

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
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1. TITLE <b>EQUIPMENT INVENTORY RECORDS (EIRs)</b>		2. IDENTIFICATION NUMBER  <b>DI-ILSS-81251</b>		
3. DESCRIPTION/PURPOSE  <b>3.1 EIRs provide data to establish accurate records of all nonexpendable equipment and support items delivered as part of or with the system.</b>				
4. APPROVAL DATE (YYMMDD) <b>920302</b>	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) <b>N/NTSC-413</b>	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  <b>7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.</b> <b>7.2 For use in establishing and maintaining accurate inventory records.</b> <b>7.3 This DID is required for all Cognizance Symbol 2"0" equipment valued at \$5,000 or more.</b> <b>7.4 This DID supersedes DI-L-25578B.</b>				
APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER <b>N6707</b>
10. PREPARATION INSTRUCTIONS  <b>10.1 <u>Format</u>. The EIR shall consist of two sections:</b>  <b>10.1.1 Section I, Custody and Inventory Record. Figure 1 is a sample of a custody and inventory record.</b>  <b>10.1.2 Section II, Inventory Shortage Record of Accountable Items. Figure 2 is a sample of an inventory shortage record.</b>  <b>10.1.3 The records shall be on 8-1/2" x 11" paper. They may be computer generated, but they must be printed on both front and back, head to head, in the same format and with the identical headings and columns as shown in Figures 1 and 2.</b>  <b>10.2 <u>Content for section I, custody and inventory record</u>. This record shall include only those items actually delivered to the equipment site. It shall be organized into four parts: hardware, computer tapes, publications and technical reports, and other deliverable items.</b>				
(Continued on Page 2)				
DISTRIBUTION STATEMENT  <b>DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.</b>				

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**Block 10, Preparation Instructions (Continued)**

**10.2.1 Hardware.** Include all assemblies of the equipment configuration which would be logically disassembled from the total configuration for the purpose of packing and shipping. This includes major device assemblies, cable assemblies, power cables, connectors, transformers, ductwork, ladders, steps, fire extinguishers, dehumidifiers, test equipment, probes, test carts, recorders, amplifiers, head sets, telephones, typewriters, tools, repair part sets, work benches, housekeeping equipment, furniture, and the like. Major device assemblies or subassemblies of a major device assembly that are Government Furnished Equipment or Contractor Acquired Operational Equipment shall be included.

a. Unmodified operational equipment shall be designated with an asterisk (\*) in the remarks column.

b. Modified operational equipment shall be designated with two asterisks (\*\*) in the remarks column.

c. Easily pilferable equipment shall be designated with a dollar sign (\$) in the remarks column.

d. An item that is easily pilferable and either modified operational or unmodified operational equipment shall be marked with both symbols as appropriate.

**10.2.2 Computer tapes.** Computer tapes shall be addressed individually by title, document number, revision level, and program compile date, as appropriate.

**10.2.3 Publications and technical report.** Publications and technical reports shall be addressed by publication (P) number, technical (TD) numbers, or other control numbers, as appropriate. The remarks column shall contain the statement, See Volume I for Content, for multi-volume documents.

**10.2.4 Other deliverable items.** Other deliverable items shall be addressed individually, such as the Supply Equipment List, Repair Parts List, Drawing List (Technical Data List), etc.

**10.2.5 Header information:**

a. Equipment designator: Enter the equipment number.

b. Equipment nomenclature: Identify by nomenclature the equipment that is the subject of the record.

c. Equipment serial number: To be provided by the Government.

d. Page number: Self-explanatory.

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**Block 10, Preparation Instructions (Continued)**

e. NSN/LSN: Federal (National) stock number/local stock number shall be provided by the Government.

**10.2.6 Item number (block A).** Number consecutively in Arabic numbers beginning with 1. Consecutive lower case letters shall suffix the number for sub-items, e.g., 4a, 4b. More than one space may be used for an item or sub-item. Hardware items shall be sequenced from major assemblies to subsystems.

**10.2.7 Nomenclature, model or part number, and serial number (block B).** Enter the noun name followed by part number, model number, or serial number, as applicable. Sub-items shall be grouped by equipment types under primary items such as Major Hardware Items, Accessories, Documentation. Items to be delivered by the Government shall also be listed.

**10.2.8** The following categories, when applicable, shall be included as major sub-items under Major Hardware Items with appropriate hardware listed under each category:

- a. Government Furnished Equipment (Unmodified)
- b. Government Furnished Equipment (Modified)
- c. Contractor Acquired Operational Equipment (Unmodified)
- d. Contractor Acquired Operational Equipment (Modified)

**10.2.9 Items required (block C).** Enter the required quantity of each item. Items to be delivered by the Government shall be indicated by the number of items required, suffixed by an upper case C.

**10.2.10 Equipment checks (block D).** This block contains eight consecutively numbered columns to enable the inventory record to be utilized repeatedly to document individual transfers and receipts of the equipment. At initial delivery of the equipment, place a ( ) in column 1 to denote delivery of the number of items shown in block C (items required). If the number of items actually delivered is less than the required number shown in block C, the actual number of items delivered shall be shown in column 1. Column 1 shall be left blank for items to be delivered by the Government.

**10.2.11 Location or remarks (block E).** This block shall be used as necessary to indicate location of components within the equipment or for other remarks concerning the listed items.

**10.2.12 Checked by and date.** The eight consecutively numbered blocks across the bottom of the inventory record are to identify the person responsible for performing the inventory of the items delineated on that page of the EIR.

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**Block 10, Preparation Instructions (Continued)**

Block 1 shall be signed by the contractor representative responsible for accomplishing the initial inventory of the equipment for delivery to the Government. The date shall be the date the inventory is actually accomplished.

**10.3 Content for section II, Inventory shortage record of accountable items.** This record shall contain a list of all shortages or items required by the Custody and Inventory Record except for those items to be delivered by the Government.

**10.3.1 Header information.** Same as paragraph 10.2.5 except for subparagraph (e).

**10.3.2 Item number (block A).** This block shall contain the item numbers taken from the Custody and Inventory Record of the items being recorded as shortages. Shortage items shall be listed in item number order.

**10.3.3 Nomenclature, model and serial number (block B).** This block shall contain the nomenclature, model, and serial number (when applicable) of the items being recorded as shortages.

**10.3.4 Quantity short (block C).** This block shall contain the number of items short at the time of equipment delivery.

**10.3.5 Authority or reason for shortage (block D).** Self-explanatory.

**10.3.6 Remarks (block E).** This block shall be used as necessary for other remarks concerning the listed items.

**10.3.7 Signature.** This block shall be signed by the contractor's representative responsible for submitting the inventory shortage record to the Government.

**10.3.8 Date.** The date the shortage record is prepared.

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**FIGURE 1. Sample of a custody and inventory record**

[illegible]

FIGURE 2. Sample of an inventory shortage record of accountable items