DATA ITEM DESCRIPTION
Title: CONTRACTOR REPORTING OF NAVY OWNED MATERIAL USING
AMMUNITION TRANSACTION REPORT (ATR)

Number: DI-MGMT-80321A	**Approval Date**: 20160106
AMSC Number: N9603	**Limitation**:
DTIC Applicable: No	**GIDEP Applicable**: No
Preparing Activity: SA	**Project Number**: MGMT-2016-001
Applicable Forms:	

Use/relationship: OPNAVINST 8015.2C requires reporting Navy owned ammunition at contractor facilities. Access to and use of Ordnance Information System Retail (OIS-R) will be utilized to maintain an accurate inventory and report transactions associated with Government Owned or Furnished Material and Equipment received, held of issued by the contractor.

1. Information to be acquired through these data will include accountability of ammunition including assets, receipts, issues, expenditures and changes in condition and status

2. This DID provides the format and content preparation instructions for producing ordnance data described in the contract Statement of Work (SOW).

3. To request access to OIS the following methods are available:

    a) OIS portal web site at https://www.ois.disa.mil/
- Under Resources Select Contact Us
- Select Access

    b) Contact the NAVY 311 at Toll Free: 1-855-NAVY-311 (1-855-628-9311)

    c) Website: http://www.navy311.navy.mil

4. To maintain inventory accuracy the contractor must provide ATRs. There are two methods to report ATRs:

    a) With valid access to OIS-R the system automatically generates ATRs.

    b) Manually prepared ATRs submitted by electronic transmission to mech_nolsc_caims_atr@navy.mil.

Requirements:

1. Reference documents. The documents referenced and any applicable amendments, notices, and revisions, must be as cited in the current issue of the Department of Defense Index of Specifications and Standards (DODISS) at the time of the solicitation. The NAVSUP PUB P-724

is obtained from:

    a) OIS Portal web site: https://www.ois.disa.mil/
    b) Naval Logistics Library web site: https://nll2.ahf.nmci.navy.mil/default.cfm
    c) Naval Supply Systems Command Global Logistics Support Ammunition at
       MECH_NOLSC_NAVSUP_P724

2. Format. Ordnance Information System (OIS) uses the ATR to report ammunition material located at commercial facilities. OIS-R automatically generates formatted ATRs. Manually prepared ATRs must be formatted as shown in Figure 1 of this DID.

3. Content. The ATR must consist of the information as specified in the NAVSUP PUB P-724.

4. Formatting: ATRs are limited to six (6) pages in length with twenty (20) lines per page. On the first page, the 20 lines begin with the "From" line. Each line is limited to sixty nine (69) characters per line and breaks occur at a slash line. If transactions exceed one line, the second and subsequent lines will be indented at least three spaces. If the number of transactions to be reported exceeds six pages, another ATR message will be created with the next sequential serial number.

4.1 Line One.   Example: (PTTUNBAT)

- Must contain a "P" in position "1" to indicate a priority report
- Language Media Format (LMF) Code, positions 2-3, is "TT"
- Message classification block enter "U" in position 4 to indicate unclassified
- The Content Indicator Code (CIC), positions 5-8, is "NBAT" to indicate direct processing into the OIS-W database.

4.2 Line Two. Example: (P 081500Z MAR 04)

- "P" in position 1 to indicate Priority (P) precedence
- Space
- Date Time Group (DTG) expressed as six digits; two digit the date, two digit hour and three digit minutes. The three letter month abbreviation and two letter year abbreviation complete the DTG.

4.3 Line Three

- From is the Plain Language Address (PLA) of the originator to include:
  - Company name
  - City
  - State

4.4 Line Four

- To addressee will always be NAVAMMOLOGCEN MECHANICSBURG PA//431//

4.5 Line Five

- "BT" starting in position 1 to indicate the beginning of the transmission

4.6 Line Six

- Stating in position 1 use UNCLAS //N08015//

4.7 Subject: AMMO TRANS RPT (RCS) NAVSUP P-724

4.8 Report Body. The body of the report must contain a header line and one or more transaction lines.

4.9 Header line. The header line is the first line after the subject line must begin with four slashes, left justified, and must contain one slash between each data field, and must end with three slashes. The header line must be formatted as follows:

- Beginning Slashes - Four slashes (////), beginning at the left margin.

- Contractor Unit Identification Code (UIC). The one digit Service Designator Code and six digit UIC of the contractor followed by one slash (/).

- ATR Serial Number - A three-digit sequential report serial number followed by one slash (/). Serial numbers range from 001 to 999, commencing initially with 001. Upon reaching serial number 999, the unit will revert to 001 and restart the sequence. This is the only time the sequence is restarted.
- Activity Classification Code (ACC) is a single letter designating the account the material is held in. "M" must be used for new production assets and "T" for repair of Navy-owned assets. The ACC is followed by one slash (/)
- Transaction Date - The three-digit Julian date on which the reportable transaction occurred followed by one slash (/). Julian dates are not postdated in excess of 10 days. A separate ATR is required for each transaction date. Dates need to follow in sequential order. End with three slashes.

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4.10 Transaction Lines. The transaction line is used to describe the actual transaction. The ATR must contain as many transaction lines as pertain to either the repair or new production actions which take place in a given day. A transaction line defines the NALC and NIIN, condition code, beginning balance, transaction code (type of transaction), the transaction quantity, SLIT data when required, the Consignor UIC (UIC From) for receipts or Consignee UIC (UIC To) for issues, the document number and ending balance. Some transactions require a Source Code instead of a UIC to or from.

Transaction lines must begin with three slashes, left justified, and must contain two slashes before each transaction code, one slash between other data elements, and end in three slashes. Continuation lines between sets of three slashes must be indented not less than three spaces.

- Navy Ammunition Logistics Code (NALC)/National Item Identification Number (NIIN). The NALC /NIIN must contain 13 characters and must not be separated by slashes or dashes. If item has no NALC, DO NOT use FSC in lieu of NALC. The NIIN only will be entered.   Items without a NALC will be reported using the NIIN. Items with only one NIIN will be reported by NALC only. The NALC/NIIN must be preceded by three slashes (///PM69013749533).
- Condition Code. A one-character code which indicates the condition of the ammunition at the time of transaction. The condition code must be preceded by a single slash (/F).
- Beginning Balance. A quantity which indicates the beginning inventory balance for NALC/NIIN and condition code reported under the activity classification code of the report. Two slashes and the letter B (//B) followed by the beginning balance quantity of the item in the condition code being transacted (before the transaction occurred). The letter B is used on all transactions to report the beginning inventory.

- Transaction Code. One character which describes the type of transaction, i.e. receipt, issue, or change of condition code Two slashes (//) followed by the Transaction Code and the quantity of the transaction being reported (receipt, issue, etc.) is the next entry, (//C2).   A reclassification (Condition Code change) is reported using Transaction Code "X" (//XM2). The new condition code, quantity, SLIT information (if required), and the ending balance of the assets in the original Condition Code follow this code immediately.   Transaction Codes are defined in the NAVSUP P724.

- Serial/Lot Number. SLIT data is required if the NIIN has a Material Control Code (MCC) of B (Lot Number), C (Serial Number), or E (Lot Number & Serial Number).
    - If the NIIN has an MCC of B, quantity per lot number must be included. Lot numbers must be reported, as they appear on the stencil including dashes which are part of the lot number.
    - If the NIIN has an MCC of C, serial numbers must be included. The quantity is one for each serial number. The quantity is not required after transaction code. Serial numbers must be reported as they appear on the stencil to include dashes which are part of the serial number.

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- If the NIIN has an MCC of E, lot number and serial number must be included in the transaction line and must be separated by a period (.). The quantity is one for each lot and serial number. The quantity is not required after transaction code. Lot and serial numbers must not be more than 21 characters in length. If the lot/serial number is greater than 21 characters, truncate the last digit(s) of the lot number.

- NIINs assigned a Material Control Code (MCC) of "B" require lot number reporting. NIINs assigned an MCC "C" require serial number reporting. NIINs with the MCC "E" require both serial and lot reporting with a period separating the serial and lot number.

The serial and lot numbers must be preceded by one slash (/NX0034). For MCC "B" items, only one lot number applies to the transaction quantity preceding it. For MCC "C" and "E" items, multiple serial or serial and lot numbers must apply and must follow each other separated by a slash. (/NX0034/NX00318) or (/NX00034.ABC/NX00318.XYZ). Following each serial number, surrounded by parentheses, must be applicable one-character Type Container Code, 3-character Maintenance Due Date.

- Source Code. Source codes are required on receipt, issue, loss, and transfer transactions. Source codes must follow the lot and serial number, they will be proceeded by a slash or follow the transaction quantity and be preceded by a slash when lot or serial numbers are not required.
    - Non-serial or lot reportable (//C2/ASSEM)

    - Serial reportable (//C2/NX00034(X202C)/NX00318(X102C)/ASSEM)

Source codes are found in the NAVSUP P724, the following are examples that are used.

  - Source Code "RCNFG": Is utilized when the configuration of an AUR is changed from one NALC/NIIN to another NALC/NIIN, such as a tactical missile changed to a training missile.

  - Source Code "ASSEM": Is utilized when you are configuring one NALC/NIIN item to a higher All-Up-Round (AUR) configuration (i.e., changing a NON-RFI guidance section with a RFI Guidance Section). You cannot use issue to "ASSEM", if the assembled item does not have a NALC/NIIN assigned (i.e., issuing a bomb fin to assembly on a bomb body).

  - Source Code "DSASM": Utilized when you are reconfiguring one NALC/NIIN item from one AUR configuration (i.e., changing a NON-RFI guidance section with a RFI Guidance Section). You cannot use issue to DSASM if the assembled item does not have a NALC/NIIN assigned (i.e., issuing a bomb fin to disassembly on a bomb body).

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- Document Number. A document number must be entered when the Source Code is a Unit Identification Code, indicating material was received from or issued to another activity. (//C2/NX00034(X202C)/NX00318(X102C)/N00109/N4993512578A01).
- Ending Balance. . A quantity which indicates the ending inventory balance for the NALC/NIIN and condition code being reported under the activity classification code of the report Two slashes (//) followed by the letter "T:" and the remaining quantity indicates the ending balance. The letter "T" is used on all transactions to report the quantity on-hand or the ending balance of a transaction. Three slashes, indicating end of the transaction line must be entered following the quantity. (//T8///).
- End of Ammunition Transaction Report. Four slashes left justified, on the line below the last transaction, followed by spaces must indicate the end of an ATR. (////).
- End of Transmission. Four Ns left justified, on the line below the four slashes, followed by spaces must indicate end of transmission. (NNNN).

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FIGURE 1

Sample ATR Message
(UNCLASSIFIED)

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PTTUNBAT
P 080100Z AUG 14
FM RAYTHEON MISSILE SYS COMPANY TUCSON AZ
TO NAVAMMOLOGCEN MECHANICSBURG PA//431//
BT
UNCLAS //N08015//
SUBJ: AMMO TRANS RPT (RCS) NAVSUP P-724
////Q95704/657/T/274///
///PM69013749553/F//B6//C2/NX00034(X202C)/NX00318(X102C)
   /N00109/N4993512578A01//T8///
///PM69013749553/F//B8//XM2/NX00034(X202C)/NX00318(X102C)
   //T6///
///PM69013749534/F//B0//C5/HXB0006369(YN01L)/HXB01090(YN01L)
   /800697(YN01C)/800888(YO01L)
    /HXB00636(YN01C)/N00109/N4993512608A01//T5///
///PM69013749534/F//B5//XM5/HXB00636(YN01L)/HXB01090(YN01L)
   /800697(YN01C)/800888(YO01L)
    /HXB00636(YN01C)//T0///
///PT35/F//B4//D2/88043(YO001C)/88077(YO01C)/RCNFG//T2///
///PL27/A//B2//D2/MVR01545(Y510L)/MYL00007(Y510L)/N60036
   /N0010400CKA58//T0///
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REMARKS  POC
BT
NNNN
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End of DI-MGMT-80321A