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# SHELF - LIFE ITEM MANAGEMENT MANUAL

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THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
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DoD 4140.27-M

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FOREWORD

This manual is issued under the authority of DoD Directive 4140.27, Identification, Control, and Utilization of Shelf-Life Items, June 4, 1984. Its purpose is to prescribe uniform procedures for the management and control of shelf-life items.

DoD 4140.27-M, Identification, Control, and Utilization of Shelf-Life Items, August 28, 1986, is hereby cancelled.

The provisions of this manual apply to the Office of the Secretary of Defense (OSD), the Military Departments, the Joint Chiefs of Staff, the Unified and Specified Commands, the Defense Agencies, activities administratively supported by OSD (hereafter called "DoD Components"), and by agreement, to the General Services Administration (GSA). This revision should be reviewed in its entirety.

This manual is effective immediately and is mandatory for use by all DoD Components. Heads of DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their respective components.

Users of this publication are encouraged to submit recommended changes and comments to this manual to the Service or Agency focal points listed in Appendix G.

DoD Components may obtain copies of this manual through their own publication channels. Other federal agencies and the public may obtain copies from: Headquarters, Defense Logistics Agency, ATTN: DLA-XPD, Cameron Station, Alexandria, VA 22304-6100.

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John A. Mittino  
Deputy Assistant Secretary  
(Logistics)

TABLE OF CONTENTS

<u>Chapter</u>		<u>Page</u>
1	GENERAL	
	1-1 Authority.....	1-1
	1-2 Purpose.....	1-1
	1-3 Applicability.....	1-1
	1-4 Objective.....	1-1
	1-5 Responsibilities.....	1-1
	1-6 Effective Date.....	1-4
	1-7 Manual Maintenance.....	1-4
	1-8 Numbering System.....	1-5
2	POLICIES	
	2-1 General.....	2-1
	2-2 Materiel Management.....	2-2
	2-3 Procurement.....	2-13
	2-4 Utilization.....	2-14
	2-5 Financial Accounting.....	2-15
	2-6 Information Requirements.....	2-15
3	REVIEW OF SHELF-LIFE ITEMS	
	3-1 General.....	3-1
	3-2 Review Prior to Item Entry.....	3-2
	3-3 Review of New Items After Entry.....	3-3
	3-4 Review of Existing Items.....	3-4
	3-5 Post Review Actions.....	3-6
4	CONTROLS AND ISSUES	
	4-1 Controls Exercised by ICPs.....	4-1
	4-2 Controls Exercised by Storage Activities.....	4-6
	4-3 Excess Shelf-Life Items.....	4-11

APPENDICES

Appendix A	Shelf-Life Codes.....	A-1
Appendix B	Supply Condition Codes As Applied to Shelf-Life Items.....	B-1
Appendix C	DoD Shelf-Life Item Management Report Format...	C-1
Appendix D	Charter for the DoD Shelf-Life Committee.....	D-1
Appendix E	Shelf-Life Extension Form.....	E-1
Appendix F	Storage Standards Contact Points.....	F-1
Appendix G	ICP and Storage Activity Shelf-Life Program Focal Points.....	G-1

ACRONYMS AND ABBREVIATIONS

ALC	Air Logistics Center
ARS	Agricultural Research Service
ASD(P&L)	Assistant Secretary of Defense (Production and Logistics)
CASKO	Component, Assembly, Set, Kit and Outfit
CONUS	Continental United States
COPAD	Contractor Operated Parts Depot
CRT	Controlled Room Temperature
DCASRS	Defense Contract Administration Services Region
DGSC	Defense General Supply Center
DIC	Document Identifier Code
DIDS	Defense Integrated Data System
DLA	Defense Logistics Agency
DLSC	Defense Logistics Services Center
DNA	Defense Nuclear Agency
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoE	Department of Energy
DPSC	Defense Personnel Support Center
DRMO	Defense Reutilization and Marketing Office
DVD	Direct Vendor Delivery

EDI	Electronic Data Interchange
FAR	Federal Acquisition Regulation
FCDNA	Field Command, Defense Nuclear Agency
FDA	Food and Drug Administration
FIFO	First-In-First-Out
FMS	Foreign Military Sales
FSC	Federal Supply Class
GIM	Gaining Item Manager
GSA	General Services Administration.
ICP	Inventory Control Point
ILP	International Logistics Program
IMM	Integrated Materiel Manager
IPG	Issue Priority Group
IRPOD	Individual Repair Parts Ordering Data
LIFO	Last-In-First-Out
LIM	Losing Item Manager
LR	Logistics Reassignment
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures

MRO	Materiel Release Order
MRP	Materiel Returns Program
NSN	National Stock Number
POC	Point of Contact
POPS	Paperless Ordering Placement System
QDR	Quality Deficiency Reports
QSL	Quality Status List
RCS	Report Control Symbol
ROD	Report of Discrepancy
SA	Storage Activity
SLED	Shelf-Life Extension Data
TP	Technical Publications
USCG	United States Coast Guard



REFERENCES

(a) DoD Instruction 4140.27, Identification, Control, and Utilization of Shelf-Life Items.

(b) DoD Directive 5105.22, Defense Logistics Agency (DLA).

(c) DoD Instruction 4100.14, Packaging of Materiel.

(d) AR 700-15/NAVSUPINST 4030.28B/AFR 71-6/MCO 4030.33B/DLAR 4145.7, Packaging of Materiel.

(e) DLAR 3200.1/AR 715-13/NAVSUPINST 4120.30/AFR 400-40/MCO 4000.18C, Engineering Support for Items Supplied by Defense Logistics Agency and General Services Administration.

(f) DoD Directive 4155.1, Quality Program.

(g) DoD 4140.27-M, Shelf-Life Item Management Manual, authorized by DoD Instruction 4140.27.

(h) DoD Directive 5010.38, Internal Management Control Program.

(i) FED-STD-793, Depot Storage Standards.

(j) DLAM 4155.5/TB 740-10, Quality Control Depot Storage Standards.

(k) AMC-R-702-23, Product Assurance, Storage Serviceability Standards.

(l) TO 00-20K-1, Technical Order Inspection and Control of Shelf-Life Equipment.

(m) DoD Instruction 4151.7, Uniform Technical Documentation for Use in Provisioning of End Items of Materiel.

.DoD 4140.27-M

(n) DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), authorized by DoD Directive 4000.25, Administration of Defense Logistics Standard Systems.

(o) MIL-STD-129K, Military Standard Marking for Shipment and Storage.

(p) Federal Specification PPP-C-186, Containers, Packaging, and Packing for Drugs, Chemicals, and Pharmaceuticals.

(q) DLAR 4140.55/AR 735-11-2/OPNAVINST 4355.4 (NAVMATINST 4355.73)/AFR 400-54 MCO 4430.3, Reporting of Item and Packaging Discrepancies.

(r) DoD Directive 4140.2, Management of War Reserves.

(s) DoD Directive 4100.37, Retention and Transfer of Material Assets.

(t) DoD 7420.13-R, Stock Fund Operations, authorized by DoD Directive 7420.13.

(u) FED-STD-123E, Marking for Shipment (Civil Agencies).

(v) Federal Acquisition Regulation (FAR), Subpart 16.5, Paragraph 16.503.

(w) DoD 7220.9-M, Department of Defense Accounting Manual, authorized by DoD Instruction 7220.9, DoD Accounting Policy.

(x) DoD Instruction 5000.12, Data Elements and Data Codes Standardization Procedures.

(y) DoD 5000.12-M, DoD Manual for Standard Data Elements, authorized by DoD Instruction 5000.12.

(z) MIL-STD-1388-1A, Logistics Support Analysis.

(aa) Department of Energy and Defense Nuclear Agency Technical Publication (TP) 100-1, Supply Management of Nuclear Weapons Materiel.

(bb) Department of Energy and Defense Nuclear Agency Technical Publication (TP) 35-51A, General Instructions Applicable to Nuclear Weapons (Supplement).

(cc) DoD 4160.21-M, Defense Utilization and Disposal Manual, authorized by DoD Directive 4160.21.

(dd) DoD 5025.1-M, Department of Defense, Directives System Procedures, authorized by DoD Directive 5025.1.

## DEFINITIONS

a. Date Assembled. The date items or parts are assembled into either CASKOs or the date various CASKOs are assembled into a unit.

b. Date Cured. The date the item or materiel was altered industrially, as to vulcanize (rubber) or to treat (synthetic elastomers) with heat or chemicals to make infusible. The cure date is indicated by the calendar quarter and year; e.g., 4Q86 = 4th quarter, 1986. The day on which an item is cured shall be the last day of the quarter.

c. Date Manufactured. The date the item, materiel, or commodity was fabricated, processed, produced, or formed for use. For drugs, chemicals, and biologicals, the date of manufacture for products submitted to the FDA for certification prior to release is the date of the official certification notice. For products manufactured under license of the ARS, the date of manufacture conforms to the definition established by the ARS. The date of manufacture shall not be shown for medical items having expiration dates.

d. Date Packed. For all items required to be marked with the date of pack, the date of pack shall be that date on which the product was packaged in the unit container, regardless of dates of packing, shipping, or additional processing.

e. Expiration Date. The date by which nonextendible items (Type I) should be discarded as no longer suitable for issue or use.

f. Expiration Dating Period (Potency Period). For drugs, chemicals, and biologicals, the expiration dating period (potency period) represents the period beyond which the product cannot be expected to yield its specific results or retain its required potency.

g. Individual Repair Parts Ordering Data (IRPOD). Items in this category have application to the Nuclear Reactors Logistics Support Program of the Navy Ships Parts Control Center ICP. These items have special application which may require a shelf-life in excess of 60 months.

h. Inspection or Test Date. The date by which extendible items (Type .J) should be subjected to inspection, test, or restoration.

i. Integrated Materiel Manager (IMM). The materiel manager responsible for the execution of assigned materiel management functions for selected items or selected Federal Supply Classes.

j. Inventory Control Point (ICP). An organization unit or activity within a DoD supply system which is assigned the primary responsibility for the materiel management of a group of items either for a particular Military Service or for the Department of Defense as a whole.

k. Logistic Reassignment (LR). The transfer of materiel management responsibilities from one materiel manager to another materiel manager.

l. Materiel Management. The phase of military logistics which includes managing, cataloging, requirements determination, procurement, distribution, overhaul, and disposal of materiel.

m. Next Inspection or Test Date. The date (month, quarter, and year) that an item in storage shall undergo the next inspection or test by an authorized representative of surveillance.

n. Service-Life. A general term used to quantify the average or mean life of an item while in use. In terms of years, it is the number of years of economical service reasonably expected of equipment as established in appropriate DoD, Services, and/or Agencies, Manuals, bulletins, Regulations, instruction manuals, and/or the technical judgement of the item and/or equipment manager.

o. Shelf-Life. The total period of time beginning with the date of manufacture, cure, assembly, or pack that an item may remain in the combined wholesale (including manufacturer) and retail storage system and still remain suitable for issue and/or use by the end user. Shelf-life is not to be confused with service-life, which is a measurement of anticipated average or mean life of an item.

p. Shelf-Life Code. A code assigned to a shelf-life item to identify the period of time beginning with the date of manufacture, cure, assembly, or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action. (See appendix A for a listing of codes and shelf-life periods.)

q. Shelf-Life Item. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to ensure that it will perform satisfactorily in service.

r. Storage Standard. Mandatory instructions for the inspection, testing, and/or restoration of items in storage, encompassing storage criteria, preservation, packaging, packing and marking requirements, and time-phasing for inspection during the storage cycle to determine the materiel serviceability and the degree of degradation that has occurred. Storage standards are required to be prepared by the managing wholesale ICP or other responsible organization for Type II shelf-life items only. They are used at the wholesale and retail level to determine if Type II shelf-life items have retained sufficient quantities of their original characteristics and are of a quality level which warrants extension of their assigned time period and the length of such extensions.

s. Supply Condition Codes for Shelf-Life Items (MILSTRAP Supply Condition Codes "A", "B", and "C"). These specific codes are expanded to provide standard criteria for signifying at the wholesale and retail level the remaining shelf-life of an item from date of manufacture, cure, assembly, pack, inspection, test, or restoration action. (See appendix B for a listing of codes and definitions).

t. Type I Shelf-Life Item. An individual item of supply which is determined through an evaluation of technical test data and/or actual experience to be an item with a definite nonextendible period of shelf-life. Type I items managed by DPSC-medical may be extended if they have been accepted as candidates for the DoD or FDA Shelf-Life Extension Program or if they are included in the DoD Shelf-Life Expansion Program.

u. Type II Shelf-Life Item. An individual item of supply having an assigned shelf-life time period that may be extended after completion of inspection, test, or restorative action.

## CHAPTER 1

### GENERAL

1-1. AUTHORITY. DoD Instruction 4140.27 reference (a).

1-2. PURPOSE. To provide policy, establish uniform guidance and procedures, and assign responsibilities for the management of shelf-life items.

1-3. APPLICABILITY. This Manual applies to the Military Services, the DLA and the DNA, (hereafter referred to collectively as DoD Components), the GSA, and the USCG. This Manual has been coordinated with and concurred in by the Military Services, DLA, DNA, and GSA. The term "Military Services," as used herein, refers to the Army, Navy, Air Force and Marine Corps. The GSA has agreed to comply with this Manual except where noted. The USCG has agreed to adopt this Manual as a standard inventory management tool; however, full implementation is not expected until some future date. Ammunition (Class V), perishable subsistence, brand name resale subsistence, and bulk petroleum commodities are excluded from this Manual and shall continue to be managed in accordance with existing regulations.

1-4. OBJECTIVE. To ensure compatibility of procedures in the designation, management, and issue of shelf-life items in wholesale and retail inventory.

#### 1-5. RESPONSIBILITIES

a. The Assistant Secretary of Defense (Production and Logistics) (ASD (P&L)) shall:

(1) Establish policy and provide guidance for the Shelf-Life Item Management Program and ensure implementation of these policies in a uniform manner throughout the Department of Defense.

(2) Monitor the overall effectiveness of the Shelf-Life Item Management Program and make policy or program changes.



(3) Determine whether reporting and surveillance techniques that measure the degree to which the program objectives are achieved are adequate.

b. The Director of Defense Logistics Agency (DLA) shall:

(1) Administer the DoD Shelf-Life Item Management Program in accordance with the responsibilities assigned in DoD Directive 5105.22 (reference (b)).

(2) Appoint a DoD Shelf-Life Program Administrator whose duties shall include the Chairmanship of the DoD Shelf-Life Committee under the charter in appendix D.

(3) Develop and maintain this Manual in a current status to reflect the provisions of DoD Instruction 4140.27 (reference (a)) and other policy and procedural guidance prescribed by the ASD(P&L). These actions shall be taken in coordination with the DoD Components and the Administrator, GSA.

(4) Ensure preparation, publication, maintenance, and implementation of storage standards on that materiel for which the DLA has source of supply responsibility.

(5) Provide uniform packaging for assigned shelf-life items in accordance with DoD Instruction 4100.14 (reference (c)), and with Joint Regulation AR 700-15/NAVSUPINST 4030.28/AFR 71-6/MCO 4030.33B/DLAR 4145.7 (reference (d)).

(6) Maintain liaison with other DoD Components and the GSA to assist in resolving problems related to shelf-life management.

(7) Prepare and/or evaluate reports on shelf-life management including the DoD Shelf-Life Item Management Report.

(8) Ensure compliance within the DLA with the provisions of DoD Instruction 4140.27 (reference (a)) and this Manual.

(9) Monitor and evaluate the effectiveness of the DoD Shelf-Life Item Management Program.

c. The Secretaries of the Military Services shall:

(1) Assist the Director, DLA, in the maintenance of this Manual in a current status.

(2) Ensure compliance within the Military Services with the provisions of reference (a) and this Manual.

(3) Designate shelf-life items by type, prescribe associated shelf-life periods, and develop technical documentation establishing storage standards.

(4) Ensure preparation, publication, maintenance, and implementation of storage standards on that materiel for which their Services have source of supply responsibility.

(5) Provide uniform packaging for assigned shelf-life items in accordance with DoD Instruction 4100.14 (reference (c)), and with Joint Regulation AR 700-15/NAVSUPINST 4030.28B/AFR 71-6/MCO 4030.33B/DLAR 4145.7 (reference (d)).

(6) Provide technical engineering support for DLA and GSA in accordance with Joint Regulation DLAR 3200.1/AR 715-13/NAVSUPINST 4120.30/AFR 400-40/MCO 4000.18C (reference (e)).

(7) Prepare and/or evaluate reports on shelf-life management, including the "DoD Shelf-Life Item Management Report."

(8) Monitor and evaluate the effectiveness of their own "Military Service Shelf-Life Item Management Report."

d. The Administrator, General Services Administration (GSA) by agreement, shall:

(1) Assist the Director, DLA, in maintaining this Manual in a current status.

(2) Ensure compliance within GSA with the provisions of DoD Instruction 4140.27 (reference (a)) and this Manual except where noted.

(3) Designate shelf-life items by type, prescribe associated shelf-life periods, and develop technical documentation establishing storage standards.

(4) Ensure preparation, publication, maintenance, and implementation of storage standards on that materiel for which GSA has source of supply responsibility.

(5) Prepare and/or evaluate reports on shelf-life management, including the "DoD Shelf-Life Item Management Report."

(6) Monitor and evaluate the effectiveness of GSA Shelf-Life Item Management Program.

1-6. EFFECTIVE DATE. This Manual is effective immediately.

1-7. MANUAL MAINTENANCE

a. Maintenance of the Manual. This Manual was developed by DLA in cooperation with other DoD Components and GSA and is required to be distributed to personnel in all activities that are concerned with the Shelf-Life Item Management Program. It is maintained by HQ DLA, ATTN: DLA-OSC, Cameron Station, Alexandria, Virginia 22304-6100.

b. Submitting Proposed Changes. All recommendations for additions, deletions, and corrections shall be submitted to the appropriate Military Service or Agency shelf-life focal points in appendix G. After review and approval by the Military Service or Agency focal point, the recommended change shall be forwarded to the DoD Shelf-Life Program Administrator for staffing within the DoD Shelf-Life Committee.

c. Coordination Control. DLA shall coordinate changes or revisions to this Manual with the DoD Components and GSA prior to publication.

d. Publication of Revisions

(1) Formal Changes. Formal changes shall be numbered consecutively and issued as full page insertions to this Manual. These changes shall indicate the change number on each revised page. When it is necessary to supplement page changes with explanatory information, such explanation shall be contained in the cover letter. Paragraphs that are modified or added shall be identified by bold black vertical lines entered in the left-hand or right-hand margins adjacent to the changed data, including the Table of Contents.

(2) Interim Changes. When it is necessary to disseminate modifications to this Manual more expeditiously, interim changes shall be distributed. Interim changes shall be numbered to indicate the formal change in which they will appear and numbered consecutively within that change. Interim changes are canceled by publication of the formal change.

1-8. NUMBERING SYSTEM

a. The paragraph numbering system of this Manual is designed to indicate the chapter and paragraph for identification and reference purposes. Subdivisions of paragraphs are indicated by lower case letter, number in parenthesis, and lower case letter in parenthesis, in that order, as follows:

(1) Chapter: 1

(2) Paragraph: 3

(3) Subparagraph: a (1)(a)

b. Pages are numbered in a separate series for each chapter. Pages are numbered in sequence with Arabic numerals beginning with 1. Each page number is preceded by the number of the chapter; for example: the second page of chapter 3 is numbered 3-2.

c. Appendices are identified in alphabetical sequence, beginning with the letter A for the first appendix. The letter O shall be excluded from use as an appendix identifier. Pages within appendices

shall be sequentially numbered using Arabic numerals, beginning with the Arabic numeral 1 for each appendix; e.g., the first page of appendix B would be numbered B-1, with page 2 identified as B-2.

d. Reference to this Manual in correspondence, messages, etc., shall be shown by stating DoD 4140.27-M, followed by the paragraph, subparagraph or appendix, e.g., DoD 4140.27-M, paragraph 3-2.a.

## CHAPTER 2

### POLICIES

#### 2-1. GENERAL

a. Because shelf-life items require special management controls with attendant additional costs, the designation of items as shelf-life items shall be held to a minimum. Items shall not be designated shelf-life merely to facilitate the storage control prescribed by DoD Directive 4155.1, (reference (f)). Only those items with known deterioration characteristics shall be included in the shelf-life program.

b. Management of shelf-life items shall be accomplished to maintain the requisite level of stock availability and to minimize the risk of shelf-life expiration prior to issue. Utmost reliance shall be placed on the contractor's distribution system for shelf-life items, consistent with operational readiness requirements.

c. Generally, items that have an expected shelf-life greater than 60 months are not included in the shelf-life program. However, medical items, personnel parachutes, and IRPOD items which may have a shelf-life greater than 60 months are included in the shelf-life program as "Shelf-life Code X Items."

d. Certain rubber products have an expected shelf-storage life greater than 60 months but are not included in the shelf-life program. These items have a shelf-life code of 0 (nondeteriorative) and are marked with the date cured and a use by date. Although they are not included in the shelf-life program, these rubber items should not be issued, stored, returned for credit, or used if the use by date has passed. Cured date and use by date markings are applicable only to elastomeric items of supply and are assigned to assist users in determining the age of the material. The use by date is typically expressed in terms of the month and year with the day of the month being the last day. Use by dates shall not be applicable to CASKOs.

e. Shelf-life contact points have been established at the Military Services and Agency headquarters, ICPs, and SAs to provide effective administration of the overall shelf-life program, to provide cross Military Service and Agency lines of communication and to

provide a POC for shelf-life code changes. These focal points are responsible for all shelf-life functions at their respective Military Services and Agency headquarters, ICPs, and SAs and they should be able to answer, or obtain answers, in a timely manner, to any shelf-life questions and higher level inquiries or audits. The listing of contact points is maintained by the DoD Shelf-Life Program Administrator, updated at the beginning of each calendar year, and are listed in appendix G. The yearly update shall be provided as an interim change to this Manual and is required to be submitted to the Program Administrator by 30 November of each year. Changes to this list which occur during the year should be provided to the Program Administrator in a timely manner.

f. After shelf-life items are issued from the wholesale or retail SA to the customer and requisitioner, shelf-life management then becomes the responsibility of the customer or requisitioner. The customer or requisitioner must maintain procedures to ensure that only serviceable shelf-life items are utilized. DoD 4140.27-M (reference (g)) may be used as a guide to help preserve materiel until it is consumed.

g. Establish shelf-life as an element to be addressed in the annual internal management control assessments required by DoD Directive 5010.38 (reference (h)).

## 2-2. MATERIEL MANAGEMENT

a. Items of supply shall be assigned shelf-life by the Military Service and/or Agency manager or other responsible organization, hereafter referred to as the ICP, based upon a technical evaluation of their instability or deteriorative characteristics, or upon advice or decision of the Military Service technical and/or engineering support activities. When one item in the same interchangeable and/or substitute family group has a change made to its shelf-life designation, a shelf-life code change shall be considered for other items in this same interchangeable and/or substitute family group.

b. Each item of supply shall be assigned only one shelf-life code. The ICP or other responsible organization shall designate the shelf-life items as Type I or Type II, prescribe associated shelf-life

periods (identified by shelf-life codes), and, for Type II items, develop technical documentation establishing storage standards. The maximum allowable shelf-life period for an item is 60 months except for medical items, personnel parachutes, and IRPOD items which may exceed this 60-month shelf-life period. The shelf-life markings on items are expressed by the month or quarter and year; i.e., 11/85, or 3Q85 with the day of the month or quarter being the last day.

c. ICPs and SAs shall ensure that shelf-life code incompatibilities do not exist. To ensure this, only one individual and/or office within the ICP shall authorize and control shelf-life code changes. SAs shall not make revisions to the shelf-life codes except when authorized by this individual and/or office. Contact the shelf-life focal point in appendix G in order to determine the person authorized to make the shelf-life code change.

d. Storage standards and appropriate technical documents shall be prepared by the ICP or other responsible organization and made available to the appropriate DoD and GSA wholesale and retail SAs. The SAs shall use the DoD storage standards as guidelines on how Type II shelf-life materiel may be extended. The GSA storage standards are published in FED-STD-793 (reference (i)). The DLA Storage Standards are published under DLAM 4155.5/TB 740-10 (reference (j)). Each DLA Commodity is assigned a different appendix; i.e., C for Construction, E for Electronics, G for General, I for Industrial, M for Medical, T for Clothing and Textile and S for Subsistence. Army storage standards are published under AMC-R-702-23 (reference (k)). The Air Force maintains storage standards for its shelf-life items in TO 00-20K-1 (reference (l)). The Navy provides inspection criteria with its "Shelf-Life Action Codes." Storage standards developed for Type II shelf-life items shall contain the following data elements and their respective definitions:

(1) NSN - self-explanatory.

(2) Approved Item Name - The first nineteen positions of the item name. The basic name shall be separated from modifiers by a comma. A space shall separate the words in a basic noun phrase. Hyphens shall be represented by the use of a dash.



(3) Shelf-life Code - a code assigned a shelf-life item to identify the period of time beginning with the date of manufacture, cure, assembly, or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action (see appendix A).

(4) Inspection Level - the inspection level determines the relationship between the lot or batch size and the sample size. The inspection level to be used for any particular requirement shall be prescribed by the ICP or other responsible authority.

(5) Storage Quality Level - the maximum percent defective (or the maximum number of defects per hundred units) that, for purposes of sampling inspection, can be considered satisfactory as a process average.

(6) Inspection and/or Reinspection Time Table - the frequency established for inspection and/or reinspection as governed by item criticality and storage environment.

(7) Defect Description - an explanation of the inspections and/or tests required to determine materiel usability.

(8) Type of Storage - instructions to the storage activity specifying the type of storage required that is most favorable for increasing or maintaining shelf-life.

(9) Packaging Requirement - minimum level and method of packaging required for storage.

(10) Special Test Requirements - special testing required to determine an item's usability.

The DoD Component and GSA contact points for storage standards are specified in appendix F.

e. Packaging of shelf-life items shall be provided in accordance with DoD Instruction 4100.14 (reference (c)) and Joint Regulation AR 700-15/ NAVSUPINST 4030.28B/AFR 71-6/MCO 4030.33B/DLAR 4145.7 (reference (d)).

f. Shelf-life codes are designed to reflect the assigned time period at the end of which Type I items are unfit for use (expiration date) and Type II items are inspected or tested or when restorative actions are taken as required by the storage standard. These codes shall be used in conjunction with condition codes (appendix B) as the basis for management control of shelf-life items. All items not designated as shelf-life items in accordance with this Manual shall be considered not sufficiently deteriorative to require specific control and shall be identified by shelf-life code 0 (zero). GSA does not reflect MILSTRAP supply condition codes on accountable records, or issue shelf-life items by condition codes. Therefore, portions of this Manual which pertain to MILSTRAP and utilization of condition codes are not applicable to GSA.

g. Each using DoD Component with an interest in the item shall provide technical and engineering support for DLA and GSA shelf-life items in accordance with Joint Regulation DLAR 3200.1/AR 715-13/NAVSUPINST 4120.30/AFR 400-40/MCO 4000.18C (reference (e)).

h. When materiel management responsibilities for shelf-life items are transferred by item management coding or other means, the following information shall be transferred to the gaining ICP:

- (1) Shelf-life codes (existing and recommended) unless, through negotiation, the losing ICP agrees to a shelf-life code change.

- (2) Storage standards

- (3) The application of any contractor's or manufacturer's warranty provisions, if available.

- (4) Inspection and test instructions.

- (5) The items' technical documentation or available technical data package.

i. When new items are introduced into an IMM's inventory, furnish recommended shelf-life codes as part of the provisioning or supply

support and cataloging request documentation, as provided in DoD Instruction 4151.7 (reference (m)).

j. For items with a shelf-life of less than 30 months, economical procurement cycles shall be established, based on demand data, technical data, and the item's market cycle. Wholesale stocked items normally shall not be procured for stockage when the shelf-life is less than 6 months. Stockage objectives (procurement cycle quantity, protectable mobilization requirements, where applicable, and safety level) for items with a shelf-life of 30 months or less shall not normally exceed one-half of the item's shelf-life or 1 year, whichever is less. The same stockage objective criteria applies to Military Service-owned commingled stocks being held by the IMM for rotation purposes. Appropriate deviations from these limitations may be made when the IMM determines it is in the best interest of the Government to do so.

k. When shelf-life materiel is placed into a non-issuable condition; i.e., condition codes other than A, B, or C, both the ICP and the SA shall ensure that this materiel is expeditiously returned to an issuable condition. Expeditious processing shall be performed to ensure that materiel does not expire while it is in the nonissuable condition. The maximum time frames in which materiel may be suspended by the SAs while in condition codes J, K, or R are specified in DoD 4000.25-2-M (reference (n)), MILSTRAP, and are as follows:

Supply condition codes J - 90 days

Supply condition codes K - 10 days

Supply condition codes R - 180 days

Every effort should be made to decrease these time frames for shelf-life items. If the materiel is in condition code L, the following actions shall be taken after the litigation is resolved:

(1) If the materiel is expired, replacement materiel shall be obtained from the contractor.

(2) If the materiel has less than 3-months shelf-life remaining, replacement materiel shall be obtained from the contractor unless the material can be issued to a customer(s) who agrees to accept the condition code C materiel.

(3) If the materiel has from 3-to-6-months shelf-life remaining, replacement materiel shall be obtained from the contractor unless the materiel can be issued to CONUS customers before it expires.

1. Shelf-life items shall be marked for identification and control. Markings shall be shown below the item identification data on all unit, intermediate, and exterior packs or unpacked items, shall be in accordance with MIL STD-129 and DoD Instruction 4100.14 (references (o) and (c)) and shall include the following:

(1) For Type I shelf-life items: date manufactured, date cured, date assembled, date packed (apply one as appropriate), and expiration date.

(2) For Type II shelf-life items: date manufactured, date cured, date assembled, date packed (apply one as appropriate), and inspection or test date.

(3) For both Type I and Type II markings, the date shall be expressed by a numeric month and last 2 digits of the calendar year; i.e., 11/85, with the day of the month being the last day. For cure dated items, the date cured and expiration or inspection and/or test dates shall be expressed by the calendar quarter and last 2 digits of the calendar year; i.e., 4Q86, with the day of the quarter being the last day.

(4) When two or more unit packs of identical items bear different dates of manufacture, dates of cure, dates of pack, or dates of assembly, the earliest date shall be shown on the shipping container.

(5) The expiration date is only required for Type I drugs and biologicals. For drugs and biologicals, the expiration date should be marked in accordance with Federal Specification PPP C-186

(reference (p)). Manufacturer date shall not be shown for medical items having expiration dates.

(6) The inspection or test date shall be left blank for drugs and biologicals.

m. Wholesale shelf-life items should be stocked in the least number of geographical locations and shall be closest to the source of future demands. Maximum use shall be made of the contractor's distribution system to lessen Government stockage. Ready availability of test and repair facilities shall be considered in the choice of stockage locations.

n. When the user, retail, or SA determines that shelf-life materiel has deteriorated and is no longer issuable, but the expiration date or the first inspection or test date has not yet been reached, the user or SA shall not use the materiel and shall report this situation to the managing ICP by way of a QDR or a ROD as appropriate. The managing ICP shall, in turn, contact the manufacturer of the materiel to either seek replacement or reimbursement for this materiel.

o. Storage activities shall initiate controls to minimize expiration of materiel in storage by issuing first those stocks which have the earliest expiration date for Type I items; the earliest date manufactured, date packed, date cured, or date assembled for Type II items, except where issue of newer stocks is justified. When issues are made from condition codes B and C, the oldest stocks within these condition codes shall be issued except where issue of newer stocks is justified.

p. Storage activities shall provide necessary surveillance to ensure that items are in a ready-for-issue condition in accordance with applicable storage standards or other appropriate technical documentation, to include exercise of manufacturer's or contractor's warranty provisions, if applicable. After materiel is received by the customer or requisitioner, it becomes the customer's or requisitioner's responsibility to provide continuing inspections and proper stock rotation to ensure stocks remain serviceable until consumed.

q. RODs shall be prepared on shelf-life items in accordance with the Joint Regulation DLAR 4140.55/AR 735-11-2/OPNAVINST 4355.4/AFR 400-54/MCO 4430.3 (reference (q)).

r. For CASKOs that contain shelf-life items with the same or different expiration dates or inspection or test dates, the following policies apply:

(1) The CASKO shall be assigned and marked with a shelf-life code reflecting the shortest shelf-life period of all the shelf-life items contained in the CASKO and the earliest expiration date or inspection or test date.

(2) A packing list or other control shall be maintained which will list the shelf-life items, shelf-life periods or codes, and the expiration or inspection or test dates.

(3) If an item or items within that CASKO reaches its expiration date or inspection or test date, the CASKO shall not be issued until all expired items are replaced with issuable condition code materiel. Nonissuable CASKOs shall be placed in condition codes E or G.

(4) CASKOs shall not be disposed when the CASKO or an item within that CASKO reaches its expiration or inspection or test date unless the IMM specifically directs disposal action.

(5) At the option of Military Service or Agency, shelf-life items may be packaged and stored separately from the CASKO. This may facilitate the rotation of shelf-life materiel.

s. DoD Components at all echelons shall ensure that shelf-life items held for Mobilization Reserve Programs under DoD Directive 4140.2 (reference (r)) are identified, rotated, and maintained in a ready-for-issue condition.

t. Shelf-life items at the retail level shall be managed to ensure storage for minimum periods and prompt issue. As a minimum, shelf-life items shall be identified in stock control records; stock levels shall not be inflated by economic order quantity rules; and quantities requisitioned shall be held to the minimum. Stock reviews

to determine excesses shall be at least quarterly so that items may be returned to wholesale storage for reissue or other utilization while the materiel is still serviceable.

u. Each Military Service, based on its experience and use of shelf-life materiel, may establish a retail level shelf-life exemption program to modify the management controls normally required on shelf-life items. Those items stored by the Military Service retail supply activities that are assigned a shelf-life code by another DoD Component ICP may be exempted from retail shelf-life management procedures either on an item-by-item basis or by FSC if all individual items within that FSC have been reviewed and a determination made that all items in that FSC will be exempted. When only certain NSNs within an FSC are exempted, each of these NSNs shall be specified in Military Service Directives. Local records shall remain compatible with the DLSC DIDS Total Item Record. Therefore, Military Service-exempted items shall be identified in the Military Service supply and distribution system or systems by a means other than changing the ICP-assigned shelf-life code. The following policies apply to these items:

(1) Notification of a Military Service's decision to exempt an item from shelf-life control shall be provided to the managing ICP. The managing ICP shall review these exempted items to determine if they shall remain within the DoD Shelf-Life Item Management Program.

(2) Military Service-exempted shelf-life items shall be inspected or tested before reporting of excesses to the IMM. Reporting of excesses is not allowed for expired Type I Military Service-exempted shelf-life items.

(3) If the exempted shelf-life items have passed their expiration date or inspection or test date, materiel should not be used if, in the opinion of the user, the materiel is not suitable for use and will not serve its intended purpose.

(4) Users of these items should be aware that the exempted shelf-life items are managed as shelf-life by the wholesale manager and should be examined for deterioration prior to use.

(5) Exempted items shall be afforded the same specialized storage conditions as the shelf-life items which are not exempted; e.g., controlled temperature or controlled humidity.

(6) Exempted items which are disposed of due to expiration of their shelf-life shall be disposed under condition code H, management code T. This includes Type II shelf-life items which can no longer be extended. This will ensure that the DoD Shelf-Life Item Management Report reflects accurate information.

v. Within the Department of Defense, the basic responsibility for the control of shelf-life items is vested in the ICPs, who depend upon the accuracy of data contained in accountable records. Storage personnel at all supply echelons are responsible for executing the control programs as directed by the ICP. Effective shelf-life control at the warehouse level requires vigilance on the part of all personnel, and careful supervision and understanding of the intent and purpose of the control procedures.

w. DoD Components shall prescribe comprehensive quality assurance procedures for shelf-life items within their procurement and storage operations in accordance with the provisions of DoD Directive 4155.1 (reference (f)).

x. Reports of customer excess on shelf-life items shall be processed as follows:

(1) The returning activities shall ensure that all shelf-life assets that shall not be used prior to expiration of their shelf-life are reported to the appropriate ICP for disposition instructions in accordance with the procedures of the MILSTRIP MRP. Items with the greatest remaining shelf-life shall be returned before those items with less remaining shelf-life.

(2) DoD component ICPs shall adhere to the MILSTRIP MRP when processing reports of customer excess. ICPs must ensure that only stock with the greatest remaining shelf-life is accepted for return. This is required to ensure that shelf-life items are not subjected to restricted issue or disposal upon reentry to the wholesale level.



(3) Reimbursement shall be in accordance with DoD Directive 4100.37 and canceled by DoD 7420.13-R (references (s) and (t)).

(4) Activities requesting return of medical shelf-life items requiring storage under CRT of 59 to 86 degrees F, shall certify at time of reporting that the materiel has been stored under CRT conditions while in their possession. Excess medical shelf-life items that are required to be stored frozen or under refrigeration are not authorized to be returned to DLA depots.

(5) Shelf-life items returned to the GSA through the MRP shall be accepted through the GSA's automated MRP. Most GSA-managed shelf-life items are ineligible for return.

y. If an item is repaired or overhauled, and the item or component controlling shelf-life in that repairable is replaced, then a new shelf-life period must be established for that item that is being repaired or overhauled.

z. If nonshelf-life materiel with shelf-life markings is received and/or stored in either wholesale or retail, the receiving and/or storing activity shall verify the code with the ICP shelf-life focal point in appendix G. If the ICP determines that the item is shelf-life and corresponds to the code of the materiel received, the ICP shall update the DIDS record and any other records to reflect the correct shelf-life code. If the ICP determines that the item is not shelf-life, the ICP shall advise the receiving and/or storing activity of the disposition instructions. In this case, consideration must be given by the ICP as to whether the item was previously a shelf-life item, but was taken out of the shelf-life program because of an improved materiel and/or product. In this case, the old item would still be shelf-life, but the new item would not be shelf-life.

aa. EDI is a computer-to-computer exchange of intercompany or intracompany business data utilizing industry standards. EDI as used in this Manual pertains to the quick and efficient filling of military orders for commercial type items directly from vendor maintained inventories. Examples of the current EDI applications

include the POPS, COPAD, SAMMS Procurement by EDI, and procurement by data link. EDI applications shall comply fully with the DoD policies and the policies contained in this Manual with the exception of the marking requirements contained in paragraph 2-2-aa. Shelf-life items obtained through EDI applications shall be required to contain all of these markings unless it is absolutely impossible. In this case, all Type I items shall be marked as a minimum, with the expiration date; and all Type II items shall be marked as a minimum, with the inspection or test date. These minimum requirements exclude film. Film contains a "use by" date in lieu of an expiration, inspection or test date.

bb. In the management and storage of shelf-life items, ICPs and SAs shall be alert to the fact that improved packaging may prolong or eliminate the shelf-life of items. Current and future packaging technology should be explored by the ICP to obtain a longer shelf-life or to delete an item from the shelf-life program.

### 2-3. PROCUREMENT

a. Procurement documents, specifications, materiel standards, and purchase descriptions for shelf-life items shall be tailored to the product sought and shall include essential requirements to ensure:

(1) Dating and marking in accordance with MIL-STD-129 or for the GSA and other Federal Agencies, FED-STD-123 (references (o) and (u)).

(2) Environmental protection including levels of preservation, packing, transportation, and storage.

(3) A minimum of 85% (allowing for rounding to whole months) shelf-life remaining (or no more than 12 months of shelf-life expended for 60-month or greater elastomeric items) at time of receipt by the Government. The receiving activity (i.e., wholesale SAs or users for DVD) shall have the responsibility to ensure that 85% of shelf-life remains. Deliveries not having at least 85% shelf-life remaining shall be considered nonconforming. Refer to appendix A for the amount of shelf-life remaining required for the different shelf-life codes.

(4) Transportation and storage services that provide environmental conditions necessary to prevent and/or reduce deterioration.

b. For items with a shelf-life of less than 6 months that are commercially available, the contract shall provide for greatest support and maximum utilization of the contractor's distribution system. Indefinite delivery type contracts are preferable, allowing orders to be placed either directly by users or through central procurement with direct delivery to users.

c. ICP procurement offices and contract administration activities (DCSARs), shall ensure compliance with paragraphs 2-3a and 2-3b above, shelf-life procurement requirements.

d. Government Agencies should encourage industry to develop items with ever increasing shelf-life. The length of the shelf-life guaranteed by the manufacturer in conjunction with the unit cost and quantity to be bought are parameters which should be considered during the procurement solicitation cycle.

e. To the extent possible, shelf-life items shall be procured under DVD, EDI, or requirements contracts (for both DVD and delivery for stock). This will provide for fresher stock in the DoD supply pipelines. Procedures for utilizing requirements contracts are contained in Subpart 16.5, paragraph 16.503, of the FAR (reference (v)).

f. Items with a shelf-life period of 12 months or less shall be procured through a centrally awarded contractual document or a multiple award Federal supply schedule which permits using activities to place orders directly on vendors for direct delivery to the user.

#### 2-4. UTILIZATION

a. Shelf-life item assets that are potential excess with 6 months or less useful shelf-life remaining shall be subject to accelerated issue or disposal procedures by the ICP to realize the maximum usage prior to expiration of shelf-life. Potential retail excesses shall be offered through accelerated processing of customer reporting of available excesses.

b. Type II shelf-life items held to satisfy requirements shall be inspected or tested for extension of shelf-life and restoration to a ready-for-issue condition.

## 2-5. FINANCIAL ACCOUNTING

Reduction in inventories due to losses sustained from the expiration of shelf-life items shall be accounted for in the financial records of the accountable officer. Transactions shall be identified and recorded in general ledger accounts in accordance with DoD 7220.9 M (reference (w)).

## 2-6. INFORMATION REQUIREMENTS

a. A semiannual (30 June and 31 December) DoD Shelf-Life Item Management Report shall be prepared in the format depicted in appendix C. Report statistics are extracted from the end of the semiannual period. The report shall be distributed to all responsible DoD officials including, as a minimum, the ICP shelf-life focal points in appendix G and the major operating commands. The report shall be submitted to the DoD Shelf-Life Program Administrator 30 days after the semiannual output dates. Sixty days after the output dates, the Program Administrator shall submit the report to the ASD(P&L). The reporting requirement for the report has been assigned Report Control Symbol (RCS) DD-P&L(SA)1549.

b. There are two parts to the report. Part I shall be prepared by DoD Components, excluding the DNA and the GSA, and shall contain the following information for consumable and nonconsumable materiel in wholesale storage:

(1) By ICP, FSC, Military Service, and Agency, the number of NSNs, and dollar value inventory of shelf-life items managed. Dollar value of inventory throughout Part I represents the total dollar value of shelf-life on hand assets in condition codes A, B, C, D, E, F, G, K, L, and J.

(2) By ICP, FSC, Military Service, and Agency, the total number of NSNs, and dollar value inventory added and deleted from the shelf-life program since the last report. Additions include items that are now in the supply system and are assigned shelf-life codes and new shelf-life items entering the supply system.

Deletions include items that have been totally deleted from the supply system and items that are deleted only from the shelf-life program.

(3) By ICP, FSC, Military Service, and Agency, the net change in the number of NSNs and dollar value inventory.

(4) The ICP total, Military Service, and Agency totals, and grand totals for the categories in subparagraphs (1) through (3) above.

(5) Remarks, if applicable. For example, if a particular Military Service and Agency has a significant increase in the number of NSNs or dollar value inventory, this shall be included in the remarks.

c. Part I of the report shall be used as a basis for determining the following:

(1) The ICPs responsible for the management of shelf-life items.

(2) The number and dollar value of items in the program at a given point in time; i.e., the baseline.

(3) The program's stability or direction (trends).

(4) The characteristics of shelf-life items.

(5) The commodities or FSCs requiring special attention and action.

(6) Any other purpose deemed necessary by the DoD Component.

d. Part II of the report will be prepared by the Defense Reutilization and Marketing Service (DRMS), forwarded to DoD components only, and will contain the following information for both consumable and nonconsumable shelf-life items:

(1) By ICP, FSC, Military Service, and Agency, the number of NSNs and dollar value of wholesale disposals. This category includes disposals for all shelf-life items and disposals for expired shelf life items which are identified by Management Code T.

(2) By turn-in Military Service, Agency and FSC, the number of NSNs and dollar value of retail disposals. This category includes disposals for all shelf-life items and disposals for expired shelf-life items which are identified by Management Code T.

(3) BY FSC, Military Service, and Agency, the number of NSNs and dollar value of shelf-life items utilized by DoD.

(4) By FSC, the number of NSNs and dollar value of shelf-life items transferred to non-DoD Agencies.

(5) The number of NSNs and dollar value of shelf-life items donated, sold, abandoned/destroyed, or downgraded to scrap by the DRMO. All other dispositions of shelf-life materiel will also be listed.

(6) DoD component totals and grand total for each of the above categories.

(7) Remarks, if applicable. For example, if a significant amount of shelf-life materiel were disposed of, and the materiel is held for war reserves and not issue purposes, the DoD Components will include this in the remarks.

e. Part II of the report will be used as a basis for determining the following:

(1) The volume of shelf-life items entering the disposal program in terms of number of items and dollar value of materiel.

(2) The shelf-life FSCs or commodities requiring specific attention or action.

(3) Whether disposal volume for shelf-life items is proportionately less than, equal to, or greater than disposal volumes for other than shelf-life items.

(4) The organizational level, Inventory Control Point (ICP), or retail activity generating the disposal action.

(5) The shelf-life disposal program's stability or direction (trends).

(6) Any other purpose deemed necessary by the DoD components.

f. All data elements and codes prescribed in this manual shall be registered with the ASD(Comptroller) under DoD Instruction 5000.12 and DoD 5000.12-M (references (x) and (y)).

## CHAPTER 3

### REVIEW OF SHELF-LIFE ITEMS

#### 3-1. GENERAL

a. Shelf-life items shall be reviewed prior to their entry into the DoD supply system, upon entry into the system, and after the item has been established in the system. These reviews are important and shall be conducted since the assignment or nonassignment of shelf-life causes the following:

(1) When a shelf-life code is assigned to an item, a series of intensive management processes is set off at the ICP, SA, user level, and disposal activity.

(a) After the shelf-life code is assigned, the ICP shall prepare storage standards, adjust stockage objectives, revise specifications, recognize MIL-STD-129 (reference (c)) markings, and apply restricted issue policies for condition codes B and C materiel.

(b) Since the management of shelf-life items is labor intensive at the SAs, the assignment of a shelf-life code involves incremental costs in receiving, storage, inspection, marking, remarking, issue, packing, shipping, rewarehousing, and training.

(c) When the customer or requisitioner receives shelf-life materiel, the customer or requisitioner must manage it from time of receipt to ensure that expired shelf-life materiel is not used unless required tests and restoration actions are accomplished.

(d) Finally, when shelf-life items are disposed, environmental problems with attendant additional costs are generated when the shelf-life items are hazardous; e.g., pesticides, petroleum, pharmaceuticals. The environmental problems and costs occur when the items must be disposed under service contracts. Disposal under service contracts is progressively increasing the cost of Government operations in that some States, under their environmental laws, interpret the expiration of shelf-life as the point where these items become hazardous waste and/or hazardous materiel.



(2) When a shelf-life code is not assigned to an item which is in fact a shelf-life item, the item may deteriorate in storage or while in the user's possession. This, in turn, may cause adverse safety or health factors; e.g., deteriorated drugs, food, chemicals, and adhesives.

### 3-2. REVIEW PRIOR TO ITEM ENTRY

a. Prior to the assignment of shelf-life codes, those involved in provisioning, system development, weapons system development, and end item development shall:

(1) Analyze the deteriorative qualities of materiel prior to initial provisioning, determine shelf-life of the new materiel, and appropriately assign shelf-life codes as required by DoD 4140.27-M and MIL-STD-1388-1A (references (g) and (z)). Ensure that contractors of new systems development be required to justify selection of shelf-life items by providing information as to why similar nondeteriorative materials are not considered feasible for use.

(2) Review contractor shelf-life designations prior to the time that materiel enters the supply system to ensure that shelf-life is appropriately assigned to those items and to only those items which have known critical deteriorative characteristics.

(3) Determine inspection, test, and restoration actions that shall be required for extendible shelf-life items.

(4) Review shelf-life types and codes and identify and use replacement and/or substitute items which do not require shelf-life management or replacement and/or substitute items which have a longer shelf-life period.

(5) For all valid Type II shelf-life items, document the information in subparagraphs 1 through 4, above, on a local form, letter, or brief in order to complete the storage standard data elements. Accurate documentation shall ensure proper coding is applied to the ICP prepared storage standards.

### 3-3. REVIEW OF NEW ITEMS AFTER ENTRY

a. After the shelf-life codes have been determined and the new shelf-life items enter the supply system, the managing Military Service and Agency shall review the shelf life codes to ensure that the items do in fact contain known deteriorative characteristics. This review shall be directed toward the verification of adjustment of shelf-life types and codes and the identification of replacement and/or substitute items which do not require shelf-life management. Both new provisioning and logistic transfer items shall be reviewed. In addition, each Military Service and Agency shall implement a new item report which shall provide statistics on the number of new shelf-life NSNs and part numbers which have been reviewed, deleted or the shelf-life period lengthened or shortened. The format for this new item report shall be the same as the report format in paragraph 3-4 (c) below.

b. When a shelf-life coding conflict occurs on a new (logistic transfer) shelf-life item, a letter or message shall be forwarded from the GIM to the LIM shelf-life focal point (appendix G). The following information shall be included in the conflict resolution request:

- (1) NSN.
- (2) Nomenclature.
- (3) Unit of Issue.
- (4) Existing shelf-life code.
- (5) Recommended shelf-life code.
- (6) Findings and recommendations to include the reasons why the shelf-life code of the item should be changed.
- (7) Name, organizational symbol, and AUTOVON and commercial phone number of the person forwarding the request.

c. The activity to which the conflict is forwarded shall respond to the activity requesting the conflict resolution within 30 days. If a reply is not received within 30 days, a followup shall be forwarded. If no reply is received to the followup within 15 days, the shelf-life code may be revised by the activity requesting the conflict resolution (GIM).

#### 3-4. REVIEW OF EXISTING ITEM

a. Shelf-life items which have been established in the system shall be reviewed to ensure that the assigned shelf-life code is appropriate. This review shall be directed toward the verification or adjustment of shelf-life types and codes and the identification of replacement and/or substitute items which do not require shelf-life management. Any change to the shelf-life coding for these existing items shall be coordinated with the Military Services and/or Agencies, as appropriate.

b. The managing ICP or other responsible organization shall initially review all of their existing shelf-life items. The initial review does not apply to the DLA subsistence and medical commodities which are continuously reviewed by the Natick Laboratories (Subsistence Commodity) and the DLA Defense Personnel Support Center Medical and Defense Medical Standardization Board (Medical Commodity), as appropriate. Once the initial review of existing items has been completed, items shall only be reviewed again when one or more of the following conditions occurs on this item:

- (1) Specification change.
- (2) Technology change.
- (3) Testing change.
- (4) Revised industry practice.
- (5) Challenge from a customer, requisitioner, or SA.
- (6) Past experience at the ICP, user, or SA.
- (7) Usage or user change.

c. A report on the results of the existing item reviews in paragraphs 3-4a and 3-4b, above, shall be forwarded on a yearly basis to the DoD Shelf-Life Program Administrator in the following format:

Shelf-Life Review

<u>FSC</u>	<u>Number Items Reviewed</u>	<u>Number Items Deleted</u>	<u>Period Lengthened</u>	<u>Period Shortened</u>
5330	500	70	40	20
5340	600	80	30	60
TOTAL	1100	150	70	80

d. The final review of shelf-life items shall be conducted by wholesale and retail SAs, customers or requisitioners, and others and shall be in the form of challenges to shelf-life code assignments. These challenges shall be based on the following:

- (1) Experience.
- (2) Observations.
- (3) Government, contractor, or commercial users' storage history and experience.
- (4) Recognition of erroneously assigned shelf-life codes.
- (5) Type II (extendible) shelf-life items being extended more than twice.

The shelf-life code challenge request shall be forwarded to the shelf-life focal point at the managing ICP (appendix G) by way of a letter or message. The managing ICP shall respond to the challenge request within 30 days. The following information shall be included in the challenge request.

- (1) NSN.
- (2) Nomenclature.
- (3) Unit of Issue.
- (4) Existing shelf-life code.
- (5) Recommended shelf-life code.

(6) Findings and recommendations to include the reasons why the shelf-life code of the item should be changed.

(7) Name, organizational symbol, and AUTOVON and commercial phone number of the person forwarding the challenge request.

### 3-5. POST REVIEW ACTIONS

After a determination is made regarding the shelf-life designation of new and existing items, the review process should be documented on a local form, letter, or brief, and made a part of the permanent record. This record shall contain, as a minimum, the following information:

(1) The reasons why an item was designated as shelf-life, the identification of the shelf-life materiel including the shelf-life code, the document used to assign the shelf-life code, the type of shelf-life assigned, plus any other pertinent information.

(2) The contractor furnished criteria or standards that are used for the testing or inspection of extendible (Type II) shelf-life items.

CHAPTER 4

CONTROLS AND ISSUES

4-1. CONTROLS EXERCISED BY INVENTORY CONTROL POINTS. The ICPs or other responsible organizations shall:

a. Develop and promulgate test, restoration, and storage standards required to ensure protection of materiel which deteriorate in storage during the period of normal stock turnover.

b. Advise SAs of items having shelf-life application or changes thereto through the catalog change reporting system.

c. Inform DoD Components and civil Agencies of changes to shelf-life codes. Prior coordination must be obtained when applicable. GSA does not coordinate changes in shelf-life codes except on a selected basis. When DoD Components desire to recommend changes to GSA assigned codes, the GSA shelf-life focal point in appendix G shall be contacted.

d. Offer condition code C stocks to selected activities. This can be done by personal contact or any method deemed necessary. As the occasion warrants, condition code C stocks may be offered at reduced prices to accelerate issues and minimize disposal actions.

e. Expedite processing of changes in materiel condition codes to the accountable record.

f. Establish appropriate controls during the edit process to ensure that materiel with the proper shelf-life is issued to satisfy customer requirements. If MILSTRIP advice code 2G is not used by the requisitioner, ensure that materiel ordered shipped has the minimum shelf-life consistent with the customer's location and requirements.

g. Apply intensified management techniques to all items with an assigned shelf-life of less than 30 months.

h. Maintain surveillance of shelf-life items and determine requirements to avoid having stocks on hand beyond the expiration of shelf-life.

i. Review shelf-life items at time of changes in condition code from "A" to "B" to "C," to facilitate materiel issue or utilization prior to expiration. When the shelf-life on an item has expired, the SAs shall place Type I items into condition code H (condemned) and Type II items into condition code J (suspended) except for nonconsumable items. Type II nonconsumable items may be placed into condition codes E or F if they require repair or overhaul. For Type II items, the ICPs shall provide guidance on those tests or inspections which need to be performed in order to upgrade materiel. Test or inspection guidance shall be provided by way of storage standards.

j. Process items in excess to system requirements in accordance with prescribed disposal procedures.

k. In developing requirement computations for shelf-life items, take into consideration their assigned storage time periods, the feasibility of rotating assets on hand within their expiration dates, and the probability of extending the expiration dates as the result of test, inspection or restoration actions.

l. Ensure procurements of centrally-managed shelf-life items are initiated on a systems requirement basis. System reorder points shall be recomputed at least semiannually, and shall be confirmed on the basis of the latest recorded demand each time the system reorder point level is reached; i.e., before initiating new procurement action.

m. Shelf-life items shall be identified on appropriate accountable records by the shelf-life codes indicated in appendix A. Also, DoD Components shall apply MILSTRAP supply condition codes prescribed in appendix B and in accordance with the following table:

<u>When Shelf-Life Remaining is:</u>	<u>Assign Supply Condition Code</u>
Less than 3 months	"C" (Customer concurrence required prior to issue)
3 through 6 months	"B" (Restricted Issue)

More than 6 months

"A" (Unrestricted  
Issue)

Exceptions: (1) Items assigned a shelf-life code of 12 months or less may be maintained in condition code A for a specific period other than that period shown above, when directed by the ICP. These items shall be isolated and close surveillance maintained by both the ICP and the SA to ensure that items are issued prior to the expiration date. These items should be screened to ensure that indefinite delivery type contracts, DVD, or EDI are used, as appropriate.

(2) For materiel managed by DPSC-medical:

(a) Condition code C materiel is issued to CONUS customers on IPG 1 requisitions when the materiel has less than 90 days of shelf-life remaining. However, for that condition code C materiel that has less than 30-days shelf-life remaining, customer concurrence is required.

(b) DLA depots shall ship materiel that has at least 9-months shelf-life remaining if the customer is located overseas.

(3) In the Air Force wholesale system, condition code C materiel is issued to CONUS activities (Air Force only) if the priority designator on the requisition is 01 through 08.

(4) The shelf-life condition codes, in paragraph (m) above, do not apply to nuclear ordnance. Due to the nuclear weapons reliability concept, items for war reserve use require special testing or DoE control for quality assurance. These items are available only from DoE through Field Command, DNA, and shall be managed in accordance with the provisions of DoE-DNA TP 100-1 (reference (aa)). Shelf-Life extension information shall be accomplished in accordance with the provisions of DoE-DNA TP 35-51A (reference (bb)).



(5) GSA issues shelf-life items with the following amount of shelf-life remaining at time of shipment:

<u>Shelf-Life Assigned</u>	<u>Shelf-Life Remaining at Time of Shipment</u>
12 months or more	6 months
9 months	4 months
6 months	3 months
3 months	1 month

n. Condition code changes received from SA's shall be promptly processed and the accountable record updated accordingly. In some instances, it may be necessary to transfer stock from condition code A to another condition code. This situation shall be occasioned due to the nature of test or inspections required to ascertain actual condition of shelf-life stocks. Within DoD, the ICP's decision to extend or dispose of shelf-life contract lots of a specific NSN identified by date marking shall be conveyed to management data distribution agencies of the using Military Services. This will allow retail stocks at the stock point or base level to be given similar considerations to obviate condition reporting controls and unnecessary stock examination. DoD Components shall specifically identify these management data to distribution agencies. GSA does not disseminate shelf-life disposal decisions.

o. Based on data reflected on accountable records, issues shall be directed against the oldest stocks. Under normal circumstances, this policy prescribes a strict application of FIFO issue control techniques. The oldest stocks within the condition codes shall be issued. Exceptions to this procedure are authorized when:

(1) Military exigencies require the issue of newer stocks regardless of the age of assets.

(2) MILSTRIP advice code 2G, 23, 24, 29, or 31 is contained in rp 65-66 of the requisition. All requisitions using these advice codes shall be fully justified.

(3) The oldest stocks are so far removed physically from the source of the requirement that the additional cost and time cannot be justified under good management practices.

(4) It is necessary to satisfy requirements for stock (not immediate issue) originated by fleet units or overseas activities; and, it is known that condition code B stocks would have insufficient shelf-life remaining.

(5) An item with remaining shelf-life shorter than the shelf-life of stocks already on hand with the same NSN is received.

(6) Items are being incorporated in CASKOs or separately earmarked for CASKOs.

(7) All shelf-life items issued to satisfy ILP requirements identified by MILSTRIP Service Codes B (Army FMS), D (Air Force FMS), K (Marine Corps FMS), P (Navy FMS), or T (DLA FMS) in paragraph 30 shall be in condition code A unless the requisitioner specifies that condition code B or C materiel is acceptable, and such A condition issues shall be directed against the newest stocks; i.e., LIFO issue. This LIFO issue policy applies to both the ICP and SA. For the Air Force, condition code B materiel may be issued for priority 01-08 Air Force FMS requisitions.

(8) When new stock has an earlier expiration date, due to the extension of the expiration date on older stock, the date manufactured, date cured, date packed, or date assembled shall be the deciding factor for issue.

(9) The customer does not concur with the issue of condition code C materiel.

p. To preclude asset loss through expiration of shelf-life, consideration shall be given to substituting items differing in unit of pack. Such substitutions shall be made even though a nominal over issue may result. When both an obsolete and a replacing item are

authorized for concurrent stock and issue, the obsolete shelf-life item shall be issued first, unless competent authority exempts such procedure because of adverse affect on health, safety, or morale.

q. ICPs or other responsible organizations shall evaluate quality feedback data in order to reduce, increase, or delete storage time control requirements, as appropriate when:

(1) Shelf-life items fail to meet storage standards criteria prior to expiration of assigned shelf-life.

(2) A Type II item is found, on repeated inspections, to exceed its assigned shelf-life.

#### 4-2. CONTROLS EXERCISED BY STORAGE ACTIVITIES

a. Within the Department of Defense, shelf-life items shall be identified on storage locator records by shelf-life codes set forth in appendix A and applicable supply condition codes set forth in appendix B. In addition, items will be identified in storage location records within condition codes, by either the date manufactured, cured, packed, assembled (apply one as appropriate), and date of expiration (Type I), or by the earliest date manufactured, cured, packed, or assembled and inspection or test date (Type II). Whenever a discrepancy between the SA records and the records of the parent ICP, with respect to shelf-life codes or condition codes, becomes apparent at the SA, action shall be initiated at the SA to reconcile all records. This shall be accomplished by preparation and processing of a change of condition code (DIC DAC) or a DD Form 1225, Storage Quality Control Report, if applicable, and related documents, to the appropriate ICP. The requirement for SAs to report shelf-life code or condition code discrepancies to a nonparent ICP is not applicable since ICPs do not maintain visibility on that stock they ship to other Military Service and/or Agency retail storage points. This does not apply to storage activities acting as a wholesale storage point for a nonparent ICP, for example, DLA-owned stocks at a Navy or Army SA.

b. SAs shall provide for condition code downgrading of shelf-life items as follows:

(1) For Type I (nonextendible) shelf-life items, materiel shall be downgraded from condition codes A to B to C to H in accordance with the appendix B condition code time frames.

(2) For Type II (extendible) shelf-life items, materiel shall be inspected or tested 6 to 7 months prior to the inspection or test date; i.e., while it is still in condition code A, the month before it migrates to condition code B. Based on the results of the inspection or test, the following actions will be taken:

(a) If the materiel can be inspected or tested while it is still in condition code A and passes the inspection or test, a new inspection or test date and appropriate condition code shall be applied based on the inspection or test results.

(b) If the materiel cannot be inspected or tested while it is still in condition code A, e.g., materiel awaiting disposition instructions from the IMM or awaiting laboratory test results, this materiel shall be allowed to migrate to condition codes B, C, or J, until the disposition instructions or laboratory results are received. When the disposition instructions or laboratory results are received, the materiel shall be taken into the appropriate condition code as follows:

(c) If the materiel cannot be extended, but is still suitable for use until the expiration date, it shall be allowed to migrate into condition codes B, C, and H.

(d) If the materiel is no longer suitable for use upon inspection or test, it shall be placed in condition code H.

(e) Type II nonconsumable items may be placed into condition codes E or F if they require repair or overhaul.

(f) The downgrade policy for Type II items does not apply to those items with a shelf-life period of 12 months or less, to DLA's DPSC-subsistence items, and to DGSC-managed items in FSCs 9110,

9150, and 9160. For these exceptions, local inspection or test and downgrade procedures apply.

(g) For the above downgrade criteria (including the DLA exceptions) storage standards shall continue to be applied, DICs DACs shall continue to be submitted, materiel shall continue to be segregated and placarded; e.g., condition code placarding, and other normal practices associated with condition code downgrading shall continue to occur.

(h) The Type II downgrade policy in paragraph (b) above, also applies to shelf-life items which are being inspected or tested for a second, third, etc., time.

c. Storage personnel in the normal routine of surveillance should be alert for expired shelf-life dates and shall notify the ICP of expired stocks for which examination instructions have not been received. ICPs or other responsible organizations shall be responsible for providing necessary test, inspection, or restoration data, storage standards, or other technical data required to maintain proper storage controls over shelf-life items. See appendix G for the POCs where this information shall be forwarded.

d. Within the Department of Defense, storage activities shall establish controls to ensure that:

(1) Stock selected for issue is the supply condition code specified by the MRO.

(2) Materiel issued is the oldest (has the earliest date of expiration) within the condition code specified. In order to issue the oldest materiel, Type I items shall be issued by the earliest date of expiration; Type II items shall be issued by the earliest date manufactured, earliest date cured, earliest date packed, or earliest date assembled (apply one, as appropriate).

(3) Block R of DD Form 1348-1, DoD Single Line Item Release/ Receipt Document, contains the words "shelf-life" and the shelf-life code.

(4) Materiel issued is properly marked with appropriate shelf-life data. Markings shall be shown below the item identification data on all unit, intermediate, and exterior containers, shall be in accordance with MIL-STD-129, and DoD 4100.14, (references (o) and (c)) shall be retained during shipment, and shall include the following:

(a) For Type I shelf-life items: date manufactured, date cured, date assembled, date packed (apply one as appropriate), and expiration date.

(b) For Type II shelf-life items: date manufactured, date cured, date assembled, date packed (apply one as appropriate), and inspection or test date.

(c) For both Type I and Type II markings, the dates in paragraph d(4) above, shall be expressed by a numeric month and last 2 digits of the calendar year; i.e., 11/85, with the day of the month being the last day. For cure dated item, the cure date and expiration date or the cure date and inspection or test date shall be expressed by the calendar quarter and last two digits of the calendar year, i.e., 4Q86, with the day of the quarter being the last day. In some instances, an item is marked with a date of the first of the month; i.e., 1 June 1989. When this occurs, the applicable date e.g., date manufactured or expiration date, shall be recorded as the month prior, i.e., May 89.

(d) When two or more unit packs of identical items bear different dates manufactured, dates cured, dates packed, or dates assembled, the earliest date shall be shown on the shipping container.

(e) When two or more shelf-life items are packed as an assembly, the item with the earliest expiration date shall be shown and applied.

(f) The expiration date is only required for Type I shelf-life drugs and biologicals. For drugs and biologicals, the expiration date shall be marked in accordance with Federal Specification PPP-C-186. Date manufactured shall not be shown for medical items having an expiration date.

(5) When Type II shelf-life materiel is inspected or tested and then extended to a new inspection or test date, a yellow colored DoD-Extended Shelf-Life notice (appendix E, DD Forms 2477 series) shall be attached in a conspicuous place on the affected materiel whenever SA resources permit. However it must be placed on both bin and bulk materiel, packages, and/or containers prior to shipment. Once the Type II materiel is received, it becomes the receiver's (i.e., retail, end user) responsibility to promulgate the extension information to intermediate or unit packages, or containers if they are not so marked. Both the Air Force and DLA output media which provides extension information for Type II shelf-life items. The Air Force outputs a microfiche product entitled the "shelf-life extension data (SLED)" report which provides shelf-life extension information for Type II items that have been tested by Air Force maintenance laboratories. In order to be placed on the distribution list of the SLED, contact HQ AFLC/MMILC, AV 787-7982, or commercial (513) 257-7982. In addition, the DLA DGSC produces a Quality Status List (QSL), which provides shelf-life extension information for its Type II laboratory tested products. In order to be placed on the distribution list for the QSL, contact DGSC on AV 695-3009 or commercial (804) 275-3009. There will be three different sized notices, hereinafter referred to as the largest (DD Form 2477-1, appendix E-1), intermediate (DD Form 2477-2, appendix E-2), and smallest (DD Form 2477-3, appendix E-3). It should be noted that the DD Forms 2477 series shall not be used for medical materiel extended under the DoD or FDA shelf-life extension program or the DoD shelf-life expansion program. The appendix E notice shall be utilized as follows:

(a) The NSN, next inspection or test date, Department of Defense Activity Address Code (DoDAAC) of the responsible inspecting organization, and the initials of the inspecting official at the DoDAAC shall be entered.

(b) For materiel in bulk storage the largest extended shelf-life notice shall be placed in front of the storage location.

(c) On shipments of unit load quantities which contain the same product; e.g., pallets or shrink, spin or stretch wrap pallets, the extended shelf-life notice shall be securely attached to two sides of each unit load. When shrink, spin, or stretch wrap is used, the notice shall be inserted under the shrink, spin or stretch wrap. For these shipments, the largest notice is suggested.

(d) On shipments of unit load quantities which contain more than one product and, on less than unit load quantities, the

largest or intermediate DoD extended shelf-life notice shall be attached to each individual shipping container.

(e) For type II materiel in bin storage, the smallest or intermediate appendix E notice shall be displayed at the location except for critical application items, as defined in Joint Regulation DLAR 3200.1/AR 715-13/NAVSUPINST 4120.30/AFR 400-40/MCO 4000.18C (reference (e)). When extended shelf-life items are shipped from the bin, an extension notice shall be placed on this materiel.

(f) For that materiel on which the appendix E notices cannot be used; e.g., drums, cylinders, canisters, the revised inspection or test information shall be stenciled on this materiel or other appropriate means shall be used.

#### 4-3. EXCESS SHELF-LIFE ITEMS

a. Appropriate DoD single managers are responsible for determining that there are no DoD requirements for single managed shelf-life items prior to turn-in as excess to a DRMO.

b. Turn-in of excess shelf-life items and disposal of shelf-life items shall be in accordance with the provisions of DoD 4160.21-M (reference (cc)),

c. When excess, serviceable, or unserviceable materiel is classified in supply condition codes J, K, L, M, N, P, Q, or R, activities must initiate action to reclassify the materiel to an acceptable supply condition code (A through H or S) before preparing the turn-in documentation, DD Form 1348-1. Paragraph 5-2, of DoD 4000.25-2-M (reference (n)), contains the materiel reclassification procedures. Activities not reporting or turning in materiel to DRMOs in an appropriate supply condition code shall risk having the materiel rejected and returned by the DRMO for proper classification.

d. In order to ensure that shelf-life items are properly disposed and the "DoD Shelf-Life Item Management Report" contains accurate information, ensure that the following entries are included in the DD Form 1348-1, Disposal Turn-In Document:



(1) Management Codes in card column 72 to include management code T for shelf-life materiel which has expired, has been disposed, and cannot and will not be extended.

(2) Block D contains the phrase "Shelf-Life Property."

e. Once shelf-life items are considered excess and disposal action is required, there should be no delay in processing these items to the DRMOs. This shall reduce disposal costs and lessen other environmental problems since some States, under their environmental laws, interpret the expiration of shelf-life for hazardous items as the point where these items become hazardous waste and/or hazardous materiel. The treatment for hazardous waste and/or hazardous materiel causes additional environmental problems and additional costs. Many items in the DoD shelf-life program are considered hazardous.

f. Activities requesting return of medical shelf-life items requiring storage under CRT of 59 to 86 degrees F. shall certify at time of reporting that the materiel has been stored under CRT conditions while in their possession. Excess medical shelf-life items that are required to be stored frozen or under refrigeration are not authorized to be returned to DLA depots.

APPENDIX A  
SHELF-LIFE CODES

<u>Shelf-Life Period</u>	<u>Type I</u>	<u>Type II</u>	<u>Required Number of Months Shelf-Life Remaining Upon Receipt By The Government</u>
Nondeteriorative	0	0	N/A
1 Month	A	N/A	1
2 Months	B	N/A	2
3 Months	C	1	3
4 Months	D	N/A	3
5 Months	E	N/A	4
6 Months	F	2	5
9 Months	G	3	8
12 Months	H	4	10
15 Months	J	N/A	13
18 Months	K	5	15
21 Months	L	N/A	18
24 Months	M	6	21
27 Months	N	N/A	23
30 Months	P	N/A	26
36 Months	Q	7	31
48 Months	R	8	41
60 Months	S	9	51 *
Medical items, parachutes, and IRPOD items with a shelf-life period of greater than 60 months.	X	X	Variable based on the shelf- life months*

\*No more than 12 months expended for elastomeric items of supply.

APPENDIX B  
SUPPLY CONDITION CODES AS APPLIED TO SHELF-LIFE ITEMS

TABLE FOR  
THE APPLICATION OF SUPPLY CONDITION CODES  
TO SHELF-LIFE ITEMS

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
A	SERVICEABLE (ISSUABLE WITHOUT QUALIFICATION)	Shelf-life remaining is more than 6 months.
B	SERVICEABLE (ISSUABLE WITH QUALIFICATION)	Shelf-life remaining is from 3 to 6 months.
C	SERVICEABLE (CUSTOMER CONCURRENCE REQUIRED PRIOR TO ISSUE)	Shelf-life remaining is less than 3 months.
E	UNSERVICEABLE (LIMITED RESTORATION)	Materiel which in- volves only limited expense or effort to restore to serviceable condition and which is accomplished in the SA where the stock is located.
G	UNSERVICEABLE (INCOMPLETE)	Materiel requiring additional parts or components to com- plete the end item prior to issue.
H	UNSERVICEABLE (CONDEMNED)	Type I shelf-life materiel that has passed the expiration date and Type II shelf-life materiel that has passed its inspection or test date and cannot be extended.

J	SUSPENDED (IN STOCK)	Type II shelf-life materiel that has reached the inspection or test date and is awaiting inspection test, or restoration.
K	SUSPENDED (RETURNS)	Materiel returned from customers or users and awaiting condition classification.
L	SUSPENDED (LITIGATION)	Materiel held pending litigation or negotiation with contractors or common carriers.
R	SUSPENDED (RECLAIMED ITEMS, AWAITING CONDITION DETERMINATION)	Assets turned in by reclamation activities which do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.

## APPENDIX C

RCS DD-P&amp;L (SA) 1549

PART 1SERVICE AND/OR AGENCY MANAGED SHELF-LIFE NSNs (WHOLESALE)  
(30 June and 31 December)CONSUMABLES

MANAGING SERVICE AGENCY	ICP	FSC	NO. NSNs	\$ VALUE INVENTORY	ADDITIONS		DELETIONS		NET CHANGE	
					NO. NSNs	\$ VALUE INVENTORY	NO. NSNs	\$ VALUE INVENTORY	NO. NSNs	\$ VALUE INVENTORY

Total Managing ICP

Total Managing Service and/or Agency

GRAND TOTAL

NONCONSUMABLES

MANAGING SERVICE AGENCY	ICP	FSC	NO. NSNs	\$ VALUE INVENTORY	ADDITIONS		DELETIONS		NET CHANGE	
					NO. NSNs	\$ VALUE INVENTORY	NO. NSNs	\$ VALUE INVENTORY	NO. NSNs	\$ VALUE INVENTORY

Total Managing ICP

Total Managing Service and/or Agency

GRAND TOTAL

REMARKS:

PART II

RCS DD-P&L(SA) 1549 SEMIANNUAL REPORT ON DISPOSAL AND UTILIZATION OF SHELF-LIFE CODED ITEMS 30 JUN AND 31 DEC

SECTION A -- SHELF-LIFE ITEMS RECEIVED FROM INVENTORY CONTROL POINTS (WHOLESALE)

MANAGING SERVICE AGENCY	ICP	FSC	ALL CONDITION CODES		CONDITION CODE H ONLY	
			CONSUM- ABLE	NON- CONSUM- ABLE	CONSUM- ABLE	NON- CONSUM- ABLE
			\$ VALUE		\$ VALUE	

TOTAL MANAGING ICP

TOTAL MANAGING SERVICE AND/OR AGENCY

GRAND TOTAL

SECTION B -- SHELF-LIFE ITEMS RECEIVED FROM OTHER THAN INVENTORY CONTROL POINTS (RETAIL)

TURN-IN SERVICE AGENCY	FSC	CONSUM- ABLE	ALL CONDITION CODES		CONDITION CODE H ONLY	
			CONSUM- ABLE	NON- CONSUM- ABLE	CONSUM- ABLE	NON- CONSUM- ABLE
			\$ VALUE		\$ VALUE	

TOTAL SERVICE AND/OR AGENCY

GRAND TOTAL

SECTION C -- UTILIZATION AND TRANSFER OF SHELF-LIFE ITEMS

SEGMENT 1 -- SHELF-LIFE ITEMS UTILIZED BY DOD

RECEIVING SERVICE AGENCY	FSC	CONSUM- ABLE	NON- CONSUM- ABLE	
			\$ VALUE	\$ VALUE

TOTAL SERVICE AND/OR AGENCY

GRAND TOTAL

RCS DD-P&L(SA) 1549

30 JUNE AND 31 DECEMBER

SEGMENT 2 -- SHELF-LIFE ITEMS TRANSFERRED TO NON-DoD ACTIVITIES

<u>ACTIVITY</u>	<u>FSC</u>	<u>CONSUMABLE</u>	<u>\$ VALUE</u>	<u>NON-CONSUMABLE</u>	<u>\$ VALUE</u>
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TOTAL NON-DoD ACTIVITIES

GRAND TOTAL

SECTION D -- DONATION, SALES, ABANDON AND DESTROY, DOWNGRADE TO SCRAP, AND OTHER DISPOSITIONS

	<u># OF NSNs</u>	<u>\$ VALUE</u>	<u>PROCEEDS</u>
--	------------------	-----------------	-----------------

SEGMENT 1 -- DONATION

N/A

SEGMENT 2 -- SALES

SEGMENT 3 -- ABANDON AND/OR DESTROY

N/A

SEGMENT 4 -- DOWNGRADE TO SCRAP

N/A

SEGMENT 5 -- OTHER DISPOSITIONS

GRAND TOTAL

REMARKS: May apply to Sections A or B; e.g., if a significant amount of shelf-life materiel was disposed of and this materiel was held only for emergencies, not for issue, this could be included in the remarks.

APPENDIX DCHAPTER FOR THE DOD SHELF-LIFE COMMITTEE

This charter establishes objectives and responsibilities of the DoD Shelf-Life Committee to develop, monitor, evaluate, and enhance a program of shelf-life control for DoD and GSA supply system materiel.

A. MEMBERSHIP

1. The Committee shall be chaired by the DoD Shelf-Life Program Administrator. The DoD Shelf-Life Program Administrator function has been delegated to the Director, DLA, by the ASD(P&L).

2. The DoD Components and the GSA each shall provide a representative who has the necessary functional expertise. This representative shall be the focal point for all shelf-life functions within the DoD Component and the GSA.

3. ASD(P&L), the other DoD Components, and GSA shall provide representatives, as appropriate.

B. RESPONSIBILITIES1. The Members of the DoD Shelf-Life Committee shall:

a. Evaluate the Shelf-Life Management Program for DoD and GSA supply system materiel and recommend system enhancements as changes to DoD 4140.27-M (reference (2)).

b. Review and analyze the DoD Shelf-Life Item Management Report, RCS DD-P&L (SA) 1549, for their respective DoD Components and the GSA and provide analysis to the DoD Shelf-Life Program Administrator, as appropriate. Monitor and investigate adverse trends and high rates of disposals.

c. Make distribution of the DoD Shelf-Life Item Management Report, RCS DD-P&L(SA)1549, to all responsible DoD officials to include, as a minimum, the ICP shelf-life focal points in appendix G and the major operating commands.



d. Provide representation to DoD shelf-life meetings and recommend that the Department of Defense task the DoD Components and the GSA with any significant actions resulting from these meetings as reflected in the minutes.

e. Resolve DoD Components and GSA problems through direct coordination within the Committee.

f. Furnish the Chair any items of interest for consideration by the Committee.

g. Recommend to the DoD Shelf-Life Program Administrator policy changes, when considered necessary.

h. Participate in DoD shelf-life surveillance visits to DoD Components and GSA activities.

2. The DoD Shelf-Life Program Administrator shall:

a. Be responsible to the ASD(P&L) for the successful accomplishment of Committee objectives and discharge of Committee responsibilities.

b. Recommend policy changes to the ASD(P&L), when deemed necessary.

c. Convene the Committee when required to resolve problems and discuss other items of interest.

d. Submit minutes of each Committee meeting and surveillance trip report to the ASD(P&L), to the other DoD Components, and to the GSA.

e. Present to the Committee for resolution any problems that have arisen from the shelf-life surveillance visits.

f. Maintain DoD 4140.27-M, consistent with DoD 5025.1-M (references (g) and (dd)).

g. Maintain a current list of representatives to the Committee.

h. Submit the "DoD Shelf-Life Item Management Report" to the ASD(P&L) and furnish copies to the Committee members.

i. Serve as Chair to resolve problems resulting from surveillance visits, audits, or proposals from management. Forward the Committee's recommendations to the ASD(P&L) if significant actions are required by the DoD Components and the GSA.

C. ADMINISTRATIVE

1. Meetings shall be conducted quarterly at the call of the chair and surveillance visits shall be conducted at least semi-annually.

2. Sponsors of Committee members shall fund necessary travel and administrative costs associated with Committee meetings and shelf-life surveillance visits.

# EXTENDED SHELF-LIFE

REMARKING REQUIRED

NSN

NEXT INSPECTION / TEST DATE

DODAAC

INSPECTOR'S INITIALS

**SAMPLE**

REMARKS: CONTAINERS NOT MARKED WITH ABOVE  
SHALL BE REMARKED AT TIME OF SHIPMENT OR  
REWAREHOUSING AS REQUIRED BY DOD 4140.27-M.

# EXTENDED SHELF-LIFE REMARKING REQUIRED

NSN \_\_\_\_\_

NEXT INSPECTION DATE \_\_\_\_\_

DODAAC \_\_\_\_\_

INSPECTOR'S INITIALS \_\_\_\_\_

REMARKS: CONTAINERS NOT MARKED WITH ABOVE SHALL BE  
REMARKED AT TIME OF SHIPMENT OR REWAREHOUSING AS  
REQUIRED BY DOD 4140.27-M.

Previous edition may be used  
until supply is exhausted.

DD Form 2477-2, JUN 90

<b>EXTENDED SHELF-LIFE REMARKING REQUIRE</b>		<b>NEXT INSPECTION/TEST DATE</b>
NSN		<b>INSPECTOR INITIALS</b>
DODAAC		
REMARKS: Containers not marked with above shelf life remarked at time of shipment or rewarehoused required by DoD 4140.27-M.		
DD Form 2477-3, JUN 90		Previous Edition is Obsolete.

**SAMPLE**

APPENDIX FSTORAGE STANDARDS CONTACT POINTS1 January 1990

The following is a list of POCs who are responsible for the storage standards within their respective Military Services and Agencies. The listing is updated at the beginning of each calendar year by the DoD Shelf-Life Program Administrator located at the Defense Logistics Agency (DLA-OSC), Cameron Station, Alexandria, VA 22304-6100. Changes to this listing should be provided as they occur to DLA-OSC, either by mail or by telephone (AUTOVON 284-6193) (Commercial (202) 274-6193).

GSA

General Services Administration  
Federal Supply Service  
Engineering Branch (FCOE)  
Washington, DC 20406  
Telephone Commercial (703) 557-1930

ARMY

Department of the Army  
DESCOM  
Quality Systems and Engineering Center  
ATTN: AMSDS-QA-EQ  
Lexington, KY 40511  
Telephone Autovon 745-4217  
Telephone Commercial (606) 293-4217

NAVY

Department of the Navy  
Naval Supply Systems Command  
Code: 0321  
Washington, DC 20376  
Telephone Autovon 225-6678  
Telephone Commercial (202) 695-6678

MARINE CORPS

Headquarters United States Marine Corps  
Materiel Management Operations Branch  
Code: LPP-2  
Washington, DC 20380  
Telephone Autovon 224-1051/1061  
Telephone Commercial (202) 694-1051/1061

AIR FORCE

Department of the Air Force  
Air Force Logistics Command  
Code: AFLC-MMILC  
Wright-Patterson AFB, OH 45433  
Telephone Autovon 787-7982  
Telephone Commercial (513) 257-7982

DLA storage standard contact points are located at each ICP. HQ DLA and ICP contact points are as follows:

DLA

Defense Construction Supply Center  
Directorate of Quality Assurance QA  
Programs and Systems Management Division  
ATTN: DCSC-QR Columbus, OH 43216-5000  
Telephone Autovon 850-4290  
Telephone Commercial (614) 238-4290

Defense Electronics Supply Center  
Directorate of Quality Assurance  
QA Programs and Systems Management  
Division  
ATTN: DESC-QR  
1507 Wilmington Pike Dayton, OH 45444  
Telephone Autovon 986-6000  
Telephone Commercial (513) 296-6000

Defense General Supply Center  
Directorate of Quality Assurance  
Quality Programs and Systems Management  
Division  
ATTN: DGSC-QR  
Richmond, VA 23297-5000  
Telephone Autovon 695-3009  
Telephone Commercial (804) 275-3009

Defense Industrial Supply Center  
Directorate of Quality Assurance  
Product Quality Division  
ATTN: DISC-QEC  
700 Robins Avenue  
Philadelphia, PA 19101-5096  
Telephone Autovon 442-6388  
Telephone Commercial (215) 697-6388

Defense Personnel Support Center  
Directorate of Medical Materiel  
Quality Assurance Division  
ATTN: DPSC-RQ  
2800 South 20th Street  
Philadelphia, PA 19101-8419  
Telephone Autovon 444-2187  
Telephone Commercial (215) 952-2187

Defense Personnel Support Center  
Directorate of Clothing and Textiles  
Quality Assurance Division  
ATTN: DPSC-FQ  
2800 South 20th Street  
Philadelphia, PA 19101-8419  
Telephone Autovon 444-3229  
Telephone Commercial (215) 952-3229

Defense Personnel Support Center  
Directorate of Subsistence  
Quality Assurance Division  
ATTN: DPSC-HQ  
2800 South 20th Street  
Philadelphia, PA 19101-8419  
Telephone Autovon 444-2956  
Telephone Commercial (215) 952-2956



APPENDIX G  
SERVICE, AGENCY, AND SA SHELF-LIFE PROGRAM FOCAL POINTS  
1 JANUARY 1990

The following is a list of points of contact who are responsible for all shelf-life functions within their respective activities including the revision of shelf-life codes. This listing is updated at the beginning of each calendar year by the DoD Shelf-Life Program Administrator located at the DLA (DLA-OSC), Cameron Station, Alexandria, VA 22304-6100. Changes to this listing should be provided as they occur to DLA-OSC, Mr. Michael Pipen, either by mail or by telephone (AUTOVON 284-6191 or COMMERCIAL (703) 274-6191).

	ACTIVITY	COORDINATOR	OFFICE SYMBOL	AUTOVON NUMBER	COMMERCIAL NUMBER
<b>DoD</b>					
DoD Shelf-Life Program Administrator	DLA	Mr. Michael Pipen	DLA-OSC	284-6191	(703)274-6191
<b>NAVY</b>					
Navy Shelf-Life Focal Point	Navy Supply System Command	Mr. John Gormley	SUP 0323A	225-6820	(703)695-6820
ICPs	Navy Aviation Supply Office	Ms. Beverly Lichter	0512.33	442-2715	(215)697-2715
	Navy Ships Parts Control Center	Ms. Debbie Trautman	Code 0541	430-3504	(717)790-3504
	Naval Training Systems Center	Mr. Jim Sullivan	Code 442	960-8315	(407)380-8315
SAs	NSC Norfolk	Mr. William Henry	Code 301A	564-4382	(804)444-4382
	NSC Oakland	Mr. Bob Hall	N/A	672-4888	(415)302-4888
	NSC San Diego	Mr. Gillin	Code 300	522-1954	(619)532-1954
	NSC Charleston	Mr. Ben Haynes	Code 301.3	563-4335	(803)743-4335
	NSC Puget Sound	Ms. Charles Jenkins	Code 301	439-4219	(206)476-4219
	NSC Pearl Harbor	Mr. Robert Hoxie	Code 301SL	N/A	(808)474-4068
	NSC Jacksonville	Ms. Lorraine Devine	Code 300A.1	942-3196	(908)779-3196
	NSC Pensacola	Ms. Petty	Code 304.11	922-3838	(902)452-3838

	ACTIVITY	COORDINATOR	OFFICE SYMBOL	AUTOVON NUMBER	COMMERCIAL NUMBER
Hardware Systems Commands	NAVAIRSYSCOM	Mr. Eugene Panigot	Code 41212A	222-0029	(703)692-0029
	SPAWARSYSCOM	Ms. Trudy Gayle	Code003-211	222-3361	(703)692-3361
	NAVFACCENCOM	Mr. Charles Manwarring	Code 0644	221-8565	(703)325-8565
	NAVSEASYSYSCOM	Ms. Sheila Gibson	Code CSEA04MS5	222-4418	(703)692-4418
MARINE CORPS					
Marine Corps Shelf- Life Focal Point	Headquarters United States Marine Corps	Ms. Pat Dalton	LPP-2	226-1051/ 1061	(202)696-1051/ 1061
ICPs	Marine Corps Logistics Base, Albany, GA	Mr. William McQuire	850	567-6439	(912)439-6439
SAs	Marine Corps Logistics Base, Albany, GA	Mr. Charles Knox	874	587-5884	(912)439-5884
	Marine Corps Logistics Base, Barstow, CA	Mr. Jaime Velasquez	B830	282-6255	(714)577-6255
AIR FORCE					
Air Force Shelf-Life Focal Point	Air Force Logistics Command	Ms. Alisa Milner	MMILC	787-7982	(513)257-7982
ICPs are located at the ALCs.	Ogden ALC	Ms. Georgia Mack	MMHR	458-7874	(801)777-7874
	Oklahoma City ALC	Ms. Dianne Fowler	MMHB	336-3649	(405)736-3649
	San Antonio ALC		MMHP	945-7071	(512)925-7071
	Sacramento ALC	Mr. Nick Hoehn	MMHS	633-1640	(916)643-1640
	Warner Robins ALC	Mr. John Brown	MMHA	648-3810	(912)926-3810
SAs	Air Force Logistics Command	Mr. Tom Brown	DFS	787-3197	(513)257-3197

ACTIVITY	COORDINATOR	OFFICE SYMBOL	AUTOVON NUMBER	COMMERCIAL NUMBER
<b>DEFENSE LOGISTICS AGENCY (DLA)</b>				
DLA Shelf-Life Focal Point	DLA Headquarters	Mr. Michael Pipan	DLA-OSC	284-6191 (703)274-6191
ICPs	Defense Construction Supply Center	Mr. Warren Butt Mr. Dan Daniel (Technical Responsibilities)	DCSC-LRS DCSC-QR	850-1846 850-4290 (614)238-1846 (614)238-4290
	Defense Electronics Supply Center	Cpt. Tricia Newsome, USA	DESC-QE	986-6000 (513)296-6000
	Defense General Supply Center	Mr. James Lewis	DGSC-QR	695-3009 (804)275-3009
	Defense Industrial Supply Center	Ms. Deborah Bush	DISC-LRS	442-2347 (215)697-2347
		Mr. Charles Gray (Technical Responsibilities)	DISC-STP	442-6184 (215)697-6184
	Defense Personnel Support Center-Clothing & Textiles	Mr. Stephen Brookes	DPSC-FAM	444-5679 (215)737-5679
	Defense Personnel Support Center-Subsistence	Mr. Albert Cooper	DPSC-HQS	444-3820 (215)737-3820
	Defense Personnel Support Center-Medical	Mr. Cliff Strolle	DPSC-RAM	444-4176 (215)737-4176
		Mr. John Gervasi (Quality Responsibilities)	DPSC-RQ	444-2187 (215)737-2187
	Defense Depot Columbus	Mr. James T. Green	DDCO-TR	850-2733 (614)238-2733
	Defense Depot Memphis	Mr. Tod Appleton	DDMT-ILC	683-6079 (901)775-6079

	ACTIVITY	COORDINATOR	OFFICE SYMBOL	AUTOVON NUMBER	COMMERCIAL NUMBER
	Defense Depot Mechanicsburg	Mr. Tom Finger	DDMP-TRIS	430-4124	(717)790-4124
	Defense Depot Ogden	Mr. Dean Hadlock	DDOU-PQD	790-7747	(801)399-7747
	Defense Depot Richmond	Mr. Ray Gross	DDRV-TR	695-3515	(804)275-3515
	Defense Depot Tracy	Mr. Denzel Brown	DDTC-IE	462-9693	(209)467-9693
ARMY					
Army Shelf-Life Focal Point	DESCOM Quality Systems and Engineering Center	Mr. Joseph Woodberry	AMSDS-QA-EQ 745-4217		(606)293-4217
		Ms. Carol Patterson	AMSDS-QA-EQ 745-4217		(606)293-4217
ICPs	U.S. Army Armament, Munitions and Chemical Command	Mr. Donald Stewart	AMSMC-MMN-C 793-5288		(309)782-5288
		Ms. Gale Hart	AMSMC-MMN-C 793-5288		(309)782-5288
	U.S. Army Aviation Systems Command	Mr. Thaddeus Baranowski	AMSAV-QE	693-1762	(314)263-1762
	U.S. Army Communications and Electronics Command	Mr. Roy Pellegrino	AMSEL-PA-W	992-2220/ 2503	(201)532-2220/ 2503
	General Materiel and Petroleum Activity	Mr. John Barder	STRGP-FT	977-6445/ 6053	(717)782-6445/ 6053
	U.S. Army Medical Materiel Agency	Ms. Sarah K. Gastley	SGHMA-OC	343-2045	(301)663-2045
	U.S. Army Missile Command	Ms. Soccorro Caranto	AMSNI-QA- QE-LM	746-2092/ 2096	(205)876-2092/ 2096

	ACTIVITY	COORDINATOR	OFFICE SYMBOL	AUTOVON NUMBER	COMMERCIAL NUMBER
	U.S. Army Tank- Automotive Command	Ms. Brenda Sweeney	AMSTA-MAP	786-6444	(313)574-6444
	U.S. Army Troop Support Command	Mr. Rich Dickman	AMSTR-QE	693-9457	(314)263-9457
SAs	U.S. Army Depot System Command Shelf-Life POC for Quality Assurance	Mr. Kenneth Ray	AMSDS-QA-S	570-9946	(717)267-9946
	Shelf-Life POC for Supply	Mr. Dave Spoonhour	AMSDA-SA-PI	570-9926	(717)267-9926

	ACTIVITY	COORDINATOR	OFFICE SYMBOL	AUTOVON NUMBER	COMMERCIAL NUMBER
GSA	GSA, Federal Supply Services, Operations Management Division (FCOE) Washington, DC 20406	Mr. Thomas Bacon	GSA-FCOE		(703)557-1930
ICPs	GSA-FSS Office Supplies and Paper Products Commodity Center ATTN: 2FYE 26 Federal Plaza New York, NY 10278	N/A	GSA-FSS ATTN-2FYE	N/A	(212)264-3573
	GSA-FSS General Products Commodity Center ATTN: 7FXE 819 Taylor Street Fort Worth, TX 76102	N/A	GSA-FSS ATTN-7FXE	N/A	(817)334-8608
	GSA-FSS Paints and Chemicals Commodity Center ATTN: 9FTE10 GSA Center Auburn, WA 98001	N/A	GSA-FSS ATTN-9FTE10	N/A	(206)931-7120

	ACTIVITY	COORDINATOR	OFFICE SYMBOL	AUTOVON NUMBER	COMMERCIAL NUMBER
<b>DNA</b>					
There is one POC within DNA who is the DNA Shelf-Life Focal Point and the ICP and SA Coordinator	Field Command,	Mr. Bill Martinez	FCDNA/FCLMH	244-9001	(505)844-9001
	Defense Nuclear Agency	Mr. Leland Crosley	FCDNA/FCLMHB	/9002 244-9717	/9002 (505)844-9717
	ATTN: FCDNA/ FCLMH Kirtland AFB, NM 87115-5000			/9828	/9828
<b>USCG</b>					
There is one POC within USCG who is the USCG Shelf-Life Focal Point and the ICP and SA Coordinator	Commandant, U.S. Coast Guard ATTN: G-ELM-2 2100 2nd St, S.W. Washington, DC 20593-0001	Ms. Terry Jaeger	G-ELM	N/A	FTS 267-0655 (202)267-0655