Recycling Control Point

References: Refer to Enclosure 1.

1. **PURPOSE.** DLA developed the Recycling Control Point (RCP) to ensure material accountability is maintained throughout the disposal process. RCP owned material is offered to the RCP customer via the DRMS website. Items selected through the RCP program are shipped directly from the distribution center to the RCP customer.

2. **APPLICABILITY.** This DLA Instruction applies to HQ DLA and DLA PLFAs.

3. **POLICY.** As a material owner, and “broker”, for distributing disposal material, the RCP will accept electronic transfer of material ownership via Distribution Standard System (DSS). Material items transferring ownership to the RCP must remain “in place” during the customer screening/offering process and are not available for prospective RCP customer inspections (except RCP Liaison) while in the distribution center. The RCP owned material items are offered electronically to RCP customers via their customer offering/screening period, one time only, to protect equity of storage space. As a material owner, the RCP must incur material handling costs (storage and movement).

4. **RESPONSIBILITIES.**

   a. Item Manager generates disposal release order. A Disposal Release Order (DRO) is released by the Defense Supply Center (DSC) requesting the disposal of material stored in a DLA Distribution Center.

   b. Review disposal release order for RCP eligibility (RCP program which is part of the Distribution Standard System, DSS, used at DLA Centers). The DSS RCP ‘decision logic’ reviews the incoming disposal issue document for specific coding as well as data maintained in item record, to determine if eligible for RCP material ownership.

   c. Validate count and transfer ownership to RCP (DLA Distribution Centers and DSS). The
Distribution Center systemically confirms the DRO quantity to the DSC with a concurrent transfer of material ownership electronically to the RCP. The Distribution Center validates the retention quantity to be retained in store. DSS confirms the DRO to the DSC and electronically generates a D6 receipt to RCP transferring material ownership from the DSC to the RCP.

d. Offer RCP items to customer utilizing RCP offer process and DRMS website. Upon receipt of material ownership the RCP Office begins the customer offering cycle via their website (www.drms.dla.mil).

e. Screen and select items (Customers).

f. Ship items to customers or Defense Reutilization and Marketing Office (DRMO). RCP will generate material disposition to the Distribution Center. The Distribution Center will pick, pack and ship the material as directed by the RCP.

g. Receive material (Customer).

h. Generate Supply Discrepancy Report (SDR) for unsatisfactory material (customer). RCP Sales customer material delivery problems will be reported to the RCP Office by the RCP customer. The RCP office will generate SDR for their sales customer to the appropriate distribution center.

i. Process and resolve SDR (DLA Distribution Center). SDRs submitted to the distribution center by the RCP must have research completed within 21 days.

5. PROCEDURES.

a. Material Item Manager generates a disposal release order.

b. Review and process disposal release order to RCP edit criteria to determine RCP eligibility. RCP program which is part of the Distribution Standard System, DSS, used at DLA Distribution Centers.

c. Validate count if a quantity is to be retained in storage, and transfer quantity if available to RCP ownership.

d. Offer RCP items to customer utilizing RCP offer process and DRMS website.

e. Screen and select items.

f. Ship items to customers or Defense Reutilization and Marketing Office, DRMO (DLA Distribution Center), Demilitarization Centers, and Controlled Property Centers (CPC).

g. Receive Material (RCP Customer).

h. Contact RCP concerning unsatisfactory material (Customer).
i. Process and resolve Supply Discrepancy Report, SDR.

6. **EFFECTIVE DATE.** September 2, 2003

ENCLOSURE(S)
Enclosure 1
References

1. DOD 4000.25-1-M Military Standard Requisitioning and Issue Procedures, (MILSTRIP)
2. DOD 4000.25-2-M Military Standard Transaction Reporting and Issue Procedures, (MILSRAP)
3. DOD Supply Chain Materiel Management Regulation (DOD 4140.1-R)
5. Defense Materiel Demilitarization Manual (DOD 4160.21-M-1)
6. Recycling Control Point (RCP) Business Rules