

NAVSEA 8012/2(Rev. 2-81)(Front)AMMUNITION DISPOSITION REQUEST AND AUTHORIZATION(ADRA) S/N 0116-LF-080-1210
 (Read the special instructions before completing this form) (NAVSEAINST 4570.1)

TO: (Appropriate Inventory Manager)	FROM (Requesting Activity)	ACTIVITY ADRA NUMBER	AMMUNITION CLASS CODE	DATE
		COGNIZANCE SYMBOL	SIGNATURE (Requesting Activity Official)	CODE

PART I - AMMUNITION DISPOSITION REQUEST - APPLICABLE ONLY TO CATALOGED ITEMS (To be completed by requesting activity) I/M ONLY

ITEM NO.	NSN	DODAC	C/C	QUANTITY	NOMENCLATURE	D	SEC	REASON FOR ADRA	PACKAGING DATA	NOTES
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

REMARKS

COPY TO:

AMMUNITION DISPOSITION REQUEST AND AUTHORIZATION (ADRA)

NAVSEA 8012/2 (Rev. 2-81)

(Review Instructions Below)

S/N 0116-LF-080-1210**INSTRUCTIONS FOR PREPARATION OF AMMUNITION DISPOSITION REQUEST AND AUTHORIZATION (ADRA)**

1. *General.* These instructions apply to form NAVSEA 8012/2 (Rev. 2-81) (formerly NAVORD 8012/1) and will be utilized for requesting disposition instructions for NSNs (National Stock Numbers)/NICNs (Navy Item Control Numbers) as listed in "Catalog of Ammunition Stock" (formerly NAVSEA OD 12067/NAVAIR 11-1-116) Microfiche Cards or records maintained and updated by CNC (Change Notice Cards) distributed by the Ships Parts Control Center, Mechanicsburg, Pa. 17055. Uncoded items or items not listed in the catalog publications are to be reported on Cataloging/Identification/Disposition Request (Form 4ND-SPCC-8010/57).

Cognizance Symbols
2E, 2T, 4E, 4T, 8U

Inventory Managers
Commanding Officer
Navy Ships Parts Control Center
(Code 731)
Mechanicsburg, PA 17055

2. Originator of request will complete *PART I--AMMUNITION DISPOSITION REQUEST* as follows:

8E

a. Enter the applicable data listed in the following numbered subparagraphs. When a data entry is not applicable, enter "NA".

(1). *TO--IM* (Inventory Manager) and address as applicable to the COG (Cognizance Symbol). Addresses by COG are provided in subparagraph (6). Except for COG "01" material, prepare original and four copies of each request, forward original and two copies to the applicable IM and one copy to NAVSEASYSKOM (CODE SEA 642), Washington, D.C. 20362. An original and three copies of COG "01" items are to be forwarded to the applicable IM via Commandant of the Marine Corps (LMG), Washington, D. C. 20361. One copy of each request is to be retained in the activity's file.

6T

Commander
Department of the Navy
Naval Air Systems Command
(Code AIR-412)
Washington, DC 20362

Officer in Charge
Naval Mine Engineering Facility
(Code RRM)
Yorktown, VA 23491

(2). *FROM--* Originator's activity and address.

(3). *ACTIVITY ADRA NUMBER--* Each ADRA consecutively numbered within each calendar year. Number to include the last two digits of the calendar separated from ADRA number by a dash (-), i.e., 23-80.

8S

Commander
Department of the Navy
Naval Sea System Command
(Code SEA-63Y)
Washington, DC 20362

(4). *AMMUNITION CLASS CODE--* A one digit alphabetic code that identifies the ammunition type or category of the item. *DO NOT* *COMMINGLE* items of different ammunition classes under an ADRA. Ammunition Class Codes and identifications are:

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A--Bombs, Components & Countermeasures
B--Military Pyrotechnics
C--Military Chemicals
D--Underwater Sound Signals, Sonobuoys & Components
E--Demolition Explosives & Material
G--Underwater Mines & Components
H--Cartridges & Cartridge Actuated Devices
J--Rockets & Components
L--Marine Corps Ammunition
O--Misc. Ammunition Components & Containers
P--Small Arms & Landing Force Ammunition
Q--Gun Ammunition, 20MM to 4 Inch
R--Gun Ammunition over 4 inch
S--Torpedoes & Components
T--Surface Launched Guided Missiles & Components
V--Air Launched Guided Missiles & Components

Commander
Department of the Navy
Naval Sea System Command
(Code SEA-62C)
Washington, DC 20362

0T

Commandant
Headquarters U.S. Marines Corps
(Code LMG)
Washington, DC 20380

(5). *DATE--* Date ADRA request was prepared and transmitted.

(6). *COGNIZANCE SYMBOL--* A two digit numeric/alphanumeric code that designates the inventory manager. *DO NOT*

COMMINGLE items of different cognizance symbols (COGs). The IMs for Conventional Ordnance Material are:

(Continued on Reverse)

- (7). *SIGNATURE*--Originator's signature.
- (8). *CODE*--Originator's organizational code.
- (9). *ITEM NO.*--Number of items submitted by the originating activity.
- (10). *NSN/DODAC*--The stock listed item being submitted for disposition by the submitting activity.
- (11). *C/C*--The physical condition code of the item being submitted for disposition.
- (12). *QUANTITY*--The accurate quantity of the material being submitted for disposition calculated in accordance with the Unit of Issue applicable to the cataloged item.
- (13). *NOMENCLATURE*--A brief description of the item being submitted for disposition.
- (14). *DC*--The Demilitarization Code is a single alphabetic character assigned to an item as a means of identifying MLIs (Munitions List Items), identifying demilitarization requirements, and collecting, storing and disseminating demilitarization information.
- (15). *SEC*--The Physical Security Classification of the item being reported for disposition.
- (16). *REASON FOR ADRA*--Description of the physical defects of unserviceable items (NARs and lot/serial, as applicable), storage problems resulting from retention of material and/or identification of excess materials.
- (17). *PACKAGING DATA*--Identify if material is standard or non-standard packaged; if material is packaged in accordance with DOT (Department of Transportation) requirements; if material requires repackaging before shipment; identify recoverable containers; identify type of palletization including recoverable pallets and adapters (MK & Mod), or other ammunition detail items.
- (18). *IM ONLY NOTES*--Inventory Manager's note(s), a one digit numeric code indicating the disposition assigned to the item. *TO BE FILLED BY THE IM.*
- (19). *REMARKS*--Include additional information pertinent to the item or additional justification supporting the request for disposition.
- (20). *COPY TO*--Indicate activities and organizational codes receiving copies. (Minimum copies as identified in para. 2a(1)).
3. *PART II--INVENTORY MANAGER'S DISPOSITION AUTHORIZATION*--IMs reply to originator's request. Reply may consist of one or a combination of more than one of the statements identified in the "IM ONLY NOTES" column in PART I as defined in PART II.
- a. The IM is to enter the applicable or appropriate data listed in the following numbered subparagraphs. When a data entry of a MILSTRIP disposition is not applicable, enter "NA" or if data from previous entries are to be repeated enter "Same as above."
- (1). *TO*--The submitting activity's address as reflected in PART I.
- (2). *COPY TO*--Organizational codes receiving a copy of the disposition authorization response. As a minimum organization codes identified as "copy to" by the submitting activity, or as directed in (1) above.
- (3). *CODE*--Self-explanatory.
- (4). *SIGNATURE*--self-explanatory.
- (5). *DATE*--Date disposition and/or authorization response was made.
- (6). *MILSTRIP AUTHORIZATION OR OTHER DISPOSITION INSTRUCTIONS*--Each entry of PART I (Numbered items 1 thru 15) will be annotated by the IM with the appropriate number that represents the disposition authority provided in this section. The specific disposition instruction, including the redistribution, retention, or disposal authorization document number, will be provided by line item number; therefore, each item submitted by the originating activity will be responded to individually with an appropriate INVENTORY MANAGER'S NOTE. Clear test statements to support the disposition provided the submitting activity are to be entered in the numbered space to correspond with the item in PART I.
- (7). All ADRA's authorizing disposal of item(s), (IM NOTES 6, 7, 8, and 10), responding to activities other than those identified in SPCCINST P8010.12c and NAVSEAINST 4570.1a (current issues) as reporting disposable ordnance assets through the ADIMS (Ammunition Disposal Inventory Management System), will be forwarded to the Navy's Ordnance Demilitarization/Disposal Program Manager, Naval Sea Systems Command, ATTN: SEA-6423, Washington, D.C. 20362, with a copy to the submitting activity. Specific demilitarization and/or disposal instruction, including any required relocation of material, will be provided the activity direct by the Navy's Ordnance Demilitarization/Disposal Program Manager. Activities reporting through ADIMS will utilize appropriate codes of the system to identify items requiring further disposition instructions.
- (8). Responses to ADRA's will be provided the requesting activity within 25 calendar days after receipt of the ADRA. Activities are to be notified within 30 calendar days when a response is expected to be made for all requests not answered within 25 calendar days. All status reports are to contain the ADRA number and item numbers as applicable.
4. ADDITIONAL INSTRUCTIONS (for originating activities):
- a. Prior to initiating an ADRA, activities are to ensure that applicable transaction item reports are submitted to SPCC for inventory update of CAIMS.
- b. The originator is instructed to initiate follow-up action if a status report is not received within 30 calendar days from submission. Submit a duplicate copy of the original ADRA marked "FIRST FOLLOW-UP" or "SECOND FOLLOW-UP," etc., as appropriate, and date initiated. Distribution of follow-up actions should be the same as original ADRA.