

INSTRUCTION

USE: The information contained in the report will serve as input data to an automated reporting system. It is essential that all users of this form provide the required information according to the instructions below:

- ITEM 1** - Self-explanatory.
- ITEM 2** - Active Army is the only component required to enter proper two-digit military organization codes contained in AR 680-
- ITEM 3** - Enter proper five-digit Army location code contained in DA Pamphlets 525-12 or 13.
- ITEM 4** - Abbreviate losing or recovering unit's name and location, using no more than 20 numbers or letters. For loss, theft, or recovery by civilian agency, enter complete identification of agency concerned. For inventory overages, see item 10d.
- ITEM 5** - Enter numbers only. (Example: 80 01 22 for 22 January 1980.)
- ITEM 6** - Self-explanatory. Mysterious or unexplained disappearances of weapons will be classified as losses. Inventory shortages are truly accounting mistakes. If a weapon is missing or suspected to be missing, it must be classified as a loss until proven to be an inventory shortage.
- ITEM 7** - Enter SIR Report Number according to AR 190-40.
- ITEM 8** - Individually, list serially numbered items using an additional DA Form 3056, if necessary. List ammunition quantities by rounds of each caliber, included lot number. List explosive quantities by weight, number of sticks or blocks, and lot number. Show privately owned weapon or ammunition by entering double asterisk (**) in "type" column. Leave last column blank. **DO NOT LIST ITEMS BY BOX, CRATE, CONTAINER, ETC.**
- ITEM 9** - Complete for losses and thefts. Check proper box. Report details in SIR (AR
- ITEM 10** - Check one. When more than one box applies, the most serious offense of the two will be checked.
- a. Robbery - When weapons, ammunition, or explosives are forcefully taken from a person.
- b. Breaking and Entering - Illegal entry with force or illegal entry without force into storage facility, POV, home, club, etc.
- c. Negligence - When loss is through carelessness on the part of the person(s).
- d. Inventory - When shortages or overages occur. Administrative shortages or overages occurring as a result of administrative errors will be explained in detail. When more space is needed, remarks section or another page will be used.
- e. Recovery of weapons, ammunition, and explosives will be explained in remarks section.

ITEM 11 - Complete after NCIC entry by Army Field Terminals.

ITEM 12 - Leave Blank.

ITEM 13 - Self-explanatory.

DISTRIBUTION:

CONUS INSTALLATIONS

Original and 3 copies to Supporting Army NCIC Field Terminal
1 copy to organization
1 copy to major Army command (MACOM)

ARMY NCIC FIELD TERMINALS

Original to CDR, USAMPOA, Falls Church, VA 22041

OVERSEA COMMANDS

Original to CDR, USAMPOA, Falls Church, VA 22041
1 copy to organization
1 copy to major Army command (MACOM)
1 copy to major subordinate command

ARMY RESERVE UNITS

Original and 3 copies to Supporting Army NCIC Field Terminal
1 copy to organization
1 copy to CONUSA Headquarters

ARMY NATIONAL GUARD UNITS

Original and 4 copies to supporting Active Army provost marshal
1 copy to State Adjutant General
1 copy to NGB-MS
1 copy to organization