information et D'entretien des Munitions	AIMS	Ammunition Information and Maintenance System
SJS	Strategic Joint Staff	EMIS	État-major interarmées stratégique
SLAS	Soutien logistique, approvisionnements et services	LSSS	Logistics support, supplies and services
SLE	Shelf Life Expiry		Durée de conservation expiration
SLOC	Storage Location		Magasin
SLOC	Strategic Lines of Communication	LCS	Lignes de communication stratégiques
SM	Supply Manager	G Appro / Gest Appro	Gestionnaire d'approvisionnement
SM	Sous-ministre	DM	Deputy Minister
SMA (Fin)/DPF	Sous-ministre adjoint – Finances/ Dirigeant principal des finances (remplace Sous-ministre adjoint - Finances et services du Ministère)	ADM (Fin)/CFO	Assistant Deputy Minister – Finances / Chief Financial Officer (replacing ADM(Fin CS))
SMA (Fin SM)	Sous-ministre adjoint (Finances et services du Ministère)	ADM (Fin CS)	Assistant Deputy Minister – Financial and Corporate Services
SMA (GI)	Sous-ministre adjoint (Gestion de l'information)	ADM (IM)	Assistant Deputy Minister – Information Management

SMA (IE)	Sous-ministre adjoint (Infrastructure et environnement)	ADM (IE)	Assistant Deputy Minister – Infrastructure and Environment
SMA (Mat)	Sous-ministre adjoint (Matériel)	ADM (Mat)	Assistant Deputy Minister - Materiel
SMC	Supply Manager Code	Code du G Appro / Code du Gest Appro	Code du gestionnaire d'approvisionnement
SME	Subject Matter Expert		Expert en la matière
SMF	Site Manager Function	GSF	Gestionnaire site fonctionnel
SNAC	Serial Number Accounting and Control	CCNS	Comptabilité et contrôle des numéros de série
SNOM	Selection Notice Observation Message	MRAS	Message des remarques relatives à l'avis de sélection
SOC	Système OTAN de codification	NCS	NATO codification system
SOLAS	Safety of Life at Sea		Sauvegarde de la vie humaine en mer
SOP	Standard of Operating Procedures	IPO	Instructions permanentes d'opérations
SOW	Statement of work	EDT	Énoncé de travail
SOU CEMA COIC	Soutien du Chef d'état-major adjoint du Commandement des opérations interarmées du Canada	CJOC ACOS Sp	Canadian Joint Operations Command Assistant Chief of Staff Support
SPAC	Services publics et Approvisionnement Canada (anciennement TPSGC)	PSPC	Public Services and Procurement Canada (used to be PWGSC)
SPIN	Special Instruction	INSP	Instruction spéciale
Sqn	Squadron	esc	Escadron
SRCP	Special Requirements Commissioning Plan	PNSCO	Programme de nominations spéciales au cadre d'officiers
SRR	Stores Removal Request		Demande de mouvement de matériel
SSO	Supporting Supply Organization	OAS	Organisation d'approvisionnement de soutien
ST	Stock Type	ST	Type de stock
STANAG	Accord de standardisation de l'OTAN	STANAG	NATO Standardization Agreements
STANO	Surveillance, acquisition d'objectifs et observation nocturne	STANO	Surveillance, Target Acquisition and Night Observation
STO	Stock Transport Order	Ordre de transport de matériel	OTM

Sup Coy	Supply Company	Cie appro	Compagnie d'approvisionnement
Sup/Log O	Supply/Logistic Officer	O Appro/Log	Officier approvisionnement/Logistique
Sup Tech	Supply Technician		Technicien d'approvisionnement
Svc Alim B/Chef	Services alimentaire de la Base/Chef	B Food Svcs	Base Food Services
Svc Bn	Service Battalion		Bataillon de service
TA	Technical Authority	AT	Autorité technique
TAS	Technician d'approvisionnement en service	DST	Duty Supply Technician
TAT	Theatre Activation Team		Équipe d'activation du théâtre
TB	Treasury Board	CT	Conseil du Trésor
TBS	Treasury Board Secretariat	SCT	Secrétariat du Conseil du Trésor
TCS	Tool Control System	SCO	Système de contrôle de l'outillage
TDMFCC	Tableau de dotation en materiel des Forces canadiennes en campagne	CFFET	Canadian Field Force Equipment Tables
TDN	Tableaux de dotation des navires	MAST	Mobile Account Ships Table
TED	Tableau d'effectifs et de dotation	TO&E	Table of Organization and Equipment
TEMMIS	Test Equipment Maintenance Management Information System		Système d'information de gestion – Maintenance de l'équipement d'essai
TF	Task Force	FO	Force opérationnelle
Tn Coy	Transportation Company	Cie tpt	Compagnie de transport
TO&E	Table of Organization and Equipment	TED	Tableau d'effectifs et de dotation
TPS	Taxe sur les produits et services	GST	Goods and Services Tax
TPSGC	Travaux publics et services gouvernementaux Canada (maintenant connu sous Services publics et Approvisionnement Canada)	PWGSC	Public Works Government Services Canada (now known as Public Services and Procurement Canada)
TSN	Temporary Serial Number		Numéro de série temporaire
TVH	Taxe de vente harmonisée	HST	Harmonized Sales Tax
TVP	Taxe de vente provinciale	PST	Provincial Sales Tax
TX	Time-Expired	PC	Durée de conservation expiré
UAR	Unit Ammo Representatives	PMU	Préposé aux munitions de l'unité

UCR	Unsatisfactory Condition Report	RENS	Rapport d'état non satisfaisant
UCS	Unified Codification System		Système de codification commun et unifié
UDE	Uniformes distincts des trois éléments	DEU	Distinctive Environmental Uniform
UMBB	Unité mobile de buanderie et de bain	MLBU	Mobile Laundry and Bath Unit
UMS	Unité mobile de soutien	MSU	Mobile Support Unit
UN	United Nations	ONU	Organisation des Nations unies
UND	Code d'urgence du besoin	UND	Urgency of Need Designator
UOI	Unit of Issue		Unité de distribution
UOR	Unforecasted Operational Requirement		Besoin opérationnel non planifié
URS	Unit Record Support	USTD	Unité de soutien pour la tenue des dossiers
USC	Unité de soutien du Canada	CSU	Canadian Support Unit
USCFC	Unité de soutien cryptographique des Forces canadiennes	CFCSU	Canadian Forces Crypto Support Unit
USML	United States Munition List	USML (terme anglais seulement)	Liste de munitions des Etats-Unis
USS	Unité de soutien de secteur	ASU	Area Support Unit
USTD	Unité de soutien pour la tenue des dossiers	URS	Unit Record Support
UTPNM	University Training Plan – Non-Commissioned Members	PFUMR	Programme de formation universitaire – Militaires du rang
VBL	Véhicule blindé léger	LAV	Light Armoured Vehicle
VLLR	Véhicule logistique lourd à roues	HLVW	Heavy Logistic Vehicle Wheeled
VME	Ventes militaires étrangères	FMS	Foreign Military Sales
VSE	Véhicules spécialement équipés	SEV	Special equipment vehicles
W	Wing	Ere	Escadre
WM	Warehouse Management	WM (terme anglais seulement)	Gestion des entrepôts

# 10.4 DRMIS TRANSACTIONS, REPORTS AND MOVEMENT CODES (UNDER DEVELOPMENT)