

## SECTION 2 - GENERAL PROCESSING

### C9. RECYCLING CONTROL POINT (RCP) PROGRAM

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## SECTION 2 - GENERAL PROCESSING

### C9. RECYCLING CONTROL POINT (RCP) PROGRAM

#### C9.1. Introduction.

##### C9.1.1. Virtual DRMO.

C9.1.1.1. The Recycling Control Point (RCP) is a virtual (vs. actual) DRMO, monitored by DRMS in Battle Creek, Michigan with the assistance of the RCP Liaisons located at specific field locations. This is the receipt in place process between the Defense Distribution Centers (DDC) and DRMS. This “*Market in Place*” concept eliminates the double-handling of material assets moving to the DRMO(s) from the Depot(s) and maintains material accountability and visibility throughout the disposal process.

C9.1.1.2. The DAISY Account, DODAAC SC4402 accepts property electronically from DDC/DLA Depots, based on business rules established by both agencies since 1994.

##### C9.1.2. Location, Screening, and Staging of Property.

C9.1.2.1. All RCP property is co-located at DLA Depots and remains at the Depot throughout the screening process. DOD and federal customers can submit their requests through <http://www.drms.dla.mil> for direct shipment of property to their agencies. The Depots will stage RCP property allocated to eligible donee recipients until shipping arrangements are made by the customers.

#### C9.2. Scope and Purpose.

##### C9.2.1. General.

C9.2.1.1. This instruction provides procedural guidelines for the receipt, reutilization, transfer, donation and sales responsibilities for DRMS, DRMO and Commercial Venture under the RCP program and the reconciliation process.

C9.2.1.2. This instruction is not intended to change or replace current DOD/DLA regulatory publications governing the operation of the property disposal system. Where conflict exists, the current policy or procedure listed in DOD/DLA publications will apply. If a conflict occurs, notify RCP Office immediately at the address provided in the “Foreword” to this publication.

C9.2.1.3. Ineligible property for RCP is identified in DOD 4160.21-M.

##### C9.2.2. Objectives.

C9.2.2.1. To ensure that all policies and guidance are uniformly adhered to by DRMS, DRMO, and all applicable DLA agencies and partners:

C9.2.2.1.1. Standardize electronic disposal cycles.

C9.2.2.1.2. Increase productivity through improved methods.

C9.2.2.1.3. Ensure an orderly operational flow.

C9.2.2.1.4. Eliminate multiple physical handling of excess property to include property requiring special handling or property that may contain hazardous components.

C9.2.2.1.5. Minimize intransit inventories and accountability concerns.

C9.2.2.1.6. Reduce DOD/DLA's overall cost for transportation and maintain property accountability and visibility throughout the disposal cycle.

### C9.3. **Background.**

#### C9.3.1. Program Concept.

C9.3.1.1. Material will remain in DLA warehouses and will be held in the RCP ownership account during the offering process.

C9.3.1.2. The RCP will communicate reutilization, transfer, donation, and sales offerings electronically.

C9.3.1.3. Property will not be available for physical inspection.

C9.3.1.4. RCP generated Material Release Orders will direct the movement of material to the RCP customer.

#### C9.3.2. Business Rules.

C9.3.2.1. The *Business Rules* are located on the DRMS Intranet Web Site, by choosing "Receiving," then scrolling down to "RCP."  
(<https://www.drms.dla.mil/drms/intranet/receiving/receiving.htm>).

C9.3.2.2. The RCP program is fully deployed at 21 DLA Depots. For each DLA Depot, there is a designated RCP Liaison assigned to work with the Depot representative to monitor the operation of the RCP program.

C9.3.2.3. The disposal process for RCP includes a 42 day screening cycle for DOD, Federal and State agencies. At the end of the screening cycle eligible property will be shipped to a Centralized DEMIL Center (CDC), Controlled Property Center (CPC), Long Term Storage (LTS) or the co-located DRMO in accordance with current DLA policies.

#### C9.4. Responsibilities and Systems.

##### C9.4.1. DLA One Book References to Responsibilities:

([https://dla1.eportal.dla.mil/irj/servlet/prt/portal/prtroot/com.sap.portal.pagebuilder.lviewModeProxy?iview\\_id=pcd%3Aportal\\_content/mil.dla.f.eworkplace/mil.dla.f.objects/mil.dla.f.objects.roles/mil.dla.loc.BattleCreek.user/mil.dla.BattleCreek.home/nf/mil.dla.w.resources/mil.dla.all.TheOneBook/p.dla.onebook.user.main&iview\\_mode=default&NavigationTarget=navurl%3A//81c5ffc9596daf6bfcee37e7afee8a9](https://dla1.eportal.dla.mil/irj/servlet/prt/portal/prtroot/com.sap.portal.pagebuilder.lviewModeProxy?iview_id=pcd%3Aportal_content/mil.dla.f.eworkplace/mil.dla.f.objects/mil.dla.f.objects.roles/mil.dla.loc.BattleCreek.user/mil.dla.BattleCreek.home/nf/mil.dla.w.resources/mil.dla.all.TheOneBook/p.dla.onebook.user.main&iview_mode=default&NavigationTarget=navurl%3A//81c5ffc9596daf6bfcee37e7afee8a9))

C9.4.1.1. *DLA*: DLAD 5025.30 (6.1).

C9.4.1.2. *DDC*: DLAD 5025.30 (6.2, 6.3).

C9.4.1.3. *DRMS*: DLAD 5025.30 (6.4).

##### C9.4.2. Responsibilities of the DRMS RCP Liaison:

(**NOTE:** The RCP Liaisons are stationed throughout the CONUS and OCONUS as the Responsible Property Officers (RPOs) for the S9W account. Review RCP SOPs for each task to-ensure compliance.) The RCP Liaison does not have control of the security of RCP property located at Depot activities and should not be designated as RPO.

C9.4.2.1. Pull daily receipts, check each line for items that may require special handling; i.e.; Hazardous materials, annotate listings, Kits, Items on RCP Critical FSCs, FSGs and Buzzwords list.

C9.4.2.2. Initiate DEMIL Challenges for items coded improperly.

C9.4.2.3. Determine property that needs additional descriptive data; Input FLIS+ data-100% of inventory, maintain log of items that Depot unpacks and repacks, Photos-100% of items that meet criteria (see SOP) and maintain production spreadsheet

C9.4.2.4. Provide Customer Service for R/T/D Customers; Respond to written and oral requests and schedule prepared briefings for R/T/D customers on how to request property through the RTD property search at <https://www.drms.dla.mil/asset/govegeo1.html>

C9.4.2.5. Coordinate staging and removal of Donation property; provide Depot personnel with heads-up copy of SF123, verify items to be shipped, provide transportation data to State Agencies if needed, monitor property to be staged, initiate SDR when property is not staged in a timely manner and notify HQ DRMS. Track items not removed from staging area, notify appropriate personnel, adjust accountable record, process XAN and clear the record.

C9.4.2.6. Participate in bi-weekly Liaison Teleconference calls.

C9.4.2.7. Use production spreadsheet tool to submit monthly MIPR Report by the 5<sup>th</sup>

work day of the month to DRMS HQ.

C9.4.2.8. Provide DRMO personnel with original document numbers for Hazardous property. (NOTE: Refer to C9.7 below).

C9.4.2.9. Monitor Front End Edit Report

C9.4.2.10. Check DEMIL F property for instructions (can pull instructions from AEPS if available).

C9.4.2.11. Check Cargo Codes for Hazardous, Radioactive, MPPEH or Classified items

C9.4.2.12. Check for proper certifications, i.e., Inert, Empty Containers, Triple Rinse, Purge, Declassified, etc.

C9.4.2.13. Maintain UDAC Report; research DRMO inventory, NSN, Web Docs, DSS, DLA MRO Tracking, adjust account as needed to keep report cleared and cleaned up, XAN or CLR transactions. (NOTE: Refer to UDAC SOP.)

C9.4.2.14. Submit Supply Discrepancy Reports (SDRs) as needed for; UDAC Report/non-receipts, mis-shipments, mis-identified property, shortages, overages, paper work missing or for informational purposes.

C9.4.3. Systems that are used within the RCP process which the RCP Liaison requires access to:

C9.4.3.1.1. RCP DAISY.

C9.4.3.1.2. Corp Oracle (DAISY Rose).

C9.4.3.1.3. Corp DAISY (requires DRMSV1 access also).

C9.4.3.1.4. DSS <http://www.supply.dla.mil/DSS.asp>.

C9.4.3.1.5. DSS DLA MRO Tracking <http://wegal.ogden.disa.mil/mrostatus/>.

C9.4.3.1.6. WEBVLIPS <https://www.daas.dla.mil/webvlips>.

C9.4.3.1.7. WebSDR [https://www.daas.dla.mil/sar/Websdr\\_sar.asp](https://www.daas.dla.mil/sar/Websdr_sar.asp).

C9.4.3.1.8. FLIS PLUS <https://www.drms.dla.mil/drms/flisplus/>.

C9.4.3.1.9. HMIRS <http://www.dlis.dla.mil/hmirs/default.asp>.

C9.4.3.1.10. Web Docs <https://www.drms.dla.mil/WebDocsIV/DocumentSearch>.

C9.4.3.1.11. Fed Log – Order the DVD at <http://www.dlis.dla.mil/govord.asp>

C9.4.3.1.12. CPR Tool <https://prodwww.drms.dla.mil/cpr/nonrcp>.

C9.4.3.1.13. Web FLIS  
[https://www.webflis.dlis.dla.mil/WEBFLIS/pub/pub\\_search.aspx?niin](https://www.webflis.dlis.dla.mil/WEBFLIS/pub/pub_search.aspx?niin).

## C9.5. Electronic Disposal Process.

### C9.5.1. Transactions.

C9.5.1.1. As in other logistics management within DOD and DRMS, electronic property transactions are proscribed by the Defense Logistics Management Standards Office. MILS manuals are used to process the property from the ICPs, through the DLA Depots and through the disposal process.

C9.5.1.2. DODAACs used: SC4402 - RCP Receipts.

C9.5.1.3. Signal Codes: A one digit code used to indicate where RCP Transfer, Donation, and Sales material is to be shipped, and who is to be billed for the material. RCP will use the signal code D, J or M.

C9.5.1.4. Frequently Used Transaction Terms and Acronyms:

**Figure 1 - RCP Terms & Acronyms**

SIGNAL CODE	A one digit code used to indicate where RCP Transfer, Donation, and Sales material is to be shipped, and who is to be billed for the material. RCP will use the signal code D, J or M.
SC4401	RCP Sales DODAAC
SC4402	RCP DODAAC
UIC	Unique Identification Code

C9.5.1.5. The following are system Document Identifier Codes (DICs), used exclusively for RCP and not currently included in the CAT BOOK

<<http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>> are:

**Figure 2 - Type Transaction Codes (TTC) for RCP - Not in CAT Book**

ARO	DDC response to the RCP transaction confirming the availability and release of material to the RCP customer. This is listed in the C-A-T Book. through the RTD property search at <a href="https://www.drms.dla.mil/asset/govegeo1.html">https://www.drms.dla.mil/asset/govegeo1.html</a>
D6A/B	Receipt transaction that will be used to change ownership from the ICP to the S9W account.
D7Z	Issue
D8	Document identifier for inventory adjustment transaction to inform the ICP/RCP that the DDC item quantity available is

	more than the ICP/RCP records indicate.
D9	Document identifier for inventory adjustment transaction to inform the ICP/RCP that the DDC item quantity available is less than what the ICP/RCP records indicate.
POD/POS	Proof of Delivery/Proof of Shipment

### C9.6. Process Flow.

**NOTE:** The RCP Process Flow is also located at:  
<https://www.drms.dla.mil/drms/intranet/receiving/documents/rcp/roles-page.pdf>.

#### C9.6.1. Receipt and Storage.

**Figure 3 - RCP Receipt and Storage Steps**

1.	Inventory Control Point (ICP) submits A5J.
2.	DSS Depot System receives transaction as D6B
3.	If eligible for RCP DAISY, item received as XR1. If item not eligible, item front end edited, A5J generated to send to local DRMO or DEMIL Center.

#### C9.6.2. Reutilization.

C9.6.2.1. Reutilization transactions are managed in accordance with the DOD 4160.21-M. RCP property is transmitted to GSAXcess® at the end of the 14 day screening period.

**NOTE:** The exceptions are: (1) Coast Guard activities will adhere to the policies and guidelines as outlined in DOD 4160.21-M, Chapter 5, Paragraph C and (2) Customers may not TAG property in RCP. RCP does accommodate priority requests.

C9.6.2.1.1. Special Programs, e.g. - LESO, FMS, and HAP submit requisitions during the reutilization screening period. Information regarding eligibility for these programs can be accessed via Special Programs <<https://www.drms.dla.mil/rtd03/miscprograms.shtml>>.

C9.6.2.2. Reutilization customers will submit their requests for property via through the RTD property search at <https://www.drms.dla.mil/asset/govegeo1.html>

C9.6.2.3. For DEMIL required items, reutilization customers must adhere to all policies and guidelines specified in DOD 4160.28-M.

#### C9.6.3. Transfer.

##### C9.6.3.1. Requisitions.

C9.6.3.1.1. The RCP Transfer Process is all electronic. Transfer customers must submit their requests via GSAXcess®: <http://gsaxcess.gov/fedsweb/fedsweb/>

**NOTE:** Customers may not TAG property in RCP.

C9.6.3.1.2. It is the customer's responsibility to request approval from GSA for property in DRMS RCP. Once the request is input into the system and the transaction is not rejected, DAISY generates an A5A to the Distribution Standard System (DSS) at DDC to have the property shipped to the customer.

#### C9.6.3.2. Supplementary Address.

C9.6.3.2.1. All transfer customer requisitions must have a supplementary address. This is a unique (6) digit number assigned by RCP HQ to use when submitting requests. Contact RCP HQs to receive this information.

**NOTE:** This is a required field in FEDS. The customer is responsible for entering the correct code. RCP HQ does not receive a hard copy of the SF 122; therefore, the customer shall be responsible for all transportation costs incurred for shipping the property to correct address.

C9.6.3.2.2. If the requisitioner makes errors and contacts DRMS HQ, DRMS may make changes to MRO fields.

#### C9.6.4. Donations.

##### C9.6.4.1. Requisitions.

C9.6.4.1.1. The RCP Donation Process is all electronic. Donation customers must submit their requests via GSAXcess®: <http://gsaccess.gov/fedsweb/fedsweb/>

**NOTE:** Customers may not TAG property in RCP.

C9.6.4.1.2. GSA approves the SF 123 and faxes the request to the DRMO. An A5A is then generated to have the material pulled and staged in an area designated by DDC for removal by the customer. Property allocated to Donee customers must be removed within 21 days of notification by the RCP Liaison that the material is in the staging area.

C9.6.4.1.3. The RCP Liaison must coordinate the removal with the Donee and the Depot and the Liaison must be present with the Donation customer or authorized agent for removal of property. Annotate the SF 123 with the quantity removed and have the customer sign the document. If all items are not removed, complete a partial removal (DLA Form 1367) as property is removed and shipments are completed.

C9.6.4.1.4. Once the property is picked up, the RCP Liaison will fax a copy of the SF123 to the RCP Office.

##### C9.6.4.2. Removing Property from the Staging Area

C9.6.4.2.1. Donees are given the following options with regard to removing the property in the staging area:

C9.6.4.2.1.1 Contact the RCP Liaison with a tentative date of removal and a letter of authorization for the designated common carrier, or

C9.6.4.2.1.2 Provide the RCP Liaison with the pertinent data needed to ship the item via FedEx or UPS.

#### C9.6.4.3. Procedures for Changing or Canceling Requisitions

C9.6.4.3.1. If the property has not been selected for shipment, customers can cancel or modify their requisitions. NOTE: RCP Battle Creek may be able to prepare the cancellation or make corrections in some cases.

C9.6.4.3.2. DRMOs (RCP Liaisons) can assist the customer and contact RCP HQ (Battle Creek) to request a cancellation or correction

C9.6.4.3.3. If the property has been selected and shipped, customer must sign for the property and follow the procedures to return the property to the nearest DRMO.

C9.6.4.3.4. When there is a discrepancy with the property, the RCP Liaison can assist the customer in submitting an SDR.

**NOTE:** Refer to Supply Discrepancy Report section - C9.10 below.

#### C9.6.5. Sales.

##### C9.6.5.1. Reference.

C9.6.5.1.1. Please refer to Section 2, Chapter 6, Sales Program, for further information. Also CV SOP is found in Section 4, Supplement 2, Sales Program, Enclosure 2.

**NOTE:** When/If the DRMO receives property with RCP Sales DODAAC SC4401, the DRMO will not immediately put SC4401 property on their inventory/receive it into DAISY. This property must be checked for a CV return/credit form attached to the turn-in DD 1348 or the item must be researched by RCP to verify if the property belongs to CV and was not mis-shipped to the DRMO. The receiver should contact the RCP liaison for assistance in processing this property.

#### C9.7. **Hazardous Property Processed through the RCP Process:**

##### C9.7.1. DEMIL Required Hazardous property:

C9.7.1.1. MLI/SLI that is also hazardous and requires special handling will be turned into the local DRMO at ESD through the RCP process.

### C9.7.2. Hazardous property:

C9.7.2.1. Hazardous property processed through the RCP Process will be an SLH transaction generated in the DAISY reports to the DRMO. (NOTE: Not all property with the DoDAAC SC4402 has been screened through the RCP process; DTIDs with an E in the 11<sup>th</sup> position have been through screening within the RCP process, direct shipment from the Depots will not be in this report.) The SLH transactions will be generated and appear on the DRMOs SLH Property Due In Report, udwb5910 .

### C9.7.3. RCP is not a Generator.

C9.7.3.1. Therefore, when hazardous property is received at the collocated DRMO through the RCP process:

C9.7.3.1.1. The DRMO will receive the property on the new SLH (DTID) Requisition number into DAISY. (NOTE: The SC4402 RCP DoDAAC.)

C9.7.3.1.2. The DRMO will contact the appropriate RCP Liaison for that DRMO, or HQ RCP personnel in Battle Creek, in order to **receive the Original Generator DTID to enter into BOSS.**

C9.7.3.1.3. The DRMO will **enter the Original Generator DTID into the BOSS** delivery order request to ensure reimbursement.

C9.7.3.1.4. Once the record is received on the DAISY account with SC4402 document number, and the original DTID number entered in BOSS, a MUD will be required to clear the DRMO record in lieu of a PMF transaction. To maintain the DLA audit, reference the Original DTID after your Proper Shipping Name (PSN) and all other pertinent data relating to the item in BOSS.

**NOTE:** When this property is not received correctly on the DRMO's account with the new DTID number (Noted from the DRMOs SLH Property Due In Report/udwb5910), it will eventually roll onto the DRMOs Over 30 Day SLH without an XR1 Due In Report/UDAC7520. In order to properly close the record, the new DTID number assigned with the SLH transaction must be entered into DAISY upon receipt and the Original DTID entered into BOSS.

## C9.8. **DEMIL-Required Property.**

### C9.8.1. Customer Responsibilities.

C9.8.1.1. For DEMIL required items, all customers must adhere to the policies and guidelines specified in accordance with **DOD 4160.28-M.**

## C9.9. **Transportation.**

### C9.9.1. General.

C9.9.1.1. For transportation information, see Section 1, Chapter 2, General Operations Guidance, Transportation.

C9.9.1.2. The storage activity provides transportation for all RCP property stored at the DLA Warehouses, except Donation property. Contact the Transportation Officer at (DSN) 661-5846 regarding issues relating to transportation.

### C9.10. **Supply Discrepancy Report (SDR).**

#### C9.10.1. DRMO, CDC, CPC and LTS POC.

Each site will designate a point of contact (POC) to initiate SDRs for that site, and follow the guidance provided in the SDR SOP below.

#### C9.10.2. Reference.

C9.10.2.1. DLA 4140.55, located at <http://www.dla.mil/dlaps/dlai/i4140.55.htm>.

C9.10.2.1.1. **SOP 2009-010**: RCP Supply Discrepancy Report (SDR) SOP located on DRMS Official SOP page: <https://www.drms.dla.mil/drms/intranet/policypubs/sops.htm>.

**NOTE**: If you have questions with the Depot shipments, please contact the RCP Liaison for that site as listed on the following link:

<https://www.drms.dla.mil/drms/intranet/receiving/documents/WEBPOCLISTDRMO.pdf> .

### C9.11. **Inventory Control.**

#### C9.11.1. References.

C9.11.1.1. See Section 2, Chapter 2, Property Accounting. and

C9.11.1.2. DOD 4140.1-R

C9.11.1.3. DOD 4000.25-2-M.

See **SOP 2009-009**: Managing the RCP UDAC 7510 Report/SLHs Due in List located on DRMS Official SOP page: <https://www.drms.dla.mil/drms/intranet/policypubs/sops.htm>.

#### C9.11.2. Storage and Physical Custody Requirements.

C9.11.2.1. RCP does not accept physical custody of property that is excessed and turned in to the RCP Program.

C9.11.2.2. The storage activity maintains custody of all property referred to RCP.

C9.11.2.3. The storage activity is responsible for the content, changes, and accuracy of the inventory held under its control.

C9.11.2.4. Storage activities shall conduct physical inventories, initiate and conduct discrepancy research and prepare supply discrepancy reports.

C9.11.2.5. The storage activity will also investigate and resolve discrepancies, assess liability for losses and initiate and maintain (DD Form 200) to ensure that the physical on-hand quantity and the total item property record quantity agree. There is no requirement for DDC to coordinate the DD Form 200 with DRMS.

C9.11.2.6. The storage activity and property owner/managers will perform a Quantitative Location Reconciliation (QLR) in accordance with DOD 4000.25-2-M of storage activity records (active and inactive records, including zero balances) not less than once each fiscal year. Prior to the beginning of each fiscal year, RCP submits a recommended schedule of dates to DDC to reconcile each site. Prior to the actual reconciliation, DDC will send a confirmation notice of the date, time and number of records being transmitted to DRMS RCP. During the reconciliation process, mismatched quantities (gains or losses) shall be adjusted with a D8\_ or D9\_, Inventory Adjustment Increase/Decrease (Accounting error) transaction to the RCP account. These adjustments will correct book balance errors.

C9.11.2.7. RCP property that has already undergone RTD screening at the Depots will have an "E" in the first position of the serial number (For example, the Disposal Turn-In Document (DTID) would read as "SC44027022E001"). Property with an 'E' in the serial number that is transferred to a DRMO, CPC, LTS or CDC, will not undergo RTD screening again. The DRMO will process it for final disposition, i.e., sales, demilitarization, ultimate disposal, mutilation or downgrade to the appropriate SCL. If property is transferred from a RCP location and doesn't have an 'E' in the serial number, it must be received as a new receipt 'XR1' and undergo RTD screening. This means it did not go through the RCP process.

**NOTE:** This guidance is not applicable for Demil B and restricted Demil Q property received at the Long Term Storage (LTS).

C9.11.2.7.1. If the DRMO determines the property is not sales eligible, the DRMOs are authorized to process a downgrade transaction 'XR3' and change the condition code to F, G, or H. The established approval levels for authorizing downgrades must be followed (refer to table: "Approval Levels for Downgrade to Scrap" in Section 4, Supplement 2, Chapter 2, Property Accounting, Enclosure 1 - Adjustments and Corrections to Accountable Records).

C9.11.2.7.2. If the DRMO determines the property is sales eligible, it must be received as a new receipt 'XR1'. In the receipt screen, the material screening code will be 'X', action code will be 'A' and accounting code will be 'F'. This tells DAISY the item was previously received at another DRMS (e.g. RCP) location, is not being screened, and going directly to sales.

**C9.12. Files Maintenance**

C9.12.1. Refer to Section 1 C1.11 Records Maintenance.