**UNITED STATES MARINES CORPS**
**MARINE CORPS AIR STATION**
**BOX 99100**
**YUMA, ARIZONA 85369-9100**

StaO 4440.1A
3KC

STATION ORDER 4440.1A

From: Commanding Officer
To: Distribution List

Subj: REPORT OF DISCREPANCY (ROD), SF 364

Ref: (a) NAVSUPINST 4440.179B
(b) NAVSUP Pub 437, Vol II, Appendix 17c

Encl: (1) Submission Criteria - Condition
(2) Submission Criteria - Time Standards
(3) Preparation of SF 364
(4) Report of Discrepancy (ROD), SF 364

Report Required: Report of Discrepancy (ROD), SF 364 (Report Control Symbol Exempt)

1. Purpose. To publish specific guidelines for the accountability and document preparation for reports of shipping discrepancies.

2. Cancellation. StaO 4440.1.

3. Background. The reference applies to the identification, reporting and resolution of discrepant shipments of material occurring in any element of the Navy Logistics System when the discrepancy is attributable to a shipper error.

4. Summary of Revision. This Order has been changed throughout and requires complete review.

5. Information. The Department of Defense (DoD) Report of Discrepancy (ROD) system, its policy, procedures and effectiveness have been the subject of management attention and review. The ROD program is the direct result of the increased emphasis on the quality of logistical support throughout the DoD. The ROD system, designed and intended to highlight breakdowns in the physical distribution system, is a quality control tool that is decidedly underutilized within the Navy.

6. Action. A ROD will be processed in compliance with the procedures set forth by this Order as follows:

a. Naval Supply Systems Command Instruction. Reference (a) provides Marine Corps Air Station, Yuma with the policy and procedures for processing a customer's report of non-receipt of material or discrepancy in shipment which includes lost, short or damaged material, incorrect/erroneous items, and unacceptable overages. From time to time, it may be necessary for customers to report discrepancies. Reference (b) provides information on supply condition codes for use on the SF 364.

b. Customer responsibility. Customers will file the ROD with the shipper for material requisitioned through the Navy Logistics System. For material procured through open purchase, the ROD is filed directly with the Contract Administrative Office for that specific purchase order, blanket purchase agreement, or large contract. Reference (a) does not require Station Supply to prepare and/or monitor customer reports. All discrepant material reported on the SF 364 will remain with the customer until the discrepancy is resolved and disposition has been given.

c. Criteria. The criteria for filing a ROD is provided in enclosure (1). The time frame criteria for submitting the report is provided in enclosure (2). The preparation instructions for filling out the SF 364 are provided in enclosure (3). The reporting customer must complete blocks 1-15 of enclosure (4). The action activity will reply using blocks 16-24 of the reverse side of the submitted SF 364. This form can be purchased through ServMart.

d. Repairables. Repairable material that is not inspected at the time of receiving because of preservation reasons, when later found to be discrepant, must be reported with the following statement:

> "ROD submitted late because of extenuating circumstances. Material is a repairable item. At time of receipt, the shipping document matched the container markings. Container was not opened because of packaging and preservation considerations. A technical inspection was not performed at time of receipt."

e. Shipper. RODs filed against Marine Corps Air Station, Yuma as the shipper should be mailed to:

Supply Department SF 364
Code 3KC2C (OS&D)
Box 99133
MCAS Yuma, AZ 85369-9133

All ROD's received by MCAS Yuma Supply Department will be dated upon receipt and processed promptly within the time frames prescribed by reference (a). MCAS Yuma will determine the validity of the

customer's billing adjustment request based upon the status or condition of the material. The Supply Department, Supply Support Division, Receipt Control Branch is responsible for monitoring the frequency and nature of customer's reports of material non-receipt or discrepancies in shipments.

A. M. TORRANCE
By direction

DISTRIBUTION: B; plus 3KA (15)

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4440.1A Ch 1
3KD
02 DEC 1996

STATION ORDER 4440.1A Ch 1

From: Commanding Officer
To: Distribution List

Subj: REPORT OF DISCREPANCY (ROD), SF 364

1. Purpose. To direct pen and ink changes to basic Order.

2. Action

a. Replace office code 3KC with 3KD in the SSIC block.

b. On page 2, paragraph 6(e), change office code 3KC2C with 3KD.

3. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.

C. J. TURNER

DISTRIBUTION: B; plus 3KA (15)

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4440.1A Ch 2
3KD
26 JAN 1998

STATION ORDER 4440.1A Ch 2

From: Commanding Officer
To: Distribution List

Subj: REPORT OF DISCREPANCY (ROD), SF 364

1. Purpose. To direct pen changes to the basic Order.

2. Action. On page 3, in the last sentence, replace "Supply Support Division" with "Material Management Division".

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

C. J. TURNER

DISTRIBUTION: B

Copy to: 3KA (15)

## SUBMISSION CRITERIA - CONDITION

The following table has been developed to indicate when a Standard Form 364, Report of Discrepancy (ROD) should be filed:

| CONDITION | SHIPPER | | |
|---|---|---|---|
| | DoD | GSA | CONTRACTOR |
| 1. Monetary limit | Yes | Yes | Yes |
| 2. Over/short - No $ limit (contract) | N/A | N/A | Yes |
| 3. Over/short classified/protected item | Yes | Yes | Yes |
| 4. Erroneous material, unacceptable substitute, duplicate shipments - No $ value limit | Yes | Yes | Yes |
| 5. Material received on confirmed canceled requisitions | Yes | Yes | Yes |
| 6. Material condition is different than shown on shipment document | Yes | Yes | Yes |
| 7. Material shipped to wrong activity - No $ value limit | Yes | Yes | Yes |
| 8. Technical data markings missing or incomplete - No $ value limit | Yes | Yes | Yes |
| 9. Supply documentation missing - No $ value limit | Yes | Yes | Yes |
| 10. Parcel Post shipments - Item not received or received in damaged condition | Yes | Yes | Yes |
| 11. Material received for repair which is stripped of parts or components without authority (cannibalized) - No $ value limit | Yes | N/A | Yes |
| 12. Product quality deficiencies relative to Grant Aid or FMS shipments - No $ value limit | Yes | Yes | Yes |
| 13. Repetitive discrepancies - No $ value limit | Yes | Yes | Yes |
| 14. Unsatisfactory condition resulting from improper packaging which renders item, shipment or package to be vulnerable to loss, delay or damage which will cost more than $50 to correct deficiency | Yes | Yes | Yes |

ENCLOSURE (1)

| CONDITION | SHIPPER | | |
|---|---|---|---|
| | DoD | GSA | CONTRACTOR |
| 15. Packaging discrepancies which will cause item to be damaged which may endanger life or impair combat readiness - No $ value limit | Yes By MSG | Yes By MSG | Yes By MSG |
| 16. Improper identification which requires containers or items to be opened or results in improper storage - No $ value limit | Yes | Yes | Yes |
| 17. Any packaging discrepancy involving improper identification of hazardous material - No $ value limit | Yes | Yes | Yes |
| 18. Excessive packaging by contractors resulting in additional costs to the government | N/A | N/A | Yes |
| 19. Packaging not conforming to specifications for personal property shipments | Yes | N/A | Yes |
| 20. Packaging discrepancies resulting in delay or additional packaging costs at aerial or water terminals | Yes | Yes | Yes |
| 21. Repetitive packaging discrepancies which impose significant burden on receiving or transshipment activities | Yes | Yes | Yes |
| 22. Material found in storage with latent preservation and packaging discrepancies | Yes | Yes | Yes |
| 23. Material received on which shelf life has expired. For subsistence, if there is no indication the item has been inspected under shelf life extension procedures | Yes | Yes | Yes |

**SUBMISSION CRITERIA - TIME STANDARDS**

**(Time in Days)**

| TYPE OF CUSTOMER | PARCEL POST SHIPMENTS (1) | LOCAL DELIVERY SHIPMENTS (1) | ALL OTHER MODES OF SHIPMENT (2) |
|---|---|---|---|
| US Government | 70 | 60 | 15 |
| Contractor - GFM | 60 | 60 | 15 |
| Grant Aid | 90 | N/A | 15 |
| FMS | N/A* | N/A | 365(3) |

* All FMS shipments must be shipped by traceable means.

NOTES: (1) From date of shipment.

(2) From date of receipt.

(3) From date of shipment or estimated billing (whichever is later).

Life endangering condition (packaging) - use quickest communication medium with hard copy SF 364 within 24 hours

ENCLOSURE (2)

# PREPARATION OF SF 364

The following are block-by-block instructions for completing the ROD form, SF 364. Instructions for completing the form are basically the same for both U.S. and FMS customers; however, where the instructions differ, FMS instructions are separated.

Indicate type of discrepancy by placing an "X" in the appropriate box at the top of the form. When both types of discrepancies are present in the shipment, place an "X" in both boxes. Mailing envelopes will be conspicuously marked "SF 364".

| | |
|---|---|
| **Block 1** | **Date of Preparation**. Date prepared is indicated in sequence of year, month and day. This sequence should also be used in all date entries. For example, March 23, 1995 is written 95 MAR 23 and June 1, 1995 is written 95 JUN 01. |
| **Block 2** | **Report Number**. ROD report number will consist of the submitting activity's UIC, followed by the last two digits of the calendar y ear, followed by a four digit serial number. For example, the first ROD written by NSC Norfolk in calendar year 1996 would have a report number of N00189-96-001.<br><br>**FMS** - report number consists of one alpha character to identify the initiating office in-country, four numeric characters for the purchaser country serial number, 2 alpha characters for the country code and three alpha characters identifying the FMS case, i.e., A0010-JA-KBD. For any unnumbered RODs received from FMS customers, NAVILCO will assign number X9000 to X9999 and so advise the FMS purchaser on the receipted copy. Suffix Code "C" added to the report number indicates the ROD has been contested. |
| **Block 3** | **To**. In-the-clear (i.e., spelled out vice abbreviated) Name, Address, ZIP Code and Activity Address Code or Routing Identifier Code. When known, include attention symbol/code of action activity. When both shipping-type (item) discrepancies and packaging discrepancies are reported, and more than one shipper is involved, enter addresses and/or codes of both action activities in Item 15. |

| | |
|---|---|
| | **FMS** - This block is completed by entering the appropriate ILCO as follows:<br><br>**--Army:** Commander<br>U.S. Army Security Assistance Center<br>ATTN: DRSAC-OP/PI<br>New Cumberland Army Depot<br>New Cumberland, PA 17070<br><br>**--Navy:** Commanding Officer<br>Navy International Logistics Control Office<br>ATTN: Code 926<br>Philadelphia, PA 19111<br><br>**--Air Force:** Commander<br>Air Force Logistics Command<br>ATTN: ILC/OO<br>Wright-Patterson AFB, OH 45433 |
| **Block 4** | **From**. Name, Address and Zip Code of the reporting activity (consignee). The "in-the-clear" address will be entered.<br><br>**FMS** - Name and mailing address of the FMS purchaser (consignee). The "in-the-clear" address will be entered. |
| **Block 5a** | **Shipper's Name**. Enter name and address of shipper (consignor) when different from Block 3. In most instances, Block 3 and Block 5 would be the same activity. In some cases, however, this would not be true; for example, in the case of direct shipments from contractors, Block 3 contains the name and address of the activity administering the contract while Block 5 contains the name of the shipper (contractor). Detailed instructions for distribution of the ROD form are contained in Chapter 1, Section 7 of reference (a).<br><br>**FMS** - Enter the name and address of the shipper. When the shipper is a vendor/contractor, the name of the government activity which directed shipment (consignor) of the item will be entered. |
| **Block 5b** | **Number and Date of the Invoice**. Enter number and date of vendor's invoice or shipper's bill number. Attach copy of invoice to SF 364. (Not applicable to packaging discrepancies.) |

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|---|---|
| **Block 6** | **Transportation Document**. Enter the type of transportation document, Government Bill of Lading (GBL), Commercial Bill of Lading (CBL), manifest, waybill, insured/certified parcel post number or Transportation Control and Movement Document (TCMD) and the identifying number assigned to such document. This is a mandatory entry when shipment received was made via traceable means, e.g., GBL, CBL. Further, for supply-type (item) discrepancies include the following statement in Item 12 - "Shortage has been verified as not being transportation related". (FMS or Grant Aid - include a copy of the CBL/GBL if available.) |
| **Block 7a** | **Shipper's Number**. Enter shipment number (when more than one shipment is made under the requisition, contract or purchase order applicable to the transaction) and contract/document number (e.g., contract, purchase order). |
| **Block 7b** | **Office Administering Contract**. Name, Address and Zip Code of the Contract Administration Office (CAO) which directed/arranged shipment. |
| **Block 8** | **Requisitioner's Number**. Enter the requisitioning activity's number, e.g., requisition, purchase request, including suffix. Entry of the applicable requisition document number (if known) is mandatory in all instances. If shipment was made from a commercial source, the contract or purchase order number should also be entered (if known) in addition to the requisition number. |
| **Block 9a** | **NSN/Part Number and Nomenclature**. Identify the specific item which is the subject of the ROD. NSN should be shown if the item is a standard stock item. If the item is nonstandard, the manufacturer's part number should be shown. The name (nomenclature) of the item should be shown for both standard and nonstandard items. In the case of erroneous material, both items should be listed in Block 9a, making a separate entry for each. |
| **Block 9b** | **Unit of Issue**. Enter unit of issue as billed or indicated on shipping document for each item listed in Item 9a. |
| **Block 9c** | **Quantity Shipped/Billed**. Enter quantity of item shipped or billed. When Code C1 is applicable, enter the quantity and the supply condition code (see NAVSUP Pub 437, Vol II, Appendix 17c) of the item when shipped, e.g., 980A as shown on shipping document. |

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| **Block 9d** | **Quantity Received**. Enter quantity of item actually received. |
| **Block 10a** | **Discrepancy Quantity**. Enter the quantity for which a discrepancy is being reported. If Code C1 is applicable, enter the quantity and the supply condition code of the item received. If total quantity received is classified under more than one condition code, enter each partial quantity, and the condition code applicable to that partial quantity on a separate line.<br><br>NOTE: For FMS Customers reporting product quality deficiencies, or for any customer reporting expiration of shelf life, the following information should be entered under Item 12, Remarks:<br><br>1. Manufacturer's name.<br><br>2. Contract/purchase order number if now shown in Item 7a.<br><br>3. Date of manufacture, pack or expiration.<br><br>4. Lot/batch number.<br><br>5. Location of material.<br><br>6. Name, address and telephone number of contact.<br><br>7. Nature of complaint, stating in detail why material is unsatisfactory. When quality deficiencies are reported, remarks should include explicit description of unsatisfactory condition to include test or inspection criteria used to determine item serviceability. |
| **Block 10b** | **Discrepancy Unit Price**. Enter the unit price as billed or shown on shipping document. |
| **Block 10c** | **Discrepancy Total Cost**. For shipping-type (item) discrepancies, enter the total value of material (10a x 10b). For packaging deficiencies, enter cost of corrective action. |

| | |
|---|---|
| **Block 10d** | **Discrepancy Code**. Nature of the discrepancy using the discrepancy codes listed on the face of the form. If a condition exists that is not listed, use Code Z1 and describe discrepancy in Block 12, Remarks. |
| **Block 11** | **Action Code**. Enter requested action from codes listed on the face of the form. If action is other than that covered by listed action codes, use Code 1Z and explain action requested in Block 12, Remarks. Action Code 1E applies only to local purchase items. (FMS purchasers will not use action codes 1D, 1E or 1F. Material still required must be re-requisitioned using a current FMS case.) |
| **Block 12** | **Remarks**. Use for any supplemental information where the combination of discrepancy codes and action codes needs clarification, where shipping-type (item) discrepancies and packaging discrepancies need explanation, and where a breakout on cost of reports in terms of time and materials is required. Specific data such as appearance, lot/batch number, manufacture/packaging date, inspector number and inspection date, probable cause of improper packaging and suggested corrective action. When reporting FMS/Grant Aid product quality deficiencies or packaging deficiencies, cite the specific violation by specification, regulation, packaging instruction or contract. When reporting shortages or non-receipt of items shipped by parcel post by GSA, a statement must be included in Item 5 of GSA Form 1348-1 were received. Include telephone number (DSN and commercial) of the individual to be contacted for additional information if different than what is entered in Item 14a. If medical material requiring refrigeration or frozen storage is involved, provide the information requested on the special instruction sheet which is included with shipments of such material. Provide photos where it would assist the shipping activity in determining the cause of the discrepancy/deficiency. Include date material was received. |

| | |
|---|---|
| **Block 13** | **Funding and Accounting Data**. For packaging discrepancies, enter the accounting/appropriation data needed by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancies. This item does not apply to shipping-type (item) discrepancies.<br><br>**FMS** - this block is not applicable. |
| **Block 14a** | **Typed or Printed Name, Title and Phone Number of Preparing Official**. Self-explanatory. When non-DoD action activities are involved, include both commercial and DSN telephone numbers. |
| **Block 14b** | **Signature**. Self-explanatory. |
| **Block 15** | **Distribution Addressees for Copies**. Enter other addressees receiving copies of the report.<br><br>**FMS** - original and four copies to be sent to appropriate ILSO. If quality deficiency for Navy or DLA cognizance material, one copy to Fleet Material Support Office (FMSO). |
| **SF 364 Completion.** | Action activities will use the reverse side of the SF 364 to reply to customer. The following are instructions for completing the reverse of the ROD form: |
| **Block 16** | **From**. The address of the activity preparing the reply. |
| **Block 17** | **Distribution Addressees for Copies**. Enter addressees receiving copies of the reply in addition to addressee listed in Block 18. |
| **Block 18** | **To**. Enter address of the activity which submitted the ROD. (Item 4 on face of the form.) |
| **Block 19** | Advise customer of action taken by placing an **"X"** in the appropriate box(es). |
| **Block 20** | Enter disposition instructions by placing an **"X"** in the appropriate box(es). Detailed disposition instruction will be entered in the "Remarks" Block 23. |

| | |
|---|---|
| **Block 21** | Enter an **"X"** to indicate to the reporting activity that a new requisition is required if the material is still needed. |
| **Block 22** | Enter an **"X"** to indicate a replacement shipment will be made and the approximate date of shipment. |
| **Block 23** | **Remarks**. Enter any clarification or information necessary for a complete reply. Enter corrective action taken to preclude future packaging discrepancies. If additional explanation is necessary, attach to ROD on plain bond paper. |
| **Block 24a** | **Typed or Printed Name and Phone Number of Preparing Official**. Self-explanatory. Include both commercial and DSN telephone numbers as applicable. |
| **Block 24b** | **Signature**. Self-explanatory. |

| REPORT OF DISCREPANCY (ROD) ☐ SHIPPING ☐ PACKAGING | 1. DATE OF PREPARATION | 2. REPORT NUMBER |
|---|---|---|
| 3. TO *(Name and address, include ZIP Code)* | 4. FROM *(Name and address, include ZIP Code)* | |
| 5a. SHIPPER'S NAME | 5b. NUMBER AND DATE OF INVOICE | 6. TRANSPORTATION DOCUMENT NUMBER *(GBL, Waybill, TCN, etc.)* |
| 7a. SHIPPER'S NUMBER *(Purchase Order/Shipment, Contract, etc.)* | 7b. OFFICE ADMINISTERING CONTRACT | 8. REQUISITIONER'S NUMBER *(Requisition, Purchase Request, etc.)* |

| 9. SHIPMENT, BILLING, AND RECEIPT DATA | | | | 10. DISCREPANCY DATA | | | | 11. |
|---|---|---|---|---|---|---|---|---|
| NSN/PART NUMBER AND NOMENCLATURE (a) | UNIT OF ISSUE (b) | QUANTITY SHIPPED/ BILLED (c) | QUANTITY RECEIVED (d) | QUANTITY (a) | UNIT PRICE (b) | TOTAL COST (c) | CODE[1] (d) | ACTION CODE[2] |
| | | | | | | | | |

12. REMARKS *(Continue on separate sheet of paper if necessary)*

| [1] DISCREPANCY CODES | | [2] ACTION CODES |
|---|---|---|
| CONDITION OF MATERIAL<br>C1 — In condition other than that indicated on release/receipt document<br>C2 — Expired shelf life<br>C3 — Damaged parcel post shipment<br>SUPPLY DOCUMENTATION<br>D1 — Not received<br>D2 — Illegible or mutilated<br>D3 — Incomplete improper or without authority *(Only when receipt cannot be properly processed)*<br>MISDIRECTED MATERIAL<br>M1 — Addressed to wrong activity<br>OVERAGE/DUPLICATE SHIPMENTS<br>O1 — Quantity in excess of that on receipt document<br>O2 — Quantity in excess of that requested *(Other than unit of issue pack)*<br>O3 — Quantity duplicates shipment<br>PACKING DISCREPANCY<br>P1 — Improper preservation<br>P2 — Improper packing<br>P3 — Improper marking<br>P4 — Improper unitization | PRODUCT QUALITY DEFICIENCIES<br>Q1 — Deficient material *(Applicable to Grant Aid and FMS shipments only)*<br>SHORTAGE OF MATERIAL<br>S1 — Quantity less than that on receipt document<br>S2 — Quantity less that that requested *(Other than unit of issue pack)*<br>S3 — Non-receipt of parcel post shipments<br>ITEM TECHNICAL DATA MARKINGS *(i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)*<br>T1 — Missing<br>T2 — Illegible or mutilated<br>T3 — Precautionary operational markings missing<br>T4 — Inspection data missing or incomplete<br>T5 — Serviceability operating data missing or incomplete<br>T6 — Warranty data missing<br>WRONG ITEM *(Identify requested item as a separate copy in Item 9 above)*<br>W1 — Incorrect item received<br>W2 — Unacceptable substitute<br>OTHER DISCREPANCIES<br>Z1 — See remarks | 1A — Disposition instructions requested *(Reply on reverse)*<br>1B — Material being retained *(See remarks)*<br>1C — Supporting supply documentation requested<br>1D — Material still required expedite shipment *(Not applicable to (FMS)*<br>1E — Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days *(Reply on reverse)* *(Not applicable to FMS)*<br>1F — Replacement shipment requested *(Not applicable to FMS)*<br>1G — Reshipment not required. Item to be re-requisitioned.<br>1H — No action required. Information only<br>1Z — Other action requested *(See remarks)* |

13. FUNDING AND ACCOUNTING DATA

| 14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL | 14b. SIGNATURE |
|---|---|

15. DISTRIBUTION ADDRESSEES FOR COPIES

| 16. FROM: | 17. DISTRIBUTION ADDRESSEES FOR COPIES |
|---|---|
| | |

| 18. TO: | |
|---|---|
| | Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines. |

19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:

Fold here

a. MATERIAL ☐ HAS BEEN ☐ WILL BE SHIPPED — DOCUMENT NUMBER

b. ☐ NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.

c. ☐ AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: ☐ CREDIT ☐ DEBIT

d. ☐ INVOICE/BILL ATTACHED

e. ☐ PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.

f. ☐ AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.

| (1) REASON FOR NOT PROCESSING | (2) PRESCRIBING REGULATION |
|---|---|
| (a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR | (a) CHAPTER 5 OF THE GSA HANDBOOK. DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8) |
| (b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19f(2) | (b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE. |

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:

a. ☐ PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.

b. ☐ REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN: DAYS

c. ☐ RETAIN MATERIAL AT NO CHARGE.

d. ☐ MATERIAL WILL BE PICKED UP IN: DAYS

e. ☐ SHIP MATERIAL *(Specify location)*:

Fold here

(1) ☐ GBL APPROPRIATION CHARGEABLE:

(2) ☐ CHARGES COLLECT-VIA: ☐ FREIGHT ☐ EXPRESS ☐ PARCEL POST *($ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)*

(3) ☐ PARCEL POST LABEL ATTACHED (4) ☐ FREIGHT PREPAID

f. ☐ OTHER *(Specify)*

21. ☐ IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION

22. ☐ REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE: DATE

23. REMARKS *(Continue on separate sheet of paper if necessary)*

| 24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL | 24b. SIGNATURE | 24c. DATE |
|---|---|---|
| | | |

STANDARD FORM 364 BACK (REV. 2-80)

ENCLOSURE (4)