

DLMSO

November 19, 1997

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Request for a Revised Implementation Date for Approved  
MILSTRAP Change Letter (AMCL) 9, Processing Materiel  
Receipts Not Due-In for GSA Managed Items

As discussed at the September 3-12, 1997, DoD Supply Process Review Committee (PRC) meeting, the attached change to DoD 4000.25-2-M, MILSTRAP, is forwarded for your evaluation and submission of a single coordinated Service/Agency implementation date. This change is one of approximately 26 MILSTRIP and MILSTRAP approved changes, with implementation dates of 1993 through 1995, which the Components were unable to implement on schedule as resources were shifted to support the Corporate Information Management (CIM) single standard system effort. With the demise of that effort, the Defense Logistics Management Standards Office (DLMSO), in conjunction with the DoD Supply PRC, has agreed to establish revised implementation dates for these AMCLs. AMCL 9 was initially published as an approved change on April 3, 1990, for implementation November 1, 1994. We will use the dates provided in response to this request to establish a mutually satisfactory revised implementation date.

Procedures associated with this approved change have been incorporated in the DoD 4000.25-M, DLMS, Volume 2.

Please provide your reply to DLMSO no later than 45 days from the date of this memorandum. Addressees may direct questions to the DLMSO point of contact, Ms. Mary Jane Johnson at 703-767-6123 (DSN 427-6123).

-----SIGNED-----

JAMES A. JOHNSON

Director

Defense Logistics Management

Standards Office

Attachment

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## **REQUEST FOR REVISED IMPLEMENTATION DATE (RFRID) FOR AMCL 9 PROCESSING MATERIEL RECEIPTS NOT DUE-IN FOR GSA MANAGED ITEMS**

### **1. Proposed Change Concept/Rationale:**

**a. Concept:** Provide for DoD asset accountability and owner visibility of unauthorized returns (returns not due-in) of General Services Administration (GSA) managed items to DoD wholesale storage activities. The procedures:

(1) Prohibit reporting of receipts from nonprocurement sources to GSA inventory managers unless the storage activity has a pre-positioned materiel receipt in the suspense file.

(2) Require the DoD Components to establish the means to account for and maintain owner visibility of such materiel internally and effect materiel disposition.

### **b. Rationale:**

(1) The present DoD 4000.25-2-M (MILSTRAP), chapter 4, discrepant receipt processing procedures require storage activities to report receipts from nonprocurement sources to the designated inventory manager for the item. In their November 25, 1985 letter, GSA advised us of their policy that ownership for GSA managed items passes to the DoD Component upon shipment to the Component's activity. Since GSA does not provide inventory management services to DoD activities, GSA requested:

(a) Exclusion from the MILSTRAP provisions which require DoD wholesale storage activities to report receipt to the cognizant ICP where the accountable inventory record is maintained.

(b) Enforcement of the DoD 4000.25-1-M (MILSTRIP) Materiel Returns Program (MRP) reporting requirements when Military activities are in receipt of unauthorized returns of GSA managed items.

(2) This matter was fully discussed at the July 14-17, 1987 MILSTRAP Meeting. Although the Military Services/DLA questioned the GSA policy, the MILSTRAP System Administrator agreed with the premise that the materiel is DoD owned and confirmed this opinion during subsequent informal coordination with the Office of the Director for Supply Management Policy (DASD(L/SD)).

### **2. Interface/Impact:**

**a. Interface.** May require interface with MILSTRIP MRP procedures, retail level processing systems, and financial accounting operations/systems.

**b. Impact.** Impact will vary depending on the Service/Agency capability to account for

**Attachment**

and maintain owner visibility of receipts not due-in of GSA managed items returned by their own or other DoD Component activities.

**3. Procedures.** Revise MILSTRAP as shown in the enclosure.

**REQUEST FOR REVISED IMPLEMENTATION DATE FOR AMCL 9  
PROCESSING MATERIEL RECEIPTS NOT DUE-IN FOR GSA MANAGED ITEMS**

Revise DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), as follows (changes are identified by *bold italics*):

**1. Chapter 4, section I, subparagraph 1.c.** Revise the general instructions for all receipts to add a last sentence as follows:

c. Normally when a discrepant receipt is retained in U.S. Government custody, whether or not it is U.S. Government-owned, storage activities will store the materiel, submit a DI Code D4/D6 receipt to the cognizant ICP [*text deleted*], and hold the materiel pending receipt of disposition. For improbable situations, storage activities will use exception transactions (i.e., code Z in the third position of the DI code and/or Management Code Z in record position 72). In these situations, storage activities will provide to the cognizant ICP a separate written explanation which includes the receipt transaction document number and the discrepancy report number when a discrepancy report was required. *For nonprocurement receipts with no PMR, see subparagraph 3.c.(11) of this section.*

**2. Chapter 4, section I, subparagraph 1.e.(3).** Revise the LR instructions for nonprocurement receipts to add an exception as shown below:

(3) Report nonprocurement receipts for which no PMR is established directly to the GIM. The absence of a memorandum due-in will identify the transaction to the GIM as a receipt not *due-in* for which transfer/decapitalization is not required. [*EXCEPTION: Process receipts not due-in of GSA managed items under subparagraph 3.c.(11).*]

**3. Chapter 4, section I, subparagraph 2.e.** Add a new subparagraph (11) for procurement receipts to read as follows and renumber existing subparagraph (11) as subparagraph (12).

(11) *Receipts Not Due-In (no PMR/due-in is recorded). See subparagraphs I.2.e.(3) and I.2.e.(4) for processing receipts of misdirected shipments and overages/duplicate shipments, for which PMRs are not normally available.*

**Enclosure**

**4. Chapter 4, section I, subparagraph 3.a.** Revise subparagraphs (1) and (2) to change ~~Adisposal@~~ to read ~~Areutilization and marketing@~~ and to add an exception for GSA managed items as follows:

a. When the receipt cannot initially be identified to an NSN, the storage activity will attempt to identify the NSN or usage by the subparagraph I.1.b. procedures and report the receipt to the cognizant ICP.

(1) If the NSN cannot be identified and the estimated value of the item is under \$100, storage activities will not report the receipt to an ICP. Ship the materiel directly to reutilization and marketing using a local document number. Retain an accessible record of the transaction and its history for two years.

(2) If the NSN cannot be identified and the estimated value of the item is \$100 or more, the storage activity will contact the ICP managing like items to determine disposition. ***[EXCEPTION: If GSA is the manager of like items, process as prescribed in subparagraph I.3.c.(11).]*** If the ICP can identify the NSN, the ICP will direct the storage activity to submit the receipt and SF 364 to the cognizant ICP. If the ICP cannot identify the NSN, the ICP will provide disposition instructions to the reporting activity. These instructions will include an item identification number (e.g., part number, MCN, LCN, etc.) for reporting the receipt and submitting the SF 364. If the ICP directs shipment to ***reutilization and marketing***, the ICP will maintain an accessible record of the transaction and its backup for two years.

**5. Chapter 4, section I, subparagraph 3.c.(4).** Delete the procedures for processing duplicate shipments which are addressed under new subparagraph 3.c.(11).

(4) Overage ~~[deleted text]~~. Report the total quantity received as a single receipt in the applicable condition.

**6. Chapter 4, section I, subparagraph 3.c.** Add a new subparagraph (11) for receipts not due-in to read as follows and renumber existing subparagraph (11) as subparagraph (12).

(11) **Receipts Not Due-In** (no PMR/due-in is recorded).

(a) **GSA Managed Items.** *GSA does not normally authorize return of assets to DoD storage activities. Receipts not due-in are, therefore, considered DoD-owned assets which have not been reported to GSA under the MILSTRIP (reference (h)) MRP. The DoD Components shall establish internal procedures for recording these assets on a storage activity record and an owner record within the Component for subsequent issue, excess reporting under the reference (h) MRP, or release for reutilization and marketing.*

(b) **DoD Managed Items.** *Report the receipt to the cognizant ICP in the applicable condition. Do not include a discrepant receipt indicator (management code) in the transaction.*

**7. Chapter 11, section G, subparagraph 2.d.** Revise the procedures for reporting

nonprocurement receipts on logistically reassigned items after the effective transfer data to read:

*d. If no PMR is recorded, the storage activity will report assets received from nonprocurement sources to the GIM. [EXCEPTION: Process receipts not due-in of GSA managed items under Chapter 4, subparagraph I.3.c.(11).] GIMs/LIMs will reject incorrectly reported receipts using a DI Code DZG transaction with Reject Advice Code AB. (See the Chapter 9 procedures.)*