
CHAPTER 6

SETTING UP AND MAINTAINING A STOCK LOCATOR SYSTEM

USING THE SYSTEM

A storage facility receives, stores, issues, and ships thousands of items of all shapes and sizes. These items must be stored in specific places so that they can be located quickly and easily when they are issued. The system used to store and locate supplies is called the stock locator system. A stock location is simply an address for each item of stock that is stored in the facility. As the storage supervisor of a DSU, you are responsible for setting up and maintaining a stock locator system. The two types of systems are the five-character and the nine-character. For information on the nine-character system, see TM 743-200-1, Chapter 3. As a DSU storage supervisor, you will be concerned only with the five-character system. You must also make sure that your soldiers understand and use the system. You should have the stock location file placed in a central area. Make sure that a separate record is kept for each location that has an item in it or that has been held open for an incoming item. You should have a location reserved for every item on your unit ASL. You can get the ASL listing from the SCS. If you have ADPE available, use it to set up and maintain the stock location system.

SETTING UP THE LOCATOR SYSTEM

To set up a good stock locator system, you should start with the layout plan you prepared for the storage area. Your completed planograph should show the location of storage areas or sections; working, shipping, and receiving areas; main and working aisles; locker rooms and rest rooms; and offices. Use this planograph to assign stock location codes. Each character of the

five-character code describes a certain row, column, level, or segment of the storage area. Only 23 letters and 9 numbers can be used for labeling. The letters I, O, and Z and the number 0 are not used. You begin labeling with the letters. If you have 32 or less rows or columns to label, use steps 3 and 4 below. If you have more than 32 rows or columns, use step 7 below.

- *Step 1.* Get a planograph for each major storage area. To make sure you have all the rows and aisles running in the right direction, label the bottom of the planograph **BOTTOM** before you begin. Write the name of the storage area or the building number across the bottom of the planograph for identification.

- *Step 2.* Use TM 743-200-1 as a guide, and sketch in the aisles, rows, and columns in each storage area. The size of the bins, shelves, and storage aids should serve as a guide for the layout.

- *Step 3.* Label the storage rows. If the rows on your planograph run across the page, label them in ascending order from bottom to top. If the rows run up and down, label them in ascending order from left to right. Figure 6-1 shows how to label storage rows.

- *Step 4.* Label the columns (or bins) of the rows. (The columns are the sections of the rows that start at the floor and go toward the ceiling.) Label the columns the same way you labeled the rows—from bottom to top and from left to right. Figure 6-2 shows how to label columns. Figure 6-3 shows a planograph with rows and columns labeled correctly.

- *Step 5.* Label the levels of each column from bottom to top.

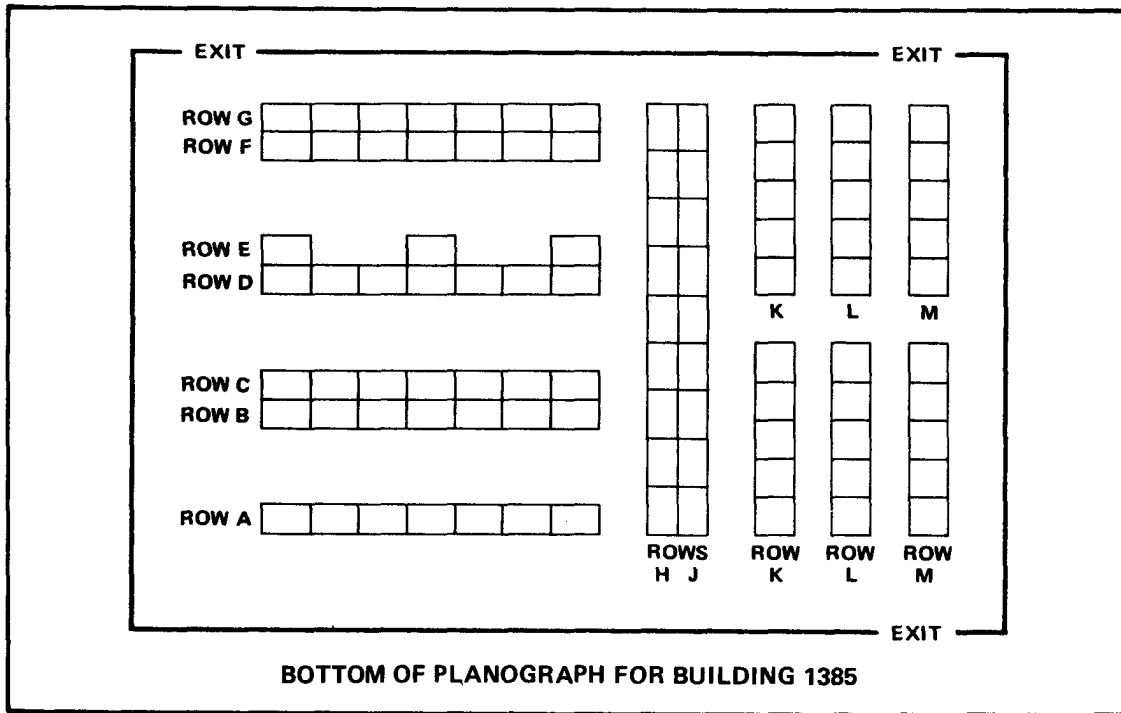


Figure 6-1. Planograph with storage rows labeled

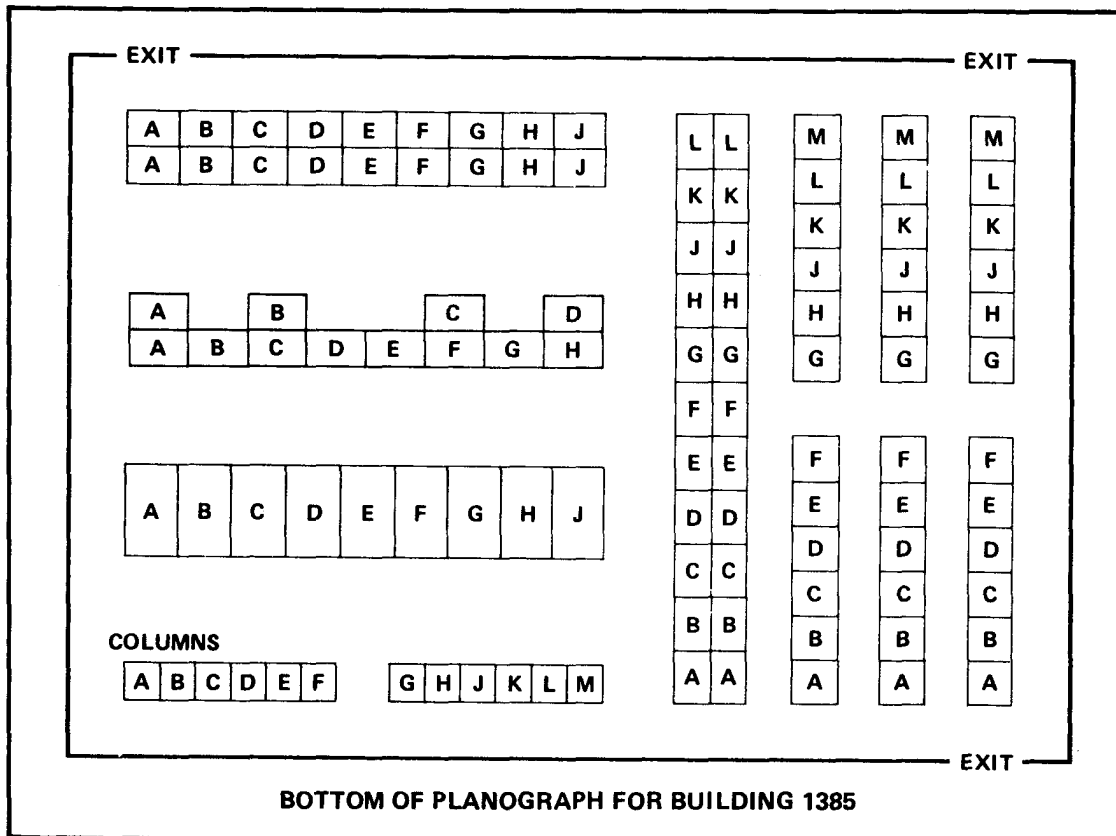


Figure 6-2. Planograph with columns labeled

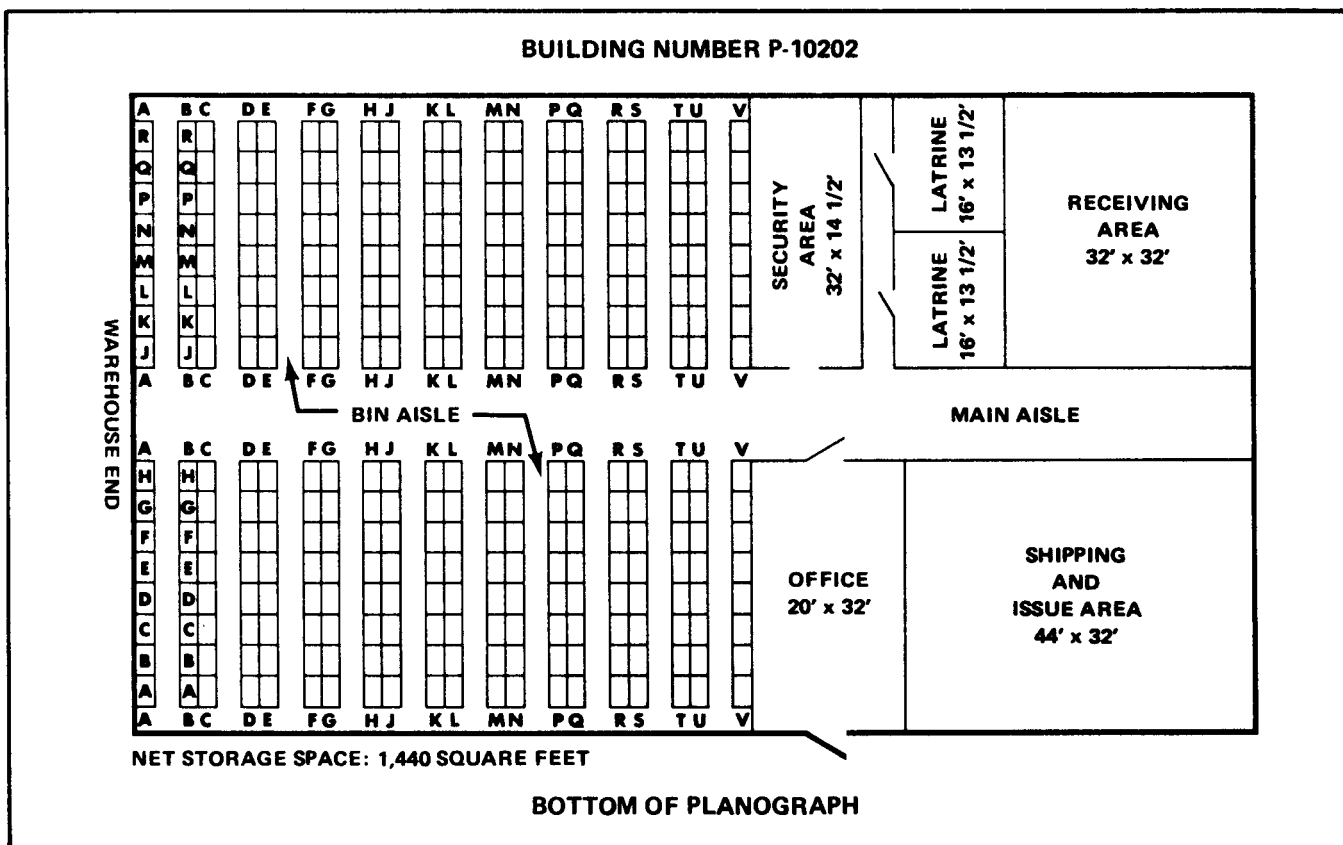


Figure 6-3. Planograph with columns and rows labeled

- *Step 6.* Label each compartment or section of the levels. You may have more than one section per level. Label each section from left to right. Figure 6-4 shows how to label levels and compartments or sections.

- *Step 7.* To label more than 32 rows or columns, take one of the steps below.

- If there are more than 32 rows but not more than 16 columns, label the aisles instead of each row. This will give you two rows per labeled aisle.

- If there are more than 32 rows and 32 columns, divide the storage area into two separate sections and label them separately.

- If there are more than 32 rows and less than 32 columns, use two letters or numbers (for example, AA or 11) to label the rows. Do this only if there is just one compartment or section in each level to label, as in bulk storage.

- If there are 32 or less rows and more than 32 columns or stacks, use two letters or numbers to label them. Do this only if you have just one compartment or section in each level.

- *Step 8.* You have now given a stock location code to every storage space shown on your

planograph. The stock location code should look like this: KHE36. This number will help you find the location of an item by reading the special address code. Figure 6-5 shows a sample five-character location code. The following steps show how a location code is assigned.

- The first letter or number is the area (building, van, tent, or open storage space) where the item is stored.

- The second letter or number is the row of storage aids or the aisle between two rows of storage aids where the item is kept.

- The third letter or number is the column in the row where an item is stored.

- The fourth letter or number is the level of the storage column where the item is stored.

- The fifth letter or number is the compartment or section of the level where the item is stored.

The system you have just used to give every storage space a special code is called the stock locator system. Each item will have a record card that shows its stock number and stock location

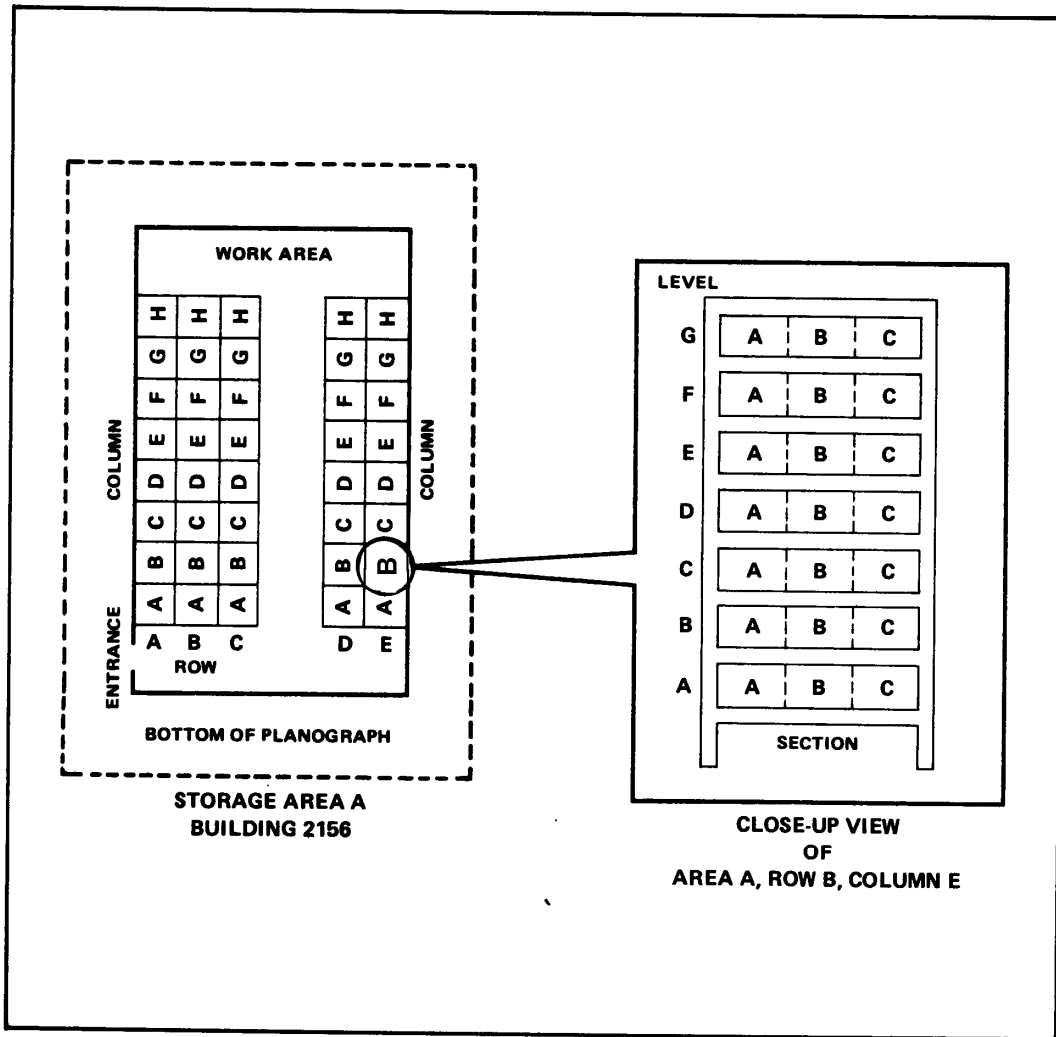


Figure 6-4. Planograph with levels and compartments or sections labeled

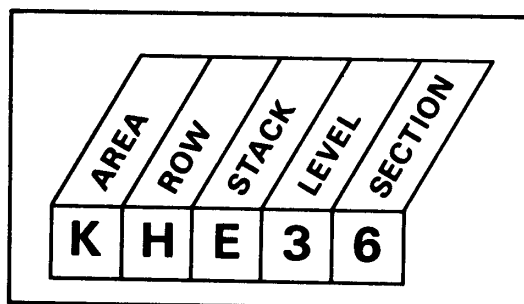


Figure 6-5. Five-character location code

code. This system will make it easier and faster for you to find an item. When you need to issue an item, find the locator card with the NSN for that item and go to the location listed on the card. If you have more questions about the stock locator system or about how to set up a system for loose issue and bulk storage items, check TM 743-200-1, Chapter 3. Figures 6-6 and 6-7 show you how to use the code to find an item in a warehouse and in a storage van.

MARKING LOCATIONS

When you finish marking the planograph so that each row, aisle, column, level, and compartment has been labeled, you will need to mark the actual storage areas to match the planograph. Figure 6-8 shows a storage area that has been

properly marked with location markings. Be sure you follow the guidelines in AR 385-30 to make the location markings. In storage areas where floor surfaces permit, you should mark the aisle labels directly on the floor. Make these labels with decals, paint, tape, or stencils. Be sure to put a coat of clear lacquer over them so they will last longer. Put these labels as close to the row or column as possible. Try to keep them out of the direct traffic areas and make them large enough so that they can be seen easily. If you have an area where you cannot put the markings on the floor, put them on posts or other easily seen structures. When you mark the shelf levels, center and place the signs that show the letter or number below the level you are coding. Place segment labels directly on each compartment or section drawer.

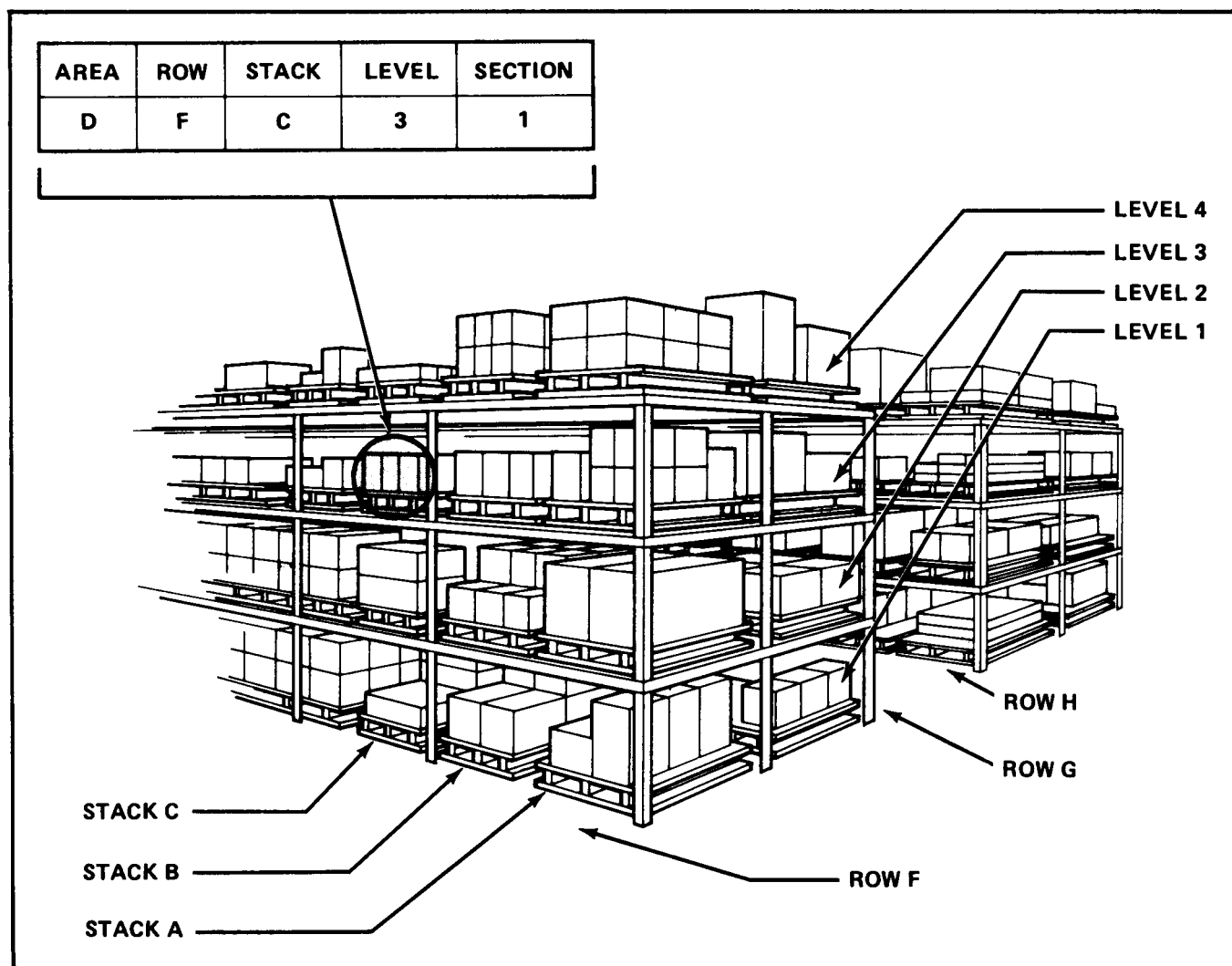


Figure 6-6. Warehouse with location codes

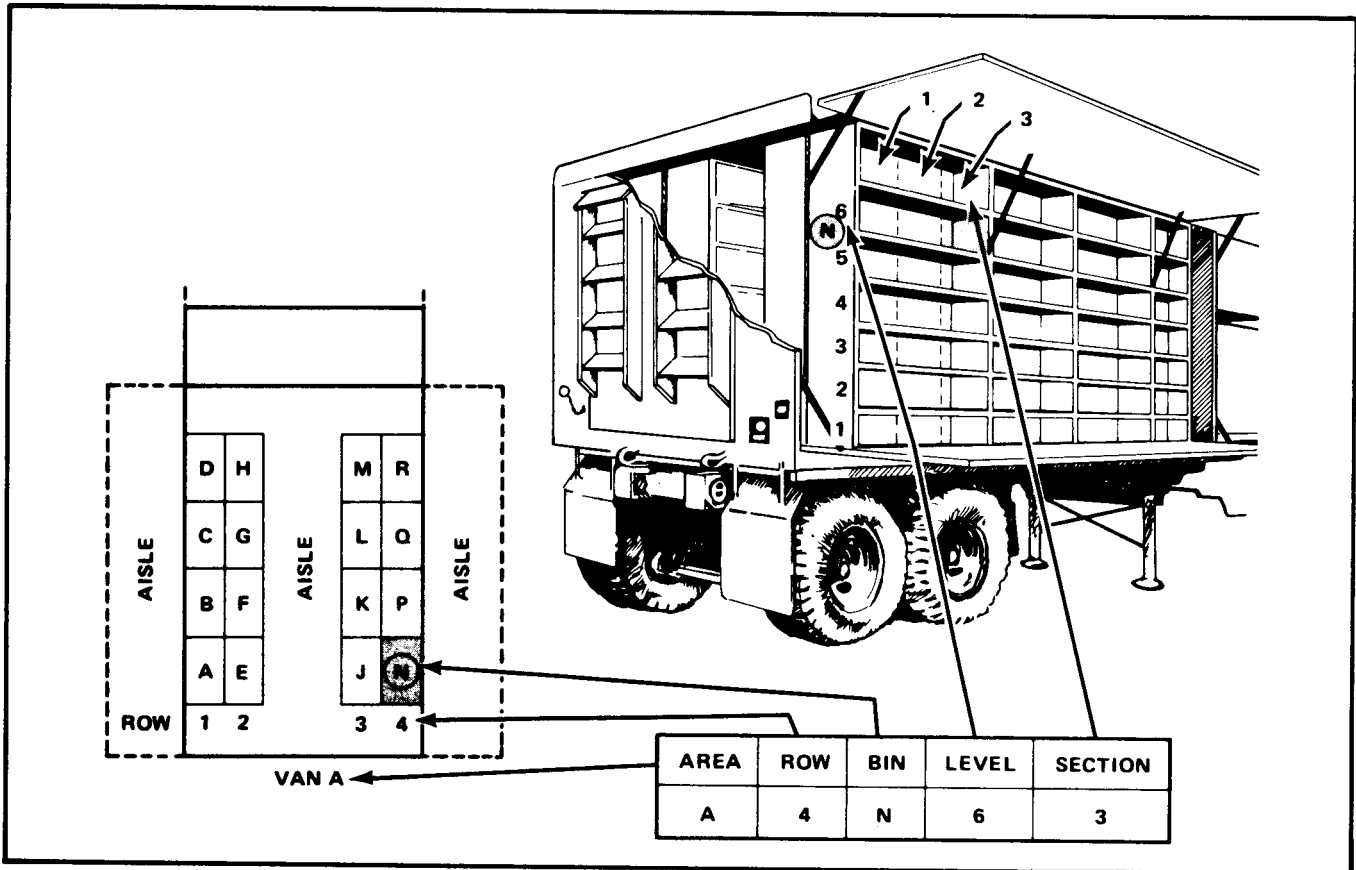


Figure 6-7. Storage van with location codes

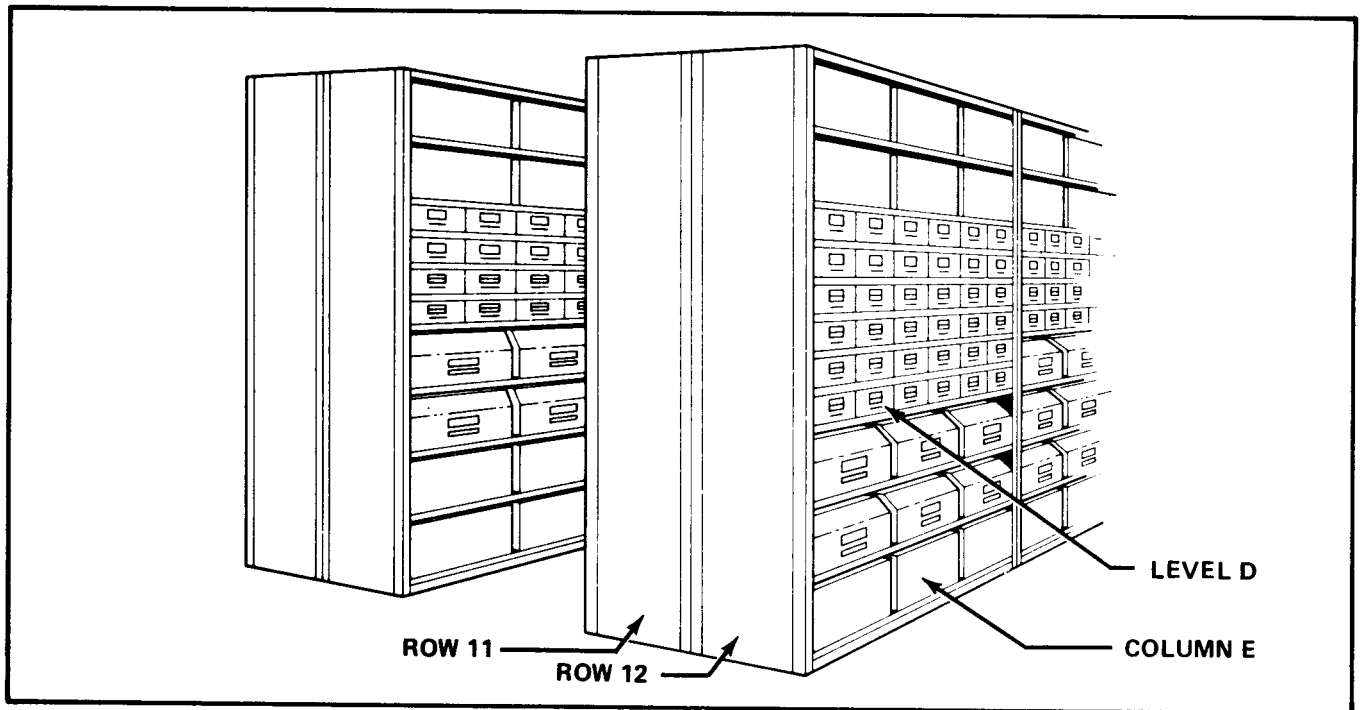


Figure 6-8. Placement of location markings

★ SETTING UP THE LOCATOR FILE

A stock locator file is the heart of the stock location system. It is an address directory of all stored items. The file is made up of a deck of cards. There is one card for every NSN in stock. These cards show the item's storage location, UI, and condition code. You can find a list of the condition codes that the Army supply system uses and their explanations in AR 708-1, Chapter 7, and AR 725-50, Table C-28. For manual locator files, place the cards in NUN order. When you file locator cards by NIIN order and the first two digits of the NIIN are the same, file these cards in ascending order of the next three digits. If your DSU operates using SARSS, the location is maintained by the SARSS at the DSU. When the SARSS interfaces with DS4, setting up and maintaining the locator file becomes a SARSS responsibility. For more information on setting up and maintaining the locator file, see TM 38-L19-2, Chapter 4. If your DSU operates under the DS4 or SAILS automated systems, file the cards in location sequence. TMs 38-L32-12 and 38-L32-13 explain how to setup locator files under automated systems. Other information can be added to the cards, such as nomenclature, expiration date, and the CIIC. The locator file will also have a card for each empty storage location. You can use these cards when you assign new storage locations. If your unit has no ADPE, use DA Form 2765 (Request for Issue or Turn-In) (showing DIC YDL) to make a temporary location card. Send a stock location card also to the SCS and MMC. The temporary location card will be maintained until the SCS and MMC provide a printed DA Form 2000-3 (Installation Inventory Count Card) (showing DIC YDL) as an output to your unit. If your DSU has ADPE, the SCS and MMC provide a preprinted deck of stock location cards (showing DIC YDL) for each NSN in stock. The deck is in stock number sequence. DA Form 2000-3 is a multipurpose card that can also be used as a location survey work card. Use DA Form 2765 to report items that need locations added to or deleted from the locator deck. You should also use it to combine two or more locations into one. Stock location cards for shelf-life items should first be placed in NSN order and then filed by condition code. The first locator card within a specific condition code should be for the item having the least amount of shelf life left. This card should be

followed by the card with the next-oldest date. File the card with the oldest shelf-life date last. Make sure that this first-in, first-out rule is followed in all sections.

NOTE: There will be no locator card decks used under SARSS or DS4 desktop. There will be location listings available in either stock number or location sequence. The listing of stock numbers in NIIN sequence can help relocate stocks and identify stocks with no location. (NOTE: This change deletes Figures 6-9 and 6-10.)

MAINTAINING THE LOCATOR FILE

Keep the locator file at a central point near the receiving section since this is the area where most of the locator activity takes place. Set up step-by-step rules to follow to make additions, deletions, or changes in the locator file. Make sure everyone in your section understands and follows the rules. You should also set up guidelines for special arms control and security guidance. To ensure that security storage areas are correctly identified and used for storing only classified and highly pilferable supplies, you must setup locator file controls. One way you can mark the locator file to show which items are pilferable supplies is to use some type of color coding or a different corner cut. Be sure to place these guidelines in your storage SOP. The basic SOPS for the stock locator system apply to all types of locator systems. The manual and automated systems are very much alike in function and purpose. The major difference is that manual locator system record cards are handwritten while the cards of the automated system are machine-printed. Both systems list the item stock number, nomenclature, and UI. Stock locator file maintenance includes the following procedures.

- When a new item is received, search the locator file for the item stock number and its assigned location.
- If a location is already assigned for the stock number, write the location code on the receipt document and route the item to the warehouse section for storage. Chapter 7 explains receiving procedures.
- Sometimes new material has to be placed in a temporary storage location until a permanent location

is ready. Be sure to provide these materials, especially the items with sensitive or pilferage codes, with the necessary protection while they are in the temporary location.

- It is a good idea to keep a file on locations as they become empty. This file should list the types of locations and their sizes. As a new item comes in, the right type and size of location can be found quickly and easily by searching the file. Once a location has been assigned, its card must be removed from the file to avoid assigning the same location to a different item. If you do not keep a file listing empty locations, send new items to the correct storage area. A storage specialist will decide where to store the item. After he picks a location, he must make sure it is posted to the locator card.

- If you are at a DSU that has a shortage of storage space, you will have to add and delete locations and make changes to the locator file to make room for incoming supplies. Before assigning a new item to an empty location or before making changes to the locator file, check to see if the location in question is assigned to an ASL item. You should delete or change locations for non-ASL items first. It is easier to do this when the balance on hand of an item is zero. Your local storage SOP should list the times when you must reserve certain storage locations. It should also list the times when you can delete ASL locations.

- Normally, you should not delete an ASL location even if all the items in the location have been issued. However, if you find you do not have enough space for incoming items, you may be forced to delete the ASL location and assign that location to a new item. Inform the SCS of any changes in ASL and non-ASL locations. These changes affect the storage locations that the SCS lists on the receipt document.

- Sometimes a location is specially designed for a particular type of item, such as cylinders or extra large items. Other times a location may be used for storing fast-moving items which are generally replenished quickly. In these cases, you should keep the location open even if the balance on hand is zero.

- Be sure to make the necessary loose-issue labels and location placards when new material is received and assigned to a location. Take these forms with you

when you place the material in a storage location. This saves you from making more than one trip to a location.

MAKING LOCATION CHANGES

Sometimes you will need to move items to new locations or move items from two different locations to one location. Since the locator files of both the automated and manual supply systems are similar, the way you request these changes is also very similar. However, the forms you use are different.

Manual Procedures

You should have only one storage location for each NSN. If there is a change in the primary storage location or a new location is established, enter Loc Chgd or New Loc and the prime location code in block 15 on DA Form 2765. Figure 6-11 shows the DA Form 2765 completed as a new location card. Figure 6-12 shows the form completed as a location change card.

★ Automated Procedures

Try to have only one location for each item. If you need to delete, change, or add a location, make sure your soldiers use the correct procedures for your type of automated system. Most automated systems use DA Form 2765 or DA Form 2000-3 to make changes. Most of the data you will need to fill out these cards are in the locator file or deck. Sometimes, due to electrical or equipment problems, you may have to make a manual location change. Use DA Form 2765 to make such a change. TM 38-L32-12 gives step-by-step procedures for making automated and manual location change requests. Most automated systems use DA Form 2000-3 as a stock locator card. This card is machine-printed and filed in the locator deck in NSN order. The DSUs which operate using SARSS-1(I) will update the locator file through the location maintenance process. This process provides the capability to change existing locations and establish new ones. SARSS will allow you to have up to five different storage locations. The location maintenance process consists of keyboard entries. It requires no preparation of manual YDL cards.

NOTE: These locations are maintained by SARSS; therefore, there is no input to DS4 as a result of the location maintenance process. The operator also has

the capability of creating bin labels. (NOTE: This change deletes Figures 6-13 and 6-14.)

Figure 6-11. DA Form 2765 completed as a new location card

Figure 6-12. DA Form 2765 completed as a location change card

★ MAKING LOCATION SITE FORMS

As storage supervisor, you must be able to show your soldiers how to make location placards for new bulk supplies and how to replace location placards that are missing at the location site. You must also be able to show them how to make loose-issue labels for new bin supplies or make labels to replace those missing from storage bins. Loose-issue labels are sometimes called bin tags or bin labels. Use DA Form 3779 (Location Placard) and DA Form 3778 (Loose Issue Label) to make these location markers. Make out the location form when you receive the item. Take it with the item when you put it into storage. This will help you avoid making more than one trip to a new location. Figure 6-15 shows how to fill out DA Forms 3778 and 3779 using data from the receipt document. To complete these location markers copy the item's stock number, condition code, expiration date, and UI from the receipt document or the item container. Use AR 708-1 or the AMDF to find the correct SEC and the shelf-life code. Write U in the block for the physical security classification and Q in the block for the shelf-life code if none apply. Copy the stock location code from the location site. Give the completed location placard or loose-issue label to storage personnel to place at the location. You may also work with other location forms. A label and some of the forms and the ways they are used are listed below. See TM 743-200-1 for details on their use.

DA Form 3780

DA Form 3780 (Pallet Count) is put at the end of each pallet row. It shows the total number of pallets

and the total number of items in that row. The placard makes taking inventory easier by showing these totals.

DA Form 3781

DA Form 3781 (Check Unit of Issue Notice) is used when an item could be issued in the wrong quantity because of an unusual UI.

DA Form 3782

DA Form 3782 (Suspended Notice) is used when an item is suspended and cannot be issued. List the reason on the notice.

DA Form 3783

DA Form 3783 (Stock Change and/or Physical Security Change Notice) shows that an item UI or stock number has been changed. It is placed on a storage site to show that the item has more than one location due to the change. If you use this card, you do not have to move all items to one location. You can issue from two locations until the quantity is low and the items can be combined in one location.

DA Label 141

DA Label 141 (Open Box) is placed on open boxes in the loose issue or bulk sections. It points out which box is open so that you issue from it. You must have no more than one open box per item. The lid must be kept closed to keep the materials clean.

LOCATION PLACARD						
STOCK NUMBER 292ϕ-ϕϕ-2ϕ4-3ϕ92						
CONDITION A	UNIT OF ISSUE EA	PSC U	SLI ϕ	EXP DATE	TYPE STORAGE CODE	
LOCATION GANCA				CUSTODY CODE		
REMARKS:						

DA FORM 3778
1 SEP 71

STOCK NUMBER 292ϕ-ϕϕ-2ϕ4-3ϕ92			UA EA	CC A	EXP DATE
PSC U	SLC ϕ	CUS	TYPE STOR	LOCATION GANCA	

DA FORM 3778 1 SEP 71 LOOSE ISSUE LABEL DELETE (✓)

DATE	SHIP TO	MARK FOR	PROJECT	TYPE	UNIT	QUANTITY	WEIGHT	VAL	UNIT	VAL	TOTAL															
1971	783 MAINT BN APO NY 12345					3169	A	00005			00005															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">SHIPPED FROM New Cumberland Army Depot New Cumberland, PA 17070</td> <td style="width: 33%;">SHIP TO 783 MAINT BN APO NY 12345</td> <td style="width: 34%;">MARK FOR</td> </tr> <tr> <td>WAREHOUSE LOCATION</td> <td>TYPE OF CARRIER</td> <td>FREIGHT RATE</td> </tr> <tr> <td>QUANTITY DATA (FROM ORIGINAL INVOICE ONLY)</td> <td colspan="2">FREIGHT CLASSIFICATION NOMENCLATURE</td> </tr> <tr> <td></td> <td colspan="2">ITEM NOMENCLATURE</td> </tr> <tr> <td></td> <td colspan="2">Spark Plug</td> </tr> </table>												SHIPPED FROM New Cumberland Army Depot New Cumberland, PA 17070	SHIP TO 783 MAINT BN APO NY 12345	MARK FOR	WAREHOUSE LOCATION	TYPE OF CARRIER	FREIGHT RATE	QUANTITY DATA (FROM ORIGINAL INVOICE ONLY)	FREIGHT CLASSIFICATION NOMENCLATURE			ITEM NOMENCLATURE			Spark Plug	
SHIPPED FROM New Cumberland Army Depot New Cumberland, PA 17070	SHIP TO 783 MAINT BN APO NY 12345	MARK FOR																								
WAREHOUSE LOCATION	TYPE OF CARRIER	FREIGHT RATE																								
QUANTITY DATA (FROM ORIGINAL INVOICE ONLY)	FREIGHT CLASSIFICATION NOMENCLATURE																									
	ITEM NOMENCLATURE																									
	Spark Plug																									

Figure 6-15. DA Forms 3778 and 3779 filled out, using data from receipt document

MAKING LOCATION SITE FORMS

As storage supervisor, you must be able to show your soldiers how to make location placards for new bulk supplies and how to replace location placards that are missing at the location site. You must also be able to show them how to make loose issue labels for new bin supplies or remake labels missing from storage bins. Loose-issue labels are sometimes called bin tags or bin labels. Use DA Form 3779 (Location Placard) and DA Form 3778 (Loose Issue Label) to make these location markers. Make out the location form when you receive the item. Take it with the item when you put it into storage. This will help you avoid making more than one trip to a new location. Figure 6-15 shows how to fill out DA Forms 3778 and 3779 using data from the receipt document. To complete these location markers copy the item's stock number, condition code, expiration date, and UI from the receipt document or the item container. Use AR 708-1 or the AMDF to find the correct SEC and the shelf-life code. Write U in the block for the physical security classification and O in the block for the shelf-life code if none apply. Copy the stock location code from the location site. Give the completed location placard or loose issue label to storage personnel to place at the location. You may also work with other location site forms. A label and some of the forms and the ways they are used are listed below. See TM 743-200.1 for detailed use of these forms.

DA Form 3780

DA Form 3780 (Pallet Count) is put at the end of each pallet row. It shows the total number of pallets and the total number of items in that row.

The placard makes taking inventory easier by showing these totals.

DA Form 3781

DA Form 3781 (Check Unit of Issue Notice) is used when an item could be issued in the wrong quantity because of an unusual UI. An example would be a set of boxes with each as the UI. In this case, each means the whole set.

DA Form 3782

DA Form 3782 (Suspended Notice) is used when an item is suspended and cannot be issued. List the reason on the notice.

DA Form 3783

DA Form 3783 (Stock Change and/or Physical Security Change Notice) shows that an item UI or stock number has been changed. It is placed on a storage site to show that the item has more than one location due to the change. If you use this card, you do not have to move all items to one location. You can issue from two locations until the quantity is low and the items can be combined in one location.

DA Label 141

DA Label 141 (Open Box) is placed on open boxes in the loose issue or bulk sections. It points out which box is open so that you issue from it. You must have no more than one open box per item. The lid must be kept closed to keep the materials clean.

LOCATION PLACARD

STOCK NUMBER 292φ-φφ-2φ4-3φ92					
CONDITION A	UNIT OF ISSUE EA	PSC U	SLI φ	EXP DATE	TYPE STORAGE CODE
LOCATION GAHCA				CUSTODY CODE	
REMARKS:					

STOCK NUMBER 292φ-φφ-2φ4-3φ92			U/I EA	CC A	EXP DATE
PIC φ	SEC φ	CUS	TYPE STOR GAHCA	LOCATED GAHCA	
DA FORM 3778 1 SEP 71			LOOSE ISSUE LABEL		DELETE I <input type="checkbox"/>

A5A AN5 K 292φ-φφ-2φ4-3φ92															00005 A K4712 3159 0002															GAHCA															179															A42															00001														
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DD FORM 1300-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DDG SINGLE LINE ITEM RELEASE/PICEST BY DISCUMINT

Figure 6-15. DA Forms 3778 and 3779 filled out, using data from receipt document