

J-3/J-4

## MEMORANDUM FOR DISTRIBUTION CENTER COMMANDERS

SUBJECT: Critical Safety Item Procedural Enhancements

Lessons learned through Critical Safety Item (CSI) site assessments were that clearly labeling CSI materiel at Receiving and Care of Supplies in Storage (COSIS) functional areas is an assist to the CSI program. When materiel was labeled CSI it gave a heightened awareness to all that came in contact with receipting, screening, picking and shipping of CSI materiel.

All CSI materiel should be labeled as CSI and an additional label stating REJECTED or ACCEPTED applied to all pallets/unit packs for CSI identification. This labeling process would be applied during the Receiving receipt and Cosis screening CSI functions.

When Supply Discrepancy Report (SDR) disposition is received returning materiel to issueable condition the REJECTED label would have to be replaced with an ACCEPTED label.

CSI labels should be produced through on site printers, hand written or procured from a local vender as a local purchase requisition.

Discussions from Critical Safety Item (CSI) team meetings, it was also apparent that clarification and reemphasizing mandatory information on CSI Supply Discrepancy Reports, SF 364 or DD1225 is needed.

CSI Supply Discrepancy Reports mandatory information as follows:

(a) NSN, Manager RIC, CLIN, Call Order Number, Lot/Batch Number, Serial Number, Condition Code, Quantity Shipped/Billed, Quantity Received, Quantity Discrepant.

All Manufacturers Cage Codes, from package, bare item or data plate.

((1)) Prime on receipt restriction screen references the Original Equipment Manufacturer Cage (OEM) any other Manufacturer Cage Code (MFG) would be reference to an alternate manufacturer or sub contract manufacturer. When both prime and manufacturer cage codes are apparent on package or item, both must be verified to the receipt restriction screen message or CSI web site

<http://www.dscr.dla.mil/ExternalWeb/UserWeb/AviationEngineering/TechnicalOversight/CSI.htm>) of listed approved prime cage and alternate manufacturer cage codes or suspend materiel.

All Part Numbers to include package, bare item or data plate.  
Contract Number to include package, bare item or data plate.  
Any Manufacturer Name on the item package (e.g. General Electric).

(b) If any of the above information is not available state on the SDR  
(e. g. no contract number, no part number on bare item).

(c) Always Use Discrepancy Code Q7 and action Code 1A.  
((1)) Discrepancy code Q7 is mandatory because it adds  
uniqueness for identification of an SDR as CSI.

All of this information is needed to ensure a quick disposition/resolution to the SDR.

Please ensure all levels of distribution center personnel receive these CSI procedural  
enhancements for reference.

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