



## INSTRUCTIONS

**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** - 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 8d.
- ITEM 3** - Enter numbers only.  
(Example: 80 01 22 for 22 January 1980.)
- ITEM 4** - 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 5** - Enter SIR Report Number according to AR 190-45.
- ITEM 6** - 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 7** - Complete for losses and thefts. Check proper box. Report details in SIR (AR190-45), as proper.
- ITEM 8** - 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 9/10** - Complete after NCIC entry by Army Field Terminals.
- ITEM 11** - Leave Blank.
- ITEM 12** - Self-explanatory.
- ITEM 13** - Self-explanatory.
- DISTRIBUTION:**
- CONUS INSTALLATIONS:**  
Supporting Army NCIC Field Terminal Organization  
Army Command (ACOM)
- OVERSEA COMMANDS:**  
US. Army Crime Records Center  
27130 Telegraph Road, Quantico VA 22134  
Organization Army Command (ACOM)  
Army Service Component command (ASCC)
- ARMY RESERVE UNITS:**  
Supporting Army NCIC Field Terminal Organization  
CONUSA Headquarters
- ARMY NATIONAL GUARD UNITS:**  
Supporting Active Army Provost Marshal  
State Adjutant General NGB-MS Organization