

**JSP 886**  
**THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 3**  
**SUPPLY CHAIN MANAGEMENT**

**PART 10**  
**THE MANAGEMENT OF EQUIPMENT PROCURED**  
**UNDER URGENT OPERATIONAL REQUIREMENT**  
**ARRANGEMENTS**



MINISTRY OF DEFENCE

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## **CHAPTER 1 - INTRODUCTION TO THE MANAGEMENT OF EQUIPMENT PROCURED UNDER URGENT OPERATIONAL REQUIREMENT ARRANGEMENTS**

### **PURPOSE**

1. The purpose of this instruction is to detail the procedures for the Joint Support Chain (JSC) management of materiel procured under Urgent Operational Requirement (UOR) arrangements. From a JSC perspective equipment procured urgently to support operations falls into 2 categories:
  - a. **UOR - New to Service.** This is equipment and supporting spares that may only be covered by rudimentary support strategy documentation, and may be supplied direct to a deploying or deployed unit. This UOR requirement is by its nature frequently 'Commercial Off the Shelf' (COTS). However, it can be equipment on the procurement programme due to enter service, but not yet funded, or has not undergone full systems acceptance, the procurement of which is short circuited to meet the urgent requirement.
  - b. **Urgent Sustainment Requirement (USR)<sup>1</sup> - Codified Item.** USR is similar to a UOR but addresses a sustainability gap by rapidly acquiring additional in-service support for materiel already in service.
2. UOR/USR procedures are used for the rapid purchase of new or additional equipment, or for an enhancement or essential modification to any existing equipment, in order to support a current or imminent military operation. General guidance is available on The Acquisition Operating Framework website - Operational Layer.

### **APPLICABILITY**

3. It is mandated that all IPTS are to apply the processes and procedures detailed within this document to all materiel procured under UOR arrangements.

### **OWNERSHIP AND POINTS OF CONTACT**

4. The policy, processes and procedures described in the Defence Logistics Support Chain Manual (JSP 886) is owned by Director Joint Support Chain (D-JSC). Head Supply Chain Management (SCM-Hd) is responsible for the management of JSC policy on behalf of D JSC.
5. This instruction is sponsored by DES JSC SCM (Pol Dev) who should be approached in case of technical enquiries about the content:

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<sup>1</sup> USRs are a parallel process to UORs to deliver urgently required stocks and spares to meet operational requirements.

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6. Enquiries concerning the accessibility and presentation of this instruction should be addressed to:

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### **DEFENCE LOGISTIC SUPPORT CHAIN GLOSSARY**

7. A glossary of JSC terms is available at JSP 886 Volume 1 Part 1A: The Glossary.

### **LINKED PUBLICATIONS**

8. The following publications are linked to this instruction:

- a. JSP 886 Volume 3 Part 1 – The Standard Priority System.
- b. JSP 886, Volume 2, Part 1 - Single Ownership of Items of Supply in the Defence Inventory.
- c. JSP 886, Volume 2, Part 2 - Inventory Planning.
- d. JSP 886, Volume 2, Part 4 - NATO Codification in the UK.
- e. JSP 886, Volume 3, Part 3 - Seamless Supply to Operations – The Purple Gate.
- f. JSP 886, Volume 3, Part 5 - Packaging for the Handling, Storage and Transportation of Materiel.
- g. JSP 886, Volume 3, Part 7 - Consignment Tracking.
- h. JSP 886 Volume 3, Part 2 - Contractor Logistic Support.
- i. JSP 886 - Volume 4 (Materiel Accounting).
- j. JSP 886 - Volume 9 (The Disposal of Materiel).
- k. Joint Doctrine Publication (JDP) 4-00 – Logistics for Joint Operations.
- l. Support Solutions Envelope (SSE).
- m. Through Life Finance Guidance - Issue 1.0-U.
- n. SMART Approvals Guide 9.1/9.2 Supporting Information – UOR Approvals Guidance and Areas of Assurance.
- o. DE&S UOR Standing Instructions (yet to be produced).
- p. DEC UOR – Standing Instruction (Version 4).

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- q. PJHQ SOPs Section 3 – Operations. SOP 3450 – Urgent Statement of User Requirement (USUR).
- r. The Acquisition Operating Framework website - Operational Layer.

### **SUPERSEDED PUBLICATIONS**

- 9. This instruction supersedes the following publication:
  - a. JSP886 Volume 4 Part 4 (Version 2.0 Dated 24 Jul 08) - Equipment Procured Under Urgent Operational Requirement Arrangements.

## **CHAPTER 2 - THE MANAGEMENT OF EQUIPMENT PROCURED UNDER URGENT OPERATIONAL REQUIREMENT ARRANGEMENTS WITHIN THE JOINT SUPPORT CHAIN**

### **DEFINITION**

1. **Urgent Operational Requirement Definition.** A full Urgent Operational Requirement (UOR) definition is given in Directorate Equipment Capability (DEC) UOR – Standing Instruction (Version 4) but in outline a UOR is defined by the following characteristics:

- a. **In-Service Assets.** The requirement cannot be met through the redeployment of existing in-service assets.
- b. **Time.** UOR capability must be able to be introduced into service in time to make a contribution to an operation. For planned operations this will usually mean before the commencement of operations. For enduring operations UOR capability will normally be delivered within 6-8 months<sup>2</sup> of an Urgent Statement of User Requirement (USUR) being raised, however, for complex integration challenges and large fleet fits, this may increase to up to 18 months. Given the time constraints that this imposes, in the majority of cases the capability will be 'Commercial Off The Shelf' (COTS), 'Military Off The Shelf' (MOTS), or will make use of OTS components.
- c. **Theatre Specific.** The requirement must be theatre specific. The capability procured to meet the requirement may have broader utility post-operation (or within another theatre of operation) but this is not to influence the approval process for the UOR Business Case (BC). Broader utility will be one of the considerations addressed when the UOR is reviewed.
- d. **Quantity.** The quantity of capability procured under UOR procedures is only to be that required for the operation (including, where appropriate, an allowance for training, roulement, attrition, etc), unless the value for money case for procuring additional capability is compelling.

### **UOR CATEGORIES**

2. UORs can usually be placed in one of 5 categories:
  - a. To provide an operationally specific capability (eg environmental protection).
  - b. To fill a previously unidentified capability gap (eg threat change).
  - c. To provide a temporary solution to a capability gap that is funded later in the Equipment Procurement Plan (EPP).
  - d. To accelerate an existing EPP funded programme.

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<sup>2</sup> Simple UORs will normally be delivered in a much shorter timescale and complex UORs may achieve an Initial Operating Capability (IOC) well within these timescales.

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- e. To fill a previously identified capability gap that, due to competing priorities, has not been funded in the EPP.

### URGENT STATEMENT OF USER REQUIREMENT

3. A UOR will only be acted upon when an Urgent Statement of User Requirement (USUR) has been staffed through the operational chain of command. The full procedure is contained within DEC UOR- Standing Instruction (Version 4). This is a top-level Departmental instruction and gives the guidelines for the use of UOR procedures.

### APPROVAL AND PROCUREMENT PROCESS

4. DEC UOR – Standing Instruction (Version 4) details the UOR Through life Process but in outline the DEC is accountable for the procurement of UOR equipment. As such it will manage all aspects of the UOR Business Case (BC) development and coordinate the activities of the key stakeholders across all lines of development, as follows:

- a. **DEC.** The DEC will confirm that there is no alternative to the acquisition of new (or enhanced) capability to meet the requirement. In concert with the Integrated Project Team (IPT) they will have agreed a solution and procurement strategy, with the Front Line Commands (FLC) they will have agreed a training and support strategy, and with all stakeholders a fielding and integration plan.
- b. **IPT.** The IPT will confirm that they can deliver the solution to the requirement, in time and to cost. They will have been fundamental in developing the procurement and support plan and so are, in essence, signing to confirm that the UOR will be delivered to performance, cost and time.
- c. **Directorate Joint Capability.** The Directorate Joint Capability (D Jt Cap) will confirm, on behalf of the Ops Secretariat, that the introduction of the capability is consistent with operational planning, including operational priorities and timescales. They will also confirm that the capability cannot be delivered by reallocating existing Defence resources. Finally, with input from PJHQ and the DEC, D Jt Cap will provide authoritative direction on the quantity to be acquired, including cover for training, sustainment, roulement, attrition, trials, etc.
- d. **Director of Capability Resources and Scrutiny.** The Director of Capability Resources and Scrutiny (DCRS), who usually finally authorises the UOR, will confirm that the requirement is justified against the aims of the operation and that the proposed solution is robust, in terms of performance and timescale, and is affordable. They will also take an overall view on whether the case is defensible as a claim on the Conflict Prevention Fund (CPF) and will therefore pass Treasury scrutiny.
- e. **Supply Chain Support - Support Solutions.** During the Identification, approval and procurement part of the UOR process the IPT are to consult with Through Life Support Support Improvement Teams (TLS-SITS) personnel to assist them in identifying an acceptable plan for a through life supply support solution for inclusion in the Business Case (BC). Once the BC has been agreed by DEC, the IPT are to consult with TLS-SITS personnel to assist in designing and developing the through life support solution for the Delivery phase.

## JOINT SUPPLY CHAIN COMPLIANCE

5. **Key Enablers.** Director Joint Support Chain (D JSC) has ownership of the key enablers in support of UOR delivery:
- a. **Defence Logistic Operations Centre (DLOC).** The DLOC is responsible for providing the overall coordinating function for the delivery of UORs to theatre and is responsible for arranging air and sea transportation, via the Coupling-Bridge, on behalf of PJHQ.
  - b. **Defence Storage and Distribution Agency (DSDA).** DSDA provides storage and transportation facilities and manages the stock account.
6. **Support Solution.** The support solution decided by the IPT must consider how the capability will be sustained in theatre and, where necessary, in the training environment. Support assessment is to be conducted against the Support Solutions Envelope (SSE).
7. **Assurance Against the SSE.** The Support Solution of all projects, including UORs, must be assured against the SSE. A ‘tailored’ assurance process may be agreed with TLS-SITS for the KSA 3 (JSC Issues) aspects to ensure timescales are met. Initially, this is likely to be a requirement for measurement against the key risk area only. Once the UOR has been fulfilled, if the equipment is expected to remain in service the IPT is to ensure that the item is brought in to core with an endorsed through life support strategy and that all supportable issues and policies are addressed against KSA 3 of the SSE. D JSC through his TLS-SITS staff is the sole arbiter as to what may be ‘tailored’ out of KSA3.
8. **Compliance.** Once an UOR is approved it is to be accorded a high priority for action by the Integrated Project Team Leader (IPTL) in order to deliver within the timescales set. Care is to be given to ensuring compliance of the support solution with the SSE by engagement with the TLS-SITS staff for all items entering the JSC. As a minimum IPTLs are to ensure items entering the JSC comply with the following instructions:
- a. **Codification.** All items entering the JSC are to be codified in accordance with JSP 886, Volume 2, Part 4: NATO Codification in the UK. Failure to codify creates problems for both the user and IPT as all demands have to be managed manually; the use of in-service Log IS is bypassed which adds delays into the demand processing activities and can result in Supply Chain Pipeline Times (SCPT)<sup>3</sup> not being met<sup>4</sup>.
- (1) **Non-Codified UOR Materiel.** There will be occasions when Non-Codified UOR materiel will be delivered to DSDA Purple Gate and resultantly will not be accounted for on MOD Log IS (ie SS3). When IPTs recognise that they are unable to comply with the codification requirements laid down in the SSE, they are to instruct contractors to ensure that all Non-Codified materiel delivered to DSDA Purple Gate is to be accompanied by the Consignment Tracking requirements detailed at Annex A to JSP 886, Volume 3, Part 7 – Consignment Tracking this will enable effective management and visibility of materiel across

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<sup>3</sup> Details of all theatres SCPT tables are available in JSP 886 Volume 3 Part 1 – The Standard Priority System

<sup>4</sup> Prompt codification will aid the end user with both technical information and demand requirements and will allow the inclusion of items on the relevant stores system. Any non-codified items are to be codified as soon as possible.

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the Coupling Bridges<sup>5</sup>. Non-Codified UOR materiel must be brought to account by the receiving unit in theatre.

- b. **Purple Gate.** All items entering the JSC are to adhere to Purple Gate policy in accordance with JSP 886, Volume 3, Part 3:- Seamless Supply to Operations – The Purple Gate. Failure to conform to these regulations may result in stores being incorrectly prioritised and not being allocated airfreight or shipping space causing potential impact on operations. IPTs are required to inform DSDA Ops when a UOR contract has been raised, if the UOR is required to be stored by DSDA and whether it is to enter the JSC via Purple Gate and be distributed through the JSC to an operational theatre.
- c. **Packaging.** All items entering the JSC are to comply with MOD packaging standards in accordance with JSP 886, Volume 3, Part 5:- Packaging for the Handling, Storage and Transportation of Materiel. Materiel must be packaged to the appropriate level after consideration of expected transport, handling and storage regimes from supplier through to issue for use in theatre. The packaging support solution developed must be compliant with legislation and produced at optimum cost to MOD.
- d. **Consignment Tracking.** All items entering the JSC are to be accompanied by the information needed to allow DSDA staff to enter the items on to the military Consignment Tracking (CT) system (VITAL) in accordance with JSP 886, Volume 3, Part 7:- Consignment Tracking. Failure to provide the data required to allow Consignment Tracking using VITAL will result in loss of visibility. This reduces the confidence of the units and of FLCs that materiel is in transit and will arrive when stated. A completed CT information sheet (Annex A to JSP 886, Volume 3, Part 7) is to accompany all items.
- e. **Technical Documentation.** IPTs are to ensure UORs are introduced with sufficient Technical Documentation (TD) to allow users to effectively and safely operate and maintain the equipment and to identify required spares and their associated NATO Stock Numbers (NSNs) or Makers Part Numbers (MPNs) in the case of equipments not yet codified.

### INTEGRATION AND SUPPORT

9. Sufficient consideration must be given to the integration of the UOR capability and its ongoing support, including:
- a. The management of likely attrition.
  - b. The need for equipment for pre-deployment training.
  - c. The modification of simulators to include the new capability.
  - d. The identification of all interfaces with the JSC where UOR may require deviation from existing process.

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<sup>5</sup> IPTs are to be aware that Non-Codified items or materiel delivered to DSDA Purple Gate without the correct CT documentation will remain vulnerable in terms of visibility whilst moving across the coupling bridge until receipted by the end user.

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- e. The fielding plan must take into account the time taken to train with the new capability.

### DELIVERY

10. Deliveries are to be managed, as far as is practical, to deliver a complete capability. This can be:

- a. **Before the Force Deploys.** Prior to deployment, IPTs are to agree with FLCs who will take responsibility for the embodiment of the UOR within deploying units, pre-deployment training (PDT) and integration issues. Platform integration is to, where possible, be completed before the deployment or as part of the next Relief in Place (RiP).
- b. **After Deployment.** If delivery cannot be achieved prior to deployment, IPTs are to deliver the equipment to the UK end of the Coupling Bridge for onward movement to operational theatres. Responsibility for meeting the implementation requirements of UORs is that of the theatre staff and end user supported by the lead IPT and the DEC. It may be necessary to form an 'in-theatre Integration team.

### ACCOUNTING

11. **General.** It is essential that the capability is supportable through life and all materiel procured under these arrangements is properly accounted for, and where necessary asset managed, at all times whilst in the JSC. Failure to comply with this requirement could negate the rationale for their procurement under the UOR process and result in significant difficulties in supporting new and potentially battle winning capabilities. Consideration is to be given to whether it might be more operationally effective or cost effective to take the capability into Core in advance of the end of an enduring operation.

12. **Government Accounting Regulations.** It is a fundamental requirement of Government Accounting Regulations that fully auditable accounts and records are to be maintained for materiel assets procured for use by the MOD. This includes procurement under UOR procedures. UORs and any spares or ancillaries procured for their support are to be accounted for from first receipt, be that at a base depot or by a unit, until final disposal. Further detail on Materiel Accounting is available in JSP 886 - Volume 4.

13. **Asset Accounting/Management.** There is no bespoke system for equipment procured under UOR arrangements. They are to be formally accounted for in the normal manner on current in-service Logistic Information Systems (Log IS) ie Stores System 3 (SS3), Management of Equipment, Resources, Liabilities and Information Network (MERLIN) or Managing Assets for Equipment Support Transaction, Records and Operations (MAESTRO) to ensure the assets can be tracked for asset inventory management purposes and reporting in the Fixed Asset Register (FAR).

14. **Receipt Action and Accounting Procedure.** Each Service currently deals with the receipt and accounting of UORs differently. See Paragraph 19 below for respective single Service process and procedures. Loaned equipment, which may include Accounting Class 'P' (Permanent) equipment, will require a higher level of accounting than consumable equipment.

### INCORPORATION INTO THE CORE INVENTORY OR DISPOSAL AS OBSOLETE EQUIPMENT

15. **Disposal or Supported Action.** After its first year in service a UOR will be subject to a DEC led UOR Capability Review as detailed in stages 5 and 6 of the DEC UOR – Standing Instruction (Version 4). The UOR Capability Review will establish the effectiveness of the UOR in Theatre and, amongst other things, reach a conclusion as to whether the capability will be retained for the length of the operation or, in some cases, has potential to be retained beyond. The possible outcomes of a UOR Capability Review are:

- a. **Dispose.** The capability is judged to be ineffective. The equipment is to be disposed off in accordance with JSP 886 - Volume 9 (The Disposal of Materiel).
- b. **Retain until Unserviceable.** The capability is partially effective or requirement no longer extant but equipment offer some limited utility. The equipment is to be retained unsupported until no longer useable and then disposed in accordance with JSP 886 - Volume 9 (The Disposal of Materiel).
- c. **Retain for Length of Operation.** The capability is judged to be effective on the operation but offers no long term benefits. The equipment is to be supported for the length of the operation with the costs falling to the Conflict Prevention Fund (CPF).
- d. **Bringing into Core.** The capability has the potential to be taken into Core and become a supported inventory item, subject to wider balance of investment consideration. This is where the capability is effective on the current operation and, furthermore, is of sufficient utility judged to have potential to be taken into core in due course. The DEC will consider this further through its wider Capability Reviews, in the context of overall affordability. The IPT is to plan to support the equipment for the length of the operation, and consider how it might be supported beyond; costs fall to the Conflict Prevention Fund (CPF) for the duration of the operation (unless, exceptionally, it is brought into core before then), and thereafter to the Department. UOR materiel brought into Core as a result of the review process is to be reassessed against the SSE to ensure suitable through life support is put in place.

16. **Equipment Integration.** The IPT is to ensure the equipment is properly integrated into the JSC (where appropriate) or disposed of as obsolete equipment in accordance with JSP 886 - Volume 9 (The Disposal of Materiel). Consideration is to be given to whether it might be more operationally or cost effective to take the capability into Core in advance of the end of an enduring operation. If the equipment is to become part of the Defence Inventory, a formal Inventory Plan is to be constructed in accordance with JSP 886, Volume 2, Part 2 – Integrated Project Team - Inventory Planning. The provisions line must include anticipated support costs.

17. **Funding of Longer Term Support for UORs.** UOR business cases are explicit in that UORs, where necessary, will be retained at cost to the Reserve for the length of the operation. Therefore, any support solution can be charged to the Reserve for the duration of the operation should this be necessary. However, all support funding for a UOR will cease at the end of the operation for which it was procured and from that point the MOD will be liable for any contractual commitments. As such it is desirable that support arrangements are sufficiently flexible to allow termination, at relatively short notice, as the

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end of the planned horizon for the operation approaches<sup>6</sup>. IPTs are to exercise their commercial judgement to balance value for money against the benefits of such flexibility.

### JOINT SUPPORT CHAIN PROCESS AND PROCEDURES

18. The main JSC process and procedures that are to be applied are as follows:

a. The process starts<sup>7</sup> at the point when all UOR procurement staff action has been completed and the vendor is ready to deliver the equipment to the MOD.

b. The process ends at the point when the equipment is brought to account as inventory 'Supported'<sup>8</sup> or is disposed of as having no further requirement to the Operation.

c. Detailed procedures for the management and in-Service support of equipment procured under UOR arrangements are documented as follows:

(1) Maritime-Managed Equipment on CRISP. There are no specific procedures in place for the management of Maritime UORs. Maritime units, afloat and ashore, maintain a full accounting regime during both peacetime and operations as articulated in JSP 886 - Volume 4 (Materiel Accounting).

(2) Land-Managed Equipment. Units and organisations are to use the process and procedures as shown at [Annex A](#) to this Section.

(3) Air-Managed Equipment on SCCS. The Air environment maintains a full accounting regime during both peacetime and operations, and will continue to use the current regulations applicable, which are summarised at [Annex B](#) to this Section.

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<sup>6</sup> For example a support contract might provide for a 3 or 4 year solution with options to extend beyond that point, depending on the policy guidance at the time.

<sup>7</sup> This process assumes that the IPT has already engaged with SCS SS Solns personnel to assist them in identifying an acceptable plan for a through life supply support solution for inclusion in the Business Case (BC).

<sup>8</sup> 'Supported' in this case refers to properly codified and managed *equipment*, where standard records are kept on the appropriate LOG IS system for that *equipment* and normal JSC procedures are used to deliver and account for the *equipment* and its spares. In the case of *equipment* on the programme where UOR procedures have been used to bring it forward, normal DE&S 'Acceptance into Service' procedures may be used. However, this is outside the scope of this instruction.

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## ANNEX A - LAND-MANAGED EQUIPMENT

(Introduced at [Paragraph 18](#))

### INTRODUCTION

1. This Annex details the JSC policy and procedures for the management and in-service support of equipment procured under UOR arrangements for Land unit materiel accounting purposes only.

### EQUIPMENT AND SUPPLY OF SPARES PROCUREMENT

2. This instruction deals separately with management of the main equipment procured under UOR arrangements and the supply of spares to repair that equipment. Individual items are divided for management purposes<sup>9</sup> and accounted for as:

- a. **Consumable Items.** Expendable items, once issued, have no residual value and will not normally be returned to depot stocks, but expended on the task and disposed of in accordance with instructions specified by the IPT.
- b. **Loaned Items.** Non-expendable items will have a residual value, may be repairable, these items will be issued using Loan procedures and will be returned to central stock or added to the Unit/Operational Equipment Table (UET/OET) or reallocated to other units.

### INVENTORY MANAGEMENT

3. **General.** All UOR materiel is to be NATO codified and NATO Stock Numbers (NSN) recorded on Stores System 3 (SS3). (For details on Non-Codified UOR materiel see [Paragraph 8](#)). All materiel is to be formally accounted for as follows:

- a. Main Equipment (including Complete Equipment Schedules (CES) and Special Tools and Test Equipment (STTE).
  - (1) **DE&S (Depot Stocks).** The following Log IS systems are to be used to account for and manage UOR equipment:
    - (a) SS3 the base system for non-registered and or General Spares Support including repairable management.
    - (b) MERLIN for asset management of registered equipment.
    - (c) MAESTRO for non-registered capital equipment<sup>10</sup>.
  - (2) **Deployed Second Line.** At Theatre level UOR equipment may be held within an operational pool maintained by a deployed secondary depot (CA UIN)

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<sup>9</sup> This assumes the non-Cat 1(A)1 (Registered Number *Equipment*) items are 'Unsupported' and not held on the main Stores System 3 (SS3) Inventory. If the items are to be retained for future use, special arrangements will have to be made to return them to stock in Loan Pools held outside SS3. Therefore, if the IPT, wishes to maintain control over these items it must loan them to the unit. It is assumed that Cat 1(A)1 *equipment* is always on loan to the unit because it is Registered Number *Equipment*.

<sup>10</sup> MAESTRO also has the facility to manage non capital equipment as dictated by the IPT (ie Binos/Compasses)

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and loaned to user units on an 'as required' basis using secondary depot accounting procedures.

(3) **First Line.** At unit level normal accounting procedures for the Operational Equipment Table (OET) are to be followed for all UOR equipments. Loaned equipment is to be inventory-managed in the Unit Miscellaneous Stores Account (MSA) (see Para 10 Unit Accounting).

b. **Spares (Including CES & STTE Materiel).** The following applies:

(1) **DE&S (Depot Stocks).** SS3 is to be used to record, issue and recall UOR spares for repair. Capital Spares may also be asset managed on MAESTRO<sup>11</sup>.

(2) **Deployed Second Line.** At theatre level UOR equipment and spares scaling may be held by a deployed secondary depot (CA UIN) and issued to user units on an as required basis using secondary depot accounting procedures.

(3) **First Line.** At unit level normal accounting procedures are to be followed with spares accounted for on the Unit Spares Account (USA).

4. **Contractor Logistic Support.** UORs supported by a Contractor Logistic Support (CLS) Supply Support arrangement (ie all spares held and supplied by a contractor) must be NATO codified and NSNs Recorded on SS3 to allow unit users to place demands using Log IS, as necessary. Further detail on CLS and the production of Supply Support Instruction (SSI) is available in JSP 886 Volume 3, Part 2 - Contractor Logistic Support.

5. **Inventory Plan.** The UOR Support Solution is to include through life spares support planning conducted using approved inventory modelling tools in compliance with the Support Solutions Envelope (SSE).

6. **Asset Management.** Advice and guidance on Asset Management is available from the SCS Provider Services Asset Systems Management Team (ASMT).

a. **Registered Number Equipment.** The IPT are to request MERLIN Census Team (Land) at Chilwell to mount Registered Numbered Equipments on MERLIN and allocate Equipment Registration Marks (ERM) from MERLIN. The IPT or MERLIN Census Team (Land) is to record the Description and UOR Reference against the comments screen by individual ERM.

b. **Other Key Equipment.** Asset management of other key equipment can be achieved through using MAESTRO. ESMs are to ensue items are added and issued as a priority.

7. **Central Accounting and Issuing.** The following is to apply:

a. **SS3.** The following applies to the use of SS3 functionality:

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<sup>11</sup> MAESTRO is only to manage asset managed Capital Assets with a value above £5,400. However ESMs can use MAESTRO for tracking attractive items such as weapons, binoculars and some spares.

## INTERNET VERSION – MASTER IS ON THE DEFENCE INTRANET

(1) **Materiel.** All UOR materiel is to be recorded on SS3 as Accounting Class P (Permanent), L (Limited) or C (Consumable). IPTs are to ensure Dues In and Dues Out information is entered on SS3 to enable DSDA to process materiel as Scheduled Receipts. These items will be issued to the unit using standard SS3 issue procedures. UORs not brought onto account on SS3 due to urgency of need/time constraints are to have Post Posted Issue (PPI) action taken by DSDA Traffic in accordance with current PPI instructions<sup>12</sup>.

(2) **Loaned Equipment.** Loaned equipment is to be recorded on SS3 as Accounting Class P (Permanent) or L (Limited)<sup>13</sup>. These items will be issued and returned using Loans procedures. Each loan will be controlled by a SS3 Dues In Identification Number (DIIN) and the terms of the loan will be made clear to the unit.

(3) **SS3 Issues.** Materiel is issued from SS3 using the 'Tasked Issue' procedures or it can be specially collated by requesting a 'Collated Task Issue'<sup>14</sup>. Both types of issue are to be initiated from an Issue Order produced by the IPT and will be supported by an Issue Transaction Summary (ITS) produced by SS3. Further detail of SS3 Tasked Issues and Collated Tasked Issues procedures can be obtained from DSDA Controlled Stocks Section.

b. **MERLIN.** All Registered Number Equipment managed on MERLIN is Loaned equipment and ERMs for the equipment are allocated from MERLIN by the MERLIN Census Team (Land) at Chilwell at the request of the IPT to the Asset Code and UIN stated. MERLIN will automatically create an issue record. Confirmation of the ERMs allocated is forwarded to the IPT for its action with the receiving unit. The receiving unit is to complete a blank AF G8851 (Registered Number Equipment Receipt and Issue Voucher), as the consignee to bring the equipment to account and then forward a copy to Logistic Census Team (Land) to inform MERLIN.

c. **MAESTRO.** IPTs allocate Quantitative Requirements (QR) reference details to equipment. MAESTRO automatically creates the Issue/Loan order as indicated by the IPT, items are then Issued/Loaned through SS3. The receiving unit must complete a receipt voucher and return it to the issuing IPT with a copy sent to the MAESTRO closed loop accounting team Chilwell.

d. **Trade Receipts.** Where UOR materiel is issued directly by a contractor, units are to action the MOD Form 640 or equivalent in accordance with JSP 886 - Volume 4 (Materiel Accounting)

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<sup>12</sup> PPI action can not be conducted on Non-codified items, however these non-codified items still require to have requisite information to allow Defence Storage and Distribution Agency (DSDA) staff to enter the items on military Consignment Tracking (CT) systems (VITAL) in accordance with JSP 886, Volume 3, Part 7:- Consignment Tracking.

<sup>13</sup> The IPT are to decide whether it wishes to use P or L for loaned *equipment* based on value, security requirements and whether the *equipment* can be repaired.

<sup>14</sup> 'Collated Task Issue' is a method by which stores received at the depot are taken beyond Traffic Branch into a specific storehouse for collation and issue.

## DELIVERY AND DISTRIBUTION

8. **Delivery of Equipment through the JSC.** The following is to apply:
- a. **Purple Gate.** All materiel for support to operations is to move through the Purple Gate. Purple Gate procedures are detailed in JSP 886, Volume 3, Part 3:- Seamless Supply to Operations – The Purple Gate. Requests to use an alternative Purple Gate Node or direct delivery may be authorised after consultation with DLOC.
  - b. **Delivery Planning.** Delivery of UOR materiel to theatre via the Purple Gate and the coupling bridge is controlled by DLOC to ensure the flow of materiel into theatre is controlled and regulated. All requests to move UOR materiel to theatre are to be channelled through DLOC Plans.
  - c. **Consignment Tracking.** All UOR materiel consigned through the Purple Gate will be consignment tracked using VITAL. All consignments are to comply with Consignment Tracking policy outlined in JSP 886, Volume 3, Part 7:- Consignment Tracking.
9. As a general rule, all UOR materiel is to be delivered to an operational theatre (via Purple Gate). However, there may be cases when delivery of UOR materiel to unit peacetime locations is appropriate, for example:
- a. When the UOR is being issued to a unit pre-deployment.
  - b. For pre-deployment training purposes.
  - c. The UOR is issued to a training establishment for use in the UOR training package.
  - d. For incorporation into another equipment (issues of this type may have to be made to civilian contractors, naval bases or nominated units).

## UNIT ACCOUNTING

10. **Receipt of UOR Materiel.** The receiving unit is to receipt UOR equipment in accordance with JSP 886 - Volume 4 (Materiel Accounting)
- a. All loaned equipment is to be accounted for in the Loans Section of the Miscellaneous Stores Account (MSA).
    - (1) Units are to receipt MERLIN-controlled equipment against the AF G8851 as the consignee and return completed AF G8851 to MERLIN Census Team (Land) (see [Sub-Paragraph 7c](#) above).
    - (2) Units are to receipt MAESTRO-controlled equipment against the receipt voucher and return it to the issuing IPT with a copy sent to the MAESTRO closed loop accounting team at Chilwell.
  - b. Where equipment is lost, damaged or un-delivered the normal procedures for

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Discrepancy, Reporting as laid down in JSP 886 Volume 4 Part 200 Section 24 – Receipt of MOD Materiel is to be followed. Where the lost or damaged equipment on loan is managed on MERLIN or MAESTRO all supporting documentation, including AF G1084B, is to be submitted to the IPT for onward transmission to Logistic Census Team (Land). This action is necessary because it allows management to close the loan and take replacement action if necessary.

c. Where the unit is a deployed secondary depot managing a Theatre operational pool of UOR equipment which is then to be loaned to user units as directed by the Theatre HQ, normal secondary depot accounting procedures are to be followed.

d. When Non-Codified UOR items are received they are to be brought to account using the Manufacturers Part Number (MPN) or other unique identifier.

11. **Request for Disposal Instructions.** In some cases a blanket disposal instruction may be given by the IPT, for example if the item is a low value consumable, or instructions may be given to dispose of it through a specified Marketing Agreement. If not specified, where the UOR equipment managed on SS3 becomes surplus to unit requirement, normal Request for Disposal Instruction procedures is to be used in accordance with JSP 886 - Volume 9 (The Disposal of Materiel). For MERLIN-managed items the unit is to act only on instructions given by the IPT.

12. **Recall, Amendment to Status and Return of Loaned Equipment.** All loaned equipment will be recalled using SS3 and MERLIN procedures. Existing hastening procedures for equipment not returned will be applied. However, where the status of the loan requires amendment the following is to apply:

- a. **Conversion to Permanent Issue.** A particular loan of equipment may be converted to Permanent Issue and the Loan Dues-In cancelled on SS3 and MERLIN on instructions from the IPT.
- b. **Extensions, Transfers and Unit Roulement.** All extensions and transfers of loans and the passing on of loans at unit roulement are to be administered on SS3 or MERLIN on instructions from the IPT.

In all cases, amendments to loans of equipment required by units are to be arranged through the IPT which authorised the loan. The unit in theatre is to ensure the Theatre Operational Equipment Table (OET) reflects these changes. The last unit holding loaned UOR equipment in a theatre that is drawing down is to return the equipment back to UK for retention in loan pool stock under the arrangements of the IPT.

13. **Repairable Items.** The UOR procedures contained in this instruction do not lend themselves to the complex JSC procedures for managing repairable items through a Planned Repair Loop. However, if the contract requires the return of unserviceable repairables for repair and return to use, specific instructions will be issued by the owing IPT.

### SUPPLY OF SPARES

14. **General.** Where the equipment is to be repaired by the unit, the IPT are to put in place an arrangement with the contractor to supply a Manufactures Spares Pack (MSP)

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and a contract to cover the continual supply of spares. The IPT is responsible for providing the unit with the appropriate Technical Publications, including a catalogue of spares for the equipment. IPTs are to ensure all UOR items managed in the JSC are assured against the SSE and are therefore full codification has taken place. Details on SSE assurance and codification can be found at [Paragraph 8 to Section 2](#) of this instruction. The IPT is responsible for ensuring the appropriate arrangements are made for the ranging and scaling and funding of these spares.

15. **CLS Support.** Spares support for UOR equipment supported by a CLS supply support arrangement are to be managed as detailed at [Paragraph 4](#) above.

16. **Responsibility for Supply of Spares.** The IPT is to nominate who will be responsible for the supply of spares, and will arrange for a DMC<sup>15</sup> (or DMCs) to be recorded on SS3, linking UOR items of supply by NSN to both the owning IPT, and the organisation responsible for their supply.

17. **Non-Codified Spares.** There may be occasions when the urgency of need or time restraints dictate that full NATO codification of an item may not have taken place<sup>16</sup>. In these instances the following procedures for demanding non-codified spares for UOR equipment will apply:

a. **Submission of Demands.** Demands are to be placed in MATDEM format, by signal or e-mail, to DSDA Operations Centre in accordance with JSP 886, Volume 3, Part 1:- The Standard Priority System. The Manufacturer's Part Number (MPN) for non-codified spares is to be taken from information provided by the IPT. "For UOR Equipment" is to be annotated in the Special Instructions box along with the UOR Reference and short title of the main equipment.

b. **Processing of Demands.** All demands for non-codified spares will be referred to the relevant IPT for action, in accordance with JSP 886, Volume 3, Part 1:- The Standard Priority System.

c. **Satisfying Demands from SS3.** IPT Provision Sections are to arrange for the direct supply of the spares to the unit using the 'Tasked Issue' procedures as described in [Paragraph 7 above](#).

d. **Supply Information.** Unit enquiries are to be made through formation ES (Mat) staff in the normal way. Supply information is to be obtained from IPTs. DSDA Operations Customer Services is available to assist with demand progress enquiries.

18. **Unit Receipt of Non-Codified Items.** Non-Codified items can not be accounted for on MOD Log IS (ie SS3) at DSDA Purple Gate, therefore these items will remain vulnerable in terms of visibility whilst moving along the coupling bridge until receipted by the unit. It is essential all Non-Codified UOR Items are brought to account by the units without delay. Units are to receipt and account for Codified and Non-Codified UOR spares in the normal manner in accordance with JSP 886 - Volume 4 (Materiel Accounting).

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<sup>15</sup> DMCs are available by application to SCS Provider Services, without a DMC items cannot be linked by NATO Stock Number (NSN) to their controlling IPT and Inventory Manager, nor to their supplier where the items is supplied through Contractor Logistic Support (CLS) arrangements.

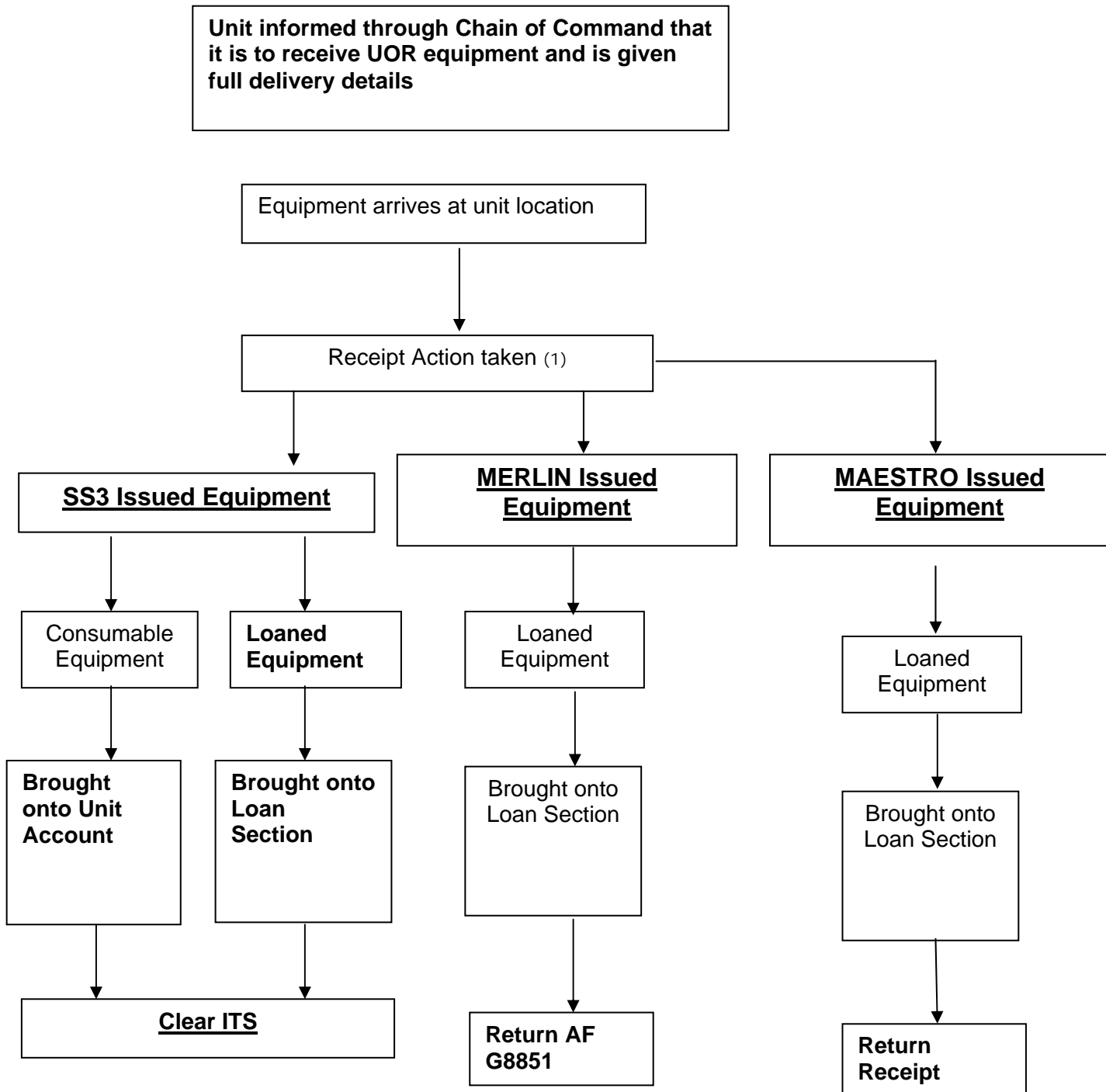
<sup>16</sup> , Prompt codification will aid the end user with both technical information and demand requirements and will allow the inclusion of items on the relevant stores system. Any non-codified items are to be codified as soon as possible.

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19. **Unit Flow Diagrams.** Unit Flow Diagrams illustrating the process for managing equipment procured under UOR arrangements are outlined at Appendices 1-3 to this Annex.

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## APPENDIX 1 TO ANNEX A - FLOW DIAGRAM FOR MANAGING EQUIPMENT PROCURED UNDER UOR ARRANGEMENTS - EQUIPMENT (MSA/ET ACTION)

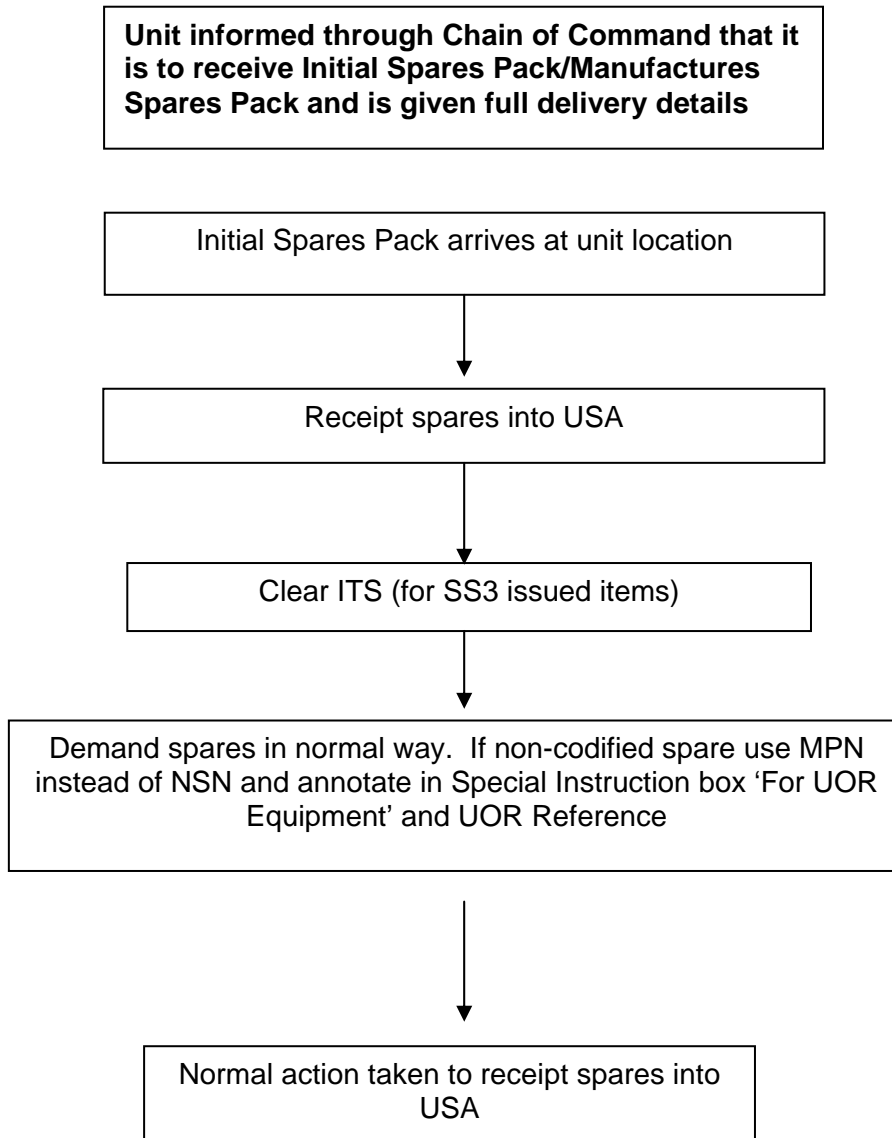


Note:

1. Non-Codified items can not be accounted for on MOD Log IS (ie. SS3) at DSDA Purple Gate, therefore these items will remain vulnerable in terms of visibility whilst moving along the coupling bridge until received by the unit. It is essential all Non-Codified UOR Items are brought to account by the units without delay.

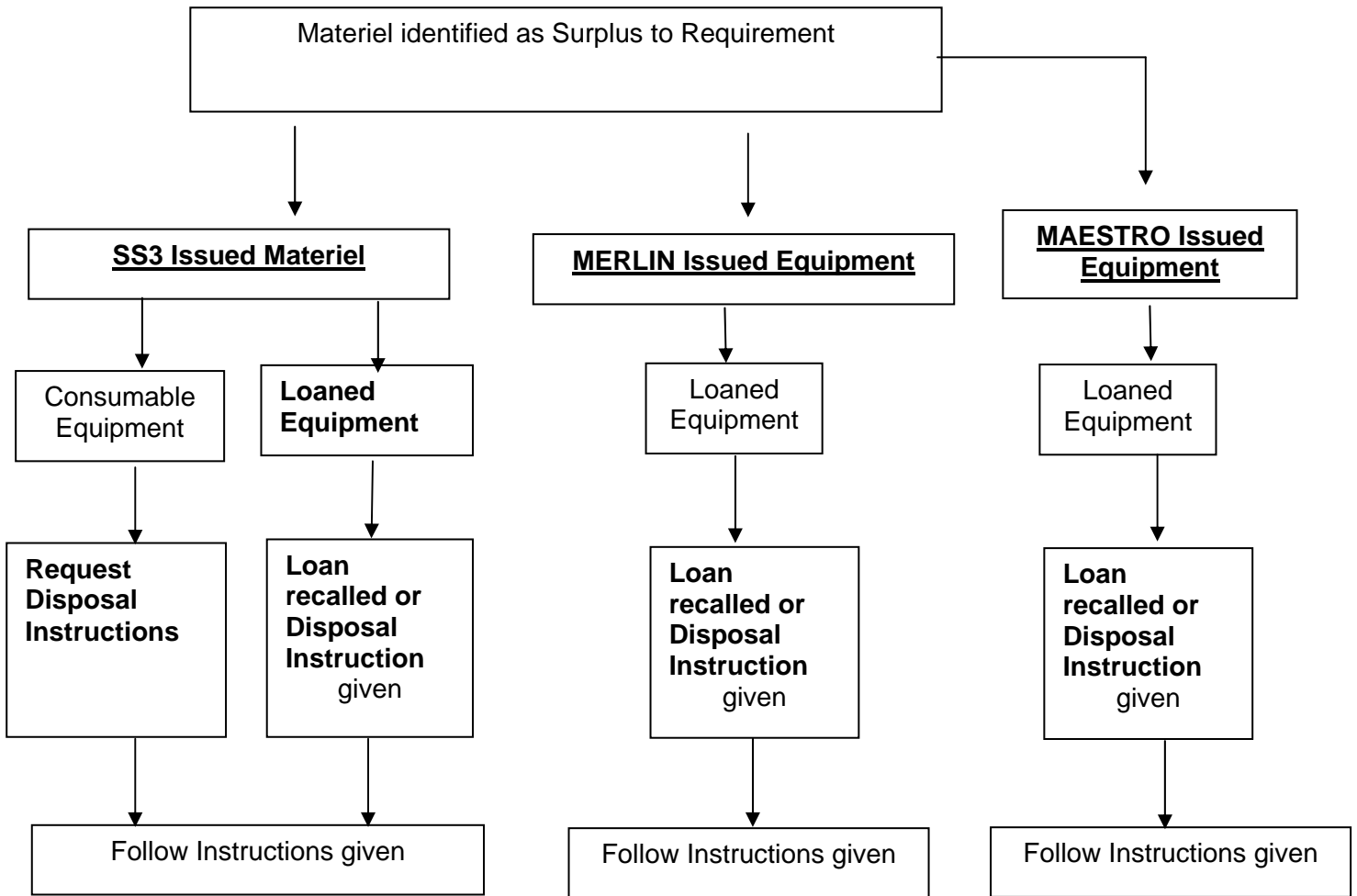
## INTERNET VERSION – MASTER IS ON THE DEFENCE INTRANET

### APPENDIX 2 TO ANNEX A - FLOW DIAGRAM FOR MANAGING EQUIPMENT PROCURED UNDER UOR ARRANGEMENTS - SPARES (UNIT SPARES ACCOUNT ACTION)



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## APPENDIX 3 TO ANNEX A - FLOW DIAGRAM FOR MANAGING EQUIPMENT PROCURED UNDER UOR ARRANGEMENTS - DISPOSAL OF MATERIEL



## ANNEX B - AIR-MANAGED EQUIPMENT

(Introduced at [Paragraph 18](#))

### INTRODUCTION

1. This Annex details the Air Environment procedures for the management, accounting and in-service support of equipment procured under UOR arrangements for Air-environment units after delivery.
2. The Air environment UOR process will be initiated by the Logistics Support Centre (LSC) at HQ Air Command in conjunction with relevant Role Office (RO).
3. There may be occasions when the urgency of need or time restraints dictate that full codification of an item may not have taken place, and the item would therefore, not be managed on MJDI. In these instances the procedures detailed within this Annex are to apply.
4. In the majority of cases, the short timescales for introduction and the small numbers of items will mean that non-SCCS accounting is necessary. In these cases, units are to use non-SCC accounting procedures in accordance with JSP 886 - Volume 4 (Materiel Accounting).

### PROCEDURES

5. **Receipting.** Where equipment is issued directly by a contractor, units are to action the MOD Form 640 or equivalent in accordance with JSP 886 - Volume 4 (Materiel Accounting). Equipment is then to be brought on charge on the Non SCC package or F1640 manual stock record card. All vouchers raised are to include the maximum available level of item detail, including item serial numbers where applicable.
6. **Secondary Accounting.** For Class Permanent (P) and Limited (L) items, secondary accounting in accordance with JSP 886 - Volume 4 (Materiel Accounting) is to be maintained. Should a UOR item be procured which would otherwise have been a C-store, consideration is to be given to treating it as an L-class item particularly if it is valuable or scarce.
7. **Demands.** Demands for replacement items and/or spares are to be addressed to the Supply Organisation responsible for the initial demand, who will advise on the demand procedures to be used.
8. **On-Unit Repair.** In the event that a UOR-procured item is required to undergo bay servicing or repair on unit, its movement is to be tracked using Repairable Management System (REPMAN) in accordance with JSP 886 Volume 30, Part 7.
9. **Issues Off Unit.** Requirements for the transfer of equipment (including return of R3/R4 assets) are to be referred to the Supply Organisation, responsible for the initial demand.

## **INTERNET VERSION – MASTER IS ON THE DEFENCE INTRANET**

### **10. Items on Loan.**

a. **Receipt.** In the event that an item is received on loan from a contractor the F640/650 is to be endorsed 'for loan register action' with reference to the IPT responsible for the loan. Normal loan register procedures are then to be followed as per JSP 886 - Volume 4 (Materiel Accounting).

b. **Return.** Equipment being returned from loan is to be actioned in accordance with JSP 886 - Volume 4 (Materiel Accounting).

11. **Operational Variations.** Specific operational variations to these procedures will be promulgated by the LSC and item specific variations by the owning IPT.