



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

JUN 03 2002

IN REPLY
REFER TO DLMSO

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: MILSTRIP Interim Change 02-03, Termination of DAASC Part Number Conversion Process and Optional use of Purpose Code in Asset Status Reporting and Lateral Redistribution Orders

The attached change to DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), publishes changes approved under Approved DLMS Change 52, Termination of DAASC Part Number Conversion Process (Supply/MILSTRIP) (Staffed as PDC 67), and 61, Optional Use of Purpose Code in Asset Status Reporting and Lateral Redistribution Orders (Document Identifier Codes DZF and A4_) Supply (Joint MILSTRIP and MILSTRAP) (Staffed by PDC/RFID 71).

Approved DLMS Change 52, dated February 20, 2002, eliminated procedures for the attempted conversion from part number to national stock number at DAASC.

Approved DLMS Change 61, dated March 4, 2002, provided optional inter-Component use of the purpose code based upon agreement between Components.

Remove old pages listed below and insert new pages as indicated. Changes are identified by ***bold-italicized*** text. Deleted text may not identified.

Remove Old

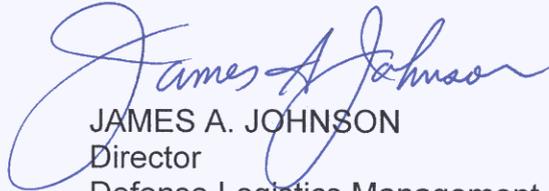
C2-1 thru C2-19
C3-1 thru C3- 40
C9-1 thru C9-15
AP2.1-1 thru AP2.1-16
AP2.8-1 thru AP2.8-4
AP2.16-1 thru AP2.16-17
AP3.2-1 thru AP3.2-4
AP3.24-1 thru AP3.24-3
AP3.33-1 thru AP3.33-3

Insert New

same
C3-1 thru C3- 42
C9-1 thru C9-16
same
same
same
AP3.2-1 thru AP3.2-5
same
same

This change is effective upon publication.

Addressees may direct their questions to DLMSO points of contact, Ms. Vermella Saváge, DoD MILSTRIP System Administrator, 703-767-0674, DSN 427-0674, or e-mail: vermella_savage@hq.dla.mil or Ms. Ellen Hilert, Co-Chair Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: ellen_hilert@hq.dla.mil. All others please contact your Component MILSTRIP or Supply PRC representative.



JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

DISTRIBUTION:
Supply PRC Members/
MILSTRIP Focal Points

cc:
DUSD(L)SCI
LMI
Finance PRC Chair
LMARS Chair

C2. CHAPTER 2

PREPARATION AND SUBMISSION OF REQUISITIONS, CANCELLATIONS, AND FOLLOWUPS

C2.1 PREPARATION OF REQUISITIONS

C2.1.1 Requisitions will be prepared in one of the following formats described under AP1, Forms/Message Format (Introduction), using the coding structures shown in AP2.2:

C2.1.1.1 DD Form 1348, DoD Single Line Item Requisition System Document (Manual).

C2.1.1.2 DD Form 1348m, DoD Single Line Item Requisition System Document (Mechanical).

C2.1.1.3 DD Form 173/2, Joint Message form.

C2.1.1.4 SF 344, Multiuse Standard Requisitioning/Issue System Document.

C2.1.1.5 DD Form 1348-6, DoD Single Line Item Requisition System Document (Manual-Long Form).

C2.1.1.6 DD Form 1348-1A, Issue Release/Receipt Document (acceptable and preferred as a requisition when requesting property directly from DRMOs).

C2.1.1.7 DD Form 1348-2, Issue Release/Receipt Document, with Address Label.

C2.1.2 The manual form (DD Form 1348, SF Form 344, or DD Form 1348-6) will be used only when:

C2.1.2.1 Facilities are not available to the requisitioning activity to enable electrical transmission of documents in data pattern format, formatted teletype messages, or when computer-readable machine-sensible facilities are not available to the requisitioning activity.

C2.1.2.2 The requisition coding structure does not provide sufficient data to assist the supply source in making supply decisions. Use of exception data¹ will cause delays in supply of materiel since each document containing such data must be withdrawn from routine processing, reviewed for the exception and continued in process after a decision

¹ Requirement to reduce the amount of exception data in requisitions last reported as not implemented by DLA (Subsistence). Refer to AMCL 2.

IC 02-03
DoD 4000.25-1-M

has been made as a result of the review. Activities should not attempt to use exception data as a normal method for requisitioning materiel requirements. Limitations on the use of exception data are outlined in paragraph C2.2., below.

C2.1.3 Requisitions for conventional ammunition will contain Advice Code 3Q, 3V, 3W, 3X, 3Y, or 3Z, as applicable, when usable Condition E stock is acceptable.

C2.1.4 Non-NSN requisitions will be prepared with DI A02 or A0B in DD Form 1348m when the CAGE and part number do not exceed the part number field and the item can be identified by additional data in rp 70-80 as indicated in AP3.4. Otherwise, use DD Form 1348-6. This also applies to non-NSN lumber products.

C2.1.5 The manual forms (DD Form 1348 and 1348-6) will be used as exception mediums when there are no available mechanical methods of transmission. Use the AP3, Formats (Introduction), and AP3.2, AP3.5, and AP1.8 (for messages) to prepare manual forms of requisitioning and in the number of copies as specified by individual Components.

C2.1.6 The mechanical transaction will be used as the normal requisitioning medium and will be electrically transmitted to the supply source via DAAS. Use the AP3.2 format to prepare the mechanical transaction.

C2.1.7 The DD Form 173/2 will be used when:

C2.1.7.1 Data communication facilities are not available to permit document transmission by mechanized media.

C2.1.7.2 The document contains exception data and/or rapid document transmission is required under the assigned PD.

C2.1.8 Under exception circumstances, requisitions may be prepared on DD Form 1348 or 1348m, and read to the appropriate supply source by telephone in exact record position alignment. When requisitions are relayed by telephone, confirmation copies are not required and will not be forwarded.

C2.1.9 Requisitions for perishable and nonperishable subsistence will be prepared using the following special instructions:

C2.1.9.1 All subsistence requisitions will contain the applicable type of pack in rp 21. See codes in AP2.20.

C2.1.9.2 All subsistence requisitions will contain a specific RDD (day of year format) in rp 62-64².

C2.1.9.3 Brand name resale item requisitions will contain DI A04 or A0D in rp 1-3.

C2.1.9.4 Brand name resale item identification numbers will be entered in rp 8-20, using AP2.5, paragraph AP2.5.7.

C2.1.9.5 To accommodate a condition peculiar to brand name resale subsistence requisitioned by/for OCONUS activities. Advice Code 2C will be entered in rp 65-66 to convey advice to the supply source to fill or kill an unfilled quantity which cannot be shipped by a vendor to arrive overseas within 30 days after the RDD. To implement this authority, the supply source will contact the vendor to determine if shipment has been made when the item has not been received at the transshipping depot by the contract delivery date plus 15 days. If shipment has not occurred, procurement/requisition cancellation action will be initiated by the supply source and the customer will be furnished appropriate supply status. If the vendor has made shipment, cancellation of the procurement cannot be effected. Such shipments, which cannot be shipped to arrive at the OCONUS destination within 30 days after the RDD, will be put in stock by the transshipping depot to fill future requirements. The supply source will furnish appropriate rejection status to the customer.

C2.1.10 In the requisition document, followup (no supply status received) document and the cancellation (no supply status received) document, the identification code and the reference identification code will appear in documents applicable to part number requisitions (DIs A02 and A0B only). MRDs based on MROs issued by all activities will contain a fund code in rp 52-53. Referral order documents to DSCs from certain Navy stock points without computer capability may not include the date of receipt of demand in rp 67-69.

C2.1.11 The manual form (DD Form 1149, Requisition and Invoice/Shipping Document) is used as a requisition and shipping document as specified by other DoD regulations. The DD Form 1149 will not be used for any processes under MILSTRIP.

C2.1.12 Requisitions for conventional ammunition that should not be delivered before a specific date or later than a specific date may contain an RDP³ in rp 62-64. The formula for expressing an RDP is provided in AP2.14⁴.

C2.2 LIMITATION ON SUBMISSION OF EXCEPTION DATA REQUISITIONS⁵

² Use of the RDD to fill subsistence items last reported as not implemented by DLA (Subsistence). Refer to AMCL 7.

³ FMS and Grant Aid requisitions are excluded from RDP procedures.

⁴ Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

C2.2.1 To enable supply source to process requisitions in a timely manner to meet issue priority group, standard delivery dates, or required delivery dates, requisitioners should attempt to limit repetitive submission of requisitions which contain exception data, particularly those which are to satisfy high priority requirements. Requisitioners should use available MILSTRIP capabilities to ensure automated processes are used to the maximum extent possible. The processing of exception data requisitions is a resource intensive process that is prone to errors and generally delays required support. Supply source receiving requisitions with unnecessary exception data; such as: “ship by commercial air,” “do not use postal system,” “ship by fastest traceable means,” or “ship overnight delivery,” are authorized to delete such information, change the exception DI to a nonexception DI, and continue processing. Supply sources will process all requisitions under the standards of the UMMIPS (DoD 4140.1-R). Within the UMMIPS time segment for transporting the materiel, it is the shipper’s prerogative to select the mode of shipment based on time, distance, item characteristics, and economic factors. The repetitive use of the same exception ship-to address is an uneconomical way of doing business for all concerned. A separate DoDAAC assignment for this type of ship-to address should be made or the TAC 2 address of the involved activity should be changed and the resulting DoDAAC(s) used on applicable requisitions. Activities having multiple locations should assign a separate DoDAAC to each receiving location. It is incumbent upon the requisitioner to work with the applicable Service focal point to develop procedures to automatically process requisitions.

C2.2.1.1 Authorized conditions for use of exception ship-to addresses are listed below. Requisitions containing exception ship-to addresses other than those listed will be rejected with Status Code D6.

C2.2.1.1.1 Sales/donations/loans/issues of materiel to qualifying Federal, state, or civil organizations or individuals approved by the Service Secretaries.

C2.2.1.1.2 Issues of nuclear assets as directed by DTRA DOE contractors.

C2.2.1.1.3 Materiel in Supply Condition Code L to contractors.

C2.2.1.1.4 Issues required by national emergency or natural disasters.

C2.2.1.1.5 Shipments of ammunition requiring special controls.

C2.2.1.1.6 Shipments to contractors for special testing.

C2.2.1.1.7 Requisitions from deployed Naval units with an R or V in rp 30; E, G, or W in rp 40; 01, 02, or 03 in rp 60-61; and 999 in rp 62-64.

C2.2.1.1.8 DoD EMALL-generated requisitions using an IMPAC card as the method of payment.

C2.2.1.2 Exception data will normally be limited to the following:

⁵ See Footnote 1.

C2.2.1.2.1 Non-NSN requirements which exceed the stock or part number field and/or require additional information.

C2.2.1.2.2 Non-NSN lumber products and other commodities identified and ordered by description only.

C2.2.1.2.3 Authorization/identification for items when such requirement is imposed by the ICP or by the parent Service or the requisitioning activity.

C2.2.1.2.4 NSN items in FSCs 5510, 5520, and 5530 requiring specification data; such as, species and/or grade.

C2.2.1.2.5 NSN requirements needing additional identifying information; for example, requisitions initially rejected with Status Code CG or CJ.

C2.2.1.2.6 Requisitions for the Navy's LEVEL 1/SUBSAFE program and nuclear reactor plant materials.

C2.2.1.2.7 NSN items for chemicals for boiler water feedwater analysis.

C2.2.1.2.8 Requisitions used to establish a registered user with the ICP in a PICA/SICA situation.

C2.2.1.2.9 Requisitions for Marine Corps PWR or Pre-Positioning Ships Program.

C2.2.2 Commanders will approve, or delegate in writing to specific personnel to approve, the submission of exception data requisitions.

C2.3 PREPARATION OF NOT MISSION CAPABLE SUPPLY AND ANTICIPATED NOT MISSION CAPABLE SUPPLY REQUISITIONS

C2.3.1 NMCS is a materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to a supply shortage (DoDI 3110.5). Individual Service condition reporting system (for example, Air Force MICAP or Navy CASREP) may require the same qualifying criteria as NMCS but do not automatically generate NMCS requisitions.

C2.3.2 Expedited Handling Signal 999

C2.3.2.1 PDs 01-03, requisitions for items causing mission-essential systems and equipment to be NMCS, will be prepared to contain code 999 in rp 62-64 in lieu of the RDD. Code 999 will provide identification of documents related to critical items and requiring expedited handling. When entered into requisitions, code 999 will be perpetuated on MROs and DD Form 1348-1A (or DD Form 1348-2.) This procedure

IC 02-03
DoD 4000.25-1-M

applies only to materiel being shipped to U.S. Forces OCONUS and to Forces alerted for deployment within 30 days of the date of the requisition for materiel involved.

C2.3.2.2 Code 999 will be used to identify the need for expedited handling only when the conditions specified below are met. (The Commanding Officer of the requisitioning activity will either personally review, or delegate in writing to specific personnel the authority to review, all requisitions identified for expedited handling to certify compliance with prescribed criteria.)

C2.3.2.2.1 The requisitioning unit must possess F/AD I, II, or III and

C2.3.2.2.2 the items or equipment required are causing mission-essential systems or equipment to be incapable of performing any of their assigned missions (NMCS) or

C2.3.2.2.3 the items or equipment required have been identified during maintenance or testing as necessary to prevent mission-essential system or equipment from being unable to perform assigned operational missions or tasks within 5 days of the date of the requisition.

C2.3.2.3 Expedited handling signal 999 does not apply to FMS and MAP Grant Aid requisitions.

C2.3.2.4 For NMCS conditions, other than 999, the following procedures will apply:

C2.3.2.4.1 PD must be 01-08.

C2.3.2.4.2 Enter N in rp 62 of requisitions applicable to NMCS conditions originating at activities where forces in CONUS are not alerted for deployment.

C2.3.2.4.3 Entries in rp 63-64 may indicate short RDDs expressed in number of days from the requisition dates.

C2.3.2.4.4 These documents will be processed using the PD in rp 60-61.

C2.3.2.5 ANMCS is a condition which is anticipated to occur within 15 days in the CONUS or 20 days OCONUS that will result in equipment becoming deadlined for parts, engines going out of commission for parts, aircraft going out of commission for parts, and a ship's capability being impaired for parts. Requisitions for materiel to prevent degradation of the mission capability of such systems/equipment will be prepared as follows:

C2.3.2.5.1 PD must be 01-08.

C2.3.2.5.2 Enter E in rp 62 of requisitions applicable to ANMCS conditions.

C2.3.2.5.3 Entries in rp 63-64 may indicate short RDDs expressed in number of days from the requisition dates.

C2.3.2.5.4 These documents will be processed under the PD in rp 60-61.

C2.3.2.6 ⁶NMCS and ANMCS requisitions will be submitted only for materiel in the quantities needed to return the mission-essential system or equipment to mission capable/operationally ready status or when items are not available in ready-for-issue condition at the supporting post, camp, station, or OCONUS theater. Use overnight or next *day* delivery service for NMCS and ANMCS shipments whenever possible.

C2.3.2.7 Commanders will approve, or delegate in writing to specific personnel the authority to approve, all NMCS/ANMCS requisitions in writing and submit the requisitions by the most expeditious means. NMCS/ANMCS requisitions will be submitted only for parts required for installation on or repair of mission-essential systems and equipment, without which the Commander is unable to perform assigned Service operation/mission.

C2.4 RESERVED

C2.5 RESERVED

C2.6 PREPARATION OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS

C2.6.1 Requisitions for the initial fill of PWRMS consumable item requirements will be prepared to contain Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59 and may be prepared as “funded” or “unfunded” requisitions except that unfunded requisitions are not to be submitted to the GSA by DoD activities. Replenishment PWRMS requisitions will contain Project Code 3PR.

C2.6.2 Funded requisitions for PWRMS requirements will contain a signal other than “D” or “M” (AP2.10) in rp 51 and appropriate fund code entries in rp 52-53 (AP2.11). Normally, funded requisitions for PWRMS requirements will contain only PDs 11-15, as appropriate, except that PDs 01-03, as appropriate, may be entered when overriding; operational situation justifies immediate supply support.

C2.7 PREPARATION OF REQUISITIONS FOR ISSUE OF SERVICE-OWNED, SINGLE MANAGER FOR CONVENTIONAL AMMUNITION-MANAGED ITEMS BELOW ESTABLISHED STOCK RESERVATION LEVELS

C2.7.1 Service owners of SMCA-managed items may grant authority to the SMCA ICP to issue assets below all established stock reservation levels. This authority

⁶ See Footnote 1.

will be conveyed to the SMCA ICP online by the Service owners with Advice Code 2S entered in rp 65-66 of the requisition or referral order.

C2.8 RESERVED

C2.9 SUBMISSION OF REQUISITIONS AND RELATED TRANSACTIONS

C2.9.1 Frequency of submitting requisitions is the sole prerogative of the requisitioner and, except for subsistence items, the distribution systems will not prescribe scheduling. Requisitions will be submitted when necessary to meet requirements for stock or to meet specific requirements for immediate use. In order to make the system more efficient and cost-effective, activities should consider consolidating requirements to reduce the submission of low-value requisitions.

C2.9.2 Methods of submission of requisitions will be as prescribed in chapter C1. Special requirements for submitted GFM requisitions are contained in chapter C11⁷.

C2.9.3 The requisition submission time period extends from the date of the requisition to the date of receipt by the initial wholesale supply source, e.g., ICP or stock point which maintains any asset availability records for the purpose of filling materiel demands or ordering other supply action.

C2.9.3.1 Date of requisition (as shown in requisition document number field) will indicate the actual date of transmittal from the requisitioner to the initial supply source. If requisitions are predated to facilitate local processing, the requisition date will be amended (if necessary) to reflect the true date of transmittal.

C2.9.3.2 Time consumed by review/approval of control offices which are intermediary between the requisitioner and initial supply source is counted in the time standard for this segment.

C2.9.4 The S/A implementation of this provision will provide for establishment of controls to ensure transmission of requisitions on the document number date. Controls will also be established to ensure nonduplicative transmission or receipt of requisitions.

C2.9.5 Requisitions with DIs A0E and A05 will be transmitted by methods other than data pattern or computer-readable fixed-length format. When these requisitions are mailed, the envelope will be conspicuously marked "MILSTRIP EXCEPTION DATA REQUISITIONS."

⁷ *Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.*

C2.9.6 DI AF_ followups and DI AC_ cancellations on DI A0E or A05 requisitions will not include the exception data.

C2.9.7 DI AT_ followups and DI AM_ modifier transactions will include the exception data. Message followups (DI AT_) on a requisition with exception data will be prepared as prescribed in AP1.9. Message modifier (DI AM_) with exception data will be prepared as prescribed in AP1.8.

C2.10 RESERVED

C2.11 MAINTENANCE OF REQUISITION AND DUE-IN FILES

C2.11.1 Procedures for maintenance of requisition and due-in files are the responsibility of each S/A.

C2.11.2 Requisitioners will ensure that status and materiel receipts are expeditiously processed to requisition and due-in files in order to preclude unnecessary followups.

C2.11.3 Receipt takeup time standards for the requisitioner are 1-calendar day for PDs 01-08 and 3 calendar days for PDs 09-15.

C2.12 RESERVED

C2.13 FOLLOWUPS

C2.13.1 Followups should be submitted by the requisitioner, SUPADD, or the activity designated by a significant entry in rp 54, based on a need for information and criteria prescribed herein.

C2.13.2 Followup inquiries consist of five types, as follows:

C2.13.2.1 Followups submitted to obtain the latest status of requisitions. These followup inquiries will be prepared to contain DI AF (one through three) as prescribed in AP2.1.

C2.13.2.2 Followups submitted to obtain the latest status on requisitions and which may be processed as requisitions when supply sources have no record of receipt of the original requisitions. These followup inquiries will be prepared to contain DI AT_ (one through five and seven or A through E) as prescribed in AP2.1.

C2.13.2.3 Followups submitted as requests to improve ESDs contained in previously furnished supply status documents. These followup inquiries will be prepared to contain DI AFC, as prescribed in AP2.1. These AFC followup inquiries will be prepared

only for transactions applicable to PDs 01-08, and will be submitted only after receipt of supply status which reflects ESDs not commensurate with materiel usage or need dates.

C2.13.2.4 Followups submitted to obtain latest status on previously submitted cancellation requests and which may be processed as cancellation requests provided the original requests were not received. These followups will contain DIs in the AK_ series.

C2.13.2.5 Followups submitted to obtain the DoDAAC of the initial transportation shipping activity for tracing shipments under DoD 4500.9-R (**DTR**)⁸.

C2.13.3 Message followups will be prepared as prescribed in AP1.9.

C2.13.4 DI AFY followup inquiries will be submitted to the supply source when the initial shipment tracing action results in a negative response due to the inability to determine the initial (origin) transportation shipping activity⁹.

C2.13.5 DIs AF1, AF2, and AF3 and AT_ followup inquiries will be submitted only under the following criteria:

C2.13.5.1 Status data is not onhand to indicate a delay in receipt of materiel beyond the SDD or RDD (not applicable to followup inquiries requesting improvement in ESDs).

C2.13.5.2 The UMMIPS order and shipping time standard for receipt of materiel has elapsed for requisitions on which status had not been requested.

C2.13.5.3 Timeframes for submission of followups:

C2.13.5.3.1 For PD 01-08 demands - only after expiration of at least 3 days from date of the requisition or transaction date of the latest supply status.

C2.13.5.3.2 For PD 09-15 demands - only after expiration of at least 7 days from date of the requisition or transaction date of the latest supply status.

C2.13.6 Followups will be submitted to the supply source to which the requisition was submitted, except when supply status has been received indicating that another activity is responsible for processing the demand. When supply status has been received, the followup will be directed to the activity indicated as currently processing the requisition (for example, the last known supply source).

C2.13.7 Activities initiating followup documents will take into consideration the fact that the supply source may not have a record of having received the original requisition. When

⁸ *Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by DLA (Subsistence) and GSA. Refer to AMCL 5.*

⁹ *See Footnote 8.*

no positive supply status has been received and no previous cancellation request (DI AC_) has been submitted, the requisitioner or other authorized activity may follow up only with the appropriate document from the DI AT_ series. Such DI AT_ series documents will contain the same character in the third position of the DI as the original requisition and will be submitted under media and other rules applicable to such requisitions. The AT_ series of followups will be treated as requisitions if supply sources have no record of the original requisitions. Duplicate document number edits by supply sources will preclude duplicate processing and shipment if the original requisition is subsequently received by the supply source.

C2.13.8 When positive supply status has been received, the requisitioner or other authorized activity may use any type of followup, subject to restrictions contained elsewhere in this manual.

C2.13.9 Supply sources may follow up on a shipping activity, with the exception of followups requesting improvement in ESDs, utilizing the MRO format with DI AF6.

C2.13.10 DI AK_ followups may be submitted 10 days after submission of the original DI AC_ cancellation request if no acknowledgment of receipt of the DI AC_ is received. If status is not received within 10 succeeding days, another DI AK_ followup may be submitted. If status is received acknowledging receipt of the DI AC_ or DI AK_, no further followup may be submitted until 30 days after receipt of last status.

C2.14 RESERVED

C2.15 REQUEST FOR SUPPLY ASSISTANCE

C2.15.1 Requests for supply assistance may be initiated to the supply source on previously submitted PD 01-08 requisitions as shown in AP1.10. Authority to originate a supply assistance request will be prescribed in S/A regulations. The first line in the body of narrative messages will contain the words "Supply Assistance Request." Supply assistance includes status of requisitions, timely supply of requirements, item substitutability and interchangeability, release of cancellation of backordered requisitions, and diversion of materiel shipments. A request for assistance may be accomplished by electronic mail (computer-DISN), message, letter, or telephone to the appropriate supply source. Telephone requests should not exceed seven lines; however, the limitation of items will be determined by the supply source ability to record the items and initiate timely responses. Replies to supply assistance requests will include an information copy to each addressee included in the incoming request.

C2.15.2 The request should not be generated until supply status indicating open status has been received.

C2.16 RESERVED

C2.17 CANCELLATION OF REQUISITIONS

C2.17.1 Cancellation of requisitions may be initiated by the requisitioner, the SUPADD, the activity designated by the entry in rp 54, S/A headquarters, or by authorized command elements. If cancellations are initiated by other than the requisitioner, the responsibility for advising other interested activities of this action is vested in the activity having initiated the cancellation. Cancellation requests can be initiated as single line transactions or by narrative message containing one or more single line cancellation transactions.

C2.17.2 Events such as base closures, termination of special projects, ship and unit inactivations, termination of agreements, or termination of vessel outfitting or construction can necessitate the requirement for mass or universal cancellation of multiple lines. In some instances, the S/A headquarters would be aware that a total project or total requirement for a single basis is no longer required and should be canceled. Thus, the S/A headquarters element could initiate the requests for mass or universal cancellation of multiple lines. Such requests will be submitted by message to the S/A designated focal points listed on chapter C8.

C2.17.3 Under normal circumstances, cancellation requests represent a discontinued need of specific items and quantities. Funds will not be deobligated and individual due-in records will not be updated until status has been received indicating that cancellation has been accomplished. Accordingly, single line requisition cancellation is the preferred method. Single line cancellation actions will be processed under chapter C3, paragraphs C3.27. through C3.34. The preparation of single line cancellation requests will be accomplished using the format reflected in AP3.7.

C2.17.4 Single line cancellation requests will be submitted to the last known source holding the applicable requisitions.

C2.17.5 Single line item cancellation requests will not be submitted under the following circumstances:

C2.17.5.1 When a CONUS activity has received notice of shipment (DI AS_ or DD Form 250 (Material Inspection and Receiving Report)), advising that shipment from a contractor's facility or a depot has occurred.

C2.17.5.2 When an OCONUS activity has received shipment status and

C2.17.5.2.1 the line item value of the cancellation is less than \$200, or

C2.17.5.2.2 the materiel has been shipped by air mail or parcel post, or

C2.17.5.2.3 the materiel was shipped more than:

C2.17.5.2.3.1 Ten days by air shipment to APOE.

C2.17.5.2.3.2 Forty-five days by surface shipment to WPOE.

C2.17.6 Single line item cancellation requests will normally be submitted for conditions not excluded by paragraph C2.17.5., when a discontinued need for a requisition quantity occurs regardless of line item dollar value or status received. Such submission will enable supply sources to properly adjust demand, when appropriate, as well as initiate cancellation action, when feasible.

C2.17.7 Single line item cancellation requests submitted against requisitions for which Status Code BV was received may result in billing for transportation charges and/or contract termination costs in the event the supply source is able to effect cancellation/diversion. (See chapter C3, paragraph C3.28.9.)

C2.17.8 The responsibility for the utilization or disposition of materiel for which cancellation or diversion to an alternate consignee could not be effected is that of the consignee, the appropriate commander or Service headquarters.

C2.17.9 When shortages occur for materiel previously canceled or rejected, new requisitions with new document numbers, citing appropriate issue PDs, will not be submitted to supply sources.

C2.18 RESERVED

C2.19 MODIFICATION OF REQUISITIONS

C2.19.1 A requisition modifier may be initiated by the requisitioner, SUPADD, or control office to modify previously submitted requisitions. Restrictions for modifying GFM requisitions and associated transactions are contained in chapter C11¹⁰.

C2.19.2 A requisition modifier may be used to change/modify the following fields in an original requisition document:

C2.19.2.1 Media and Status, rp 7.

C2.19.2.2 Supplementary Address, rp 45-50.

C2.19.2.3 Country FMS Offer/Release Option, rp 46 (FMS requisition).

¹⁰ See Footnote 7.

C2.19.2.4 Freight Forwarder, rp 47 (FMS requisition).

C2.19.2.5 Signal, rp 51.

C2.19.2.6 Fund, rp 52-53.

C2.19.2.7 Distribution, rp 54.

C2.19.2.8 Project, rp 57-59.

C2.19.2.9 Priority Designator, rp 60-61.

C2.19.2.10 Required Delivery Date or Required Delivery Period (conventional ammunition only)¹¹, rp 62-64.

C2.19.2.11 Advice, rp 65-66.

C2.19.3 For requisitions which are identified for continued supply action and/or shipment processing during mass cancellation situations, modifiers (DI AM_) will be submitted at the earliest possible date and will contain an expedited handling signal "555" in the RDD field, rp 62-64. (See chapter C8.)

C2.19.4 A requisition modifier, DI AM_ will be prepared by originating activities completing all prescribed data element entries for a requisition. The requisition modifier is usually submitted when changes to existing fields are needed to expedite processing of the requisition.

C2.19.4.1 Entries in the requisition modifier may differ from that in the original requisition only to reflect changes to one or any combination of the fields identified in subparagraph C2.19.2., above.

C2.19.4.2 When the SUPADD (rp 45-50), the project (rp 57-59), the RDD (rp 62-64), or the advice (rp 65-66) of the DI AM_ is blank, these fields of the original requisition will be modified accordingly (subsistence requisitions are excluded from RDD deletion provisions).

C2.19.5 The activity initiating a requisition modifier will be responsible for furnishing notification of such action to other interested activities, such as the requisitioner and SUPADD, when modifiers are initiated by control offices. The requisition modifier will be transmitted to the last known supply source.

C2.19.6 When the priority of an item previously requisitioned is modified and the quantity required is greater than the quantity previously requisitioned, a requisition modifier will be submitted for the original quantity and a new requisition will be submitted for the

¹¹ See Footnote 4.

additional quantity required under the new priority. If the quantity required is less than the quantity previously requisitioned, a new requisition will be submitted for the quantity required under the new priority and if the quantity in the original requisition will be excess to needs, a cancellation request for this requisition should be submitted.

C2.20 RESERVED

C2.21 REQUISITIONING DoD EXCESS PERSONAL PROPERTY FROM THE DEFENSE REUTILIZATION AND MARKETING SERVICE¹²

C2.21.1 DoD activities and, under certain circumstances, authorized Federal civil agencies are authorized to requisition excess personal property through the DRMS or directly from a DRMO. Activities will request, through an accountable supply officer, only that property which is authorized by parent headquarters or command and will not request quantities of property which exceed authorized retention quantities. Each S/A will furnish DRMS the Federal condition codes that are acceptable in relation to the supply condition code being requisitioned. The DRMS maintains the IDMS, a standardized and centralized control and accounting system for all excess and surplus personal property location in the DRMOs, and provides visibility of such property through a variety of utilization screening procedures. (See DoD 4160.21-M for utilization policy and procedures.)

C2.21.1.1 Requisitions from DoD activities for excess personal property will normally be routed via DISN through the DAAS to the DRMS for processing or the requisition may be hand-carried to the DRMO for property selected, scheduled for pickup, or required as a result of screening at the DRMO. The RI of the DRMO should be placed in rp 4-6 of DD Form 1348-1A (or DD Form 1348-2) requisitions hand-carried to a DRMO. Activities or units unable to submit requisitions through DISN may forward them directly to DRMS by mail or by narrative message but it should be understood that this is not the standard procedure and should be discontinued as soon as the ability to use DISN is realized.

C2.21.1.2 Requisitions submitted to DRMS will be in the format specified in AP3.2, DRMS RI (S9D) in rp 4-6, with K, L, R, S, or T in rp 40, Signal D or M in rp 51 to denote free issue; Advice Code 2J (fill or kill) in rp 65-66 or blank; and the appropriate supply condition code in rp 71. For a specific item, the requisition will contain the DTID number or ERN in rp 67-80 (DTID suffix, if applicable, in rp 21). For nonstock numbered items, the DI will be A0D or A04. Requisitions hand-carried to the DRMO for pickup of property will be prepared on a DD Form 1348-1A (or DD Form 1348-2), as specified in chapter C5, paragraph C5.3. Authorized Federal civil agencies may requisition excess/surplus property from DRMS using SF 122, Transfer Order-Excess Personal Property, or any other

¹² Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

transportation order form approved by GSA under FPMR subchapter 4, part 101-43. All requisitions for small arms will be submitted under paragraph **C2.23**. PCH&T charges will be applied using DoDD 4140.1-R.

C2.21.1.2.1 DI A0_ requisitions submitted through DAAS will be edited by DAAS to determine if the requisition is for excess personal property. The DAAS edit is as follows:

C2.21.1.2.1.1 If the requisition contains K, L, R, S, or T in rp 40 and a condition code is entered in rp 71, DAAS will route the requisition to DRMS. If a condition code is not in rp 71 and a DTID number is entered in rp 67-80, DAAS will route the requisition to DRMS.

C2.21.1.2.1.2 If a condition code is not in rp 71 and a DTID number is not in rp 67-80 and RI S9D is entered in rp 4-6, DAAS will reject the requisition back to the message originator with a clear-text message stating, "INVALID FORMAT FOR DRMS REQUISITION."

C2.21.1.2.1.3 If the conditions in subparagraphs C2.21.1.2.1.1. and C2.21.1.2.1.2., above, are false, DAAS will continue requisition processing.

C2.21.1.2.1.4 If the requisition RI S9D in rp 4-6 and a condition code is entered in rp 71 and rp 40 does not contain K, L, R, S, or T DAAS will route the requisition to DRMS.

C2.21.1.2.1.5 If a condition code is not in rp 71, and rp 40 does not contain K, L, R, S, or **T** and a DTID number is entered in rp 67-80, DAAS will route the requisition to DRMS.

C2.21.1.2.1.6 If a condition code is not in rp 71 and rp 40 does not contain K, L, R, S, or **T** and a DTID number is not in rp 67-80 and RI S9D is in rp 4-6, DAAS will reject the requisition back to the message originator with a clear-text message stating "INVALID FORMAT FOR DRMS REQUISITION."

C2.21.1.2.2 For validated excess personal property requisitions, DAAS will provide the requisitioner DI AE9 supply status transaction with Status Code BM. Requisitions with DI A0B or A02 and RI S9D will be processed by DAAS to obtain an NSN. **[text deleted]** DAAS will reject the requisition **using a narrative message**.

C2.21.1.3 Upon receipt of the requisition, DRMS will select the requested item for issue or provide appropriate supply status if not available. If rp 65-66 are blank and the requested materiel is not available, DRMS will place the requisition on the requisition retention file for 60 days and furnish Supply Status Code B1. If all of the requested materiel does not become available during the 60 days retention period, the remaining unfilled quantity will be canceled using Status Code D1.

C2.21.1.3.1 If stock is available, the DRMS will transmit an MRO, DI A5_ (DD Form 1348-1A), to the DRMO. In those instances where a specific item has been requisitioned, the DTID number or ERN will be perpetuated on the MRO. MROs received by a DRMO from DRMS will be confirmed or denied, as appropriate. Responses by DRMOs to followups (DI AF6) will be made using the MRO with DI AR0; MRDs with DI A6_; or the supply status document with DI AE6, as appropriate.

C2.21.1.3.2 The DRMS will process single-line cancellation requests or requisition modifiers if the MRO has not been transmitted to the DRMO or if the requisition is on the requisition retention file. The DRMS will not process mass cancellation requests.

C2.21.1.4 When the DRMO issues materiel as a result of DD Form 1348-1A (or DD Form 1348-2) being hand-carried to the DRMO, an MRC, DI AR0, will be prepared in the format of AP3.14 and transmitted to DRMS.

C2.21.2 The DRMS will respond to followups under procedures in chapter C3 and furnish status as outlined in chapter C4.

C2.21.3 Materiel will be shipped from DRMOs to authorized requisitioners using MILSTRIP.

C2.21.4 Requisitioner requests for modification, cancellation, or followup to DRMS will be processed under chapter C2.

C2.22 RESERVED

C2.23 REQUISITIONING CONVENTIONAL SMALL ARMS FROM THE DEFENSE REUTILIZATION AND MARKETING SERVICE

C2.23.1 Conventional small arms as identified in DoD 4000.25-2 (MILSTRAP) will generally fall into one of the following FSCs: 1005, 1010, 1015, 1025, 1040, 1055, 1090, and 1095. However, this list is not to be considered all inclusive. The DRMS will treat any weapon meeting the general guidelines of a small arms accordingly regardless of the FSC. This covers all weapons meeting this criteria, regardless of origin (including foreign, commercial, confiscated, and nonappropriated funds weapons and museum pieces).

C2.23.2 All DoD requisitions for small arms will be submitted by an accountable supply officer to the CONUS IMM. Requisitions must include the following exception data: DTID number/ERN, as appropriate, and PCH&T citations. Such requisitions received directly by the DRMS or the DRMO will be rejected to the requisitioning activity. Requisitions approved by the IMM will be mailed to DRMS, Battle Creek, MI 49017-3092, ATTN: DRMS-U.

C2.24 RESERVED

C2.25 SHIPMENT TRACING

C2.25.1 When shipment status has not been requested and materiel has not been received in normal transit time, a followup (DIs AF1, AF2, or AF3) will be submitted.

C2.25.2 When shipment status has been received evidencing that shipment has been made, followups (DIs AF1, AF2, AF3, AT_, and AFC) will not be submitted. These actions would result only in receipt of another shipment status document with the same data.

C2.25.3 If materiel has not been received and the date of shipment cited in the shipment status transaction indicates that normal transit time has expired, a request for shipment tracing will be initiated using DoD 4500.9-R (**DTR**).

C2.25.4 When the shipment cannot be located or traced using information in the initial DI AS_ shipment status transaction, a DI AFY followup transaction will be submitted to the supply source to request the DoDAAC of the initial (origin) transportation shipping activity using the AP3.5 format. Upon receipt of the DI ASY response from the supply source, the requesting activity will furnish this DoDAAC information to their local transportation officer for shipment tracing under DoD 4500.9-R (**DTR**)¹³.

C2.26 RESERVED

C2.27 SPECIAL GSA PROCEDURES ON NONMAILABLE ITEMS

C2.27.1 A requisition submitted to GSA with Advice Code 2A (item not available locally) will be processed regardless of possible excessive transportation costs.

C2.27.2 A requisition submitted to GSA without Advice Code 2A for an item valued at \$25 or less will be canceled (with Status Code CW) if, at time of shipment, transportation costs in excess of 50 percent of the item value would be incurred in shipping the order. GSA will notify the ordering activity when this condition exists and the requisitioner should attempt to procure the item locally. If local procurement cannot be effected, a new requisition should be submitted with Advice Code 2A. In response, GSA will supply the item regardless of transportation costs.

C2.27.3 MAP Grant Aid and FMS requisitions under these procedures will not be returned for local procurement.

¹³ See Footnote 8.

C2.28 DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS

C2.28.1 The DAAS will edit all incoming requisitions and other MILSTRIP transactions for data errors and validity under procedures in DoD 4000.25-10-M (DAAS).

C2.28.2 As a result of these edits, DAAS will correct data entries or reject transactions. In the case of supply source errors, the correct supply source will be entered in the RI field and the transaction rerouted, as appropriate.

C2.28.3 The DAAS will reject all requisitions/EMALL orders containing GY/GZ series AACs. The DAAS will furnish DI AE9 transactions with status code "CX" to advise all concerned of the rejection of the requisition.

C2.28.4 *The DAAS will pass all DI A02 and A0B transactions to the RI present in the incoming transaction.*

C3. CHAPTER 3

REQUISITION PROCESSING AND RELATED ACTIONS

C3.1. GENERAL

C3.1.1. Supply sources receiving MILSTRIP requisitions, modifiers, passing orders, referral orders, followups, RDOs, and cancellations, regardless of the method of transmission, will process such transactions using these procedures. Supply sources will validate the data elements and codes in these transactions and accomplish changes, continue the processing action, or reject¹ the documents, as indicated in Figure C3-1. See AP2.16 for appropriate requisition transaction status codes.

C3.1.2. When supply sources and storage activities utilize the sequential (or batch) method of processing and do not possess real time processing capability, such processing is to be performed as frequently as necessary in order to meet UMMIPS time standards, or specific RDD for subsistence requisitions², as applicable. In every such cycle, cancellation requests (DI AC_) (including automatic cancellation initiated by the supply source) and MOV reconciliation requests (DI AP_) will be processed prior to backorder releases and new requisitions (DI A0_). Demands will be sequenced as follows:

C3.1.2.1. PD in rp 60-61.

C3.1.2.2. OSD/JCS project codes, when entered in rp 57-59.

C3.1.2.3. Expedited Handling Signal (999 in rp 62-64) with PD 01, 02, or 03 in rp 60-61.

C3.1.2.4. N (NMCS) in rp 62 and PD 01-08 in rp 60-61.

C3.1.2.5. E (ANMCS) in rp 62 and PD 01-08 in rp 60-61.

C3.1.2.6. Expedited Handling Signal (555 in rp 62-64) and PD 01-08 in rp 60-61.

C3.1.2.7. Expedited Transportation Signal (777 in rp 62-64) and PD 01-08 in rp 60-61.

¹Rejection of transactions will be accomplished only after an attempt has been made to correct the questionable data element or code. If rejection actions are applicable to more than one data element or code and no other reject status code applies, reject using Status Code CA.

² Use of the RDD to fill subsistence items last reported as not implemented by DLA (Subsistence). Refer to AMCL 7.

C3.1.2.8. RDD/RAD in rp 62-64, if earlier than the computed SDD.

C3.1.2.9. Requisition document number date in rp 36-39.

C3.1.2.10. RDP in rp 62-64, if later than the computed SDD - conventional ammunition only.³

C3.1.3. Backordered requirements will be merged (in above sequence) with all new transactions in any requisition processing cycle in which additional assets become available; for example, receipts of materiel and debit onhand adjustments.

C3.1.4. Processing points will record date of receipt on rp 67-69 of each requisition, redistribution order, and passing order received. The actual date of receipt shall be captured in requisitioning transactions. Manually prepared requisitions or mailed requisitions submitted by requisitioners shall be processed by the supply source to reflect the actual date of receipt of the manually prepared or mailed requisitions. The actual date of receipt shall also be indicated by the supply source in requisitions received via DISN. The date may be captured by supply or communications personnel in the individual requisitions and must be compatible with the applicable transmission transaction receipt date. This date will not be perpetuated into subsequent passing orders when moving between distribution systems but will be perpetuated into subsequent referral orders moving within the same distribution system. Date of receipt will enable supply sources to compute the requisition submission time. Computation will be made by subtracting the date in rp 37-39 of the demand transaction from rp 67-69, recognizing the year indicator in rp 36 when the value of rp 67-69 is less than that in rp 37-39. The submission time in the transactions will provide a basis for the ICPs to measure the first cycle segment of supply effectiveness. The RI "From," when utilized, will be placed in rp 74-76 of RDOs, referral, and passing orders.

C3.1.5. The transaction document number; such as, the entries in rp 30-43, and rp 44 when a suffix is applicable, will be used as a basis for determining duplicate transactions. The recipient will disregard duplicate requisitions, passing/referral orders, RDOs, and MROs.

C3.2. RESERVED

C3.3. EFFECT OF PRIORITY DESIGNATOR ON REQUISITION PROCESSING

C3.3.1. Each requisition will contain a PD assigned by the requisitioning activity, which will not be changed by processing points. The assigned PD dictates the precedence of internal supply processing actions (such as, from the receipt of a transaction until release

³ Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

to transportation) and determines the SDD. The mandatory time standards for processing of transactions are as indicated in Figure C3-2. All time standards are expressed in calendar days from the time of receipt of requisitions at the initial supply source. For subsistence requisitions, the assigned RDD is the primary processing criteria, while the assigned PD dictates the precedence of internal supply processing action for requisitions reflecting identical RDDs. Time standards, indicated in Figure C3-2, do not apply to subsistence requisitions. See AP2.14.⁴

C3.3.2. On occasion, available assets will be insufficient to satisfy all current demands and backorders for specific items. The IMM will reserve assets of such critical items through the use of item control levels and criteria which will restrict issue to specific categories of requirements only; such as, those within designated ranges of PDs, CJCS approved projects, or firm commitments for delivery of materiel to MAP recipients. Control levels will be established for IMM to reserve stocks for issue only for PD 01-03. These requirements will be satisfied by issue to zero stock balance of serviceable stocks. Control levels may be established at the discretion of the IMM to reserve a greater level of stocks which may not be issued for PD 09-15 requirements.

C3.3.3. Control levels will also be established by the supply source to restrict issues against requisitions for the initial fill of PWRMS consumable item requirements to ensure that:

C3.3.3.1. Assets available below the AFAO are not issued against requisitions for PWRMS requirements which contain Signal D or M in rp 51 regardless of PD.

C3.3.3.2. Assets available below the ROP are not issued against requisitions for PWRMS requirements which contain a signal other than D or M in rp 51 and a PD of 11-15 during initial processing of the requisition. Subsequent processing of such requisitions is prescribed in paragraph C3.5., below.

C3.3.4. OSD/JCS project, when so designated, and PD 01-03 requisitions containing code 999 in rp 62-64, in lieu of the RDD/RDP⁵, will be ranked above all other requisitions with the same PDs for processing purposes. Code 999 requisitions and related transactions will receive special attention to provide for expedited processing actions.

C3.3.5. When system-wide inventory levels do not permit positive supply action on all requisitions within a given PD, supply procedures will provide for a release of demands containing the specifically designated OSD/JCS project codes and code 999 in the RDD field as the respective most urgent. PD 01-08 requisitions containing Expedited Handling

⁴ See Footnote 2.

⁵ See Footnote 3.

Signal 555 or Expedited Transportation Signal 777 in the RDD field and other requisitions/material obligation will be processed for release under paragraph C3.1.2., this chapter.

C3.4. SUPPLY SOURCE PROCESSING OF REQUISITIONS WITH ADVICE CODE 2D, 27, OR 29⁶

C3.4.1. Upon receipt of any requisition displaying Advice Code 2D, 27 or 29, an edit will be performed to determine if an increase in the requisition quantity to the quantity unit pack is less or more than \$5. Disregard the advice code if less than \$5. If \$5 or more, honor the advice code and process for the exact quantity requested. When a quantity adjustment is made using the above criteria, notify the customer using BJ status.

C3.5. SUPPLY SOURCE PROCESSING OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS

C3.5.1. Supply sources, except GSA, will process funded and unfunded requisitions for the initial fill of PWRMS consumable item requirements using the criteria established below. The GSA will process only funded requisitions for PWRMS requirements and does not differentiate between those requisitions and others.

C3.5.2. Upon receipt of PWRMS requisitions for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59), the supply source will determine asset availability in excess of the AFAO and:

C3.5.2.1. If sufficient assets are available in excess of the AFAO to satisfy the total requisition quantity, the total requisition will be processed as free issue, regardless of the signal in rp 51.

C3.5.2.2. If the assets available in excess of the AFAO are not sufficient to satisfy the total requisition quantity, then the portion of the requisition quantity equal to the quantity of assets available in excess of the AFAO will be processed as free issue, regardless of the signal in rp 51, and the balance of the requisition quantity will be processed under subparagraph C3.5.3., below.

C3.5.3. When the supply source determines that assets are not available in excess of the AFAO, the signal in rp 51 of the PWRMS requisition for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59) will be checked and:

⁶ Procedures for quantity adjustment related to requisitions with Advice Codes 2D, 27, or 29 last reported as not implemented by DLA (Subsistence) and GSA. Refer to AMCL 161.

C3.5.3.1. If the signal is D or M, the unfilled quantity on the requisition will be rejected. The rejection will be accomplished under Status Code CB since all unfunded PWRMS requisitions will be processed as “fill or kill.”

C3.5.3.2. If the signal is other than D or M, the PWRMS requisitions will be processed as containing Advice Code 2L in rp 65-66 and the PD in rp 60-61 will be checked to determine further processing routines.

C3.5.3.2.1. Except for subsistence, PWRMS requisitions with PD 01-03 will be processed for issue UMMIPS supply source processing standards. Subsistence requisitions will be processed to meet a specific RDD.⁷

C3.5.3.2.2. Except for subsistence⁸, PWRMS requisitions with PDs 11-15 will be issued from assets available above the ROP or equivalent. When assets above the ROP or equivalent are not available to satisfy the requisitioned quantity, the unfilled quantity will be placed on backorder and appropriate supply status will be provided with an ESD equal to one procurement lead time. Backordered PWRMS requisitions with PDs 11 through 15 will be released from backorder at the end of the procurement lead time or when sufficient stocks are available above the ROP. (PWRMS requisitions with PD 04-10, when received, will be processed in the same manner as PD 11-15 requisitions.)

C3.6. SUPPLY SOURCE PROCESSING OF REQUIRED DELIVERY PERIOD REQUISITIONS (CONVENTIONAL AMMUNITION ONLY)⁹

C3.6.1. Requisitions with an RDP that has an earliest delivery date that is within the standard UMMIPS timeframes for the PD will be processed using the time period established for that PD.

C3.6.2. Requisitions with an RDP that has an earliest delivery date that is longer than the standard UMMIPS timeframes for the PD will not be placed on backorder. If stock is not available, the requisition will be referred or rejected back to the customer. If stock is available, an MRO will be issued to the storage facility. The shipping activity will establish necessary control mechanisms to provide timely shipment to the customer.

C3.6.3. Requisitions that cannot be delivered within the RDP will be rejected with CB status.

C3.6.4. RDP procedures do not apply to FMS or Grant Aid requisitions.

⁷ See Footnote 2.

⁸ See Footnote 2.

⁹ See Footnote 3.

C3.7. SUPPLY SOURCE PROCESSING OF REQUISITIONS FOR NONCONSUMABLE ITEMS FROM A NONREGISTERED USER

C3.7.1. If the PD is 01-08, the requisition will be processed for issue. Supply Status Code DS will be furnished to the requisitioner.

C3.7.2. If the PD is 09-15 and assets are available above the ROP, the requisition will be processed for issue. Supply Status Code DS will be furnished to the requisitioner.

C3.7.3. If the PD is 09-15 and assets are not available above the ROP, the requisition will be rejected with Status Code CC or CN, as appropriate.

C3.8. FURNISHING STATUS

C3.8.1. Chapter C4 prescribes and defines the various types of status data to be furnished on requisitions and in response to followups, cancellations, and modifier transactions.

C3.9. SUPPLY SOURCE PROCESSING OF SUBSISTENCE REQUISITIONS¹⁰

C3.9.1. Subsistence requisitions will not be backordered. Subsistence requisitions will be processed to meet specific RDD.

C3.10. MAINTENANCE OF REQUISITION HISTORY RECORDS

C3.10.1. Supply sources will retain accessible requisition history records for a minimum period of 6 months after closing of requisition records by cancellation, rejection, or shipment to provide responsive replies to followup inquiries.

C3.11. REJECTION OF REQUISITIONS

C3.11.1. Rejections of requisition transactions may be accomplished by supply sources using the appropriate status codes prescribed in AP2.16. Supply status transactions with appropriate status codes will be furnished requisitioning activities under chapter C4 as notices of requisition rejection, with the reason for such action indicated by status code.

C3.12. RESERVED

¹⁰ See Footnote 2.

C3.13. RELEASE OF MATERIEL OBLIGATIONS

C3.13.1. A materiel obligation is that quantity of an item requisitioned which is not immediately available for issue, but which is recorded as a stock commitment for future issue. Supply sources will establish procedures for the partial release of the materiel obligation when assets are insufficient to satisfy the entire demand consistent with the PD and delivery requirements of the requisition involved.

C3.14. RESERVED

C3.15. PREPARING MATERIEL RELEASE ORDERS

C3.15.1. MROs, when used, are prepared by the supply source as a result of processing requisitions against inventory records and determination that materiel is available. MROs are issued to the storage site within the same supply distribution complex of the source having processed the requisition. MROs are used as a directive for release and shipment of materiel from stock and result in the preparation of DD Form 1348-1A. Preparation of MROs will be accomplished using the format reflected in AP3.12. The DD Form 1348-1A may be used in lieu of the MRO.

C3.15.2. Requisitions or MROs which contain Advice Code 2T and do not contain a date in rp 62-64 will be processed under the assigned PD without regard to the advice code.

C3.16. MATERIEL RELEASE CONFIRMATION

C3.16.1. The MRC transaction serves as advice from a nonaccountable storage site to the supply source which initiated the MRO, of supply action taken. MRC transactions will be prepared using the format contained in AP3.14.

C3.16.2. When the quantity shipped is:

C3.16.2.1. Greater than the quantity requested in the MRO due to unit pack characteristics, the MRC will contain DI ARA.

C3.16.2.2. Less than the quantity requested in the MRO due to unit pack characteristics, the MRC will contain DI ARB.

C3.16.3. When the quantity shipped has not been adjusted for unit pack characteristics, the MRC will always contain DI AR0 and shown the quantity actually shipped. DI AR0 will be used for confirmation of a partial quantity shipped when the

remainder is being denied. Use subparagraph C3.21.4., to furnished MRCs, in response to DI AF6 followups.

C3.16.4. Supply sources will follow up on storage facilities at least once every 30 days for unconfirmed MROs which are 7 days old for PDs 01-08 and 15 days old for PDs 09-15.

C3.17. STORAGE ACTIVITY DENIALS OR REJECTION OF MATERIEL RELEASES

C3.17.1. MRDs are prepared by storage sites and transmitted to the supply source which initiated the MRO as notification of negative action on the MRO. MRDs will be prepared in the format reflected in AP3.17 and will show the quantity denied and appropriate management code.

C3.17.2. If the storage activity cannot meet the delivery timeframe specified by the RDP in rp 62-64, DI AE6/CB status will be provided to the supply source. The supply source will advise eligible status recipients (applies to conventional ammunition requisitions only).¹¹

C3.18. RESERVED

C3.19. INITIATING PASSING OR REFERRAL ORDERS

C3.19.1. Passing or referral orders are the transactions used by a supply source to pass or refer a requisition to another source for continued supply action. Supply sources receiving a passing or referral order will perpetuate the same DI when referring the requisition to another supply source for continued supply action or create an MRO for continued supply action and release of materiel. See appendices AP3.23 and AP3.24 for passing and referral order formats. The date of receipt of the original requisition will be entered in rp 67-69 of the referral order.¹²

C3.19.2. Non-NSN requisitions (mechanical), when passed or referred, will be forwarded to another supply source as follows:

C3.19.2.1. If there are no reference data in rp 70-80, via DISN transmission will be utilized.

C3.19.2.2. If there are reference data in rp 70-80, it will be the option of the passing/referring activity to omit either the reference data and forward via DISN or perpetuate pertinent reference data and forward by mail.

¹¹ See Footnote 3.

¹²For referral orders submitted to the SMCA that are backorder releases from the Service ICPs, rp 67-69 will contain 888.

C3.19.3. When an SICA receives a requisition for a nonconsumable item from an SICA activity, the SICA may determine supply action if stocks are normally held for this purpose, or the SICA may forward the requirement to the PICA. If forwarded to the PICA, the SICA must record the requisition as received from the SICA requisitioning activity and recode the requirement, as necessary, with the PICA's RI and the appropriate combination of M&S, SUPADD, signal, fund, distribution, and/or project code which will ensure PICA output of status, billing, MOV requests, and consignment instructions consistent with the SICA service's nonconsumable item program implementing instructions. If the SICA elects to use M&S 8, the SICA must identify itself in rp 54 and will not provide the SICA requisitioning activity with BM supply status. The SICA will provide the SICA requisitioning activity with status received from the PICA based on the data elements and coding contained in the original requisition.

C3.20. RESERVED

C3.21. PROCESSING FOLLOWUPS

C3.21.1. Followup transactions will be processed to determine the current status of requisitions, cancellation requests previously submitted, or the DoDAAC of the initial (origin) transportation shipping activity when the shipment originated from a location other than the supply source. Time standards for dispatching status in reply to followups established for the distribution system (excluding DI AFC followups) are as follows:¹³

C3.21.1.1. For PD 01-08, dispatch status within 2 days from the date of receipt of the followup.

C3.21.1.2. For PD 09-15, dispatch status within 5 days from the date of receipt of the followup.

C3.21.2. Processing points, upon receipt of DI AT_ followups for which there is no record of the original requisitions, will process the followups as requisitions unless Status Code BF has been previously provided in response to an earlier cancellation request under chapter C4. This will be accomplished by changing the followup DI to the appropriate DI within the "A" series and following the normal processing routine for requisitions. However, the AT_ series transaction will only be processed as a requisition after a thorough review has been accomplished in order to preclude duplicate shipments. Status will be furnished under chapter C4.

¹³ Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by DLA (Subsistence) and GSA. Refer to AMCL 5.

IC 02-03
DoD 4000.25-1-M

C3.21.3. Processing points, in receipt of followups in the DI AT_ series for which there is a record of the original requisition, will furnish supply or shipment status under chapter C4.

C3.21.4. A storage activity, in response to a DI AF6 followup by a supply source, will respond with shipment confirmation, denial, or supply status information, as appropriate.

C3.21.4.1. On an MRO being shipped, or which has been shipped, the storage activity will respond with an MRC, DI AR0, ARA, or ARB, after shipment.

C3.21.4.2. On an MRO in the process of being denied, the storage activity will respond with an MRD, DI A6_. When the MRO was previously denied, the response will be supply status, DI AE6, with Status Code BY in rp 65-66, the quantity denied expressed in rp 25-29, and the reason for denial expressed by the appropriate management code in rp 72.

C3.21.4.3. On an MRO for which both partial shipment and partial denial occur, the procedures in subparagraphs C3.21.4.1. and C3.21.4.2., above, apply for the appropriate respective quantities, except MRC; DI AR0 will be used for the partial quantity shipped or in the process of being shipped.

C3.21.4.4. On an MRO on which shipment is being delayed, the storage activity will respond with supply status, DI AE6, with Status Code BA in rp 65-66, and ESD in rp 70-73.

C3.21.5. Storage activities will use DI AE6 with Status Code BE to respond to supply source followups if the storage activity has a record of the MRO but no record of having taken action in response to the MRO. Supply sources, in receipt of this status or 60 days have passed from the MRO generation date without confirmation and no MILSTRAP MRA has been received, will generate a DI ASH shipment status transaction to DAAS. The DI ASH transaction will be in the AP3.20 format. For DI ASH transactions, the TCN and mode of shipment fields will be left blank and the generation date will be used as the date released to carrier.

C3.21.6. DoD Components will establish a management evaluation program which monitors storage activities' providing BE status. Goals should be established and the performance attained be a rating element of the activity commander.

C3.21.7. Storage activities responding to a followup initiated by a supply source on an MRO for which no record is held at the storage activity will utilize a DI AE6 with BF supply status.

C3.21.8. Supply sources in receipt of storage activity responses to DI AF6 followups will furnish appropriate status to eligible recipients using chapter C4.

C3.21.9. Requests for supply assistance and followup inquiries requesting improvement in ESDs (DI AFC) require management decisions relative to supply requirements which are not normally programmed in a manner to permit mechanical processing. DI AFC transactions (on PD 01-08 requisitions only) should be manually reviewed to permit a determination as to whether the ESDs can be improved. Receipt of the AFC transactions at the supply source serves as a notification of the need for the concerned materiel to be received by consignees on dates earlier than those which would result from the shipments accomplished using the supply source ESDs. The actual date of the requirement need is the prerogative of the requisitioning activity. Any advancement of the ESDs, including a single day, will be considered by supply sources as an improvement. Management decisions, designed to improve ESDs, should include one or more of the following and/or any other additional actions which will cause improvement in ESDs:

- C3.21.9.1.** Cannibalization of existing equipment.
- C3.21.9.2.** Acceleration of repair programs.
- C3.21.9.3.** Offers of interchangeable or substitutable items.
- C3.21.9.4.** Diversion of materiel shipments.
- C3.21.9.5.** Supply from reserve assets.
- C3.21.9.6.** Supply from known station or depot excess stocks.
- C3.21.9.7.** Supply resulting from screening of materiel held pending classification.

C3.21.10. During the course of actions taken to improve ESDs, followup inquiries will not be construed by supply sources as authority to override any requirements of equal and/or higher priority. Consideration will not be given to diversion of any assets required to satisfy requirements of equal and/or higher priority.

C3.21.11. When determination is made that requested improvement in ESDs can be accomplished, the revised ESDs will be transmitted to status recipients. When actions taken by management do not result in improved ESDs, status recipients will be provided with the latest status applicable to the requisitions concerned. Responses to DI AFC followups may be in abbreviated message format (AP.1.11) at the option of the supply sources.

C3.21.12. Upon receipt of a followup on a previously submitted cancellation request (DI AK_), supply sources will:

C3.21.12.1. Provide status under the procedures of chapter C4, if the original cancellation request has been processed.

C3.21.12.2. Process the DI AK_ followup as a cancellation request and provide status under the procedures of chapter C4, if the original cancellation request was not received.

C3.21.13. Supply sources in receipt of followups on requisitions for which lateral redistribution action was taken will provide applicable status as follows:

C3.21.13.1. If the current status is BA and the ESD or the UMMIPS time frames, whichever applies, has not passed, provide BA status with the appropriate ESD to the requisitioner.

C3.21.13.2. If the current status is BA and the ESD or the UMMIPS timeframes, whichever applies, has passed, provide B5 status to the requisitioner and generate a DI AF6 with the RI of the reporting activity in rp 4-6 and a 2 in rp 54.

C3.21.13.3. If the current status is positive shipping status DI AS_, provide DI AS_.

C3.21.14. Supply sources in receipt of responses to DI AF6 followups will furnish appropriate status to eligible recipients using chapter C4.

C3.21.15. Processing points passing DI AF_, AT_, or AK_ followup transactions to another Supply source for continued action will place their RI code in rp 67-69 of the followup transaction. Processing points receiving such passed transaction will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

C3.22. FORCE CLOSED MATERIEL RELEASE CONFIRMATION

C3.22.1. Subsequent to generating a DI ASH transaction under section C3.21.5., above, for unconfirmed MROs, supply sources will hold the MRO record open pending an MRA response (DoD 4000.25-2-M (MILSTRAP, chapter 6)). If an MRA response is received, it will be used to close the MRO record. For shipments to Security Assistance recipients, supply sources may elect to use the MRA data or generate a DI ARH transaction, entering the mode of shipment and date shipped from the MRA, to interface with billing. If an MRA response is not received within the initial and follow-up timeframes, the supply source may force close the MRO using a DI ARH transaction. For shipments to Security Assistance recipients, supply sources will ensure that proper inventory accounting and billing procedures are applied. In response to DI DRA transactions indicating nonreceipt, the supply source may force close the open MRO and bill for materiel, or reprocess (ship) the materiel based upon established dollar thresholds. The ARH transaction will be in the AP3.15 format.

C3.23. PROCESSING REDISTRIBUTION ORDERS

C3.23.1. RDOs are originated by an IMM to direct release of materiel from a supply distribution activity to another within the same distribution system.

C3.23.2. For intra-Service use, an RDO may be used to direct release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

C3.23.3. RDOs will be prepared in the AP3.25 format.

C3.24. RESERVED

C3.25. PROCESSING REQUISITION AND MATERIEL RELEASE ORDER MODIFIER TRANSACTIONS

C3.25.1. Supply sources will process requisition modifier transactions to provide for modification of requisitions on backorder or for which MROs have not been processed to storage activities. The corresponding original requisitions in process, and materiel obligations, will be recycled under S/A policy and normal processing actions will be continued to accommodate the modifier PD or RDD/RDP.¹⁴

C3.25.1.1. Modification of MROs is at the discretion of the S/As. However, modifications will not be processed against requisitions for which LROs of retail assets have been generated.

C3.25.1.2. Modification of requisitions which have been submitted to procurement sources for direct delivery is not required, except for requisition modifier documents which contain:

C3.25.1.2.1. A revised Country FMS offer/release option code (rp 46) and/or FF code (rp 47), in the format shown in AP3.22 (DI AMF).

C3.25.1.2.2. Expedited Handling Signal 555 in the RDD/RDP data field, rp 62-64, in the format shown in AP3.22 (DI AMP).

C3.25.1.2.3. Changes to the SUPADD and signal fields in the format shown in AP3.22 (DI AMF). The signal code will be indicated in rp 77.^{15 16}

¹⁴ See Footnote 3.

¹⁵ Revised requisition modifier procedures last reported as not implemented by USMC. Refer to AMCL 123C

¹⁶ Requisition modifier status last reported as not implemented by USAF and USMC. Refer to AMCL 143.

C3.25.1.3. The application of modifiers on requisitions for which split actions have been taken by the supply source is at the option of the S/As.

C3.25.1.4. Supply sources will provide status after processing requisition modifier documents as follows:^{17 18}

C3.25.1.4.1. When the modifier transaction contains invalid entries for data elements listed in chapter C2, which would require rejection under requisition edits prescribed in paragraph C3.1.1., the modifier request will be rejected by means of D7 supply status (DI AE_). Note: This supply status transaction will contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DI AM_ to rebuild the requisition as it appears on the supply source records.

C3.25.1.4.2. When the requisition modifier transaction is not honored because the requested modifications cannot be made, supply sources will provide B2 supply status to the activities designated on the unmodified requisition. Note: This supply status transaction will contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DI AM_ to rebuild the requisition as it appears on the supply source records.

C3.25.1.4.3. When the requested modifications have been successfully processed, BK supply status will be provided.

C3.25.1.5. In addition, when modifier transaction are processed, supply sources will use the M&S and distribution codes to provide the latest supply or shipment status.¹⁹

C3.25.1.6. Supply sources will process requested modifications only when all data fields can be modified, as requested. If this cannot be done, reject the modifier with B2 status.²⁰

C3.25.2. When S/As modify MROs, a modifier transaction will be prepared and transmitted to the applicable storage activity. The modifier transactions will be prepared as a result of processing requisition modifier transactions. The MRO will be identified with DI AM_ as prescribed in AP2.1.

C3.25.2.1. Storage activities, upon receipt of MRO modifier transactions, will modify the original MRO whenever the modifier is received prior to the actual printing of the DD Form 1348-1A. This will be accomplished by matching the document numbers of

¹⁷ See Footnote 15.

¹⁸ See Footnote 16.

¹⁹ See Footnote 15.

²⁰ See Footnote 16.

modifier transactions with document numbers of MROs having been previously received, including match of suffix codes.

C3.25.2.2. These modified transactions will be processed in the normal manner prescribed for MROs.

C3.25.2.3. When storage activities receive MRO modifier transactions for which they have no record of the original MRO, they will process the modifier transactions as new MROs.

C3.25.2.4. Storage activities will provide supply status (DI AE6) to supply sources when requested modifications are or are not accomplished, citing Status Code B2 or BK.²¹

C3.25.3. When supply sources receive modifier transactions for which there is no record of the original requisition, process the requisition modifier transactions as a new requisition unless Status Code BF has been previously provided in response to an earlier cancellation request as specified in chapter C4.

C3.25.4. When modifiers are referred to another supply source, the referring activity will enter the RI of the activity to which the requisition was referred in rp 4-6 and their own RI in rp 67-69 of the DI AM_ transaction and retransmit. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of the activity.

C3.26. RESERVED

C3.27. PROCESSING SINGLE LINE CANCELLATION REQUESTS

C3.27.1. Supply sources, procurement, storage, and reporting activities will process single line cancellations (DI AC_) as prescribed herein and in paragraphs C3.28. through C3.34. Policies and procedures for processing requests for mass cancellation of multiple lines/requisitions are provided in chapter C8.

C3.27.2. Supply sources and procurement and storage, and reporting activities are responsible for exercising the fullest practical resourcefulness in preventing the issue and shipment of unwanted materiel. The practical considerations involved in processing cancellation requests include such factors as time, related packing and handling costs, the dollar value, and location of materiel for which cancellation is requested.

²¹ See Footnote 15.

C3.27.3. General rules for the disposition and diversion of materiel which has been shipped are as follows:

C3.27.3.1. Supply sources are responsible for providing diversion and/or disposition instructions for all items under their cognizance destined for OCONUS which have progressed to the point where procurement actions cannot be terminated or shipment into the DTS has occurred. When OCONUS shipments have been lifted from CONUS terminals, the responsibility for diversion or disposition is that of the consignee, the appropriate commander, or Service headquarters.

C3.27.3.2. Supply sources may request diversion or disposition instructions from S/A contact points designated in chapter C8, Figure C8-1 column 1, for both nonstocked and non-NSN items. However, supply sources may, based on their stock position, divert materiel to depot stock.

C3.27.3.3. S/As may predetermine and designate alternate consignees so that the DoDAAC of these activities may be inserted in subsequent MILSTRIP and/or **Transportation-related** transactions. These predetermined destinations will be based on considerations in subparagraphs C3.27.2.2. and C3.27.3.1., above, and may vary by NSN, FSC, or FSG.

C3.27.3.4. When OCONUS shipments cannot be diverted or held for disposition, storage and procurement activities will advise supply sources when elements of the DTS were unable to accomplish the desired shipment diversion or hold. The supply source will provide shipment status (DI AU_) to all eligible recipients of status. These transactions will contain a numerical day of the year in rp 57-59, as provided by the clearance authorities, indicating the day on which the shipment was lifted from the terminal for delivery OCONUS.

C3.27.3.5. When diversion of OCONUS shipments is accomplished by the DTS, supply sources will furnish all eligible recipients supply status (DI AE_) with Status Code B6. The advice of actions taken by the DTS will be provided under DoD 4500.9-M (**DTR**).

C3.27.3.6. Supply sources will automatically initiate cancellation action for unfilled quantities of materiel obligations or open requisitions upon deletion of a DoDAAC from the DoD 4000.25-6-M (DoDAAD). Applicable supply and shipment status will be furnished to authorized recipients and, in the event DAAS does not have a recorded DoDAAC, the status will be disposed of.

C3.27.3.7. Costs incurred in cancellations/diversion will be billed as provided in paragraph C3.28.9., below.

C3.27.3.8. No attempt will be made to stop or divert shipments to CONUS (domestic) consignees once released for shipment, regardless of mode of shipment.

C3.28. SUPPLY SOURCE PROCESSING OF SINGLE LINE CANCELLATION REQUESTS

C3.28.1. DIs, AC1, AC2, and AC3 cancellation requests (AP3.7) will be processed under subparagraph C3.1.2., above, including distribution of initial status, as follows:

C3.28.1.1. First, against backorders in the following order of assigned status codes: BB, BC, BD, BZ, and BV.²²

C3.28.1.2. Second, against unconfirmed shipments (Status Code BA).

C3.28.1.3. Third, against confirmed OCONUS shipments (DI AS_ and/or AR_), when shipped (to surface/aerial POEs and SEAVAN assembly points) prior to ICP receipt of DI AC_ transactions in less than 45 days for surface mode and 10 days for air mode.

C3.28.1.4. Fourth, against all other status.

C3.28.2. Processing points passing DI AC_ cancellation transactions to another Supply source for continued action will place their RI in rp 67-69 of the cancellation transactions. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received (for example, the RI "From" in rp 67-69) without obtaining the prior agreement of that activity.

C3.28.3. Cancellation actions will be initiated/accomplished against the quantity in rp 25-29 of the DI AC_ transaction received. When the quantity in a cancellation request cannot be determined because of erroneous data, the requisition quantity or fill or backordered quantity will be edited for a quantity of one. If the quantity is equal to one, the cancellation request should be processed. Otherwise, the request will be rejected to the activity designated by the third position of the DI AC_ transaction using DI AE_ with Status Code CD.

C3.28.4. Cancellations processed will be edited to preclude duplicate cancellations. As a minimum this edit will compare quantity (rp 25-29), transaction document number (rp 30-43), suffix (rp 44), and the numerical day of the year of preparation (rp 62-64). Duplicates will be discarded. All other cancellations will be processed as received. When a DI AC_ transaction is received with a blank or garbled day of preparation (rp 62-64), the original day of receipt at the supply source will be entered and processing will continue.

C3.28.5. Regardless of dollar value or quantity, cancellation requests will be processed to immediately cancel quantities for which LROs or MROs (DD Form 1348-1A) and purchase requests have not been submitted to reporting activities or depot/storage and procurement activities.

²² Requirement to include Status Code BZ in processing sequence of cancellation requests last reported not implemented by DLA (Subsistence). Refer to AMCL 30.

C3.28.6. If the quantity in the cancellation request is equal to or less than the backorder quantity at the supply source (Status Code BB, BC, or BD), cancellation will be immediately effected and supply status (DI AE_) with Status Code BQ will be provided all authorized recipients of status. Since cancellation action cannot be effected immediately on requisitions in Status Code BV, supply status (DI AE_) with Status Code B9 will be furnished all authorized recipients of status.

C3.28.7. If the quantity in the DI AC_ cancellation request is greater than the backorder quantity (if any), but equal to or less than the recorded requisition quantity, the supply source will initiate cancellation action under criteria prescribed in subparagraph C3.28.1., above. This criteria and chapter C6 apply to FMS and MAP Grant Aid requisitions. When the cancellation request is greater than the recorded requisition quantity, cancellation action will be initiated on the recorded quantity.

C3.28.8. When cancellation requests are against released shipments or direct vendor deliveries with Status Code BV, the supply source will consider diversion of the materiel to depot stock or to fill other demands/backorders, or contract termination, as appropriate. The foregoing also applies to nonstocked and non-NSN materiel at S/A option, when there is a foreseeable demand for the item.

C3.28.9. In the event actions in subparagraph C3.28.8., above, are taken, Status Code B4 may be furnished to indicate that the activity designated by the signal code in the canceled requisition may be billed as follows:

C3.28.9.1. Transportation costs for returning the materiel to depot/storage and/or procurement termination costs when it is determined that termination is in the best interest of the Government.

C3.28.9.2. Specific instructions concerning materiel, transportation charges, and credit allowances are contained in DoD 4000.25-7-M (MILSBILLS).

C3.28.9.3. In addition to costs in subparagraph C3.28.9.1., above, when applicable, rebuilding costs and other expenses incurred in canceling FMS and MAP Grant Aid requisitions will be billed by the supply source, under DoD 5105.38-M (SAMM). (Also, see chapter C6.)

C3.28.10. Demand data previously recorded will be reversed by the quantity of the cancellation request. The demand data will always be adjusted regardless of the outcome of processing the cancellation request.²³

C3.28.11. Notice of the success or failure of cancellation or diversion actions will be provided to all eligible status recipients, identified in the original requisition under chapter

²³ Deferred implementation authorized pending logistics system modernization.

C4. This notice will be in the format of supply status (DI AE_) or shipment status (DI AU_) as follows:

C3.28.11.1. Supply status (DI AE_) with Status Code B4, B6, BQ, BR, or BS applies to cancellation/diversions accomplished.

C3.28.11.2. Supply status (DI AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

C3.28.11.3. Shipment status (DI AU_) will be furnished to indicate that cancellation/diversion was not accomplished.

C3.28.11.4. Supply status (DI AE_) with Status Code B8 will be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

C3.28.11.5. Supply status (DI AE_) with Status Code BF will be furnished to indicate no record of the document for which the cancellation request was submitted.

C3.28.11.6. Supply status (DI AE_) with Status Code B_, C_, or D_ will be furnished for those transactions where the supply source has a record of a previous cancellation or rejection.

C3.29. SUPPLY SOURCE SUBMISSION OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS TO PROCUREMENT

C3.29.1. These requests may be in mechanical record format or by manual instructions; however, the electronic submission of the requests is recommended.

C3.29.2. Prepare transactions using the AP3.9 format. Use DI ACP to identify the transactions submitted to procurement. Entry of the PIIN or PRN will be dependent upon whether a PIIN has been assigned to a contract and is known to the supply source at the time of receipt of cancellation requests. When the PRN is used, the DoDAAC of the consignee to which shipment is to be diverted should be reflected in rp 45-50. When the supply source does not desire diversion, rp 45-50 will be left blank.

C3.29.3. A manual request for cancellation/diversion submitted to the procurement activity will contain the following minimum information:

C3.29.3.1. Notification that the transaction is a request for cancellation or diversion.

C3.29.3.2. Identification of the supply source submitting the request.

C3.29.3.3. The stock or part number or description of the item involved.

C3.29.3.4. The quantity of the item to be canceled/diverted.

C3.29.3.5. The original requisition document number and the suffix code, if applicable.

C3.29.3.6. Identification of the ship-to and mark-for addresses, as contained in the applicable purchase request.

C3.29.3.7. The PIIN, if known; otherwise, the PRN and date of the purchase request.

C3.29.3.8. Diversion or hold instructions to include coded and in-the-clear, ship-to, and mark-for addresses for shipment if diversion is to be accomplished.

C3.29.4. Cancellation/diversion requests will be submitted to procurement activities:

C3.29.4.1. Regardless of dollar value/quantity in the request, when purchase requests have been submitted but contracts have not been awarded. This applies to items/quantities in Status Code BZ. (See chapter C4.)²⁴

C3.29.4.2. For items/quantities on awarded contracts/purchase agreements and the dollar value of the cancellation/diversion action exceeds \$200.

C3.29.5. Supply sources will decide whether the cancellation/diversion or hold actions will be suspended or continued. Decisions to continue cancellations or diversions will be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by supply source." (See paragraphs C3.27.3.1. and C3.31.5.)

C3.29.6. Cancellation/diversion requests or requests for determination as to whether cancellation is in the best interest of the Government will not be submitted to procurement activities when:

C3.29.6.1. The dollar value of the request is less than \$200.²⁵

C3.29.6.2. DD Form 250, Materiel Inspection and Receiving Report, SPN, vendor shipment notice, or equivalent is on record indicating:

C3.29.6.2.1. Shipments to CONUS consignees were released to carriers regardless of dollar value.

C3.29.6.2.2. Shipments to OCONUS consignees were previously released to carriers, and the number of days prescribed in subparagraph C3.28.1.3., have elapsed. Chapter C6 applies to FMS and MAP Grant Aid requisitions.

²⁴ See Footnote 22.

²⁵As an exception for intra-Service use only, cancellation/diversion may be submitted to procurement regardless of dollar value when critical/short supply items are affected.

C3.29.6.2.3. Shipment/delivery by priority mail or parcel post. In this case, shipment status (DI AU_) will be furnished in response to DI AC_ cancellations received.

C3.29.7. Notice of the success or failure of cancellation or diversion actions will be provided to all eligible status recipients, identified in the original requisition under the procedures of chapter C4. This notice will be in the format of supply status (DI AE_) or shipment status (DI AU_) as follows:

C3.29.7.1. Supply status (DI AE_) with Status Code B4, B6, BQ, or BS applies to cancellation/diversions accomplished.

C3.29.7.2. Supply status (DI AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

C3.29.7.3. Shipment status (DI AU_) will be furnished to indicate that cancellation/diversion was not accomplished.

C3.29.7.4. Supply status (DI AE_) with Status Code B8 will be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

C3.30. RESERVED

C3.31. PROCUREMENT ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS

C3.31.1. DI ACP and manual cancellation/diversion requests will be processed in the sequence of PDs.

C3.31.2. Immediate cancellation action will be taken when contracts have not been awarded and/or firm orders have not been issued/placed.

C3.31.3. Procurement activities will advise the supply source of contractual agreements which may result in unfavorable cost conditions if cancellation, diversion, or holding actions are accomplished. Supply sources will decide whether the cancellation, diversion, or hold actions will be suspended or continued. Decisions to continue cancellation or diversion will be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by supply source."

C3.31.4. The cost of diversion or shipment hold actions will be provided to the supply source for billing under subparagraph C3.28.9. Costs incurred in contract termination and diversion will also be furnished to supply sources to permit billing as prescribed in subparagraph C3.28.9.

C3.31.5. Procurement activities are required to initiate actions with clearance authorities to cause diversion of shipments at terminals. (Not applicable to transactions resulting from mass cancellations.) (See chapter C8.) Procurement activities requiring diversion instructions in the instances when rp 45-50 are blank will request these instructions from the activity designated by the RI code in rp 78-80. Such requests will be accomplished by telephone or message.

C3.31.6. When the above cancellation/termination or diversion/hold action would not be in the best interest of the Government, the supply source will be so advised and requested to furnish a decision by a specified date.

C3.31.7. Actions to cancel, divert, or terminate contracts will be initiated within 1 working day from the receipt of cancellation requests. These actions will be completed as expeditiously as possible, but will not exceed 5 working days for PD 01-08 requests and 10 working days for PD 09-15 requests. When multiple cancellation requests are received on the same day, consideration will be given to the priority of the requests, OCONUS destination, the dollar value of the materiel, and the status of the contract involved.

C3.31.8. The procurement activity will advise the supply source that the attempted stop/diversion action has/has not been accomplished by the DTS within 2 working days of receiving the confirmation/denial notification from the DTS.

C3.32. SUPPLY SOURCE PRECESSING OF CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS

C3.32.1. Supply source cancellation requests will be submitted to reporting activities regardless of dollar value and quantity when Status Code BA is recorded, but shipment status (DI AS6) has not been received. The DI AC6 will contain the RI of the reporting activity in rp 4-6 and Distribution Code 2 in rp 54. The supply source will provide DI AE_ with Status Code B9 to all eligible status recipients.

C3.32.2. If shipment status has been received, provide DI AU_ status to all eligible status recipients.

C3.32.3. Supply sources in receipt of responses to DI AC6 will furnish appropriate status to all eligible recipients.

C3.33. SUPPLY SOURCE SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO STORAGE ACTIVITIES

C3.33.1. Supply source cancellation requests (DI AC6) or followups on cancellation requests (DI AK6), in the format of AP3.8, will be submitted to storage activities:

C3.33.1.1. Regardless of dollar value and quantity when Status Code BA is recorded, but an MRC has not been received. This applies to PD 01-15 requisitions/MROs/DD 1348-1A for U.S. Forces, CONUS and OCONUS, FMS, and MAP Grant Aid.

C3.33.1.2. When the MRC is recorded on an OCONUS shipment which was released to carrier for shipment to POE, less than 45 days by surface mode or less than 10 days by air mode, and the dollar value of the shipment exceeds \$200. Also, chapter C6 applies to FMS and MAP Grant Aid requisitions.

C3.33.2. The DI AC6 will contain the DoDAAC of the activity to which shipments will be diverted in rp 45-50, when shipment has already been released. When the supply source does not desire or cannot provide diversion to a specific activity, rp 45-50 will be left blank. In the latter case, the supply source will obtain and provide alternate destinations, if requested, by storage activities. (See paragraph C3.27.3.)

C3.33.3. In the case of an attempted diversion, supply status (DI AE_) with Status Code B9 will be furnished to eligible status recipients.

C3.33.4. Supply sources will not provide storage activities with requests for cancellation/diversion when:

C3.33.4.1. In receipt of the MRC at the time of receipt of a cancellation request and the item requested for cancellation has a line-item value of less than \$200 and is for an OCONUS shipment.

C3.33.4.2. Receipt of MRC and OCONUS shipment has been accomplished by parcel post, priority mail, or UPS.

C3.33.4.3. When the MRC is recorded on an OCONUS shipment which was released to the carrier for shipment more than 45 days by surface mode or 10 days by air mode prior to the receipt of the cancellation request.

C3.33.4.4. Receipt of the MRC and shipment to a CONUS activity was accomplished prior to the receipt of the cancellation request.

C3.33.5. In instances described in subparagraph C3.33.4., above, shipment status (DI AU_) will be furnished to eligible status recipients.

C3.33.6. A Followup on Cancellation Request, DI AK6, may be submitted to storage activities as a result of receipt of DI AK_ by the supply source from the requisitioner, SUPADD, or control activity (rp 54). A DI AK6 may be forwarded to the storage activity by the supply source as a result of nonresponse to a previous DI AC6.

C3.33.7. DRMS will forward cancellation requests (DI AC6) or followups on cancellation requests (DI AK6) to DRMOs when an MRC (DI AR_) has not been received for item(s) requisitioned from property disposal. If the MRC has been received from the DRMO, shipment status (DI AU_) will be forwarded by DRMS to eligible status recipients.²⁶

C3.34. STORAGE ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS

C3.34.1. DI AC6 transactions will be processed in the sequence prescribed in subparagraphs C3.1.2.; C3.28.1.2.; C3.28.1.3.; and C3.28.1.4., above.

C3.34.2. Records will be maintained to allow a determination as to whether line items shipped were in single line or multiline shipment units and the respective dollar value of each. This will allow identification of shipment units which are susceptible to cancellation and determination as to whether cancellation actions should be continued under the following policies and procedures.

C3.34.3. To the extent that processing capability is available, the S/As will develop and maintain data to:

C3.34.3.1. Allow identification of the depot work area to which shipment processing should have progressed. Work areas for consideration are as follows:

<u>COMPUTER</u>	<u>STORAGE</u>	<u>SHIPMENT PREPARATION</u>	<u>SHIPPING</u>
Mechanized processing of AC6s, and output of DD Forms 1348-1A and stop shipment	Bin Area Bulk Area	Preservation Packaging Packing Consolidation Parcel Post	Consolidation Air Freight Motor (Truck) Freight notices Rail Freight

C3.34.3.2. Include the maximum time experienced in processing DD Form 1348-1A (or DD Form 1348-2) shipments in each of the above work areas (within total time allowed by DoDD 4140.1R from receipt of MRO to release to transportation). Such data would provide a basis for determining the work areas where stop shipment action could most likely be taken on receipt of a DI AC6. Also, transaction priority should be considered as it affects processing time in hours versus days.

²⁶ Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

C3.34.4. The storage activity, upon receipt of a DI AC6, will determine the appropriate work area(s) to which stop shipment notices would be sent when cancellation of an inprocess DD Form 1348-1A shipment is required. The stop shipment notices will include pertinent line item/transaction identification, priority, and information as to whether a single or multiline shipment unit, is involved. A separate stop shipment notice will be issued to the current work area and every other work area through which the shipment would subsequently be processed.

C3.34.5. Cancellation will be accomplished for all items/quantities for which a DD Form 1348-1A has not been released to storage work areas.

C3.34.6. Cancellation will be attempted for all items/quantities for which a DD Form 1348-1A has been released to storage work areas and there is no record of transportation release to a carrier, unless:

C3.34.6.1. The dollar value is less than \$25 for a single line shipment unit.

C3.34.6.2. The dollar value of a single line packed in a consolidated shipment unit is less than \$200.

C3.34.7. The storage activity will advise the supply source and, if applicable, all eligible status recipients of actions taken in response to cancellation requests (see chapter C4). This notice will be provided as follows:

C3.34.7.1. When the storage activity has no record of the MRO receipt, the supply source will be provided DI AE6 status with Status Code BF.

C3.34.7.2. When the items have not left the depot and cancellation action is accomplished, respond only to the supply source in the same format as the cancellation request document with the exception that rp 4-6 will contain the RI of the supply source to which the transaction will be transmitted and rp 67-69 will contain the RI of the activity preparing the transaction. This transaction will contain DI AG6.

C3.34.7.3. When cancellation is not attempted under the less than \$25/\$200 criteria in subparagraphs C3.34.6.1. and C3.34.6.2., above, the storage activity will furnish the supply source DI AE6 status with Status Code B8.

C3.34.7.4. When the items have been released to a carrier in shipments destined to a CONUS customer, no action will be taken to stop/divert the materiel beyond the point of shipment. The supply source will be provided with Reply to Cancellation Request - MRC (DI AU0, AUA, or AUB) transactions in the format shown in AP3.14 and all eligible status recipients will be provided with Reply to Cancellation Request - Shipment Status (DI AU_) in the format shown in AP3.19.

C3.34.7.5. When the items have been released to a carrier in shipments destined for an OCONUS consignee, the storage activity will initiate actions under *the DTR* to stop or divert shipments within the DTS. The supply source will be provided with DI AE6 status containing Status Code B9.

C3.34.7.6. The storage activity will not initiate action to stop/divert OCONUS shipments within the DTS when:

C3.34.7.6.1. The items are consolidated in a multiline shipment unit.

C3.34.7.6.2. The items were in OCONUS shipments released to carriers for shipment more than 45 days by surface or more than 10 days by air mode prior to receipt of the DI AC6.

C3.34.7.6.3. The items were shipped to OCONUS customers by priority mail, parcel post, or UPS.

C3.34.7.6.4. A single line item shipment has a total dollar value of less than \$200.

C3.34.7.6.5. The single line item shipment unit has a total dollar value of less than \$1,000 and was shipped in consolidation with other shipment units in larger containers; such as, CONEX and SEAVAN.

C3.34.7.7. Following receipt of confirmation that shipment stop/diversion action has been accomplished by the DTS, the storage activity will provide the supply source with DI AE6 status containing Status Code B6.

C3.34.7.8. When the storage activity does not initiate stop/diversion action with the DTS because of one of the conditions in subparagraph C3.34.7.6., above or, when notified that a requested stop/diversion action has not been accomplished by the DTS, the storage activity will provide Reply to Cancellation Request - Shipment Status (DI AU1, AU2, or AU3) to all eligible status recipients and Reply to Cancellation Request - MRC (DI AU0, AUA, or AUB) to the supply source. At the option of the supplying S/A, Reply to Cancellation Request - Shipment Status (DIs AU1, AU2, and AU3) may be provided to all eligible status recipients by the supply source rather than directly by the storage activity. In this latter case the storage activity will only generate the Reply to Cancellation Request - MRC (DI AU0, AUA, or AUB) to the supply source.

C3.34.8. Storage activities requiring diversion instructions when rp 45-50 of the DI AC6 cancellation is blank will request such instructions from the activity designated by the RI in rp 67-69. Such requests will be made by telephone or message.

C3.34.9. Actions under subparagraphs C3.34.3. through C3.34.7., above, will be completed in 2 working days for PDs 01-08 and 5 working days for PDs 09-15.

C3.34.10. The storage activity will advise the supply source that the attempted stop/diversion action has/has not been accomplished by the DTS within 2 working days of receiving the confirmation/denial notification from the DTS.

C3.35. REPORTING ACTIVITY PROCESSING CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS

C3.35.1. Reporting activities will attempt cancellation to the maximum extent possible.

C3.35.2. When the reporting activity has no record of the LRO, the supply source will be provided DI AE6 with Status Code BF and Distribution Code 2 will be entered in rp 54.

C3.35.3. If cancellation cannot be accomplished, the supply source will be provided DI AE6 with Status Code B8 and Distribution Code 2 will be entered in rp 54.

C3.35.4. If cancellation can be accomplished, the supply source will be provided DI AE6 with Status Code BQ and Distribution Code 2 will be entered in rp 54.

C3.35.5. The reporting activity will not attempt diversion of materiel confirmed shipped.

C3.36. DIRECT VENDOR DELIVERY ON MILSTRIP REQUISITIONS

C3.36.1. In instances where supply of a MILSTRIP requisition is to be accomplished by direct vendor delivery, an interface is required between MILSTRIP and the purchasing operations. This interface will result in an interchange of specific information and documentation between supply sources and procurement activities to ensure:

C3.36.1.1. Transmission of status to designated recipients in an orderly and timely fashion.

C3.36.1.2. Proper marking of shipment containers.

C3.36.1.3. Delivery of materiel using priorities or RDDs.

C3.36.1.4. Transmission of shipment status, within the time standard prescribed in chapter C4, paragraph C4.12., to the ship-to activity designated by the signal code unless the M&S code is 8.

C3.36.2. Purchase requests will contain specific in-the-clear and coded data as specified below, which will be perpetuated on procurement instruments and related transactions:

C3.36.2.1. The original MILSTRIP requisition document number, including suffixes when assigned, SUPADD, and signal codes.

C3.36.2.2. In-the-clear, ship-to address of the ultimate consignee and mark-for address, when applicable.

C3.36.2.3. MILSTRIP project code and project name, if applicable.

C3.36.2.4. Schedule of deliveries using RDDs or RADs, whichever is applicable. Items should be listed on procurement requests in descending sequence or delivery or availability dates. (A separate requisition number is required for each delivery date, consignee, and priority.) This sequence would provide for listing items with earliest dates first and will result in the required schedule of deliveries.

C3.36.2.5. Identification and address of the activity to receive the notice or evidence of shipment made by contractors as required by DoD FAR Supplement, appendix F-401, table 2.

C3.36.3. Requisitions to be supplied by direct delivery from sources will be identified separately from stock replenishment buys on purchase requests.

C3.36.4. Transmission of shipment status, within the time standard prescribed in chapter C4, section C4.12., to the ship-to activity designated by the signal code unless the M&S code is 8.

C3.37. RESERVED

C3.38. PREPARATION OF SHIPMENTS TO DEFENSE REUTILIZATION AND MARKETING OFFICES²⁷

C3.38.1. Shipments/transfers to DRMOs will normally require a Disposal Turn-In Document (DTID), (DD Form 1348-1A or DD Form 1348-2) and documentation for intransit control of property identified by an NSN or local stock number (and excluding scrap [Supply Condition Code S], waste, nonappropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property) shipped/transferred to a DRMO on a DTID from the time of release by a shipping activity until receipt of the property by the DRMO. Activities will furnish one DI AS3 shipment status transaction, under chapter C4, to the DRMS for each DTID sent to a DRMO, regardless of dollar value.

C3.38.1.1. Only those DI AS3 shipment status transactions applicable to shipments/transfers of usable property directed to DRMOs with a line-item value of \$800 or more per the Federal Logistics Information System (FLIS) and for all shipments/transfers of

²⁷ Requirement to provide shipment status to DRMS on all shipments regardless of dollar value. Refer to AMCL 16. Requirement to provide the unit price on shipment status to DRMS. Refer to AMCL 17. Establishing intransit control procedures for shipments to DRMOs. Refer AMCL 158B. AMCLs 16, 17, and 158B last reported as not implemented by USAF and USMC.

pilferable or sensitive items (based on CIIC code) regardless of dollar value will be entered into the intransit control system (ICS). The extended value of the shipment will be determined on the basis of the document number, quantity, and the unit price. The unit price will be obtained from the FLIS.

C3.38.1.2. The use of this system will provide a capability to monitor shipments/transfers to DRMOs. This system will also provide a capability for DRMS to furnish information to S/A headquarters concerning the shipment/transfer of property to DRMOs.

C3.38.2. These procedures do not negate the authority of the DRMO to refuse acceptance of accountability and physical receipt of certain types and classes of materiel as prescribed by DoD 4160.21-M, chapter 3. If it is determined that the materiel is not acceptable for these reasons, and the shipment is rejected/returned to the shipper, the DRMO will provide notice of rejection to DRMS under existing procedures, thus purging the ICS suspense file. Guidance on shipment notices and ICS processing is applicable only to usable items being shipped/transferred to a DRMO.

C3.39. DIRECTING MATERIEL TO THE DEFENSE REUTILIZATION AND MARKETING SERVICE²⁸

C3.39.1. Supply sources will utilize the DRO (DI A5J) and related transactions to direct and control issue of supply system stocks on their accountable records to disposal. DROs are transmitted to the storage site having custody of the stock and result in the preparation of the DD Form 1348-1A (or DD Form 1348-2). Preparation of DROs will be accomplished under the AP3.13 format. When the quantity to be transferred to disposal exceeds the capability of the quantity field, rp 25-29, multiple DROs are required; each DRO prepared for the same item will contain the total retention quantity in rp 55-61. When the quantity to be retained exceeds the capability of the retention quantity field, rp 55-61, the transactions will be processed off-line.

C3.39.1.1. The retention quantity in rp 55-61 of the DRO will determine the quantity of materiel to be turned in to disposal by the storage site.

C3.39.1.1.1. The quantity in rp 55-61 will be retained and all remaining stocks transferred to disposal.

C3.39.1.1.2. If the quantity onhand is less than the quantity shown in rp 55-61, the storage site will respond under subparagraph C3.39.1.4., below.

²⁸ See Footnote 27.

C3.39.1.2. The DRC transaction serves as advice from a nonaccountable storage site to the Supply source having initiated the DRO of supply action taken. DRC transactions will be prepared in the AP3.16 format with DI ARJ when the quantity shipped is the same quantity requested in the DRO. The DRC will contain DI ARK when the quantity shipped is greater than the quantity requested in the DRO. The DRC will contain DI ARL when the quantity shipped is less than the quantity requested in the DRO. The supply sources will utilize the DRC with DI ARK/ARL to make appropriate adjustments to the inventory records. If the quantity transferred to disposal exceeds the capability of the quantity field in the DRC, rp 25-29, the confirmation will be processed off-line. ARJ/K/L transactions will be prepared and transmitted on the day material is delivered to the carrier for shipment to the DRMO. Preparation of ARJ/K/L will not wait for a signed receipt copy of the DTID to be returned. When a DRC (DI ARJ/K/L) is not used to confirm shipment of material to a DRMO, the DI AS3 transaction will be generated simultaneously with the DI A5J/FTR or other transaction authorizing/directing shipment to disposal. This procedure is authorized when circumstances (such as local transfers, use of available organic transportation, or other substantiating conditions) make the use of the ARJ/K/L unnecessary.

C3.39.1.3. The disposal release followup transaction (DI AFJ) will be used by the supply source to follow up on storage facilities for unconfirmed DROs 10 days after the date the DRO was created. The disposal release followup transaction will be prepared in the DRO format.

C3.39.1.3.1. If the DRO has been complied with, the storage facility will respond as indicated in subparagraph C3.38.4.2., above.

C3.39.1.3.2. If the DRO has not been complied with and shipment is anticipated, the storage facility will respond using the AP3.16 format with DI AEJ and the ESD in rp 57-59.

C3.39.1.3.3. If there is no record of the DRO, the storage facility will respond with BF status (rp 65-66)/DI AEJ using the AP3.16 format.

C3.39.1.3.4. If the DRO has been denied (DI A6J), the storage activity will respond with BY status/DI AEJ using the AP3.16 format.

C3.39.1.4. DRDs are prepared by the storage site and transmitted to the appropriate supply source having prepared the DRO as notification of negative action on the DRO. Preparation of the DRDs will be accomplished under the format referenced in AP3.18 and will contain DI A6J. Supply sources will utilize the DRD to make appropriate adjustments to the inventory records.

C3.39.1.5. Disposal release cancellations are prepared by supply sources having initiated DROs and transmitted to storage sites when it is determined that disposal actions should be discontinued. Supply source cancellation requests will be submitted only in those instances when DROs are unconfirmed. Disposal release cancellation transactions

will be prepared in the same format as the original DRO and will contain DI ACJ. Storage activity response to the cancellation request will be by one of the following transactions:

C3.39.1.5.1. When shipment has been made, response to the supply source will be a DRC.

C3.39.1.5.2. When cancellation is accomplished, response to the supply source will be prepared in the same format as the cancellation request, with the exception that rp 4-6 will contain the RI of the supply source to which the transaction will be transmitted and rp 67-69 will contain the RI of the activity preparing the transaction. This transaction will contain DI AGJ.

C3.39.1.6. A disposal release cancellation followup transaction (DI AKJ) may be submitted by the supply source to obtain the latest status of a disposal releases cancellation. The disposal release cancellation followup transaction will be in the same format as the original disposal release cancellation (AP3.13) and will be processed by the storage site as a cancellation request provided the original request was not received. If the original request has been received and all required actions have been completed, the storage site will respond to the disposal release cancellation followup by duplicating the previously submitted documentation.

C3.39.2. Supply sources will utilize the Reply to Customer Asset Report (DI FTR) (AP3.34) to notify the reporting activity that the quantity reported is in excess to supply source requirements and that further action is authorized under appropriate S/A procedures. See chapter C9, this manual, for detailed instructions.

C3.40. PROCESSING MATERIEL TO THE DEFENSE REUTILIZATION AND MARKETING SERVICE²⁹

C3.40.1. The shipment/transfer of materiel to a DRMO on a DTID requires authority for disposal which must be indicated on the DTID by entry of the appropriate disposal authority code (AP2.21). Ensure property is reported to the IMM prior to DTID preparation, if required, per DoD 4140.1-R.

C3.40.2. Activities lacking an ability to prepare mechanically processable transactions and/or electrically transmit them to the ICS will arrange for such preparation and/or DMS transmission of the intransit control transactions by the nearest facility having such capabilities. When support from another activity cannot be obtained, transactions may be mailed, or transmitted electronically (e-mail, etc.), to DRMS. These must include the in-the-

²⁹ See Footnote 27.

clear address of the activity and a point of contact. DLA/DRMS will coordinate with the military services to determine options for any activities that consistently mail transactions.

C3.40.3. Activities will direct/process all accountable materiel to disposal using the DTID (DD Form 1348-1A or DD Form 1348-2). Some categories of nonaccountable property may be transferred to a DRMO without documentation. The servicing DRMO will provide guidance.

C3.40.4. For each DTID, activities will furnish one DI AS3 shipment status transaction, under chapter C4, to the DRMS for each shipment/transfer sent to a DRMO without regard to the dollar value. Only those DI AS3s applicable to shipments/transfers with a line-item value of \$800 or more per the FLIS and for all shipments/transfers of pilferable or sensitive items (based on CIIC code) regardless of dollar value will be entered into the ICS. Activities will prepare and transmit the DI AS3 shipment status transaction, with Distribution Code 9 in rp 54 and the unit price of the materiel in rp 62-68, in the AP3.19 format to the DRMS when a DRC (DI ARJ, ARK, or ARL) is created by the shipping activity reflecting the actual quantity shipped and the date delivered to the carrier for shipment. The DI AS3 shipment transaction, meeting the intransit control criteria, will initiate the suspense file at DRMS which will, as a minimum, contain the following data:

<u>DATA ELEMENT</u>	<u>SOURCE</u>
Document Number	DI AS3/DRMS Automated Information System (DAISY) Receipt
NSN/FSC/FSG (if available)	DI AS3/DAISY Receipt
Unit of Issue	DI AS3/DAISY Receipt
Extended Dollar Value of Shipment (if available)	Calculated from FLIS unit price
Controlled Inventory Item Code	FLIS
Quantity Shipped	DI AS3
Date of Shipment	DI AS3
Quantity Received	DAISY Receipt
Date of Receipt	DAISY Receipt
Extended Dollar Value of Receipt	DAISY Receipt
Dollar Value of Quantity Variance Between Shipment and Receipt (if any)	(Internal Computation)

C3.40.5. Procedures

C3.40.5.1. Defense Automatic Addressing System Center

C3.40.5.1.1. DAASC will edit the DI AS3s before passing them to DRMS:

C3.40.5.1.1.1. Reject, to the generating activity, those with invalid DoDAACs, invalid FSCs (FSC does not exist), and those with quantities of zero or blank. The rejected transaction will be returned to the originating station with a narrative explanation of the reason for return and instructions not to resubmit.

C3.40.5.1.1.2. Edit the unit price: if the transaction contains a local stock number with a blank or zero unit price, reject; if NSN and blank or zero unit price, insert the FLIS price.³⁰

C3.40.5.1.2. DAASC will "flag" ICS follow-up transactions (DI Code AFX/AFZ) to help the Services prioritize research and resolution of these transactions. These transactions will include "CRITICAL" in rp 67-74; identifying sensitive items, demilitarization required items, and all items in "critical classes." DAASC will make the determination for appending the critical flag as follows:

C3.40.5.1.2.1. To determine if a critical class. Match the FSG or FSC (as appropriate) to the table built from DoD 4160.21-M, chapter 3, attachment 1.

C3.40.5.1.2.2. To determine if demilitarization is required. Match the NSN to FLIS looking for a demilitarization code equal to C, D, E, or F.³¹

C3.40.5.1.2.3. To determine if a sensitive item. Match the NSN to FLIS for CIIC looking for a sensitive item code equal to 1, 2, 3, 4, 5, 6, 8, Q, R, or \$.³²

C3.40.5.2. Defense Reutilization and Marketing Office

C3.40.5.2.1. The DRMO will accept accountability of the shipment if the materiel is acceptable based on the established criteria in DoD 4160.21-M.

C3.40.5.2.2. The DRMO will furnish documentation of receipt of the DTID upon request by the shipping activity. NOTE: The DRMO will always furnish a copy of the signed DTID for all shipments containing quantity discrepancies. The DRMO will note the difference in the quantity received and the quantity shipped on the DTID.

C3.40.5.2.3. If an error exists because the quantity received is less than or greater than the quantity entered on the DTID, the DRMO shall notify the shipping activity. (See DoD 4160.21-M, chapter 3 and Joint Regulation DLA 4140.55, et al.)

³⁰FLIS interface for a unit price will not be available until April 2002.

³¹FLIS interface for a demilitarization code will not be available until April 2002.

³²FLIS interface for a CIIC will not be available until April 2002.

C3.40.5.3. Defense Reutilization and Marketing Service

C3.40.5.3.1. When the DRMS processes a DAISY “receipt of usable property” or “receipt,” it will be compared with the suspense file generated by the DI AS3 shipment status transaction. The DAISY receipt will open the ICS transaction if there is no matching DI AS3. The suspense file will remain on open file for a period of 1 year from the date it is initiated unless it is closed by one of the actions specified below. All transactions generated by ICS will be transmitted through DAAS to the activity in rp 30-35 of the DI AS3. ICPs/IMMs receiving these transactions will forward them to the shipping activity, as appropriate. (See AP3.6.)

C3.40.5.3.1.1. The DRMS will close the suspense file if the receipt matches a DI AS3 shipment status transaction previously recorded in the suspense file. A match is based on the DTID number and FSC.

C3.40.5.3.1.2. The DRMS will generate a follow-up transaction (DI AFX with Advice Code 36) if, after a period of 90 days from the date of DRMS posting of the receipt, there is no matching DI AS3 shipment status transaction, and the extended value is \$800 or more, or the item is recorded as pilferable or sensitive. This notification (DI AFX with Advice Code 36) will close the ICS suspense. The DRMS will generate a follow-up transaction (DI AFX with Advice Code 37) when, after a period of 90 days, there is no receipt applicable to a DI AS3 shipment status transaction and the extended value of the DI AS3 is more than \$800 or the item is recorded as pilferable or sensitive.

C3.40.5.3.2. If a disposal supply status transaction (DI AE3) or a disposal shipment confirmation transaction (DI ASZ) is not received within 30 days of transmission of the disposal shipment/receipt confirmation follow-up a second disposal shipment confirmation follow-up transaction using DI AFZ will be generated. The record will remain open for a period of 1 year from the date it was originated unless closed by a response to the AFZ follow-up. When moved from the active suspense file, records will be placed on an accessible history file for an additional 2-year period.

C3.40.5.3.3. Receipt of DI AE3 supply status will direct further ICS processing as follows:

C3.40.5.3.3.1. DE Supply Status advises the ICS to terminate intransit control processing for the document number in question. If received in response to DI AFX/AFZ with Advice Code 37, a record of the DI AS3 transaction is not required.

C3.40.5.3.3.2. DF Supply Status advises the ICS to remove the record from the active suspense file and place the record in an accessible history file for a period of 2 years.

C3.40.5.3.3.3. DG Supply Status closes the record in ICS—processing is considered complete. DRMS will use its own procedures to determine why notification of

receipt of the materiel had not been sent by the DRMO to DRMS and the ICS will retain an accessible history file record for 2 years.

C3.40.5.3.3.4. DH Supply Status closes the record—intransit processing is considered complete and an accessible history file record will be retained by the ICS for a period of 2 years.

C3.40.5.3.3.5. BF Supply Status removes the record from the active suspense file and places it in the accessible history file for a period of 2 years.

C3.40.5.3.4. If a shipment status transaction (DI ASZ) is received by the ICS, intransit control for the document number in question is considered complete. Accessible history file records will contain NSNs, quantities, document numbers, dollar value of variances (if any), and the identity of applicable shipping activities and DRMOs.

C3.40.5.4. Shipping Activity

C3.40.5.4.1. Supply organizations in receipt of disposal shipment confirmation followups (DI AFX or AFZ) will ensure that applicable shipping activities review receipt documentation, and provide timely responses (within 30 working days of receipt of the followup). DI AFX transactions with Advice Code 36 do not require a response.

C3.40.5.4.2. Upon receipt of a followup, the shipping activity will respond to the followup, by supply status, DI AE3, or shipment status, as follows:

C3.40.5.4.2.1. Provide BF supply status when the shipping activity has no record of the shipment nor of generating the DI AS3 shipment status and has not received receipt documentation of the DTID.

C3.40.5.4.2.2. Provide DE supply status when it is determined that although DI AS3 shipment status had been sent, no shipment had been made or no record of shipment, other than the DI AS3 transaction, can be located.

C3.40.5.4.2.3. Provide DF supply status when receipt documentation is not available, but investigation indicates that property was removed from the storage area and cannot be located. The shipping activity will perform additional research as determined by S/A procedures, including, if necessary, referral to the appropriate criminal investigative activity.

C3.40.5.4.2.4. Provide DI ASZ shipment status when the shipping activity (the activity in receipt of the (DI AFX/AFZ) has no record of generating a DI AS3 shipment status transaction but has received receipt documentation of the DTID.

C3.40.5.4.3. DRMS will provide a Quarterly Intransit to DRMO Report upon request. In addition, DRMS will provide tailored Special Extract Reports, as requested.

The format and explanation of the Quarterly Intransit to DRMO Report is contained in AP1.33 and is assigned RCS DD-A&T (AR) 1787.

C3.41. RESERVED

C3.42. SHIPMENT TRACING

C3.42.1. Supply sources (including depot or procurement activity when direct vendor delivery is applicable, but excluding small business firms or civilian contractors not required to process followups received from Military sources), upon receipt of a DI AFT, Request for Shipment Tracing on Registered, Insured, and Certified mail/parcel post, will:

C3.42.1.1. Initiate tracer action under USPS Regulations to the post office from which the parcel was mailed. Postal Service Form 1510 or other prescribed form will be used.

C3.42.1.2. On receipt of the post office response, initiate appropriate action as follows:

C3.42.1.2.1. If notified that the parcel was lost, destroyed, and/or that proof of delivery could not be furnished, notify the consignee by off-line narrative message to include advice to prepare discrepancy reports under Joint Regulation DLAI 4140.55, et al.

C3.42.1.2.2. If notified that the post office has proof of delivery, notify the consignee (based on the signal in rp 51) by off-line narrative message, including particulars concerning proof of delivery, with an information copy to supply source involved.

C3.42.1.3. When the supply source is a small business firm or civilian contractor not required to process followups received from military sources, the AFT Request for Shipment Tracing on registered, insured, and certified mail/parcel post will be forwarded to the ICP for processing.

<u>CODE OR DATA ELEMENT</u>	<u>ENTRY IS BLANK OR INCORRECT</u>
Routing Identifier	Determine correct source and continue processing.
Media and Status	Process as zero (0).
Stock Number or Appropriate Item Identification ³³	<ol style="list-style-type: none">1. If blank, reject.2. If incorrect, research to determine³⁴ if the stock number has changed (for example, FSC changed to match the NIIN). As a result of the review, take action as follows:<ol style="list-style-type: none">a. If the stock number cannot be identified, reject with appropriate supply status.b. If the FSC is incompatible with the NIIN, check the FSC to determine if it matches a previously assigned FSC. If it matched, change the FSC to the current FSC, continue supply action, and furnish appropriate supply status. If it does not match, reject with appropriate supply status.c. If the stock number has changed (for example, FSC change), <i>[text deleted]</i> change the number to the new stock number and continue supply action. If the changed NSN is managed by another supply source, initiate a passing order and furnish appropriate supply status.3. <i>If manufacturer's part number, compare to FLIS to determine if a stock number is assigned. If assigned, change the manufacturer's part number to the stock number and continue supply action. If the NSN is managed by another supply source, initiate a passing order and furnish appropriate supply status.</i>

Figure C3.1. Requisition Processing and Related Actions.

³³ Requirement for supply source to reject requisitions if the FSC is incompatible with the NIIN last reported as not implemented by DLA. Refer to AMCL 11.

³⁴This edit does not apply to USN supply sources.

CODE OR DATA ELEMENT

ENTRY IS BLANK OR INCORRECT

(Part 1 of 4)

Unit of Issue	Enter correct unit of issue or reject. If rejected, enter correct unit of issue in rp 79-80 supply status transaction. ³⁵
Quantity	Reject.
Requisitioner	Discard.
Date	Reject.
Serial	Reject.
Demand	Process as recurring.
Supplementary Address ³⁶	Reject (CX status) if blank or invalid and the signal code is B, J, K, L, or M.
Signal	Reject.
Fund	No edit is required unless signal code is C or L. Reject (CX status) if signal code is C or L and fund code does not identify a valid bill-to activity as prescribed by MILSBILLS.
Distribution	Process as blank.
Project	1. Process as blank. 2. If an OSD/JCS project code is entered, the requisition will be ranked above all other requisitions within the PD. ³⁷

³⁵ Requirement to provide correct unit of issue when original unit of issue on the requisition could not be converted last reported as not implemented by USN and DLA (Subsistence). Refer to AMCL 162.

³⁶ ***This data element is referred to as Supplemental Data under the DLMS.***

³⁷ Elimination of requirement to change the priority on CJCS project code requisitions last reported as not implemented by USAF, USMC, and DLA (Subsistence). Refer to AMCL 9.

CODE OR DATA ELEMENT

ENTRY IS BLANK OR INCORRECT

**Figure C3.1. Requisition Processing and Related Actions.
(Part 2 of 4)**

Priority Designator³⁸

1. If Expedited Handling Signal 999 is present in the RDD field and the PD is not 01-03, enter PD 03.
2. If an OSD/JCS project code is present in rp 57-59 and the PD is not 01-05, enter PD 03.
3. If NMCS/ANMCS indicator (N/E) is present in rp 62 and PD is not 01-15, enter PD 08.
4. If Expedited Transportation Signal 777 is in rp 62-64 and PD is not 01-15, enter PD 08.
5. If rp 62 is A, S, or X, enter PD 15.
6. For all other conditions, if PD is not 01-15, enter PD 15.

Required Delivery Date

1. If there is an N or E in rp 62 and PD 01-08 in rp 60-61 process. If there is an N or E in rp 62 but PD 09-15 in rp 60-61, blank the entry in rp 62-64 and process using the priority.
2. If Expedited handling Signal 999 or 555 is in rp 62-64, process.
3. If Expedited Transportation Signal 777 is in rp 62-64 and PD 01-08 is in rp 60-61, process. If the PD is 09-15, blank the entry in rp 62-64 and process using the priority.
4. If rp 62 is A, S, or X, process.
5. For subsistence, except for conditions 1, 2, 3, and 4, above, all requisitions will contain a specific RDD in ordinal day of year format. If blank, compute an SDD.³⁹
6. For all other conditions blank RDD field if entry is not a calendar date.

³⁸ See Footnote 37.

³⁹ Use of the RDD to fill subsistence items last reported as not implemented by DLA (Subsistence). Refer to AMCL 7.

CODE OR DATA ELEMENT

ENTRY IS BLANK OR INCORRECT

**Figure C3.1. Requisition Processing and Related Actions.
(Part 3 of 4)**

Required Delivery Period
(Conventional Ammunition
Only)⁴⁰

If rp 62 is B, C, D, G, H, J, K, L, M, P, T, U, V, or W, and rp 63-64
contains 01-99, process.

Advice

Process as blank.

**Figure C3.1. Requisition Processing and Related Actions.
(Part 4 of 4)**

⁴⁰ Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

<u>TIME SEGMENT</u>	<u>TIME STANDARD (IN CALENDAR DAYS) FOR PRIORITY DESIGNATIONS^{41,42,43,}</u>		
	<u>01-08 with an RDD of 999, N_, E_</u>	<u>01-08 with an RDD of 777, or 01-15 with RDD of 444, or 555</u>	<u>01-15 (Blank RDD)</u>
A. Passing Action	.5	1	1
B. ICP Availability Determination ⁴⁴	1	1	1
C. Depot/Storage Site and/or Base Processing and Packaging ⁴⁵	1	1	5
D. Transportation Hold and CONUS Intransit	1	4	10

Figure C3-2. UMMIPS Supply Source Processing Standards.

⁴¹Pipeline standards for materiel delivery exclude weekends and holidays except for segments C and D for requirements with RDDs 999, N_, or E_. Storage activity and transportation managers may combine segments C and D as long as the combined time is not exceeded. The pipeline time standards are Service-level targets that shall be met or improved upon whenever physically and economically feasible. Individual segment standards should not be considered inviolate when subsequent savings in time and improved service can be achieved.

⁴²Requisitions with specific RDDs will be processed to meet that date of delivery. Specific RDDs indicating other than routine processing must contain a PD, based on FAD/UND, consistent with the delivery date requested.

⁴³Requisitions with an RDD beginning with "S" or "X" will be processed as indicated in AP2.14.

⁴⁴For manually submitted requisitions or requisitions requiring manual review—1 day for PDs 01-08 and 3 days PDs 09-15.

⁴⁵Retail activities will also use these time standards for processing LROs directed by the ICP/IMM.

C9. CHAPTER 9

MATERIEL RETURNS PROGRAM (MRP) AND LATERAL REDISTRIBUTION OF RETAIL ASSETS

C9.1. GENERAL

C9.1.1. This chapter provides procedures for the interchange of information, between the owning organization and the item manager, on the reporting and disposition of assets. In addition, this chapter provides procedures for ICP/IMM directed lateral redistribution of retail assets identified by an Inter- or Intra-Service retail asset visibility system. These procedures also establish the necessary controls to ensure timely processing of related transactions and provide for the automatic return of materiel under specified conditions.

C9.1.2. Policy regarding the reporting, transfer, lateral redistribution, and use of assets as an alternative to procurement (also known as the procurement offset portion of Total Asset Visibility (TAV)) is contained in DoD 4140.1-R, DoD Materiel Management Regulation.

C9.1.3. Customer Asset Reports (DI FTE) and follow-on documentation transmitted by electronic means will always be routed through DAAS.

C9.1.4. Credit for materiel returns is granted on the basis of receipt and classification by the consignee. Policy for granting credit is covered under DoD 4140.1-R. Procedures for the timeframes and transactions for providing credit for materiel returns, lateral redistributions, and materiel provided for the procurement offset portion of TAV are contained in DoD 4000.25-7-M (MILSBILLS). MILSBILLS also cover credit procedures for packing, crating, and handling (PC&H) and transportation (T). In addition, MILSBILLS provides formats for Followup for MRP Credit (DI FTP) and Reply to Followup for Credit (DI FTB).

C9.1.5. U.S. Government activities returning materiel are cautioned that the returning activity may be held responsible for costs incurred by the receiving activity when discrepancies are reported and validated using SDR procedures (DLAI 4140.55 et al. and DLAI 4140.60 et al.). This includes returns made in violation of prescribed materiel returns procedures, returns exhibiting packaging discrepancies, and returns of reparable items unaccompanied by required technical data. Recoupment action by the ICP against the initiator may include all cost reimbursable actions performed by the receiving activity such as repackaging, marking, and disposal.

C9.2. APPLICABILITY AND SCOPE

C9.2.1. The provisions of this chapter are applicable to all activities offering or returning materiel to a Service ICP, DoD IMM, or the GSA. These procedures also apply to activities receiving and processing lateral redistribution orders of retail assets. Policy regarding utilization and redistribution of MAP materiel is contained in DoD 5105.38-M, chapter 11, section II. These procedures also apply to the processing of nonconsumable items.

C9.3. EXCLUSIONS

C9.3.1. *The DLA does not accept part-numbered customer asset reports. (All other part-numbered asset reports will be passed to the RI indicated in the incoming transaction.)* Customer asset reports identified by part numbers¹ exceeding rp 8-22 of the stock or part number field are excluded from the DAAS processing of DI FTG transactions. Other customer asset reports for items not identified by an NSN; for example, ***locally assigned stock numbers***, are excluded from these procedures on an inter-Component basis.

C9.3.2. Perishable subsistence items, with the exception of perishable subsistence returns (other than FF&V) from Navy mobile logistics, support fleet ships in the Pacific area.

C9.3.3. IPE identified only by plant equipment code/manufacturers part number. Report these items to RI S9R using DD Form 1342, DoD Property Record.

C9.3.4. Class V (W) ground (surface) ammunition.

C9.3.5. Lumber products (with exception of lumber product items stocked by GSA).

C9.3.6. Items under DTRA management (such as, FSG 11, DOE special design and quality controlled items identified by CAGE 87991 in the FLIS master item file) and all DoD items designed specifically for use on or with special weapons (identified by CAGE 57991, 67991, or 77991 in the FLIS master item file). (These items will be processed under DOE-DNA TP 100-1 et al.)

C9.3.7. ADPE under DoD 4160.21-M.

¹ ***Use of part-numbers in the Material Returns Program last reported as not implemented by USMC. Refer to AMCL 167.***

C9.4. RESERVED

C9.5. REPORTING CRITERIA FOR CUSTOMER ASSET REPORTS (DI FTE/FTG)

C9.5.1. Reporting of assets will be determined by the existing retention and reporting policy under DoD 4140.1-R, DoD Materiel Management Regulation. This includes the reporting policy for the procurement offset portion of TAV as described in DoD 4140.1-R. In response to the Asset Status/Transaction Reporting Request (DI DZE under MILSTRAP), submit a Customer Asset Report (DI FTE/FTG) using the appropriate project codes from paragraph C9.6.7.

C9.5.2. The reporting activity will forward customer asset reports to the ICP/IMM. Direct all GSA customer asset reports to RI GG0 *[text deleted]* Customer Asset Reports (DI FTE/FTG) transmitted by electronic means will always be routed through DAAS.

C9.6. PREPARATION OF CUSTOMER ASSET REPORTS (DI FTE/FTG)

C9.6.1. Customer Asset Reports (DI FTEs) will be prepared using one of the following mediums with data elements shown in the AP3 appendices. Part-numbered Customer Asset Reports (DI FTGs) will only be prepared using the mechanical format on DD Form 1348m.

C9.6.1.1. DD Form 1348m, DoD Single Line Item Requisition System Document (Mechanical).

C9.6.1.2. DD Form 1348, DoD Single Line item Requisition Document (Manual).

C9.6.1.3. DD Form 173/2, DoD Joint Messageform.

C9.6.2. Use the mechanical DD Form 1348m as the normal reporting transaction and transmit to the supply source via the DAAS. Prepare the DD Form 1348m using the format contained in AP3.33.

C9.6.3. The manual DD Form 1348 will be prepared as reflected in AP3.33. The manual form will be used only when:

C9.6.3.1. Facilities are not available to the reporting activity to permit electronic transmission of reports or when machine-processing facilities are not available.

C9.6.3.2. The report coding structure does not provide sufficient data to assist the ICP/IMM in making decisions on disposition of materiel or the granting of credit to the reporting activity. In these instances, the exception data will be entered in remarks portion of the manual DD Form 1348. Reporting activities should not attempt to use exception

data as a normal method for reporting materiel, as this necessitates off-line processing by both the reporting activity and the ICP/IMM.

C9.6.3.3. The report must be accompanied by technical data including special forms.

C9.6.3.4. Manually prepared reports will be submitted by priority mail with containers conspicuously marked MILSTRIP ASSET REPORTS.

C9.6.4. The joint message form (DD Form 173/2) will be prepared using AP1.22. The message form will be used only when message communication facilities are not available and rapid transmission is required to expedite processing of the asset report.

C9.6.5. Reports of serviceable NIMSC 5 items from SICA reporting activities to the appropriate Service SICA will be submitted under Service implementing instructions. Quantities, which are not required by the SICA, will be forwarded to the PICA using DI FTE, the PICA's RI in rp 4-6, M&S 9, Signal Code C or L, the SICA's fund code in rp 52-53, and the SICA's RI in 67-69. If appropriate, the SICA will provide DI FTD delay status to the materiel holder for the quantity referred to the PICA, under paragraph C9.13.5, below. The date in rp 70-73 of the DI FTD, if used, will be 35 days subsequent to the date the report was forwarded to the PICA. The PICA will provide disposition instructions to the SICA, designated by rp 52, and the M&S. The SICA, in turn, will provide disposition instructions to the reporting activity under Service implementing instructions.

C9.6.6. When the SICA has NIMSC 5 serviceable stocks on hand which exceed the retention limit, the SICA will prepare the DI FTE using the guidelines above but with the SICA's own document number.

C9.6.7. The Services/Agencies will use one of the following project codes for the procurement offset portion of TAV in rp 57-59 of their Customer Asset Report (DI FTE/FTG):

C9.6.7.1. RBB for consumables,

C9.6.7.2. 3AG for reparable, or

C9.6.7.3. 3AU for DRMO assets.

C9.7. CANCELLATION OF CUSTOMER ASSET REPORTS (DI FTC)

C9.7.1. Use AP3.38 to prepare cancellation of asset reports, in total or partial quantities, and submit to the ICP/IMM under the following conditions;

C9.7.1.1. When a determination is made that materiel is not available in the quantity reported on the asset report.

C9.7.1.2. Upon determination that materiel directed for return will not be returned.

C9.7.2. The need for timely and accurate cancellation actions under the above conditions is emphasized to avoid unnecessary followup actions and to ensure that ICP/IMM records or expected returns reflect proper quantities.

C9.8. PROCESSING REPLIES TO CUSTOMER ASSET REPORTS (DI FTR)

C9.8.1. The Reply to Customer Asset Report (DI FTR), prepared under AP3.34, is used by the ICP/IMM to respond to all Customer Asset Reports (DI FTE/FTG). The reporting activity will process the DI FTR reply using the asset transaction status code (AP2.16) and take the following actions:

C9.8.1.1. Use paragraph C9.7., above, to submit a cancellation (DI FTC) when it is determined that materiel directed for return will not be returned.

C9.8.1.2. Use AP3.39 to prepare a shipment status (DI FTM) and promptly submit to the ICP/IMM after materiel directed for return is released to the carrier. Prepare a separate DI FTM for each shipment. Exercise care to ensure that appropriate data content, including suffix (rp 44) of the individual DI FTR reply, is perpetuated in the DI FTM.

C9.8.2. When DI FTR is transmitted to the SICA designated by rp 52, the SICA will forward the disposition instructions to the materiel holder under Service implementing instructions. The materiel holder will provide advice to the SICA regarding shipment or cancellation as appropriate, under Service implementing instructions, and the SICA will provide DI FTM or FTC to the PICA. If the SICA receives DI FT6 from the PICA and has no record of shipment, the SICA will follow up to the materiel holder and submit an interim DI FTL to the PICA containing a future ESD to preserve the PICA's due-in record pending a firm reply to the DI FT6.

C9.8.3. All DI FTR replies Customer Asset Reports (DI FTE/FTG) containing Project Code RBB 3AG, or 3AU denoting the procurement offset portion of TAV and Status Code TC in rp 65-66, require reevaluation prior to disposal since these assets may not be above an activity's retention limit. Assets required and offered using either Project Code RBB or 3AG will always be directed for return with credit; however, assets required and offered using Project Code 3AU will only be directed for return without credit.

C9.9. FOLLOWUPS ON REPORTED ASSETS (DI FTF/FTT/FTP/FT6)

C9.9.1. Reporting Activity Followups Consist of Three Types:

C9.9.1.1. Followup for ICP/IMM Reply of Asset Report (DI FTF). This type followup will be used to obtain intelligence regarding status of the original asset report (DI FTE) and will be prepared using AP 3.37. DI FTF will be submitted no earlier than 30 days from date of submission of the DI FTE and will contain the same data as reflected in the DI FTE. If a DI FTD has been received, the DI FTF will be submitted at the expiration of the expected reply date and a DI FTR has not been received.

C9.9.1.2. Followup for ICP/IMM Materiel Receipt Status (DI FTT). This type followup will be used when materiel to be returned has been shipped as directed by a Reply to Asset Report (DI FTR) but an ICP/IMM Materiel Receipt Status (DI FTZ) has not been received. This followup will be prepared using AP3.43. DI FTT will be submitted no earlier than 70 days (CONUS) or 130 days (OCONUS) after shipment. This data for the DI FTT will be the same as reflected in the DI FTM.

C9.9.1.3. Followup for Credit (DI FTP). This type followup will be used when materiel to be returned has been shipped and credit allowance was indicated by ICP/IMM Materiel Receipt Status (DI FTZ) but no credit billing has been received. This followup will be prepared under MILSBILLS procedures.

C9.9.2. Followup will be submitted to the ICP/IMM to whom the original asset report (DI FTE) was submitted, except when information has been received in a DI FTQ status that the DAAS has rerouted the asset report to the correct ICP/IMM. In this case, the followup will be submitted to the activity identified in the DI FTQ status received from the DAAS.

C9.9.3. ICP/IMM Followups on Directed Returns (DI FT6). Upon receipt of a DI FT6 followup on a DI FTR from the ICP/IMM, the reporting activity will review records to determine whether or not a DI FTR had been received. If there is no record of having received a DI FTR, the DI FT6 will be converted to a DI FTR and processed. If shipment has not occurred, a DI FTL citing the ESD will be submitted. If records indicate that shipment has occurred, the transportation activity will be queried to ensure the materiel has actually been shipped. If the materiel has been shipped, a new DI FTM will be created. If the materiel has not been shipped, ascertain when the shipment will be made and follow the above procedures. When less than the total quantity contained in the original DI FTR is to be shipped, the reporting activity will respond to the DI FT6 with a DI FTL for the quantity to be shipped and a DI FTC for the quantity which will not be shipped. If any of the shipment has already occurred, the reporting activity will respond to the DI FT6 with DI FTM for the quantity which has been shipped and with DIs FTL and/or FTC for the remaining portions of the originally reported quantity, as appropriate.

C9.10. AUTOMATIC RETURNS (DI FTA)

C9.10.1. DI FTA is used for items designed by a supply source for automatic return. Supply sources will notify reporting activities of the location to which items so designated are to be shipped. DI FTA format is contained in AP3.40.

C9.10.2. All NIMSC 5 unserviceable (Supply Condition E or F) items are designated for automatic return on an inter-Service basis. PICAs will notify SICAs of the NSN and the storage activity to which such items are to be shipped. PICAs will also notify the receiving storage activity of such items which are to be returned. The SICAs will perpetuate this information to the SICA activities using intra-Service procedures. If there is no S/A SICA for the items identified for automatic return by a PICA (for example, the Coast Guard), the PICA will provide the information to the appropriate S/A designated activity.

C9.10.3. Use Project Code 3AL in the DI FTA and in subsequent documentation when an unserviceable NIMSC 5 item is automatically returned or when requisitioning a replacement item. If a replacement for the unserviceable NIMSC 5 automatic return item will not be requisitioned (for example, the returned item exceeds the returning activity's authorization or requirement), the DI FTA and related documentation will not contain Project Code 3AL. Use the data elements specified under paragraph C9.6.5 in the DI FTA. This does not include the M&S which may be assigned using S/A instructions. Enter the SICA RI in rp 67-69 if M&S 9 is assigned. Subsequent to the generation of DI FTA, processing will occur as though there has been a DI FTE report and a DI FTR reply, along with other provisions of this chapter, except for DIs FTF and FTD.

C9.10.4. No other inter-S/A use of DI FTA is currently authorized.

C9.10.5. S/As may use DI FTA internally for intra-S/A programs that do not conflict with other provisions of this manual.

C9.11. RESERVED

C9.12. DEFENSE AUTOMATIC ADDRESSING SYSTEM

DAAS will accomplish the following:

C9.12.1. DIs FTL, FTM, FTP, and FTT will be passed to the activity represented by the RI in rp 4-6.

C9.12.2. DIs FTB, FTD, FTQ, FTR, FTZ, and FT6 will be routed using the M&S code.

C9.12.3. DIs FTA, FTC, FTE, and FTF containing M&S 9 will be passed to the RI in rp 4-6 by DAAS when the signal code is C or L and the code in rp 52 identifies a valid bill-to DoDAAC using the fund code appendix of MILSBILLS. If the signal code is not C or L or the activity in rp 52 cannot be identified, DAAS will return the transaction to the originating station with a narrative explanation of the reason for return. When DI FTA does not contain M&S 9, DAAS will pass the transaction to the RI in rp 4-6.

C9.12.4. When DIs FTC, FTE, and FTF do not contain M&S 9, DAAS will perform as NSN/NIIN validation and supply source edit as follows:

C9.12.4.1. If the NSN is correct and managed by the ICP/IMM identified in rp 4-6, Advice Code 3T will be entered in rp 65-66 and the DI FTC, FTE, or FTF will be transmitted to that ICP/IMM.

C9.12.4.2. If the NSN is correct but is not managed by the ICP/IMM identified in rp 4-6, the correct ICP/IMM RI will be entered in rp 4-6, Advice Code 3T will be entered in rp 65-66, and the DI FTC, FTE, or FTF will be transmitted to the correct ICP/IMM. DAAS will furnish the reporting activity a DAAS Customer Asset Report Status (DI FTQ) with Status Code TZ in rp 65-66.

C9.12.4.3. If the FSC/NIIN/NSN validation indicates that the FSC is incorrect, the FSC will be changed and the RI of the ICP/IMM in rp 4-6 will be changed where applicable. Advice Code 3T will be entered in rp 65-66 and the DI FTC, FTE, or FTF will be transmitted to the managing ICP/IMM. DAAS will furnish the reporting activity and DI FTQ with Status Code TZ in rp 65-66.

C9.12.4.4. If routing to an ICP/IMM cannot be accomplished by DAAS, the DI FTC, FTE, or FTF will be passed to the activity identified in rp 4-6.

C9.12.5. *The DLA will not accept DI FTG part-numbered asset reports. DAAS will reject all such reports with Status Code T9. DAAS will pass all other DI FTG part-numbered asset reports to the RI present in the incoming transaction. Components may reject (Status Code T9) part-numbered assets not acceptable or recognized under internal procedures.* Nonmechanical part-numbered transactions will not be processed by DAAS but will be rejected for processing under intra-Component procedures.

C9.12.6. DAAS will edit DI FTR rejects containing Status Codes SC and SD for correct ICP/IMM and FSC as follows:

C9.12.6.1. If the NSN is correct and belongs to the rejecting ICP/IMM, the DI FTR will be converted to DI FTE with Advice Code 3T in rp 65-66 and returned to the rejecting ICP/IMM. When DAAS converts DI FTRs to DI FTEs and returns the DI FTEs to the

rejecting ICP/IMM, DAAS will enter code D in rp 70 of the DI FTE to provide the ICP/IMM with a duplicate document override edit.

C9.12.6.2. If the FSC is incorrect, the DI FTR will be converted to DI FTE with the correct FSC; Advice Code 3T will be entered in rp 65-66 and the document will be returned to the rejecting ICP/IMM or transmitted to the correct ICP/IMM.

C9.12.6.2.1. When DAAS converts DI FTRs to DI FTEs and routes the DI FTEs to an ICP/IMM other than the rejecting ICP/IMM, DAAS will furnish the reporting activity with DI FTQ status containing Status Code TZ in rp 65-66.

C9.12.6.2.2. When the converted DI FTE is routed back to the rejecting ICP/IMM, code D will be inserted into rp 70 to provide the ICP/IMM with a duplicate document override edit and DAAS will furnish the reporting activity a DI FTQ containing Status Code TZ in rp 65-66.

C9.12.6.3. If a DLA, GSA, or Navy IMM has coded the item inactivated in DAAS records and a DLA, GSA, or Navy activity originated the reject document, DAAS will change the status code in rp 65-66 to TC and forward the DI FTR to the reporting activity.

C9.12.7. DAAS will edit DI FTR rejects from GSA with Status Code SC as follows:

C9.12.7.1. If the NSN is correct and it is managed by GSA, DAAS will change the status code in rp 65-66 to TC and forward the DI FTR to the reporting activity.

C9.12.7.2. If the NSN is correct but not managed by GSA, DAAS will convert the DI FTR to FTE, enter Advice Code 3T in rp 65-66, and transmit the document to the appropriate ICP/IMM. In addition, DAAS will furnish the reporting activity a DAAS Customer Asset report Status (DI FTQ) with Status Code TZ in rp 65-66.

C9.12.7.3. If the NIIN is valid and the FSC is incorrect, DAAS will convert DI FTR to DI FTE with the correct FSC; enter Advice Code 3T in rp 65-66 and transmit the FTE document back to GSA or to the managing ICP/IMM. When the converted FTE is routed back to GSA, code D will be inserted in rp 70 to provide a duplicate document override edit. DAAS will furnish the reporting activity an DI FTQ with Status Code TZ in rp 65-66.

C9.12.7.4. If the NSN cannot be identified, DAAS will change the status code to SD and transmit the DI FTR to the reporting activity.

C9.12.8. DAAS will automatically route all DI FTE transactions for GSA-managed items to RI GG0.

C9.13. INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER PROCESSING OF CUSTOMER ASSET REPORTS (DI FTE)

C9.13.1. The ICP/IMM will process asset reports to determine disposition. Asset reports containing project codes assigned for specific returns program purposes (such as rollbacks and automatic returns) will be processed under the assigned controls. (See paragraph C9.6.7., above). Assets required and offered using either Project Code RBB or 3AG will always be directed for return with credit; however, assets required and offered using Project Code 3AU will only be directed for return without credit.

C9.13.1.1. The Reply to Customer Asset Report (DI FTR) will be prepared using AP3.34 to respond to asset reports no later than 30 days from date of receipt of the DI FTE.

C9.13.1.2. If a DI FTR cannot be provided within 30 days, send a DI FTD (AP3.36) with Status Code TR and enter a date in rp 70-73 when final disposition instructions are expected to be provided.

C9.13.1.3. Suffixes, as indicated in AP2.8, will be used to identify partial actions.

C9.13.2. If it is determined that the materiel is required, the IMM will forward a DI FTR citing Status Code TA, TB, TH, or TJ to the reporting activity. The ICP/IMM will establish a due-in for the quantity of materiel to be returned and generate a MILSTRAP PMR transaction to the receiving depot.

C9.13.2.1. The time allowed for shipment and return of materiel is 120 (CONUS) and 180 (OCONUS) days and the counting starts with the day of posting the receipt of the customer DI FTM by the ICP/IMM.

C9.13.2.2. If the materiel is not received within 120 (CONUS) or 180 (OCONUS) days from the ICP/IMM receipt posting date of the DI FTM, or 30 days have elapsed since the transmission of a DI FT6 without receiving a response, the ICP/IMM will take action to cancel the due-in and delete the PMR transaction. The due-in and PMR transaction will also be canceled when a DI FTC is received from the customer activity. The MILSTRAP estimated delivery date required for the due-in will be 120 (CONUS) and 180 (OCONUS) days from the processing date of the DI FTR. The due-in estimated delivery date will be updated upon receipt of the DI FTL or DI FTM.

C9.13.2.3. Action taken to cancel the due-in and delete the PMR transaction does not preclude requirements prescribed in other DoD manuals and joint regulations to initiate tracer action and file discrepancy reports, such as a TDR or SDR, on shipments not received but for which shipment status has been received.

C9.13.3. Enter PDs in DI FTR replies as follows:

C9.13.3.1. PD 03 will be used in the return of critical items and approved intensive management items (including serviceable local stocks).

C9.13.3.2. PD 06 will be used in the return of materiel identified by the ICP/IMM as qualified for automatic return to the DoD distribution system.

C9.13.3.3. PD 13 will be used in the routine return of materiel not covered above (except surplus and scrap) such as the return of local stocks to supply sources.

C9.13.4. Customer Asset Reports (DI FTEs) received by the ICP/IMM which cannot be processed will be rejected to the reporting activity using DI FTR status with the appropriate S_ series reject status code from AP2.16.

C9.13.5. Customer Asset Reports (DI FTEs) received for items requiring extended screening/review will be suspended. The reporting activity will be furnished a DI FTD with Status Code TR containing an estimated date of reply in rp 70-73.

C9.13.6. All manually prepared asset reports (DI FTEs) received by an ICP/IMM for which it is not the prime manager will be forwarded to the responsible ICP/IMM for processing. The correct ICP/IMM RI will be entered in rp 4-6 of the DI FTE. The ICP/IMM will furnish the reporting activity DI FTR containing Status Code T6 in rp 65-66. The RI of the forwarding ICP/IMM will be entered in rp 4-6 and the RI of the ICP/IMM representing the last known source will be entered in rp 67-69.

C9.13.7. If the determination has been made that a FSC change is required on a manually prepared Customer Asset Report (DI FTE), the correct FSC will be entered, the RI of the ICP/IMM in rp 4-6 will be changed, where applicable, and the DI FTE will be forwarded to the responsible ICP/IMM for processing. The reporting activity will be furnished a DI FTR containing Status Code T7 in rp 65-66. The RI of the forwarding ICP/IMM will be entered in rp 4-6 and the RI of the ICP/IMM representing the last known holder will be entered in rp 67-69.

C9.14. INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER MATERIEL RECEIPT STATUS (DI FTZ)

C9.14.1. The ICP/IMM will prepare DI FTZ documents using AP3.42 to provide reporting activities with notification of materiel receipt or nonreceipt on returns. The DI FTZ will be provided upon processing of the receipt for other than suspended condition materiel, or upon processing of inventory adjustment action moving assets from suspended condition to correct condition, or not less than 30 days after DI FT6 when no receipt or DI FTM has been processed. Multiple DI FTZ documents will be provided when a single shipment is received in more than one materiel condition. Use status codes in the DI FTZ documents as follows:

C9.14.1.1. Enter Status Code TN when credit is granted for the condition and quantity of materiel received.

C9.14.1.2. Enter Status Code TM when reduced or no credit is allowed because the condition of materiel received is less than that authorized for return.

C9.14.1.3. Enter Status Code TL when the materiel received is other than that authorized for return and no credit is allowed.

C9.14.1.4. Enter Status Code TP when the materiel is not received within prescribed timeframes, followup action has been unsuccessful, and the credit authorization is canceled.

C9.14.1.5. Enter Status Code TQ when the materiel has been received for an authorized noncreditable return.

C9.14.2. DI FTZ will always reflect the document number, including the suffix code, contained in the DI FTA or FTR. When multiple DI FTZ documents are required for materiel received in different conditions, each DI FTZ produced will retain the document number and suffix of the DI FTA/FTR.

C9.15. PROCESSING OF SHIPMENT STATUS (DI FTM)

C9.15.1. Shipment status provides information and normally requires no subsequent generation of documentation. ICPs/IMMs will receive the DI FTM shipment status and update appropriate ICP/IMM records. The shipment date indicated in the DI FTM is available to ICPs/IMMs to verify intransit status and provide information on expected receipts. DI FTMs received for items not under the cognizance of the ICP/IMM will be rejected to the reporting activity using DI FTR with reject Status Code SC. DI FTMs which do not pass data field validity checks will be rejected to the reporting activity using DI FTR with the appropriate S_ series status code.

C9.15.2. In the event that the ICP/IMM requires advice of shipment to support related supply decisions and the DI FTM has not been received, an ICP/IMM followup (DI FT6) will be prepared using AP3.41 and forwarded to the reporting activity. The DI FT6 will not be generated until at least five days have elapsed from the transmission of the DI FTR (PD 03) or 50 days (PD 13) and no DI FTM nor receipt has been posted. A DI FT6 with Status Code T3 may be generated upon expiration of the due-in timeframe when a DI FTM has been received, but receipt has not been posted. The ICP/IMM is authorized to follow up without regard to the established timeframe when the need arises to satisfy PD 01-08 requirements.

C9.16. PROCESSING FOLLOWUPS FROM REPORTING ACTIVITIES (DI FTF/FTT/FTP)

C9.16.1. Followups submitted by reporting activities consist of three types:

C9.16.1.1. Followup for ICP/IMM Reply Customer Asset Report (DI FTF).

C9.16.1.2. Followup for ICP/IMM Materiel Receipt Status (DI FTT).

C9.16.1.3. Followup for Credit (DI FTP).

C9.16.2. On receipt of a DI FTF, the ICP/IMM will determine if there is a record indicating that the original DI FTE was received.

C9.16.2.1. If a record is established and a DI FTD indicating delayed response was furnished to the customer, a duplicate DI FTD or FTR will be provided. If a record is established and a DI code FTD or FTR was not provided, one of the following actions will be initiated

C9.16.2.1.1. If the DI FTE transaction is in process, a DI FTD will be provided to the customer with Status Code TR in rp 65-66 indicating the DI FTE is in process and a DI FTR will be provided at a later date.

C9.16.2.1.2. If the DI FTE was rejected by the ICP/IMM as invalid, the DI FTF will produce a DI FTR to the reporting activity with the same status code utilized in the original DI FTR.

C9.16.2.2. If no record of receipt of the DI FTE exists, the ICP will process the DI FTF as a new DI FTE and provide a DI FTR, as appropriate, to the reporting activity.

C9.16.3. On receipt of a DI FTT, the ICP/IMM will review records and take action as follows:

C9.16.3.1. If the record indicates materiel has been received and classified, a DI FTZ will be transmitted to the customer.

C9.16.3.2. If the records indicate that materiel has been received but not classified, the ICP/IMM will provide a DI FTR with Status Code TT to the customer.

C9.16.3.3. If the records indicate that materiel has not been received, and if materiel is not located after investigation, the reporting activity will be furnished a DI FTR with Status Code TU.

C9.16.4. On receipt of a DI FTP, the ICP/IMM will take action under MILSBILLS.

C9.16.5. DI FTF received for items not under the cognizance of the ICP/IMM will be rejected to the reporting activity using DI FTR with reject Status Code SC. A DI FTF which does not pass data field validity edits will be rejected to the reporting activity using the DI FTR with an appropriate reject status code.

C9.17. CANCELLATION (DI FTC/FTZ)

C9.17.1. Upon receipt of customer cancellation (DI FTC), the ICP/IMM will take necessary action to cancel or reduce the quantity in all applicable transactions affected by the DI FTC including decision to return, due-in record, PMR, and credit suspense, if applicable.

C9.17.2. The ICP/IMM will initiate cancellation action (DI FTZ) when materiel is not received and no response has been received within 30 days after the DI FT6 followup. The ICP/IMM will also initiate cancellation action when a DI FTM is not received within 120 (CONUS) or 180 (OCONUS) days after the receipt of the DI FTL.

C9.17.3. Cancellations initiated by the ICP/IMM or in response to a DI FTC will be accomplished as follows:

C9.17.3.1. For creditable returns, notification of cancellation to the reporting activity will be made using DI FTZ with Status Code.

C9.17.3.2. For noncreditable returns, notification of cancellation to the reporting activity will be made using DI FTZ with Status Code TV.

C9.17.4. The ICP/IMM will follow these same cancellation procedures when materiel has not been received within 120 days (CONUS) or 180 days (OCONUS) from the action date in rp 62-64 of the DI FTR or from the receipt posting date of the DI FTM, whichever is later.

**C9.18. INVENTORY CONTROL POINT/INTREGRATED MATERIEL MANAGER
PROCESSING OF DI FTE/FTC/FTF TRANSACTIONS WHEN SUPPLY SOURCE
HAS CHANGED**

C9.18.1. Upon receipt of a DI FTE, FTC, or FTF transaction from DAAS with Advice Code 3T when the supply source has been changed, the losing ICP/IMM will arrange to change the FLIS and DAAS supply source files.

C9.18.2. The losing ICP/IMM will then prepare and transmit through DAAS DIs FTE, FTC, and/or FTF transactions containing Advice Code 3U to the gaining supply source in rp 4-6.

C9.18.3. DAAS will pass the DI FTE, FTC, or FTF transactions to the gaining supply source.

**C9.19. INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER
LATERAL REDISTRIBUTION OF RETAIL ASSETS (DI A4 /AE6/AF6/AS6)**

C9.19.1. This paragraph outlines procedures for filling backorders by generating lateral redistribution orders for retail materiel that has been identified through Inter- or Intra-Service retail asset visibility systems. Service/Agencies may elect to exclude GFM, SA, and CFM backorders from these procedures under the DoD 4140.1-R procedures.

C9.19.2. If a backorder is to be supplied by lateral redistribution of materiel identified by an Inter- or Intra-Service retail asset visibility system, the LRO will contain appropriate data from the requisition, DI A4_ in rp 1-3, the RI of the reporting activity in rp 4-6, Distribution Code 2 for consumable materiel or Distribution Code 3 for repairable materiel in rp 54, and the ICP/IMM's RI in rp 74-76. The LRO will be forwarded through DAAS to the reporting activity. A DI AE6 with BA status will be provided to eligible status recipients. LROs for lateral redistribution of retail assets will be prepared in the AP3.24 format.

C9.19.3. The reporting activity will:

C9.19.3.1. Process the LRO on a fill and kill basis. Provide DI AE6/BA status for the quantity being filled and/or CB status for the quantity not being filled (killed) to the activity identified in rp 74-76 of the LRO and include Distribution Code 2 or 3 in rp 54.

C9.19.3.2. Substitutions (I&S) are allowed if the requiring/requisitioning activity and the supplying/holding activity are the same Service. Do not substitute if the requiring/requisitioning activity and the supplying/holding activity are different Services.

C9.19.3.3. Ensure materiel is shipped, using DD Form 1348-1A or DD Form 1348-2, to the activity identified in the LRO as the "ship-to" addressee. When the materiel is shipped, transmit a DI AS6 to the activity identified in rp 74-76 of the LRO. The DI AS6 will include the DoDAAC (rp 45-50) and fund code (rp 52-53) of the activity to which the credit for the materiel and reimbursement for the PCH&T costs are to be provided, Signal Code B (rp 51), and Distribution Code 2 or 3 (rp 54).

C9.19.3.4. Establish internal records to receive credit for the materiel and reimbursement for the PCH&T costs and not generate billing transactions.

C9.19.4. The ICP/IMM will:

C9.19.4.1. Utilize the DI AE6 with BA status and Distribution Code 2 or 3 in rp 54 to update estimated ship dates.

C9.19.4.2. Generate DI AF6 followup with Distribution Code 2 or 3 in rp 54 to the reporting activity as follows:

C9.19.4.2.1. When the initial supply status (BA or CB status) is not received on LROs within 10 days.

C9.19.4.2.2. Upon receipt of BA supply status without an ESD and 10 days have elapsed since the transaction date of the DI AE6/BA status.

C9.19.4.2.3. Upon receipt of BA supply status with an ESD and the ESD has expired.

C9.19.4.2.4. When no response is received to the previous followup and 10 days have elapsed. Continue to followup until status is received, backorder is re-established, or final disposition is determined.

C9.19.5. Reinstate the requisition and provide appropriate status to eligible status recipients upon receipt of DI AE6/CB status with Distribution Code 2 or 3 in rp 54.

C9.19.6. Upon receipt of the DI AS6 with Distribution Code 2 or 3 in rp 54, generate billing transactions to the requisitioner and provide crediting transactions for the materiel and PCH&T, under the procedures of MILSBILLS, to the activity identified in rp 45-50 of the DI AS6. In addition, the ICP/IMM will generate a DI AS8 shipment status transaction to DAAS.

C9.19.7. When creating customer supply status transactions as a result of processing DI AE6/AS6 transactions with Distribution Code 2 or 3 in rp 54, always use the distribution code which was in the original requisition.

AP2.1 APPENDIX 2.1

DOCUMENT IDENTIFIER CODES

AP2.1.1. Document Identifiers (located in rp 1-3 of transactions) provide a means of identifying a given product (for example, a requisition, referral action, status transaction, followup, or cancellation) to the system to which it pertains and further identify such data as to the intended purpose, usage, and operation dictated. The DI enables ADP equipment to select the appropriate program(s) and to mechanically perform operations dictated by the data element or code and performs a similar function in manual operations.

AP2.1.2. The DI is a mandatory entry on all documents entering and leaving the supply distribution systems under MILSTRIP; therefore, each transaction will be identified by an appropriate code.

AP2.1.3. Control of assignments of the first character of the code is a responsibility of the DoD. Alphabetic characters A and B have been assigned to the supply distribution system(s) for requisitioning and issue. Alphabetic characters FT are assigned to the MRP. In addition, alphabetic characters X, Y, and Z have been provided as variable codes usable in any or all systems but under the restrictive conditions hereafter indicated.

AP2.1.4. The following rationale is applicable only to DIs pertaining to MILSTRIP supply distribution system(s)

AP2.1.4.1. First Position (rp 1):

AP2.1.4.1.1. Alphabetic A in rp 1 identifies requisitioning/issue systems transactions.

AP2.1.4.1.2. Alphabetic U in lieu of A in rp 1 identifies mobilization exercise requisitioning/issue transactions which will not automatically be processed as real documents. Whether such transactions are created for simulation purpose only, or require action by elements of supply distribution system(s), they will be explicated by the S/A activity responsible for conducting the particular exercises. The following code blocks are reserved in the DLSS for mobilization purposes:

<u>DEFENSE LOGISTICS STANDARD SYSTEM</u>		<u>EXERCISE CODE</u> <u>BLOCK</u>
MILSTRIP	A - series	U - series
MILSTRAP	D - series	E - series
Transportation ¹	T - series	R - series
MILSBILLS	F - series	H - series

AP2.1.4.1.3. Alphabetic U in lieu of A in rp 1 identifies mobilization exercise requisitioning/issue transactions which will not automatically be processed as real documents. Whether such transactions are created for simulation purpose only, or require action by elements of supply distribution system(s), they will be explicated by the S/A activity responsible for conducting the particular exercises. The following code blocks are reserved in the DLSS for mobilization purposes:

AP2.1.4.1.4. Alphabetic B and X are provided to identify transactions relating to inventory control system(s) within S/As. Each Service may develop and assign these codes but they will be confined to intra-Service use only.

AP2.1.4.1.5. Alphabetic C is provided to identify transactions relating to the inventory control system of the DLA.

AP2.1.4.1.6. Alphabetic characters Y and Z are provided to facilitate service assignment of codes that are necessary to internal depot, supply source, or base operations when they cannot be identified directly to the preceding subparagraphs AP2.1.4.2., AP2.1.4.1.3., and AP2.1.4.1.4., when they are not universal in scope and application. Transactions containing codes Y or Z in the first position may never appear on any transactions passed beyond the confines of a base, depot, ICP, or equivalent.

AP2.1.4.2. Second position (rp 2) may contain alphabetic or numeric entries.

AP2.1.4.3. The third position (rp 3) may be either alphabetic or numeric. When used with alphabetic A in the first position of requisitions, passing orders, referral orders, redistribution orders, and MROs, any numeric in rp 3 will signify that shipment of materiel is intended for an OCONUS consignee. Conversely, when rp 3 is any alphabetic character, it will signify shipment to a domestic recipient. The actual character (regardless of whether numeric or alphabetic) will indicate the content of the stock or part number field.

AP2.1.5. The alphabetic FT_ series codes are applicable to reporting and return of materiel to a distribution system.

AP2.1.5.1. First two positions (rp 1 and 2): Alphabetic FT will identify transactions relating to the reporting and return of materiel to distribution systems irrespective of S/A or systems within S/A.

¹ See DoD 4500.9-R.

AP2.1.5.2. Third position (rp 3) may be alphabetic or numeric.

AP2.1.6. Document identifier codes are listed below:

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS: Three
TYPE OF CODE: Alpha/Numeric
EXPLANATION: Provides means for identifying a transaction as to the system to which it pertains and further identifies such transaction as to its intended purpose and usage
RECORD POSITION(S): 1 through 3

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
A01	Requisition	For overseas shipment/with NSN/NATO stock number
A02	Requisition	For overseas shipment/with part number
A04	Requisition	For overseas shipment/with other
A05	Requisition	For overseas shipment/with exception data ²
A07	Requisition	For overseas shipment/Overseas Dependent School System Requirement
A0A	Requisition	For domestic shipment/with NSN/NATO stock number
A0B	Requisition	For domestic shipment/with part number
A0D	Requisition	For domestic shipment/with other
A0E	Requisition	For domestic shipment/with exception data ³
A21	Redistribution Order	For overseas shipment/with NSN/NATO stock number
A22	Redistribution Order	For overseas shipment/with part number
A24	Redistribution Order	For overseas shipment/with other
A25	Redistribution Order	For overseas shipment/with exception data ⁴

²Processing activity will, by screening of documents, ascertain whether the incoming requisition type document contains NSN/NATO Stock Number, part number, or other. If item identifying data can be acted upon without need for further exception data, code in rp 3 will be changed, as appropriate, to correspond to the NSN/NATO Stock Number, part number, or other in rp 8-22.

³See Footnote 2.

⁴See Footnote 2.

IC 02-03
DoD 4000.25-1-M

A27	Redistribution Order	For overseas shipment/Overseas Dependent School System Requirement
A2A	Redistribution Order	For domestic shipment/with NSN/NATO stock number
A2B	Redistribution Order	For domestic shipment/with part number
A2D	Redistribution Order	For domestic shipment/with other
A2E	Redistribution Order	For domestic shipment/with exception data ⁵
A31	Passing Order	For overseas shipment/with NSN/NATO stock number
A32	Passing Order	For overseas shipment/with part number
A34	passing Order	For overseas shipment/with other
A35	Passing Order	For overseas shipment/with exception data ⁶
A37	Passing Oder	For overseas shipment/Overseas Dependent School System Requirement
A3A	Passing Order	For domestic shipment/with NSN/NATO stock number
A3B	Passing Order	For domestic shipment/with part number
A3D	Passing Order	For domestic shipment/with other
A3E	Passing order	For domestic shipment/with exception data ⁷
A41	Referral Order/Lateral Redistribution Order for Retail Assets	For overseas shipment/with NSN/NATO stock number
A42	Referral Order/Lateral Redistribution Order for Retail Assets	For overseas shipment/with part number
A44	Referral Order/Lateral Redistribution Order for Retail Assets	For overseas shipment/with other
A45	Referral Order/Lateral Redistribution Order for Retail Assets	For overseas shipment/with exception data ⁸

⁵See Footnote 2.

⁶See Footnote 2.

⁷See Footnote 2.

⁸See Footnote 2.

A47	Referral Order/Lateral Redistribution Order for Retail Assets	For overseas shipment/Overseas Dependent School System Requirement
A4A	Referral Order/Lateral Redistribution Oder for Retail Assets	For domestic shipment/with NSN/NATO stock number
A4B	Referral Order/Lateral Redistribution Order for Retail Assets	For domestic shipment/with part number
A4D	Referral Order/Lateral Redistribution Order for Retail Assets	For domestic shipment/with other
A4E	Referral Order/Lateral Redistribution Order for Retail Assets	For domestic shipment/with exception data ⁹
A51	Materiel Release Order	For overseas shipment/with NSN/NATO stock number
A52	Materiel Release Order	For overseas shipment/with part number
A54	Materiel Release Order	For overseas shipment/with other
A55	Materiel Release Order	For overseas shipment/with exception data ¹⁰
A57	Materiel Release Order	For overseas shipment/Overseas Dependent School System Requirement
A5A	Materiel Release Order	For domestic shipment/with NSN/NATO stock number
A5B	Materiel Release Order	For domestic shipment/with part number
A5D	Materiel Release Order	For domestic shipment/with other
A5E	Materiel Release Order	For domestic shipment/with exception data ¹¹
A5J	Disposal Release Order	From ICP to storage activity (may also be used by local generating activity)
A61	Materiel Release Denial	For overseas shipment/with NSN/NATO stock number
A62	Materiel Release Denial	For overseas shipment/with part number
A64	Materiel Release Denial	For overseas shipment/with other
A65	Materiel Release Denial	For overseas shipment/with exception data ¹²

⁹See Footnote 2.

¹⁰See Footnote 2.

¹¹See Footnote 2.

IC 02-03
DoD 4000.25-1-M

A67	Materiel Release Denial	For overseas shipment/Overseas Dependent School System Requirement
A6A	Materiel Release Denial	For domestic shipment/with NSN/NATO stock number
A6B	Materiel Release Denial	For domestic shipment/with part number
A6D	Materiel Release Denial	For domestic shipment/with other
A6E	Materiel Release Denial	For domestic shipment/with exception data ¹³
A6J	Disposal Release Denial	From storage activity to ICP
AB1 ¹⁴	Direct Delivery Notice	To requisitioner (rp 30-35)
AB2 ¹⁵	Direct Delivery Notice	To SUPADD (rp 45-50)
AB3 ¹⁶	Direct Delivery Notice	To rp 54
AB8 ¹⁷	Direct Delivery Notice	To DAAS from S/A for distribution by DAAS of Direct Delivery notice, DIs, AB1, AB2, and/or AB3, under MILSTRIP status distribution rules
AC1	Cancellation	By requisitioner (rp 30-35)
AC2	Cancellation	By SUPADD (rp 45-50)
AC3	Cancellation	By rp 54
AC4	Cancellation	By rp 55 (for intra-Service use only)
AC5	Cancellation	By rp 56 (for intra-Service use only)
AC6	Cancellation	From ICP/IMM to Storage Activity or Reporting Activity
AC7	Cancellation	From ICP/IMM to Storage Activity. Results from the receipt of a universal cancellation request
ACJ	Disposal Release Cancellation	From ICP to storage activity

¹²See Footnote 2.

¹³See Footnote 2.

¹⁴ Use of DI Code AB_ changed from intra- to inter-Service for direct delivery from procurement last reported as not implemented by DLA (Subsistence) and GSA. Refer to AMCL 155.

¹⁵ See Footnote 14.

¹⁶ See Footnote 14.

¹⁷ See Footnote 14.

ACM	Cancellation	From ICP to procurement activity. Results from the receipt of a universal cancellation request
ACP	Cancellation	From ICP to procurement activity. Cancellation for indicated quantity of the item listed on the procurement instrument or procurement document designated by the number in rp 62-74
AD1	FMS Notice of Availability (initial key document)	To designated CR/FF. Will accompany the FMS NOA Initial Detail document
AD2	FMS Notice of Availability (initial detail document)	To designated CR/FF. Will accompany the FMS NOA Initial Key document
AD3	FMS Notice of Availability (delay key document)	To designated CR/FF. Will accompany the FMS NOA Delay Detail document
AD4	FMS Notice of Availability (delay detail document)	To designated CR/FF. Will accompany the FMS NOA Delay Key document
AD5	FMS Notice of Availability (reply document)	To the activity originating the NOA
ADR	FMS Notice of Availability (export release Required)	To designate CR/FF. Will accompany the FMS NOA Initial Detail document
AE1 ¹⁸	Supply Status	To requisitioner (rp 30-35) in U.S. requisition. To Grant Aid country status recipient from ILCO/monitoring activity
AE2 ¹⁹	Supply Status	To SUPADD (rp 45-50) in U.S. requisition. To FMS country status recipient from ILCO/monitoring activity
AE3 ²⁰	Supply Status	To rp 54 activity in U.S. requisition. Also used from supply source to ILCO/monitoring activity on Security Assistance requisitions
AE4	Supply Status	To rp 55 (for intra-Service use only)
AE5	Supply Status	To rp 56 (for intra-Service use only)
AE6	Supply Status	To ICP/IMM from storage or reporting activity in response to a DI AF6, DI AC6, DI A4_ with Distribution Code 2, or A5_, when a DI AR_ or AS6, does not apply

¹⁸ Revised FMS status procedures last reported as not implemented by DLA (Subsistence). Refer to AMCL 156.

¹⁹ See Footnote 18.

²⁰ See Footnote 18.

IC 02-03
DoD 4000.25-1-M

AE8	Supply Status	To DAAS from S/A for distribution by DAAS of supply status DI AE1, AE2, and/or AE3 under MILSTRIP status distribution rules
AE9	Supply Status	From the DAAS: a. To activities identified by M&S (rp 7), and/or distribution code (rp 54) to advise of the rerouting or change to a MILSTRIP requisition transaction as reflected by the status code (rp 65-66) b. To activity in rp 30-35 when the M&S is "0," and rp 54 is blank or invalid to advise of rerouting or change to a MILSTRIP requisition transaction as reflected by the status code (rp 65-66) c. To activities in rp 30-35, 45-50, and 54 to advise of rejection of a MILSTRIP requisition transaction as reflected by supply status code (rp 65-66) d. To "From" RI (rp 74-76) to advise of the rerouting of a DI A3_ (passing order), or DI A4_ (referral order)
AEA ²¹	Supply Status	For Service prepared Security Assistance requisitions with NSN/NATO Stock Number
AEB ²²	Supply Status	For Service prepared Security Assistance requisitions with part number
AED ²³	Supply Status	For Service prepared Security Assistance requisitions/with other
AEE ²⁴	Supply Status	For Service prepared Security Assistance requisitions/with exception data
AEJ	Disposal Supply Status	From storage activity to ICP
AF1	Followup	By requisitioner (rp 30-35)
AF2	Followup	By SUPADD (rp 45-50)
AF3	Followup	By rp 54
AF4	Followup	By rp 55 (for intra-Service use only)
AF5	Followup	By rp 56 (for intra-Service use only)
AF6	Followup	By ICP to storage or reporting activity

²¹ See Footnote 18.

²² See Footnote 18.

²³ See Footnote 18.

²⁴ See Footnote 18.

AFC	Followup (request for improved ESD)	Furnished by requisitioning activities as requests to supply sources to initiate actions which will improve estimated availability dates provided in supply status transactions
AFJ	Disposal Release Followup	From ICP to storage activity
AFT	Request for Shipment Tracing-Registered, Insured, and Certified Parcel Post	From consignee (based on signal code) to supply source and ILCO to supply source unless business firm or civilian contractor not required to process followups received from Military sources. In this case, from consignee to ICP and ILCO to ICP
AFX ²⁵	Disposal Shipment/Receipt Confirmation Followup	From DRMS to rp 30-35 or from ICP/IMM to rp 4-6
AFY ²⁶	Followup (Request for DoDAAC of Initial Transportation Shipping Activity)	A request to supply source to obtain the DoDAAC of the initial (origin) transportation shipping activity for tracing shipments under DoD 4500.9-M (DTR)
AFZ	Disposal Shipment Confirmation Followup (DI code ASZ not received)	From DRMS to rp 30-35 or from ICP/IMM to rp 4-6
AG6	Reply to Cancellation Request	To ICP from storage
AGJ	Reply to Disposal Release Cancellation	From storage activity to ICP
AK1	Followup on Cancellation Request (process as cancellation if original cancellation not received)	By requisitioner (rp 30-35)
AK2	Followup on Cancellation Request (process as cancellation if original cancellation not received)	By SUPADD (rp 45-50)

²⁵ Establishing intransit control procedures for shipments to DRMOs last reported as not implemented by USAF and USMC. Refer AMCL 158B.

²⁶ Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by DLA (Subsistence) and GSA. Refer to AMCL 5.

IC 02-03
DoD 4000.25-1-M

AK3	Followup on Cancellation Request (process as cancellation if original cancellation not received)	By rp 54
AK4	Followup on Cancellation Request (process as cancellation if original cancellation not received)	By rp 55 (for intra-Service use only)
AK5	Followup on Cancellation Request (Process as cancellation if original cancellation not received)	By rp 56 (for intra-Service use only)
AK6	Followup on Cancellation Request (process as cancellation if original cancellation not received)	From ICP to storage activity
AKJ	Disposal Release Cancellation Followup	From ICP storage activity
AM1	Document Modifier (process as requisition if original document not received)	For overseas shipment/with NSN/NATO stock number
AM2	Document Modifier (process as requisition if original document not received)	For overseas shipment/with part number
AM4	Document Modifier (process as requisition if original document not received)	For overseas shipment/with other
AM5	Document Modifier (process as requisition if original document not received)	For overseas shipment/with exception data ²⁷

²⁷See Footnote 2.

AMA	Document Modifier (process as requisition if original document not received)	For domestic shipment/with NSN/NATO stock number
AMB	Document Modifier (process as requisition if original document not received)	For domestic shipment/with part number
AMD	Document Modifier (process as requisition if original document not received)	For domestic shipment/with other
AME	Document Modifier (process as requisition if original document not received)	For domestic shipment/with exception data ²⁸
AMF ²⁹	Document Modifier (process only to change SUPPADD and signal code field)	From ICP to procurement activity. Changes SUPADD and signal code
AMP	Document Modifier (process only to change RDD field)	From ICP to procurement activity. Changes RDD field (rp 62-64) to Expedite Handling Signal 555
AN1	Materiel Obligation Validation Request	To requisitioner (rp 30-35)
AN2	Materiel Obligation Validation Request	To SUPADD (rp 45-50)
AN3	Materiel Obligation Validation Request	To rp 54
AN4	Materiel Obligation Validation Request	To rp 55 (for intra-Service use only)
AN5	Materiel Obligation Validation Request	To rp 56 (for intra-Service use only)
AN9	Materiel Obligation Validation Control Document	Header document used when forwarding request documents by DMS or mail
ANZ	Materiel Obligation Validation Request Followup Control	Header document used when following up on request documents previously forwarded (DI AN9) by DMS or mail

²⁸See Footnote 2.

²⁹ Revised requisition modifier procedures last reported as not implemented by USMC. Refer to AMCL 123C.

IC 02-03
DoD 4000.25-1-M

AP1	Materiel Obligation Validation Response	From requisitioner (rp 30-35)
AP2	Materiel Obligation Validation Response	From SUPADD (RP 45-50)
AP3	Materiel Obligation Validation Response	From rp 54
AP4	Materiel Obligation Validation Response	From rp 55 (for intra-Service use only)
AP5	Materiel Obligation Validation Response	From rp 56 (for intra-Service use only)
AP8 ³⁰	Materiel Obligation Validation Response	DAAS transaction to effect MOV response for specified activities. Also used by activities to have DAAS provide responses for validated MOV requests (see chapter 7, paragraph C7.1.11.2.)
APR ³¹	Materiel Obligation Validation Reinstatement Request	Notification to supply source requesting reinstatement of a requisition canceled under MOV
AP9	Receipt Confirmation for Materiel Obligation Validation Requests	Return document for acknowledgment of documents transmitted either by DMS or mail
APX	Notice of Nonreceipt of Total Batch of MOV Documents	Notification to DAAS or the supply source that the total number of documents indicated in the control document was not received
AR0	Materiel Release Confirmation	To ICP from storage
ARA	Materiel Release Confirmation	For release of quantity greater than requested (due to unit pack)
ARB	Materiel Release Confirmation	For release of quantity less than requested (due to unit pack)
ARH	Force Closed Materiel Release Confirmation	For use by ICPs and storage activities to force close open MRO records
ARJ	Disposal Release Confirmation	From storage activity to ICP
ARK	Disposal Release Confirmation	From storage activity to ICP for release of quantity greater than requested

³⁰ Use of revised MOV temporary suspension procedures for selected activities last reported as not implemented by USAF and USMC. Refer to AMCL 37.

³¹ Established procedures to reinstate canceled requisitions last reported as not implemented by USN. Refer to AMCL 150C.

ARL	Disposal Release Confirmation	From storage activity to ICP for release of quantity less than requested
AS1 ³²	Shipment Status	To requisitioner (rp 30-35) in U.S. requisition. To Grant Aid country status recipient from ILCO/monitoring activity
AS2 ³³	Shipment Status	To SUPADD (rp 45-50) in U.S. requisition. To Security Assistance country status recipient from ILCO/monitoring activity
AS3 ³⁴	Shipment Status	To rp 54 activity in U.S. requisition. Also used from supply source to ILCO/monitoring activity on Security Assistance requisitions
AS4	Shipment Status	To rp 55 (for intra-Service use only)
AS5	Shipment Status	To rp 56 (for intra-Service use only)
AS6	Shipment Status	To ICP/IMM from reporting activities for LRO shipments of retail assets
AS8	Shipment Status	To DAAS from S/A for distribution by DAAS of AS_ shipment status under MILSTRIP distribution rules
ASH	Pseudo Shipment Status for Unconfirmed Materiel Release Orders	From ICP to DAAS for distribution under MILSTRIP rules. This transaction will be used by the ICP as shipment status for unconfirmed MROs
ASY ³⁵	Shipment Status (DoDAAC of Initial Transportation Shipping Activity)	The supply source response to the request for DoDAAC of the initial (origin) transportation shipping activity
ASZ	Disposal Shipment Confirmation	From shipping activity to DRMS
AT1	Followup (process as requisition if original requisition not received)	For overseas shipment/with NSN/NATO stock number
AT2	Followup (process as requisition if original requisition not received)	For overseas shipment/with part number
AT4	Followup (process as requisition if original requisition not received)	For overseas shipment/with other
AT5	Followup (process as requisition if original requisition not received)	For overseas shipment/with exception data ³⁶

³² See Footnote 18.

³³ See Footnote 18.

³⁴ See Footnote 18.

³⁵ See Footnote 27.

IC 02-03
DoD 4000.25-1-M

AT7	Followup (process as requisition if original requisition not received)	For overseas shipment/Overseas Dependent School System Requirement
ATA	Followup (process as requisition if original requisition not received)	For domestic shipment with NSN/NATO stock number
ATB	Followup (process as requisition if original requisition not received)	For domestic shipment with part number
ATD	Followup (process as requisition if original requisition not received)	For domestic shipment with other
ATE	Followup (process as requisition if original requisition not received)	For domestic shipment with exception data ³⁷
AU1	Reply to Cancellation Request-Shipment Status	To requisitioner (rp 30-35)
AU2	Reply to Cancellation Request-Shipment Status	To SUPADD (rp 45-50)
AU3	Reply to Cancellation Request-Shipment Status	To rp 54
AU4	Reply to Cancellation Request-Shipment Status	To rp 55 (for intra-Service use only)
AU5	Reply to Cancellation Request-Shipment Status	To rp 56 (for intra-Service use only)
AU7	Reply to Cancellation Request-Shipment Status	To DAAS. Notification that shipment will be subject to diversion by DTS in response to request for mass or universal cancellation
AU8	Reply to Cancellation Request-Shipment Status	To DAAS from S/A for distribution by DAAS of status (AU_) under MILSTRIP distribution rules
AU0	Reply to Cancellation Request-Materiel Release Confirmation	To ICP. Release of quantity same as requested

³⁶See Footnote 2.

³⁷See Footnote 2.

AUA	Reply to Cancellation Request-Materiel Release Confirmation	To ICP. Release of quantity greater than requested (due to unit pack)
AUB	Reply to Cancellation Request-Materiel Release Confirmation	To ICP. Release of quantity less than requested (due to unit pack)
AX1 ³⁸	Inventory Control point Government-Furnished Materiel Validation Request	From ICP to MCA to validate GFM transactions to a valid contract
AX2 ³⁹	Management Control Activity Government-Furnished Materiel Validation Response	From MCA to ICP. Response to ICP validation request of GFM transactions
FTA	Automatic Return Notification	Customer Notification to a supply source of an automatic return
FTB	Reply to Followup for Credit Status	Reserved for DoD 4000.25-7-M (MILSBILLS)
FTC	Cancellation of Customer Asset Report	Customer Cancellation of previously submitted asset report
FTD	Disposition Instructions	ICP/IMM status to customer advising of delay in response to asset report
FTE	Customer Asset Report	Customer report of available assets
FTF	Followup for ICP/IMM Reply to Customer Asset Report	Customer followup to ICP/IMM
FTG ⁴⁰	Customer Asset Report (Part-numbered items)	Customer report of available assets for part-numbered items. (Not authorized for asset reports directed to DLA.)
FTL	Materiel Returns Program Supply Status	Customer Status to ICP/IMM indicating estimated date of shipment
FTM	Shipment Status	Customer status to ICP/IMM indicating release of shipment to carrier
FTP	Followup for Credit	Reserved for MILSBILLS

³⁸ Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

³⁹ See Footnote 38.

⁴⁰ Use of part-numbers in the Materiel Returns Program last reported as not implemented by USMC. Refer to AMCL 167.

IC 02-03
DoD 4000.25-1-M

FTQ	DAAS Customer Asset Report Information Status	DAAS status to customer indicating actions on reports of assets
FTR	Reply to Customer Asset Report	ICP/IMM reply to customer asset report
FTT	Followup for ICP/IMM Materiel Receipt Status	Customer followup due to nonreceipt of ICP/IMM receipt acknowledgment
FTZ	ICP/IMM Materiel Receipt Status	ICP/IMM advice to customer of receipt or nonreceipt of materiel
FT6	ICP/IMM Followup	ICP/IMM followup materiel authorized to be returned

NOTE: A__ and FT_ DIs not listed above are reserved for future use and are not to be used unless authorized and disseminated by the DoD MILSTRIP System Administrator.

AP2.8 APPENDIX 2.8

DEMAND AND SUFFIX CODES

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha/Numeric.
EXPLANATION:	Has dual use and the meaning of the code entered is dependent upon the directional flow of the document.
RECORD POSITION(S):	44

AP2.8.1. Demand Codes.¹ Requisitions will demand codes which will be entered in this position by the activity creating the request. The demand code is a mandatory entry of an alphabetic character to indicate to the management element of a distribution system whether the demand is recurring or nonrecurring as follows:

<u>CODE</u>	<u>EXPLANATION</u>
I	INACTIVATED ITEM DEMAND. This code will be entered only in requisitions (DI A0_) applicable to inactivated items by the DAAS.
N	NONRECURRING DEMAND. A request made for a requirement known to be a one-time occurrence; for example, an MWO kit for application or an initial request for storage. Requisitions will be closed nonrecurring when the demand is anticipated to be nonrepetitive.
O (Alpha)	NO DEMAND. To be assigned by requisitioning activities in submitting requisitions for substitute items which are acceptable in lieu of previously requisitioned but delayed items and for initial fill of PWRMS consumable item requirements. Also applicable to resubmission of previously requisitioned requirements under a new document number when associated with shortage or nonreceipt for which shipment status was received. May be prescribed by the program manager on the basis of a nonrepetitive program requirement for which use of Demand N or P is determined to be inappropriate.

¹When no demand code is entered in the requisition, the ICP will consider such demand as R. (See chapter 3.)

- P** NONRECURRING DEMAND FOR SPECIAL PROGRAM REQUIREMENTS. Entered in requisitions by a requisition initiator to identify a requisition for special program/requirements for which stocks were known to have been acquired by the ICP in anticipation of such demands.
- R** RECURRING DEMAND. A request made periodically or anticipated to be repetitive by an authorized requisitioner for consumption or use or for stock replenishment. The occurrences encompass most demands; therefore, a demand will be considered recurring when a doubt exists. Note: Not applicable to resubmission of previously requisitioned requirements under a new document number when associated with shortage or nonreceipt for which shipment status was received; use demand code "O" for these requirements.
- S** COMMISSARY RESALE DEMAND. A demand for perishable and nonperishable subsistence items only for resale. Commissary demands for troop issue subsistence will be identified with R and N only.

AP2.8.2. Suffix Codes – General

AP2.8.2.1. Suffixes will be entered in this position by elements of the distribution system as transactions occur. The purpose of the suffix is to relate and identify requisition and MRP transaction "partial actions" taken on the original requisition or MRP transaction without duplicating or causing loss of identity of the original number.

AP2.8.2.2. Suffixes do not relate to separate transportation units involved in the shipment of materiel. Neither do they identify final shipments nor differentiate between partial and final shipments.

AP2.8.2.3. Suffixes will be alphabetic or numeric with the exception that the following alpha and numeric characters will never be used:

ALPHA

I, N, O, P, R, S, and Z

NUMERIC

1 and 0

AP2.8.2.4. Suffix Y is reserved for used by Navy and DLA only in their intra-Service action involving duplicate shipments.

AP2.8.2.5. S/A implementation of these instructions will provide for block assignment of suffixes in decentralized system to preclude duplicate assignment of suffixes against the same document number. Block assignment of the suffixes should be accomplished essentially as follows:

PROCESSING SOURCE

Initial Source

ASSIGNED SUFFIXES

A through E

First Secondary Source	F through H, J and K
Second Secondary Source	L, M, Q, T, and U
Third Secondary Source	V through X
Fourth Secondary Source	2 through 9

AP2.8.2.6. Suffix assignment within centralized distribution systems will be accomplished from the authorized codes as listed below

AUTHORIZED SUFFIXES

Central Processing Source	A through Z and 2 through 9, exclusive of I, N, O, P, R, S, Y, and Z
---------------------------	--

AP2.8.2.7. Storage and other activities responsible for processing transactions containing suffixes will always perpetuate the suffix onto related transactions which they generate.

AP2.8.2.8. When assigned, suffixes will be sequentially advanced within code assignments as split actions occur. Recipients of status transactions containing suffixes shall consider the suffixes in combination with dates, status codes, and quantities when accounting for split transactions.

AP2.8.3. Suffixes - Requisition Transaction

AP2.8.3.1. Processing elements of the distribution system will enter a suffix rp 44 of transactions involving partial quantities such as:

AP2.8.3.1.1. Referral actions for a partial quantity.

AP2.8.3.1.2. Passing actions for a partial quantity.

AP2.8.3.1.3. Release of a partial quantity.

AP2.8.3.1.4. Rejection of a partial quantity.

AP2.8.3.1.5. Backorder of a partial quantity.

AP2.8.3.1.6. Backorder release of a partial quantity.

AP2.8.3.1.7. Procurement of a partial quantity for direct delivery by a vendor.

AP2.8.3.1.8. Any other action applicable to a partial quantity.

AP2.8.3.2. Processing elements of distribution systems will not enter suffix codes under the following conditions:

AP2.8.3.2.1. Referral actions for a total quantity.

AP2.8.3.2.2. Passing actions for a total quantity.

AP2.8.3.2.3. Release of a total quantity.

AP2.8.3.2.4. Rejection of a total quantity.

AP2.8.3.2.5. Backorder of a total quantity.

AP2.8.3.2.6. Backorder release of a total quantity.

AP2.8.3.2.7. Procurement of a total quantity for direct delivery by a vendor.

AP2.8.3.2.8. Any other action applicable to a total quantity.

AP2.8.4. Suffixes - Materiel Returns Program

AP2.8.4.1. Processing elements of the distribution system will enter a suffix in rp 44 of MRP transactions involving partial quantities, such as:

AP2.8.4.1.1. Return partial quantity with credit.

AP2.8.4.1.2. Return partial quantity without credit.

AP2.8.4.1.3. Partial quantity authorized for disposal.

AP2.8.4.1.4. Effect lateral redistribution of partial quantity.

AP2.8.4.1.5. Effect split returns by separate priority.

AP2.8.4.1.6. Any other action applicable to a partial quantity.

AP2.8.4.2. Processing elements of distribution systems will not enter suffixes in MRP transactions for total quantity.

AP2.8.5. Suffixes - Disposal Release Order. (To be published.)

AP2.8.6. ~~text deleted~~

AP2.16 APPENDIX 2.16

STATUS CODES

AP2.16.1. Status codes may be alphabetic/alphabetic or alphabetic/numeric and flow from supply sources to the creator of a requisition or customer asset report, consignee/consignor, or Service-designated control office. Status codes also flow from a DAAS facility to a DAAS subscriber or from storage activities to ICPs to furnish the status of MROs. The purpose of status codes is to inform recipients of the status of requisitions or customer asset reports and related transactions.

AP2.16.2. Selected status codes are also used to provide status on or to reject DoD 4000.25-2-M (MILSTRAP) transactions.

AP2.16.3. The method of assigning status codes and a listing of the codes is provided below:

CATEGORY ASSIGNMENTS OF STATUS CODES

RECORD POSITION(S)

65 66

For DLA, Inter-Service, and GSA transactions, excluding *customer* asset reporting transactions.

B A through Z (except I and O)

B 1 through 9

C A through Z (except I and O)

C 1 through 9

D A through Z (except I and O)

D 1 through 9

For DLA, Inter-Service, and GSA customer asset reporting transactions.

S A through Z (except I and O)

S 1 through 9

T A through Z (except I and O)

T 1 through 9

U A through Z (except I and O)

U 1 through 9

IC 02-03
DoD 4000.25-1-M

For Intra-Army

A A through Z (except I and O)

A 1 through 9

For Intra-Air Force

F A through Z (except I and O)

J A

F 1 through 9

J 1

For Intra-Navy

N A through Z (except I and O)

R A

N 1 through 9

R 1

For Intra-Marine Corps

M A through Z (except I and O)

M 1 through 9

For Intra-GSA

G A through Z (except I and O)

G 1 through 9

For Intra-DLA

H A through Z (except I and O)

H 1 through 9

NOTE: The codes assigned for DLA, inter-Service, and GSA transactions use will also be recognized and used for intra-Service transactions and will not be duplicated within the Service assignment latitude.

NUMBER OF CHARACTERS: Two
TYPE OF CODE: Alpha/Alpha or Alpha/Numeric.
EXPLANATION: Used to inform appropriate recipient(s) of the status of a requisition's or asset report's processing, or of the processing of related transactions.
RECORD POSITION(S): 65-66

REQUISITION TRANSACTION STATUS CODES

<u>CODE</u>	<u>EXPLANATION</u>
BA	Item being processed for release and shipment. The ESD is contained in rp 70-73 when provided in response to a follow-up.
BB	Item is back ordered against a due-in to stock. The ESD for release of materiel to the customer is contained in rp 70-73.
BC	Item on original requisition containing this document number has been back ordered. Long delay is anticipated and ESD is in rp 70-73. Item identified in the NSN field (or "remarks" field if NSN field cannot accommodate the item number), which is not an automatic/coordinate substitute, can be furnished. The price of the substitute item is in rp 74-80. If desired, submit a cancellation for the original requisition and submit a new requisition ¹ for the offered substitute.
BD	Requisition is delayed due to need to verify requirements relative to authorized application, item identification, or technical data. Requisition for GFM is delayed pending validation by either contracting MCA or between source of supply and MCA. See rp 4-6 to determine the activity performing the validation. Upon completion of review, additional status will be provided to indicate action taken.
BE	Depot/storage activity has a record of the MRO but no supporting transaction/record of the action taken. (Depot/storage activity response to ICP request for MRO status for use with DI AE6 only.)

¹Submit a new requisition using a new document number with a current ordinal date.

BF No record of your document for which your DI AF_ follow-up or cancellation request was submitted. Also used by a supply source to indicate no record of a GFM requisition for which a DI AX2 transaction has been received.

(1) If received in response to a cancellation request, subsequently received requisitions (A0_) or other documents (AM_, AT_) will be returned by the supply source with BF status. De-obligate funds and, if item is still required, submit requisition using new document number.²

(2) If received in response to a follow-up (AF_) request, supply source action to process subsequently received documents (A0_, AM_, AT_) will continue under regular MILSTRIP procedures.³

(3) When used in response to DRMS generated DI AFX and AFZ follow-ups, indicates that the shipping activity has no record of generating an AS3 transaction or of making a shipment to a DRMO under the document number in question and has not received a signed copy of the DTID.

(4) MCAs/contractors/S/As in receipt of Status Code BF will review for establishment of a valid GFM requisition. If a valid requisition exists, a DI AT_ transaction will be generated. Subsequent receipt of a valid requisition will be processed by the MCA or supply source, under chapter C11 procedures.

BG One or more of the following fields have been changed:

(1) Stock Number (as the result of a formal catalog change).

(a) Requisitioned NSN has been replaced by or consolidated with NSN in stock number field.

(b) NSN is assigned to part number that was requisitioned.

(c) FSC has changed but NIIN remains the same as originally requisitioned. Review NSN (FSC and NIIN) to ensure that requisition under process is for desired item. If NSN is not for desired item, submit cancellation request to Supply source.

(d) FSC has changed but NIIN remains the same as expressed in original transaction. (Applies to MILSTRAP DZ9 status notifications only.)

²See Footnote 1.

³If requisitioning via submission of a new document number, submit a cancellation request prior to fund deobligation to ensure against a potential duplicate shipment.

- BG (2) Unit of Issue (as the result of a formal catalog change).
(3) Requisitioned part number has been identified to/replaced by the part number reflected in the stock number field. Examine quantity and unit price resulting from the above changes and revise appropriate records accordingly. The supply source will provide additional status to indicate further action taken on this requisition
- BH Service coordinated/approved substituted/interchangeable item, identified in stock number field, will be supplied. Examine unit of issue, quantity, and unit price fields for possible changes. Revise appropriate records accordingly. Additional status will be provided.
- BJ Quantity changed to conform to unit pack or because of allowable direct delivery contract variance; adjust the due-in records accordingly. Unit of issue is not changed.
- BK Modified.
(1) Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.
(2) Used by DAASC on DI AE9 to advise that the requisition contained a requisition priority for which the activity was not authorized. The requisition priority has been downgraded as shown and the requisition forwarded for processing.
(3) Also used by DAASC on DI AE9 to advise that the requisition contained an invalid/expired OSD/CJCS Category D Project code. The project code has been blanked out and the requisition forwarded for processing.
- BL NOA was forwarded to the CR or FF on date entered in rp 70-73.
- BM Your document was forwarded to the activity indicated in rp 67-69. Forward all future transactions for this document number to that activity. (Also applies to MILSTRAP DZ9 status notifications.)
- BN Requisition being processed as free issue. Signal and fund code fields corrected as noted. Adjust local fund obligation records.
- BP Requisition has been deferred per customer instructions. The ESD is in rp 70-73.
- BQ Canceled. Results from receipt of cancellation request from requisitioner, consignee, manager, or other authorized activity. Also applies to cancellations resulting from deletion of an activity from the DoDAAD. Deobligate funds, if applicable.

IC 02-03
DoD 4000.25-1-M

- BR Canceled. Requisitioning activity authorized cancellation in response to MOV request furnished by processing point.
- BS Canceled. Requisitioning activity failed to respond to MOV request from processing point.
- BT Requisition has been received and will be processed for attempted release and shipment from stock to meet your RDD. Further status will be provided based on asset availability at the time of release processing. (Applies to Subsistence only.)
- BU Item being supplied against your FMS Case Designator reflected in rp 48-50 or your Grant Aid Program and RCN reflected in rp 46-50. This document represents a duplicate of the requisition prepared by the U.S. Service.
- BV Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in rp 70-73. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable.
- BW Your SAP requisition containing this document number has been received by the ILCO and submitted to the supply system. A current ESD is not presently available but will be provided by subsequent status transactions. (May be used by ILCOs in acknowledging requisition receipt or in reply to followup when ESDs are not available.)
- BX Reserved.
- BY Depot/storage has previously denied the MRO by DI A6_. (Depot/storage activity response to ICP request for MRO status, for use with DI AE6 only.)
- BZ Requisition is being processed for direct delivery procurement. Upon completion of necessary procurement action, additional status will be provided to indicate action taken. The ESD is in rp 70-73.
- B1 Assets not currently available. Requisition will be retained by DRMS for 60 days from date of receipt awaiting possible arrival of assets. (DRMS use only.)
- B2 Status of supply or procurement action precludes requested modification.
- B3 The RAD contained in the original requisition is unrealistic. The date in rp 70-73 is the date when the materiel will be available.
- B4 Canceled. Results from receipt of cancellation request from requisitioner, consignee, manager, or other authorized activity. Do not deobligate funds. Billing for materiel or contract termination charges will be made.
- B5 The activity identified by the code in rp 4-6 is in receipt of your followup request. Action to determine current status and/or improve the ESD is being attempted. Further status will be furnished.

- B6 The materiel applicable to the requisition requested for cancellation has been diverted to an alternate consignee.
- B7 Unit price change. The latest unit price for the item identified by the stock or part number in rp 8-22 is reflected in rp 74-80.
- B8 Quantity requested for cancellation or diversion was not accomplished.
- B9 The activity identified by the code in rp 4-6 is in receipt of your cancellation request. Action to cancel the demand or to divert the applicable shipment is being attempted. Do not deobligate funds or delete due-in. Advice of final action will be furnished in subsequent status transactions.
- CA Rejected.
- (1) Initial provision of this status will be by narrative message. The message will also state the reasons for rejection.
- (2) When provided in response to a followup, this status will be sent via DISN and no reasons for rejection will be included. When received in response to a followup, authorized status recipients may request the reasons for rejection off-line (by mail, message, or telephone) if the initial narrative message containing the reasons for rejection cannot be located.
- CB Rejected. Initial requisition requested rejection of that quantity not available for immediate release or not available by the SDD or RDD or within the RDP (for conventional ammunition). Quantity field indicates quantity not filled. Also used by a reporting activity to advise the ICP/IMM that a DI A4_ with distribution code 2 cannot be filled from reported materiel.
- CC Nonconsumable item. Your Service is not a registered user. Submit your requisition to your Service ICP for registration action.
- CD Rejected. Unable to process because of errors in the quantity, date, and/or serial number fields.
- (1) If received in response to a requisition and the materiel is still required, submit a new requisition⁴ with correct data field entries.
- (2) If received in response to a cancellation request and materiel is not required, submit a new cancellation request with a valid quantity entry.
- CE Rejected. Unit of issue in original requisition, which is reflected in rp 23-24 of this status document, does not agree with ICP unit of issue and cannot be converted. If still required, submit a new requisition⁵ with correct unit of issue and quantity. Supply source will enter the correct unit of issue in rp 79-80 of status transactions.

⁴See Footnote 1 on page AP2.16-3.

⁵See Footnote 1 on page AP2.16-3.

IC 02-03
DoD 4000.25-1-M

- CG Rejected. Unable to identify requested items. Submit a new requisition⁶ and furnish correct NSN or part number. If correct NSN or part number is unknown, or if part number is correct, submit a new requisition⁷ on DD Form 1348-6 furnishing as much data as is available. SF 344 may be submitted by authorized activities. (See appendix A.)
- CH Rejected. Requisition submitted to incorrect single manager/ technical service/distribution depot or MCA and correct source/MCA cannot be determined. Research for correct source/MCA and submit a new requisition.⁸
- CJ Rejected.
- (1) Item coded (or being coded) "obsolete" or "inactivated." Item in stock number field, if different from item requisitioned, can be furnished as a substitute. Unit price of the substitute item is in rp 74-80.
- (2) If offered substitute is desired, submit a new requisition⁹ with substitute item stock number. If only original item is desired, submit a new requisition¹⁰ for procurement on DD Form 1348-6. SF 344 may be submitted by authorized activities. (See appendix A.) Cite Advice Code 2B.
- (3) Furnish technical data; for example, end item usage, component, make, model, series, serial number, drawing piece and/or part number, manual reference, or applicable publication.
- (4) Rejected. DoD MILSTRAP DTA Asset Support Request submitted for obsolete/inactive NSN which cannot be supported. (Applies to MILSTRAP DZG transaction rejects only.)
- CK Rejected. Unable to procure. No I&S item is available. Returned for supply by local issue of components, kit, or next higher assembly. Suggest fabrication or cannibalization. If not available, submit a new requisition¹¹ for components, kit, or next higher assembly.
- CL Rejected. Contractor's requisition or related transaction is to be processed initially by an MCA. Transaction entries indicate direct submission. Research for correct MCA and submit a new requisition.¹²

⁶See Footnote 1 on page AP2.16-3.

⁷See Footnote 1 on page AP2.16-3.

⁸See Footnote 1 on page AP2.16-3.

⁹See Footnote 1 on page AP2.16-3.

¹⁰See Footnote 1 on page AP2.16-3.

¹¹See Footnote 1 on page AP2.16-3.

¹²See Footnote 1 on page AP2.16-3.

CM	Rejected. Item is not or is no longer free issue. Submit a new funded requisition ¹³ with signal code other than D or M.
CN	Nonconsumable item. Your Service does not receive requisition support on this item or your requirement is a nonrecurring demand which cannot be satisfied. Support will be provided upon submission of an MIPR by your Service ICP.
CP	Rejected. Supply source is local manufacture, fabrication, or local procurement. If item cannot be manufactured or fabricated locally, or activity lacks procurement authority/capability, submit a new requisition ¹⁴ with Advice Code 2A.
CQ	Rejected. Item requested is command or Service regulated or controlled. Submit new requisition ¹⁵ through appropriate channels.
CR	Rejected. Invalid DI for a GFM transaction.
CS	Rejected. Quantity requisitioned is suspect of error or indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected. If requirement still exists, submit a new requisition ¹⁶ for the required quantity using Advice Code 2L.
CT	To be used when AMCL 22 is implemented.
CU	Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. Item in stock number field can be furnished as a substitute. Unit price of the substitute item is in rp 74-80. (If offered substitute is desired, submit a new requisition ¹⁷ with substitute item stock number.)
CV	Rejected. Item prematurely requisitioned. The effective date for requisitioning is contained in rp 70-73.
CW	Rejected. Item not available or is a nonmailable item whose transportation costs are uneconomical. Local procurement is authorized for this requisition only. If item cannot be locally procured, submit a new requisition ¹⁸ using Advice Code 2A.

¹³See Footnote 1 on page AP2.16-3.

¹⁴See Footnote 1 on page AP2.16-3.

¹⁵See Footnote 1 on page AP2.16-3.

¹⁶See Footnote 1 on page AP2.16-3.

¹⁷See Footnote 1 on page AP2.16-3.

¹⁸See Footnote 1 on page AP2.16-3.

- CX Rejected.
- (1) Unable to identify the bill-to and/or ship-to address as designated by the signal code or the signal code is invalid.
 - (2) The MAPAC does not exist in the DoD 4000.25-8-M, MAPAD, as a valid ship-to and/or mail-to address. (Applicable to ICP/IMM processing only.)
 - (3) . GSA Advantage GY/GZ series AACs are not authorized for use in DoD requisitions/orders
 - (4) If still required, submit a new requisition ¹⁹ with valid data entries
- CY Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. If requirement still exists, contact appropriate S/A technical organization for assistance or, if substitute item is known, requisition²⁰ that item.
- CZ Rejected. Subsistence item not available for resale. Reserved for troop issue only.
- C1 For Subsistence Only. Rejected. Requested item is not available nationally. Do not requisition this item until advised by the activity identified in rp 4-6.
- C2 Rejected. SAP funds are not available to process this requisition. (This code will be used between ILCO and requisitioners only.)
- C3 Rejected. Applies to subsistence only. Vendor cannot make delivery during shipping period.
- C4 Rejected. Applies to subsistence. Item is seasonal and not available for delivery during current shipping period.
- C5 Rejected. Requisitioner, upon inspection of materiel located in the DRMO activity, rejected acceptance due to condition of materiel/unacceptable substitute and/or materiel incorrectly identified. This status code is generated by the DRMO and furnished to the appropriate status recipients.
- C6 Rejected. Requisition is for commercial type item which is not authorized for supply under the SAP. If unable to obtain desired item from commercial sources, submit a new requisition ²¹ containing Advice Code 3B after obtaining approval from the U.S. Service implementing the case.

¹⁹See Footnote 1 on page AP2.16-3.

²⁰See Footnote 1 on page AP2.16-3.

²¹See Footnote 1 on page AP2.16-3.

- C7 Rejected. DI indicates this is a remarks/exception data document. Supply source has no record of receipt of remarks/exception data. If still required, submit a new requisition.²²
- C8 Rejected. Vendor will not accept order for quantity less than the quantity indicated in rp 76-80. If requirement still exists, submit a new requisition²³ for a quantity that is not less than that reflected in rp 76-80.
- C9 Rejected. Applies only to subsistence. Quantity in rp 25-29 canceled due to nonavailability during shipping period. If required in subsequent shipping period, submit a new requisition.²⁴
- DA Rejected. Supply source is direct ordering from the Federal Supply Schedule identified by number in rp 76-80 (rp 76-77 group, rp 78-79 part, rp 80 section). If activity lacks procurement authority, submit a new requisition²⁵ with Advice Code 2A.
- DB Rejected. No valid contract registered at MCA.
- DC To be used when AMCL 22 is implemented.
- DD To be used when AMCL 22 is implemented.
- DE Canceled. Although shipment status (DI AS3) was sent, no shipment was made. (For use in controlling shipments intransit to disposal only. May be used in response to DIs AFX and AFZ with Advice Code 37.)
- DF Terminate intransit control processing. A signed receipt copy of the DTID is not available, but investigation indicates that property was removed from the storage area and cannot be located. Further research is being conducted within S/A channels. (For use in controlling shipments intransit to disposal only.)
- DG Shipment confirmed. The quantity in the DI AS3 transaction was the quantity shipped. A signed copy of the DTID acknowledging DRMO receipt of that quantity is on file. DRMS action required to resolve apparent discrepancy. (For use in controlling shipments intransit to disposal only. May be used only in response to DI AFX or AFZ with Advice Code 37.)

²²See Footnote 1 on page AP2.16-3.

²³See Footnote 1 on page AP2.16-3.

²⁴See Footnote 1 on page AP2.16-3.

²⁵See Footnote 1 on page AP2.16-3.

IC 02-03
DoD 4000.25-1-M

- DH Terminate intransit control processing. A signed copy of the DTID acknowledging receipt is on file. The quantity in the DTID is different from that in the original AS3. The quantity acknowledged in the DTID is included in the quantity field. Further research on the quantity discrepancy is being conducted within S/A channels. (For use in controlling shipments intransit to disposal only. May be used only in response to DI AFX or AFZ with Advice Code 37.)
- DJ Rejected. GFM quantity requisitioned partially exceeds the contract authorized quantity. The quantity that exceeds the authorized quantity will not be supplied. Quantity in this transaction has been adjusted to reflect the authorized quantity.
- DK Rejected. Your DI APR transaction requesting reinstatement was received over 60 days after generation of the DI AE_ transaction containing Status Code BS.
- DL Rejected. Your DI APR transaction requesting reinstatement has been received. There is no record of a DI AE_ transaction containing Status Code BS.
- DM Rejected. Your DI APR transaction requesting reinstatement has been received. The DI APR transaction requested reinstatement of a quantity larger than that, which was canceled by the DI AE_ transaction containing Status Code BS. The quantity canceled is shown in rp 25-29.
- DN Rejected. A valid contract is recorded at the MCA; however, the requisitioned item, the requisitioner, or the DoDAAC in rp 45-50 is not authorized GFM under the contract.
- DP Rejected. The MAPAC does not exist in the DoD 4000.25-8-M, MAPAD, as a valid ship-to and/or mail-to address. If still required, submit appropriate codes (s) and address (es) under the procedures of the MAPAD. Upon confirmation the code (s) and address (es) have been added to the MAPAD, resubmit a new requisition. (Applicable to DAAS processing only.)
- DQ Rejected. GFM quantity requisitioned totally exceeds the contract authorized quantity. The total requisitioned quantity is rejected.
- DR Rejected. The MCA, for the contract indicated by the requisition, failed to respond or provide a valid response to an ICP GFM validation request.
- DS Requisition received for an item for which your Service is not a registered user. Issue action is being processed. Request action be taken to register your Service as a user using the procedures outlined in DoD 4100.39-M (FLIS Procedures Manual).
- DY Rejected. Materiel shipped by non-traceable means or supplied by DVD from a contractor without an assigned DoDAAC or there is no record of the transaction for which the DI AFY followup was submitted. (Use on DI ASY.)

- D1 Canceled. Requisition was retained for 60 days. Requested asset did not become available. Quantity field indicates quantity not filled. (DRMS use only.)
- D2 Rejected. Item requested is Brand Name Resale and is in short supply.
- D3 Rejected. Activity did not respond to supply source request for additional information.
- D4 Canceled. Applies only to subsistence items. Quantity in rp 25-29 canceled. Your requisition quantity, together with all other requisitions received this cycle for the specified port or depot, does not meet the contractor's minimum order quantity.
- D5 Rejected. Item requested is Nuclear Reactor Plant materiel authorized for issue only to Nuclear Reactor Plant activities and support facilities. A similar item may be available under a different NSN. If unable to identify the non-nuclear NSN, submit a new requisition²⁶ providing complete technical data (such as: APL/AEL, end use equipment, CAGE, part number, piece number, nameplate) and remarks indicating "NON-NUCLEAR APPLICATION" in the remarks block.
- D6 Rejected. Manually prepared requisition contains unauthorized exception data.
- D7 Requisition modifier rejected because of errors in one or more data elements.
- D8 Rejected.
- (1) Requisition is for controlled substance/item and requisitioner and/ or ship to address is not an authorized recipient. Submit a new requisition²⁷ on a DD Form 1348-6 furnishing intended application and complete justification for the item.
- (2) FMS requisitions for publications which are controlled or have restricted access and requisitioner and/or ship-to address is not authorized. Submit new requisition²⁸ with justification to the applicable Service ILCO.

²⁶See Footnote 1 on page AP2.16-3.

²⁷See Footnote 1 on page AP2.16-3.

²⁸See Footnote 1 on page AP2.16-3.

CUSTOMER ASSET REPORTING TRANSACTION STATUS CODES

Use these S series status codes on the DI FTR to reject asset transactions. If subsequent reporting is required for the items identified by the FTR containing S series status codes, submit a new asset report with a new document number. Use the T series status codes with DIs FTB/FTD/FTQ/FTR/FT6/FTZ to provide informative/action status on an asset report and related documentation. When a DI FT6 is submitted to the reporting activity, it will contain the applicable status code cited in the DI FTR.

<u>CODE</u>	<u>EXPLANATION</u>
SA	Rejected. If appropriate, resubmit with exception information as required by instructions disseminated separately by applicable ICP/IMM. (Assign a new document number if a new asset report is submitted.) (Use on DI FTR.)
SB	Rejected. Report garbled and incomplete. Corrective action cannot be determined. Review entire contents, correct, and resubmit if appropriate. (Assign a new document number if a new asset report is submitted.) (Use on DI FTR.)
SC	Rejected. ICP/IMM of the reported item cannot be determined. Research records and, if applicable, resubmit citing correct stock number. (Assign a new document number if a new asset report is submitted.) If NSN is GSA managed, item is non-stocked; disposition is authorized under local directives. (Use on DI FTR.)
SD	Rejected. NSN not identifiable. Corrective action cannot be determined. Review, correct, and resubmit, if appropriate. (Assign a new document number if a new asset report is submitted.) (Use on DI FTR.)
SF	Rejected. Item not in authorized condition to be reported or condition code cannot be identified. Materiel should be screened for correct condition code and new FTE submitted; or, if not reportable, dispose of under current procedures. (Assign a new document number if a new asset report is submitted.) (Use on DI FTR.)
SG	Rejected. This transaction is a duplicate of a previously received report. Recipient must research records to determine if this transaction was previously rejected with an S series status/reject code. If so, resubmit a new <i>asset</i> report with a new document number. Otherwise, no action is required.
SH	Rejected. Unit of issue is incorrect and cannot be converted or corrected. (Assign a new document number if a new asset report is submitted.) (Use on DI FTR.)
SJ	Rejected. Signal code is blank or incorrect. (Assign a new document number if a new asset report is submitted.) (Use on DI FTQ or FTR.)

SK	Rejected. Unable to identify the ship-from or credit-to address as designated by the signal code. (Assign a new document number if a new asset report is submitted.) (Use on DI FTR.)
SM	Rejected. Stock balance indicates materiel is not required; however, item is in process of migrating and further action is deferred until date contained in rp 70-73. If asset position exceeds retention limits after that date, resubmit to appropriate IMM. (Assign a new document number if a new asset report is submitted.) (Use on DI FTR.)
SN	Rejected. Materiel reported not authorized for return. (Use on DI FTR.)
SP	Rejected. Item was reported and requisitioned by the reporting activity (rp 30-35) or requisitioned by another activity for shipment to the reporting activity (rp 45-50). (For use with DI FTR.)
SQ	Rejected. Reported NSN is master item number (i.e., all makes and models) used for reference purpose only. Review records and resubmit with new document number(s), citing appropriate NSN(s) for the specific item(s) being reported. (Use on DI FTR.)
TA	Creditable return. Credit will be granted for quantity indicated in rp 25-29. Ship materiel to activity in rp 54-56. (Use on DI FTR or FT6.)
TB	Noncreditable return. Return quantity indicated in rp 25-29 to activity indicated in rp 54-56. (Use on DI FTR or FT6.)
TC	Not returnable. Quantity reported has been determined by the IMM to be not economically feasible to return. Use Component regulations for further processing. (Use on DI FTR.)
TD	Not returnable. (1) Special instructions for disposition are stated in the remarks field. In this case, the status document will be mailed. This code will not be used when other status codes have been established to convey applicable status. (2) When due to security reasons, or space limitations, instructions will be furnished by separate media referring to pertinent document numbers. In this case, the remarks block will be left blank and TD status documents may be transmitted electrically. (Use on DI FTR.)
TE	Materiel required for lateral redistribution. DI A4_ referral(s) will follow. (Use on DI FTR.)
TF	Materiel received. Status being investigated. (Use on DI FTR.)
TG	Materiel required for lateral redistribution. DI A4_ referral(s) will follow, containing stock number and/or unit of issue as changed and as indicated in rp 8-22 and/or rp 23-24. Examine unit of issue and quantity fields for possible changes. (Use on DI FTR.)

IC 02-03
DoD 4000.25-1-M

- TH Credit will be granted for quantity indicated in rp 25-29. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23-24. The quantity field (rp 25-29) is adjusted as required. Examine unit of issue and quantity fields for possible changes. Ship materiel to activity in rp 54-56. (Use on DI FTR or FT6.)
- TJ Noncreditable return. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23-24. Examine unit of issue and quantity fields for possible changes. Return quantity indicated in rp 25-29 to activity indicated in rp 54-56. (Use on DI FTR or FT6.)
- TK Not returnable. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23-24. Quantity indicated in rp 25-29 exceeds authorized retention levels. Examine unit of issue and quantity fields for possible changes. (Use on DI FTR.)
- TL Materiel received. No credit allowed as item received was other than that authorized for return. (Use on DI FTZ.)
- TM Materiel received. No credit or reduced credit allowed as condition received was less than reported. Condition of materiel received is indicated in rp 71. (Use on DI FTZ.)
- TN Materiel received. Credit authorized for quantity in rp 25-29. (Use on DI FTZ.)
- TP Materiel not received within prescribed timeframe. Credit authorization is canceled. (Use on DI FTZ.)
- TQ Materiel received. Noncreditable return as indicated in reply to customer asset report. (Use on DI FTZ.)
- TR DI FTE received and in process. Reply will be provided by date indicated in rp 70-73. (Use on DI FTD.)
- TT Materiel received and in process of inspection and classification. DI FTZ will be provided upon completion. (Reply to DI FTT.) (Use on DI FTR.)
- TU Materiel not received. (Reply to DIs FTT and FTP.) (Use on DIs FTR and FTB.)
- TV Materiel not received within prescribed timeframe. Noncreditable return authorization is cancelled. (Use on DI FTZ.)
- TW Credit action in process. Financial transaction is forthcoming. (Reply to FTP.) (Use on DI FTB.)
- TX Financial transaction accomplished. Bill number of credit transaction appears in rp 76-80. (Reply to DI FTP.) (Use on DI FTB.)
- TY DI FTZ generated on document number cited indicated no credit authorized for return. (Reply to DI FTP.) (Use on DI FTB.)

- TZ Customer Asset Report changed by DAAS (rp 4-6). Examine rp 8-22 for possible change in FSC/NSN/part number being converted to an NSN if the original Customer Asset Report was DI FTG. Also, examine rp 67-69 to determine if the transaction has been routed to another activity. (Use on DI FTQ.)
- T1 Materiel received. No credit allowed because the stock number was changed from a stock fund to an appropriation financed item. For intra-Service use only. (Use on DI FTZ.)
- T3 DI FTM has been received. Materiel has not been received. Materiel should be shipped, tracer action initiated, or DI FTC submitted, as appropriate. (Use on DI FT6.)
- T4 Materiel not returnable. Quantity indicated in rp 25-29 is no longer required IPE and must be reported to DIPEC (SE 4300) under DLAM 4215.1, et al.
- T5 Deleted. (Use TZ.)
- T6 DI FTE has been routed to the activity indicated in rp 67-69. Forward all future FT_ documents to that activity. (Use on DI FTR.)
- T7 FSC has been changed by the ICP in rp 4-6. (Use on DI FTR.)
- T9 ***[text deleted] Part-numbered*** materiel reported is not authorized for return. ***DI Code FTG not authorized for asset reports directed to DLA.*** Use current ***Component*** instructions for disposition of materiel. (Use on DI FTQ.)

AP3.2 APPENDIX 3.2

REQUISITION

<u>FIELD LEGEND</u>	<u>TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)</u>		<u>ENTRY AND INSTRUCTIONS</u>
Send to	Block A ¹	Not Applicable	Enter the appropriate in-the-clear name and address corresponding to the RI, if applicable.
Requisition Is From	Block B	Not Applicable	Enter the appropriate in-the-clear name and address of the requisitioner, if applicable.
Document Identifier	Block 1	1-3	Enter DI A0_ or AM_.
Routing Identifier	Block 2	4-6	Enter RI indicating the supply source to which the document is being submitted.
Media and Status	Block 3	7	Enter the M&S code.
Stock Number ²	Blocks 4, 5, 6	8-22	Enter the stock or part number of the item being requisitioned. For subsistence items, enter the type of pack in rp 21.
Unit of Issue	Block 7	23-24	Enter the unit of issue.
Quantity	Block 8	25-29	Enter the quantity requisitioned. For ammunition requisitions only (items in FSG 13), enter an "M" in rp 29 to express in thousands any quantity exceeding 99,999. Example: A quantity of 1,950,000 will be expressed as 1950M (1950 in rp 25-28 and an "M" in rp 29).

¹See the AP2 series of appendices for an explanation of the data fields.

²Requisitions to DRMS (RI S9D) cannot reflect an entry in rp 21-22 other than a DTID number suffix in rp 21, when applicable.

<u>FIELD LEGEND</u>	<u>TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)</u>		<u>ENTRY AND INSTRUCTIONS</u>
Document Number	Blocks 9-12	30-43	Enter document number as assigned by the preparing activity.
Demand	Block 13	44	Enter the demand; otherwise, leave blank.
Supplementary Address	Blocks 14-15	45-50	When applicable, enter the coded SUPADD of the ship-to or bill-to activity; otherwise, leave blank. When coded data is not significant to the supply source (other than an AAC), enter an alphabetic "Y" in rp 45.
Signal	Block 16	51	Enter the signal code.
Fund	Block 17	52-53	Enter the fund code as directed by the Component.
Distribution	Block 18	54	When applicable, enter the distribution code of the activity to receive status information in addition to the requisitioner or the SUPADD.
		55-56	Enter the code as directed by the Components.
Project	Block 19	57-59	When applicable, enter the appropriate code under Component instructions.
Priority	Block 20	60-61	Enter priority designator.
Required Delivery Date/Required Delivery Period ³	Block 21	62-64	Enter data requirements from AP2.14, as applicable; otherwise, leave blank.

³ Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

<u>FIELD LEGEND</u>	<u>TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)</u>		<u>ENTRY AND INSTRUCTIONS</u>
Advice	Block 22	65-66	Enter advice code to convey instructions to the supply source; otherwise, leave blank.
Date of Receipt of Requisition ⁴	Block 23	67-69	Leave blank.
Blank	Block 23	70-80	Leave blank on inter-Component requisitions forwarded to the DLA and GSA supply sources. a. This field is optional for intra-Component use. b. This field may be used for internal purposes on retained copies of requisitions. c. <i>[text deleted]</i>
Remarks	Blocks L-W		This field will be used to convey any additional required information not provided for in the requisition format.

GOVERNMENT-FURNISHED MATERIEL REQUISITION ENTRIES.⁵

Manufacturer's Directive Number	54-56	If required by the Component contracts, enter the MDN.
Contract Call Order Number	69-72	If required by the Component contracts, enter the appropriate contract call order number.

⁴ Processing points passing DI AM_ transactions to another supply source for continued processing will enter their RI code in rp 67-69.

⁵ ***Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.***

<u>FIELD LEGEND</u>	<u>TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Contract Identification	73-80	At the option of the Component, enter the last eight positions of the PIIN in rp 73-80 in lieu of the MDN in rp 54-56. This entry is mandatory if the MDN is not entered in rp 54-56.

MANAGEMENT CONTROL ACTIVITY ENTRIES: Entries Required for Requisitions for Government-Furnished Materiel.⁶

Routing Identifier	4-6	Enter the RI code of the supply source.
Distribution	54-56	Enter the distribution code of the MCA validating the transaction or the MDN consisting of the MCA's distribution code in rp 54 and two other alpha/numeric characters in rp 55-56.
Routing Identifier	74-76	If required by the Component, enter the RI code of the validating MCA in rp 74-76.

DEFENSE REUTILIZATION AND MARKETING ENTRIES: Entries Required When Requisitioning a Specific Item From Disposal.⁷

Disposal Turn-in Document Number Excess Report	67-80	This entry is optional on DI A01/A0A/A05/A0E requisitions and is mandatory on DI A04/A0D requisitions. If applicable, the DTID suffix will be entered in rp 21.
--	-------	---

⁶ See Footnote 5.

⁷ *Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.*

<u>FIELD LEGEND</u>	<u>TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)</u>	<u>ENTRY AND INSTRUCTIONS</u>
---------------------	--	-------------------------------

DEFENSE REUTILIZATION AND MARKETING ENTRIES: Entries Required on Requisitions to Disposal When a Specific Item is Not Required.⁸

Blank	70	Leave blank.
Condition Code	71	Enter lowest acceptable supply condition code under Component criteria furnished to DRMS. See Chapter C2, paragraph C2.21. for requirement.
Blank	72-80	Leave blank.

⁸ See Footnote 7.

AP3.24 APPENDIX 3.24

REFERRAL ORDER/ LATERAL REDISTRIBUTION ORDER FOR RETAIL ASSETS

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter DI A4_.
Routing Identifier	4-6	Enter RI of the supply source to which the transaction is being sent.
Media and Status	7	Enter M&S as shown in the original requisition.
Stock or Part Number	8-22	a. When no change or substitution is made, enter the stock or part number shown in the requisition. b. When a change or substitution is made, enter the corrected stock or substituted stock or part number.
Unit of Issue	23-24	Enter U/I.
Quantity	25-29	a. Enter the quantity. b. For ammunition FSG 13 items only, enter an "M" in rp 29 to express in thousands any quantity exceeding 99,999. Example: Express a quantity of 1,950,000 as 1950M (1950 in rp 25-28 and an "M" in rp 29).
Document Number	30-43	Enter document number as shown in the requisition.
Suffix	44	a. Enter suffix applicable to quantity in rp 25-29 when the requisitioned quantity is divided into separate actions. b. When the requisitioned quantity is not divided, leave this field blank.
Supplementary Address	45-50	Enter data from the original requisition.
Signal	51	Enter data from the original requisition.
Fund	52-53	Enter data from the original requisition.

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Distribution	54-56	When used to effect lateral redistribution of retail assets, enter 2 for consumables and 3 for reparable in rp 54; otherwise, enter data from the original requisition.
Project	57-59	Enter data from the original requisition.
Priority	60-61	Enter data from the original requisition.
Required Delivery Date/Required Delivery Period ¹	62-64	Enter data from the original requisition.
Advice	65-66	Enter data from the original requisition.
Date of Receipt of Demand	67-69	Enter the date of receipt of the demand document as recorded in that document by the initial recipient in the supply distribution system. Note: Referral orders generated as a result of backorder releases and submitted to the SMCA will contain code 888 in rp 67-69.
Management Data	70-71	Enter management data, as authorized. [text deleted]
Demand Code/ ² Management Data	72	Enter demand code from rp 44 of original requisition or management data, as authorized. Note: Intra-Air Force FMS DI A4_ transactions may use a CLPSC (program/nonprogram) code in rp 72.
Management Data	73	Enter Management data, as authorized.
Routing Identifier	74-76	Enter RI applicable to the activity generating the transaction.
Management Data	77-80	Enter management data, as authorized.

¹ Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

² Deferred implementation authorized. The revised format of the referral order to include the demand code of the original requisition may be deferred for DLMS/logistics systems modernization.

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
---------------------	---------------------------	-------------------------------

LATERAL REDISTRIBUTION ORDER ENTRIES: *Entries applicable when rp 54 equals 2 or 3:*

<i>Purpose code</i>	70	<i>Enter the purpose code of the materiel being issued if required based on Component agreement (derived from DI Code DZF, Asset Status Reporting Transaction); otherwise leave blank.</i>
<i>Condition Code</i>	71	<i>Enter the applicable condition code.</i>
<i>Blank</i>	72 – 73	<i>Leave Blank.</i>

AP3.33 APPENDIX 3.33

CUSTOMER ASSET REPORT

(MATERIEL RETURNS PROGRAM)

<u>FIELD LEGEND</u>	<u>(MANUAL) BLOCK NO.</u>	<u>(MECHANICAL) RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Send To	A	Not Applicable	Enter the appropriate in-the-clear name and address corresponding to the RI.
Report is From	B	Not Applicable	Enter the appropriate in-the-clear name and address of the reporting activity.
Document Identifier		1-3	Enter DI FTE or DI FTG. ¹
Routing Identifier		4-6	Enter the RI of the ICP/IMM to which the document is directed. For GSA, the RI will always be GG0 (<i>golf-golf-zero</i>) ² .
Media and Status		7	Enter M&S code.
Stock or Part Number		8-22	Enter NSN (DI FTE) or part number (DI FTG) ³ . (<i>Part-numbered material not authorized for asset reports directed to DLA</i>). For subsistence items only, rp 21 will be type of pack and rp 22 will be the last digit of the calendar year the item, was packed.

¹ Use of part-numbers in the Material Returns Program last reported as not implemented by USMC. Refer to AMCL 167.

² Requirement to use a single RI on Customer Asset Reports directed to the GSA last reported as not implemented by USA. Refer to AMCL 26.

³ See Footnote 1.

<u>FIELD LEGEND</u>	<u>(MANUAL) BLOCK NO.</u>	<u>(MECHANICAL) RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Unit of Issue		23-24	Enter the U/I.
Quantity		25-29	a. Enter the quantity. b. For ammunition FSG 13 items only, enter an "M" in rp 29 to express in thousands any quantity exceeding 99,999. Example: Express a quantity of 1,950,000 as 1950M (1950 in rp 25-28 and an "M" in rp 29).
Document Number		30-43	Enter the document number.
Blank		44	Leave blank.
Supplementary Address		45-50	When applicable, enter the AAC of the credit to and/or ship from activity. Field may be left blank when code entry is not applicable. When code entry is not significant to the ICP, entry a Y in rp 45.
Signal		51	Enter the signal code.
Fund		52-53	Enter the fund code.
Blank		54-56	Leave blank.
Project		57-59	When applicable, enter project code using Service instructions; otherwise, leave blank.
Blank		60-64	Leave blank.
Advice		65-66	Enter 3T to indicate to the ICP/IMM that the document has been edited by DAAS. When code is not required, leave blank.
Routing Identifier		67-69	Enter the RI of the activity preparing the document, if assigned; otherwise, leave blank.
Blank or Intra-Air Force Use		70	Leave blank or use for intra-Air Force to display Asset Position Code.

<u>FIELD LEGEND</u>	<u>(MANUAL) BLOCK NO.</u>	<u>(MECHANICAL) RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Supply Condition		71	Enter supply condition code.
Blank		72-80	Leave blank.
Remarks Field	L-V	Not Applicable	This field will be used to convey any additionally required information not provided for in the report format.

