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

JAN 09 1998

IN REPLY REFER TO DLMSO

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Third Addendum to Joint Approved MILS Change Letters (AMCLs) 11 (MILSTRAP) and 15 (MILSTRIP), Expanded Materiel Receipt Acknowledgment Procedures

The attachment reflects changes to Joint AMCLs 11 and 15 discussed at the May 5-9, 1997 and November 17-21, 1997 Supply Process Review Committee (PRC) Meetings regarding MILSTRAP AMCL 11 management evaluation reporting requirements and the MILSTRIP AMCL 15 Pseudo-Shipment Transaction format and distribution. The MILSTRIP portion is effective 30 days from the date of this letter.

Addresses may address questions to Ms. Mary Jane Johnson for MILSTRAP at 703-767-6123, DSN 427-6123; or either Ms. Vermella Savage or Ms. Ellen Hilert for MILSTRIP at extensions 6127 or 6117 respectively.

James A. Johnson
JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

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THIRD ADDENDUM TO JOINT AMCLs 11 (MILSTRAP) AND 15 (MILSTRIP)

# Expanded Materiel Receipt Acknowledgment Procedures

## 1. REVISE MILSTRAP AMCL 11 AS FOLLOWS (CHANGES ARE IDENTIFIED BY *BOLD ITALICS*):

a. Modify Attachment 2, page 8 (MILSTRAP chapter 6, section J, paragraph 2) as follows:

2. The program shall provide for:

a. Data collection ~~and submission~~ to meet DoD reporting requirements established ***under ~~MILSTEP~~ the Logistics Metric Analysis Reporting System (LMARS) procedures contained in volume 5 of DLMS (reference (bb))***.

b. ***LMARS will provide a MRA Management Information report which will be available through electronic means[1]. Each MILSTRAP Focal Point is responsible for analysis of the report to identify potential deficiencies in their Service or Agency MRA operations or procedures contributing to breakdowns in internal controls for intransit wholesale stock. MILSTRAP Focal Points are responsible for initiating corrective action with delinquent and nonreporting activities.***

***c. The LMARS MRA report shall include as a minimum:***

***(1) Documentation of Nonresponses for a reporting period to include: the number of qualifying shipments made to an activity (by "ship to" DODAAC); the number of MRA responses received from that activity; the number of nonresponses.***

***(2) Breakdown of nonresponses by DVD and stocked shipments to include the number, percentage, and dollar value of each category.***

***(3) Report of MRAs having a discrepancy indicator: report by shipping activity to indicate total shipments that qualified for a MRA during the report period;***

---

[1]*The LMARS MRA Management Information report is under development and not yet available.*

*total MRAs received with a discrepancy indicator and a subset to identify them by "ship to" activity.*

*d. The LMARS report will provide the capability to access information by specific categories of DODAACs such as subsistence, ammunition, contractor, and Army total package fielding. Additionally it will provide the capability to request highlight listings showing DODAACs with a high number of nonresponses (for example, all DODAACs with over 500 nonresponses) to assist in identification of organizations not complying with MRA procedures.*

~~*c. Assigning responsibility to specific organizations to direct and monitor action to correct the causes of unacknowledged materiel receipts and deficiencies in intransit controls ad to request that corrective action be initiated by the cognizant MILSTRAP Focal points for delinquent and nonreporting activities of other DoD Components.*~~

b. Modify Attachment 2, page 9 (MILSTRAP chapter 6, section J, paragraph 4) to delete paragraph 4:

~~*4. For preparation of the MILSTEP reports, the DAAS will summarize all MRAs monthly and furnish the summary to the Service/DLA CPPs.*~~

c. Rationale: Provides for a more efficient method of collecting management evaluation data by use of LMARS rather than requiring each Component to individually develop a means of collecting and consolidating data requirements. Takes advantage of LMARS technology which was not available when the data collection requirement was written. Updates procedures to reflect LMARS rather than MILSTEP.

**2. REVISE MILSTRIP AMCL 15 AS FOLLOWS (CHANGES ARE IDENTIFIED BY *BOLD ITALICS*):**

a. Modify Attachment 7, page 3 (MILSTRIP chapter 4, paragraph H.2.b) to read:

"b. Supply sources will transmit DI ASH transactions to DAAS under chapter 3, paragraph U.5. DAAS will furnish this status to the ***"ship-to" activity identified by the signal code. If DAAS cannot determine the "ship-to" activity, DAAS will return the document to the ICP for mailing. The DAAS will route the***

*pseudo shipment status transaction for security assistance requisitions to the applicable Service ILCO based on the entries in record position 30 (Service code) and record position 54 (distribution code)."*

b. Rationale: This change allows DAASC to route ASH transactions in the same manner as the MRA Followup (DFR). Under original AMCL procedures the pseudo shipment status was also routed to multiple activities based upon the media and status code and the distribution code. These additional transactions are unnecessary and may result in some confusion.

c. Modify Attachment 9, page 1 (MILSTRIP Appendix C17A, Pseudo Shipment Status for Unconfirmed Materiel Release Orders) to read:

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Routing Identifier ~~(To)~~ | 4-6 | Enter the RI of the *supply source generating this transaction.* [1]/ |

d. Rationale: This change eliminates confusion concerning who generated the transaction. It allows DAASC to overlay original entries of the DAASC RI so that Component systems may be modified over time.

---

[1]/ *Transactions containing the DAAS RI (SGA) will be overlaid by the DAAS to show the RI from positions 67-69.*

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DEC 09 1996

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Second Addendum to Joint Approved MILS Change Letters (AMCLs) 11 (MILSTRAP) and 15 (MILSTRIP), Expanded Materiel Receipt Acknowledgment Procedures

The attachment reflects changes to Joint AMCLs 11 and 15 discussed at the Supply Process Review Committee (PRC) Meeting on November 18 and 19, 1996. During the meeting, all Components except Navy agreed that the attached changes resolved their concerns over AMCL 11 and 15 procedures to close unconfirmed materiel release orders involving foreign military sales customers. Navy provided a "qualified" concurrence on December 5, 1996, but did not specify the nature of their qualification. ADUSD(L)MDM has directed that AMCLs 11 and 15 be implemented in February 1997. Accordingly, since time is critical as efforts are underway to program these changes based on ADUSD(L)MDM direction, we are issuing the addendum based on the full concurrence of all Components except Navy.

Addressees may address questions to Ms. Mary Jane Hefner for MILSTRAP at 703-767-6123, DSN 427-6123; or Ms. Vermella Savage for MILSTRIP at (703) 767-6127, DSN 427-6127. All others must contact their Service or Agency designated representative.

James A. Johnson
JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

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## SECOND ADDENDUM TO JOINT AMCLs 11 (MILSTRAP) AND 15 (MILSTRIP)

Administrative change to the September 28, 1990 Joint AMCLs 11 and 15, as revised by the first addendum to AMCL 11 dated July 8, 1996; and the first addendum to AMCL 15 dated June 11, 1991. Changes were discussed and agreed to at the November 18-22, 1996, Supply Process Review Committee Meeting. Changes are identified by ***bold shadow text***:

1. Revise **MILSTRAP** AMCL 11, att 2, page 6 (MILSTRAP chapter 6, paragraph F.2.) as follows:

2. ILCOs in receipt of DI Code ASH pseudo shipment status (see MILSTRIP (reference (h)), chapter 3, section U. (Processing Followups), paragraph 5) will screen history records for valid shipment status. If valid shipment status is not available, ILCOs ***will may*** coordinate with freight forwarders/customers to determine shipment status/receipt data. Submit an MRA to reflect the shipment status, ***or*** receipt data, ***or nonreceipt*** within 120 calendar days from the DI Code ASH pseudo shipment status release date.

2. Revise **MILSTRIP** AMCL 15, att 7, page 2 (MILSTRIP chapter 3, paragraph V) as follows:

Delete RESERVED and add the following:

V. FORCE CLOSED MATERIAL RELEASE CONFIRMATION

Subsequent to generating an ASH transaction under subparagraph U.5., above, for unconfirmed MROs, supply sources will hold the MRO record open pending an MRA response (MILSTRAP (reference (cc)), 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 ~~for shipments to U.S. recipients~~, the supply source ~~will~~ ***may*** force close the MRO using a DI ARH transaction. For shipments to security assistance recipients, supply sources ~~shall effect manual actions to resolve the open MRO record and shall~~ 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 the material, or reprocess (ship) the material based upon established dollar thresholds.*** The DI ARH transaction will be in the appendix C13A format.

**Joint AMCLs 11 and 15**
**Second Addendum**
**Attachment**

**DEFENSE LOGISTICS AGENCY**
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MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Addendum to Joint Approved MILS Change Letter (AMCL) 11 (MILSTRAP) Expanded Materiel Receipt Acknowledgment Procedures

AMCL 11 indicates that materiel receipt acknowledgment of Inter-Service/Agency lateral redistribution of retail stock is excluded under the current procedures. This addendum is changing the AMCL 11, Chapter 6 paragraph C.3. (Exclusion) to read as follows:

3. Inter-Service/Agency lateral redistributions of retail stock ***not directed by the Integrated Materiel Manager (IMM).***

This allows for transactions where the IMM is not involved to continue to be excluded from the current procedure. This change now includes all IMM directed lateral redistributions into the requirement of the current procedures and further supports the DoD Total Asset Visibility requirement of DoD Directive 4140.1-R, Materiel Management Regulation.

If you need additional information, our point of contact is Mr. Don Collins, DSN 427-6122 or Commercial (703) 767-6122.

James A. Johnson

JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

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ALEXANDRIA, VA 22312-5044

DEFENSE LOGISTICS
STANDARD SYSTEMS OFFICE

11 JUN 1991

DLSSD-D

SUBJECT: Addendum to Approved MILSTRIP Change Letter (AMCL) 15, Expanded Materiel Receipt Acknowledgment Procedures

TO: Commander, U.S. Army Materiel Command
ATTN: AMCSM-MSM
Commander, Naval Supply Systems Command
ATTN: SUP 0323A2
Commander, Air Force Logistics Command
ATTN: LGSI-2
Commandant of the Marine Corps
ATTN: LPS-1
Commandant, U.S. Coast Guard
ATTN: G-ELM-2
Commander, Field Command, Defense Nuclear Agency
ATTN: FCLMM
General Services Administration, Federal Supply Service
ATTN: FCSI
Director, Defense Logistics Agency
ATTN: DLA-OSL
Director, National Security Agency
ATTN: L11
Director, Federal Aviation Administration, Aeronautical Ctr
ATTN: AAC-481L

1. References:

a. DLSSD-B letter, 28 Sep 1990, subject: Joint Approved MILS Change Letters (AMCLs) 11 (MILSTRAP) and 15 (MILSTRIP), Expanded Materiel Receipt Acknowledgment Procedures (Previously Staffed by PMCLs 4 and 4).

b. DLA-OSL letter, 25 Jan 1991, subject: Joint Approved MILS Change Letters (AMCLs) 11 (MILSTRAP) and 15 (MILSTRIP), Expanded Materiel Receipt Acknowledgment Procedures (Previously Staffed by PMCLs 4 and 4).

c. Meeting between DLA and DLSSD personnel on 22 May 1991.

SUBJECT: Addendum to Approved MILSTRIP Change Letter (AMCL) 15, Expanded Materiel Receipt Acknowledgment Procedures

2. Reference 1.a. published approved changes relating to the generation and processing of materiel receipt acknowledgments (MRAs) and to force closing unconfirmed materiel release orders (MROs). Reference 1.b. provided DLA's objection to the wording in paragraph V, Chapter 3, AMCL 15, that specifically stated "manual actions" were required to resolve open MROs. Reference 1.c. was held to discuss and resolve DLA's objection.

3. As a result of reference 1.c., the participants unanimously agreed that paragraph V should be revised to delete any reference to "manual actions" and to make the procedures more generic when an MRA response is not received within the initial and follow-up timeframes.

4. The enclosure to this letter contains the revision to paragraph V with the changes indicated by strike throughs and bold italics. Addressees are requested to effect this change to AMCL 15. To facilitate the revision, the enclosure is configured as a page replacement to AMCL 15.

5. The action officer for this subject is Phil Smith, commercial (703) 274-4701, DSN 284-4701.

JAMES A. JOHNSON
Chief
Distribution Management

Enclosure:
As Stated

cc:

| | |
|---|---|
| DASD (L/SD) | DMA (DMADDS/IM) |
| DoD COMP (MS/AP) (Mr. Harris) | MRSA (AMXMD-SM) |
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| NSA (L3232) | MCLB Albany (802-M) |
| DoDDS (Logistics Division) | DLA-Z (DAAS Administrator) |
| AMC (AMCSM-MTI) | DMACSC (STD-D21) |

**ADDENDUM**

**APPROVED MILSTRIP CHANGE LETTER 15**

1. Table of Contents, Chapter 3. Revise the entry for paragraph V. as follows:

V. Force Closed Materiel Release Confirmation 3-13

2. Table of Contents, Appendix C, Formats. Add two new entries as follows:

C13A Force Closed Materiel Release Confirmation C13A-1

C17A Pseudo Shipment Status for Unconfirmed Materiel Release Orders. C17A-1

3. Acronyms and Abbreviations. Add a new entry as follows:

MRA Materiel Receipt Acknowledgment.

4. References. Add the following two new references:

(rr) DoD 4000.25-3 M, "Military Standard Supply and Transportation Evaluation Procedures (MILSTEP)," July 1987, authorized by DoD Directive 4000.25.

(ss) AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, May 1, 1982, "Reporting of Transportation Discrepancies in Shipments," as amended.

5. Chapter 3, Paragraph U.5. Revise as follows:

5. Storage activities will use a 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 Materiel Receipt Acknowledgment (MRA) has been received, will generate a DI ASH shipment status transaction to DAAS. The DI ASH transaction will be in the appendix C17A 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.

6. Chapter 3, Paragraph U.6. Redesignate current paragraphs U.6. through U.12. as U.7. through U.13. and add a new subparagraph as follows:

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.

7. Chapter 3, Paragraph V. Delete RESERVED and add the following:

V. FORCE CLOSED MATERIEL RELEASE CONFIRMATION

Subsequent to generating an ASH transaction under subparagraph U.5. above for unconfirmed MROs, supply sources will hold the MRO record open pending an MRA response (MILSTRAP (reference (cc)), 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 ~~for shipments to U.S. recipients~~, the supply source ~~will~~ ***may*** force close the MRO using a DI ARH transaction. For shipments to security assistance recipients, supply sources ~~shall effect manual actions to resolve the open MRO record and shall~~ will ensure proper inventory accounting and billing procedures are applied. The DI ARH transaction will be in the appendix C13A format.

8. Chapter 3, Paragraph AJ. Add the following as subparagraph 1.d:

d. Transmission of shipment status, within the time standard prescribed in chapter 3, paragraph L., to the ship-to activity designated by the signal code unless the M&S code is 8.

9. Chapter 4, Paragraph C.5. Change to read as follows:

5. Shipment Status informs recipients of actual shipping dates (i.e., date released to carrier). It also provides for interface with:

a. Transportation for shipment tracing by consignees, as provided in MILSTAMP (reference (p)).

**OFFICE OF THE SECRETARY OF DEFENSE**
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DEFENSE LOGISTICS
STANDARD SYSTEMS OFFICE
DLSSD-B

28 SEP 1990

SUBJECT: Joint Approved MILS Change Letters (AMCLs) 11 (MILSTRAP) and 15 (MILSTRIP), Expanded Materiel Receipt Acknowledgment Procedures (Previously Staffed by PMCLs 4 and 4)

TO: SEE DISTRIBUTION

1. References:

a. DoD 4000.25-2-M, May 1, 1987, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), as amended.

b. DoD 4000.25-1-M, May 1, 1987, Military Standard Requisitioning and Issue Procedures (MILSTRIP), as amended.

c. DLSSD-B letter, November 24, 1989, subject: Joint Request for Implementation Date (RFID) for Approved MILS Changes (AMCs) 11 (MILSTRAP) and 15 (MILSTRIP), Expanded Materiel Receipt Acknowledgment Procedures (Previously Staffed by PMCLs 4 and 4).

d. DLSSD-B letter, February 12, 1990 subject: Reply Due Date Extension for Joint Request for Implementation Date (RFID) for Approved MILS Changes (AMCs) 11 (MILSTRAP) and 15 (MILSTRIP), Expanded Materiel Receipt Acknowledgment Procedures (Previously Staffed by PMCLs 4 and 4).

e. DoD MILSTRAP Focal Point Committee Meeting, August 20-23, 1990.

2. Enclosure 1 is published as a joint approved change to MILSTRAP (reference 1.a) and MILSTRIP (reference 1.b) with an implementation date of November 1, 1995, as a result of staffing references 1.c and 1.d and decisions reached during the reference 1.e meeting.

3. Addressees are advised not to file this change in the DoD MILSTRAP or DoD MILSTRIP manual. This joint AMCL is being provided as a planning document to assist in systems/program design efforts which may be necessary to implement the change.

4. AMCLs containing the same cyclic implementation dates will be incorporated into MILSTRAP and MILSTRIP interim/formal changes immediately preceding the implementation date. Specific paragraph/appendix numbering may be changed in the interim/formal changes due to the long leadtime involved for AMCL implementation.

5. Other MILSTRIP AMCLs with an assigned implementation date of November 1, 1995, are AMCL 35 and AMCL 36. There are presently seven MILSTRAP AMCLs scheduled for implementation during the following timeframes:

| IMPLEMENTATION DATE | AMCL(S) |
|---|---|
| November 1, 1990 | 4 |
| November 1, 1991 | 6 |
| November 1, 1993 | 27D, 3, 5 |
| November 1, 1994 | 9 |
| November 1, 1995 | 11 |

6. Addressees may direct questions to Ms. M. Kenna for MILSTRAP or Ms. V. Savage for MILSTRIP at (703) 274-6062, AUTOVON 284-6062. Others must contact their Service or Agency designated representative.

JAMES R. LEWIS
Chief
Distribution Standard
Systems Branch

Enclosure:
As stated

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## JOINT AMCLS 11 (MILSTRAP) AND 15 (MILSTRIP)

### EXPANDED MATERIEL RECIEPT ACKNOWLEDGMENT PROCEUDRES

**1. References:**

a. DASD(MI&L)SS Memorandum, May 31, 1983, subject: Expanded Materiel Receipt Reporting Procedures.

b. DoD IG Audit Report No. 83-142, June 9, 1983, subject: Fast Pay Procurements.

c. DoD IG Audit Report No. 84-048, February 14, 1984, subject: Report on the Audit of Controls Over Receipts of Materiel Accepted at Source.

d. DoD IG Audit Report No. 85-050, November 14, 1984, subject: Control Over Shipments of Materiel from Department of Defense Depots.

e. GAO Briefing Report to the Honorable Pete Wilson, U.S. Senate, 1986, Inventory Management--Problems in Accountability and Security of DoD Supply Inventories.

f. DoD 7220.9-M, October, 1983, Department of Defense Accounting Manual.

g. DLSSD-B letter, February 12, 1990, Reply Due Date Extension for Joint Request for Implementation Date (RFID) for Approved MILS Changes (AMCs) 11 (MILSTRAP) and 15 (MILSTRIP), Expanded Materiel Receipt Acknowledgment Procedures.

h. DoD MILSTRAP Focal Point Committee Meeting, August 20-23, 1990.

i. DLSSO-B letter, November 24, 1989, Joint Request for Implementation Date (RFID) for Approved MILS Changes (AMCs) 11 (MILSTRAP) and 15 (MILSTRIP), Expanded Materiel Receipt Acknowledgment Requirements (Previously staffed by PMCLs 4 and 4).

j. DoD 4000.25-3-M, September, 1987, Military Supply and Transportation Evaluation Procedures (MILSTEP).

k. DoD 4000.25-2-M, May 1, 1987, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), as amended.

l. DoD 4000.25-1-M, May 1, 1987, Military Standard Requisitioning and Issue Procedures (MILSTRIP), as amended.

m. DoD 4000.25-10-M, April 5, 1985, Defense Automatic Addressing System (DAAS).

n. DoD Instruction 4140.48, March 6, 1988, Control of Access to DoD Materiel Inventories Required by Defense Contractors.

**2. Change Concept/Rationale:**

**a. Concept:**

(1) Based on the review of materiel receipt reporting directed by DASD(MI&L)SS memorandum, May 31, 1983, (reference 1.a) and on the findings and recommendations provided in the reference 1.b through 1.e Audit Reports, the requirements:

(a) Establish a DoD closed-loop system to monitor receipt of wholesale stock shipments and assure proper accountability is maintained by the receiving activity. The requirements apply for both pushed and pulled shipments which are issued from onhand assets or procured for shipment direct from vendors.

(b) Provide the same control for shipments from defense reutilization and marketing as for shipments from the wholesale distribution system.

(c) Indicate when a discrepancy/deficiency affects the receipt posting/materiel receipt acknowledgment process. Interface the MRA and discrepancy/deficiency report processing operations/systems to validate applicable reports.

(d) Allow proper financial accounting control for intransit materiel as prescribed by DoD 7220.9-M (reference 1.f, chapter 34, paragraph C.15).

(e) Provide for proper documentation of payment files for direct vendor deliveries from fast pay and source acceptance contracts.

(f) Provide for 100 percent shipment status, for all stock issues and direct vendor deliveries, to the activity designated to receive the materiel.

(g) Establish an automated process for resolving unconfirmed materiel release orders which interfaces with the materiel receipt acknowledgment process.

(2) Based on the DLA recommendation staffed by reference 1.g, agreements reached during DoD MILSTRAP Meeting, August 20-24, 1990, (reference 1.h), and adjustments made by the DoD MILSTRAP and MILSTRIP System Administrators following the meeting, the procedures revise the reference 1.i concept as follows:

(a) Reformats the materiel receipt acknowledgment followup to include the distribution code to allow for internal distribution.

(b) Expands materiel receipt acknowledgment procedures to include security assistance shipments when unconfirmed materiel release orders (MROs) are involved.

(c) Establishes an automated method for resolving of MROs using pseudo shipment status to trigger the MRA process.

(d) Provides for force closing unconfirmed MROs for U.S. forces requisitions when receipt has not been acknowledged.

(e) Reformats the materiel receipt acknowledgment to include applicable shipment data for security assistance requisitions.

(f) Allows resolution of unconfirmed MROs and initiation of billing action for security assistance shipments when shipment status or receipt confirmation data is provided in the MRA.

(3) Based on analysis of current DAAS reporting requirements to support preparation of MILSTEP (reference 1.j) reports, perpetuates the present MILSTRAP (reference 1.k) requirements for the DAAS to route MRA images using Service/Agency rules and to provide monthly submission of summarized materiel receipt acknowledgments to the Service/DLA central processing points.

**b. Rationale:**

(1) Resolves DoD system deficiencies in control over receipts of direct vendor deliveries from fast-pay contracts, cited in DoD IG Audit Report No. 83-142 (reference 1.b).

(2) Resolves DoD system deficiencies in control over receipts from source acceptance contracts, cited in DoD IG Audit Report No. 84-048 (reference 1.c).

(3) Resolves DoD "internal control deficiencies as defined by Public Law 97-255, Office of Management and Budget Circular A-123, and DoD Directive 5010.38," cited in DoD IG Audit Report No. 85-050 (reference 1.d) for shipments from DoD depots.

(4) Provides DoD Component level visibility over potential problems in accountability of DoD supply inventories documented in the GAO Briefing Report (reference 1.e).

(5) Provides shipping information to the materiel recipient for exercising proper internal controls for intransit materiel.

(6) Eliminates potential generation of over a million narrative messages by automating the generation of pseudo shipment status documents against unconfirmed MROs and allowing materiel receipt acknowledgment to resolve open MRO records.

**3. Interface/Impact:**

**a. Interface:**

(1) The MILSTRAP (reference 1.k) materiel receipt acknowledgment process interfaces with MILSTRIP (reference 1.l) and MILSTEP (reference 1.j) and involves the inventory management, supply, distribution, procurement, and financial accounting operations and supporting systems at various levels of supply.

(2) Interface between the supply and procurement/financial functions and operations to provide shipment status on direct vendor deliveries.

(3) Requires interface of the supply and financial functions and operations for controlling intransit materiel and resolving unconfirmed materiel release orders.

(4) Requires interface of supply and purchasing operations/ processes for documenting the payment files for direct vendor deliveries against fast pay contracts.

b. **Impact:**

(1) Affects all wholesale and retail (i.e., below wholesale) organizational levels, systems, and procedures within the DoD logistics processes.

(2) Requires revision of DAAS (reference 1.m) processes to delete the reporting requirement for Logistics Information Data System, Section 21, Delinquent Shipment Summary--MRAD.

(3) Requires change to MILSTRIP and DAAS and to Service/Agency and ILCO systems and manuals to generate, accept, and process the status received.

(4) Requires establishment of DoD Component internal reporting requirements for assessing materiel receipt acknowledgment effectiveness and identifying potential breakdowns in Service/Agency internal control systems.

(6) Requires inclusion of materiel receipt acknowledgment requirements in contracts which provide for Government Furnished Materiel, as defined under DoD Instruction 4140.48 (reference 1.n).

**4. Procedures.** Revise DoD MILSTRAP as indicated in attachments 1-6. Revise DoD MILSTRIP as indicated in attachments 7-9. Changes are indicated by bold italics in attachments 1 and 7. Attachments 2-6 and 8-9 are new additions and have been printed in normal type for ease in reading. In attachments 1-7, changes from the RFID, as modified by procedural changes described in reference 1.g, are indicated by double underscore.

9 Att

**JOINT APPROVED MILS CHANGE LETTERS (AMCLS) 11 AND 15**
**APPROVED MILSTRAP CHANGE LETTER (AMCL) 11**

Make the following revisions to DoD MILSTRAP:

**1. Table of Contents.** **Delete** the chapter 4, section O, entry and **revise** the chapter 6 entry to read as follows:


| | | PAGE NO. |
|---|---|---|
| *CHAPTER 6* | *MATERIEL RECEIPT ACKNOWLEDGMENT* | *6-1* |
| *A.* | *Purpose* | *6-1* |
| *B.* | *Applicability* | *6-1* |
| *C.* | *Exclusions* | *6-2* |
| *D.* | *Communications* | *6-2* |
| *E.* | *Policy* | *6-2* |
| *F.* | *Preparing and Sending the Materiel Receipt Acknowledgment* | *6-4* |
| *G.* | *Followups for Delinquent Materiel Receipt Acknowledgment* | *6-7* |
| *H.* | *Correcting or Canceling the Materiel Receipt Acknowledgment* | *6-7* |
| *I.* | *Quality Control* | *6-7* |
| *J.* | *Management Evaluation* | *6-8* |


**2. Table of Contents.** **Add** following to the appendix B entries:


| | | |
|---|---|---|
| *B20* | *Discrepancy Indicator Codes* | *B20-1* |


**3. Table of Contents.** **Add** following to the appendix C entries:


| | | |
|---|---|---|
| *C26A* | *Materiel Receipt Acknowledgment* | *C26A-1* |
| *C26B* | *Followup for Delinquent Materiel Receipt Acknowledgment* | *C26B-1* |


**4. Table of Contents.** **Add** an appendix D entry to read:


| | | |
|---|---|---|
| *APPENDIX D* | *TIME LIMITS* | |
| | *Index* | *D-1* |
| *D* | *Materiel Receipt Acknowledgment Time Limits* | *D1-1* |

**5. Acronyms and Abbreviations.** Make the following **deletion** and **additions:**

| Acronym or Abbreviation | Definition |
|---|---|
| *CCP* | *Consolidation and Containerization Point* |
| *DRMS* | *Defense Reutilization and Marketing Service* |
| *DVD* | *Direct Vendor Delivery* |
| *MRA* | *Materiel Receipt Acknowledgment* |
| ~~*MRAD*~~ | ~~*Materiel Receipt Acknowledgment Document*~~ |
| *MRC* | *Materiel Release Confirmation* |
| *PQDR* | *Product Quality Deficiency Report* |
| *ROD* | *Report of Discrepancy* |
| *TDR* | *Transportation Discrepancy Report* |

**6. References.** **Add** the following as new references:

*(X1) DoD Directive 4100.37, November 12, 1987, Retention and Transfer of Materiel Assets.*

*(X2) DoD Instruction 4140.48, Control of DoD Materiel Inventories Required by Defense Contracts.*

**7. Definitions.** **Add** the following new definitions:

*INVENTORY CONTROL POINT. An organizational unit or activity within a DoD supply system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Service or for the Defense Department as a whole. Materiel inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, disposal direction, and, generally, rebuild direction. (JCS Publication 1 (reference (b)).)*

*MATERIEL RECEIPT ACKNOWLEDGMENT. A computer-processable transaction or manual form used to advise that materiel has been received and posted and/or to indicate that a discrepancy affects the receipt posting/ acknowledgment process.*

*PRODUCT QUALITY DEFICIENCY. A defect or nonconforming condition which limits or prohibits the product from fulfilling its intended purpose. Included are deficiencies in design, specification, materiel, manufacturing, and workmanship. (DLAR 4155.24 et al. (reference (m)).)*

*PROPERTY ACCOUNT*. A formal record of property and property transactions in terms of quantity and/or cost, generally by item. An official record of Government property required to be maintained. (JCS Publication 1 (reference (b)).)

*RETAIL STOCK*. Stock held below the wholesale level. (DoD Directive 4100.37 (reference (X1)).)

*REPORTING ACTIVITY*. Within the context of chapter 6, the reporting activity *for U.S. forces* is the activity identified by the "ship-to" DoDAAC designated by the signal code of the requisition. The reporting activity is normally the requiring activity or unit which receives the materiel and posts it to a record such as a retail stock record, stock record account, property account, etc. *For security assistance shipments, the responsible Service ILCO will serve as the reporting activity.*

*STOCK RECORD ACCOUNT*. A basic record showing by item the receipt and issuance of property, the balances on hand, and such other identifying or stock control data as may be required by proper authority. (JCS Publication 1 (reference (b)).)

*SUPPLY DISCREPANCY*. Errors reportable under DLAR 4140.55 et al. (reference (k)); i.e., any variation in goods received from data shown on the covering shipping documents (i.e., GSA or DD Form 1348-1, DD Form 1149, authorized procurement delivery document or vendor's packing list, or other authorized shipping document) which is not the result of a transportation discrepancy or product quality deficiency. Supply discrepancies encompass variations in condition or quantity--including lost or damaged U.S. Postal Service shipments, incorrect and misdirected materiel, receipt of canceled requirements, improper or inadequate technical data or supply documentation, and any unsatisfactory condition due to improper packaging which causes the materiel to be vulnerable to loss, delay, or damage or which imposes unnecessary expense to the U.S. Government (e.g., excessive packaging).

*TRANSPORTATION DISCREPANCY*. Any variations in quantity or condition of materiel received from that shown in the piece count by type of transportation pack on the bill of lading or governing transportation document, or materiel delivered without transportation documentation, and other deficiencies or discrepancies in transportation when discrepant materiel is not involved. For example, improper or inadequate carrier handling, service, or equipment is involved or significant or repetitive discrepancies by the same shippers are noted in connection with the preparation and/or distribution of bills of lading. Responsibility can be the fault of the carrier or the shipper. (AR 55-38 et al. (reference (l)).)

***WHOLESALE STOCK.*** ***Stock regardless of funding sources over which the inventory manager at the national level has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.*** ***(DoD 4100.37 (reference (X1)).)***

**8. Chapter 1, section D, paragraph 1.** **Revise** to read as follows:

1. Supply transactions below the ICP, SCA, SA level in the distribution system; i.e., transactions at post, camp, station, base (or equivalent) level ~~**with the exception of transaction and asset status reporting provided for in chapter 8, section C.,**~~ or between post, camp, station, base (or equivalent) and using organizations, unless a Service or Agency ***establishes an internal requirement for use at this level.*** ~~***identifies applicability of these procedures to a requirement at this level within the Service or Agency.***~~ . Materiel receipt acknowledgment ***[text deleted]***, as provided for in chapter ***6***, is ~~***are also***~~ required below the wholesale level and is ~~***are, therefore,***~~ not excluded. Transaction and asset status reporting, as provided for in chapter 8, is required below the wholesale level and is also not excluded. MILSTRAP further excludes:

**9. Chapter 1, Section F, Paragraph 2, Heads of DoD Components and Other Participating Services/Agencies.** Add a new subparagraph k to read as follows:

***k. Review delinquent MRA data for their reporting activities and initiate action to assure proper supply accountability and accounting control over intransit wholesale stock and compliance with the chapter 6 MRA requirements.***

**10. Chapter 4.** **Delete** Section O, Materiel Receipt Acknowledgment at the Retail Level.

**11. Chapter 6.** **Add** new chapter 6 as indicated in attachment 2.

**12. Appendix A, Forms (Introduction).** **Add** the following to paragraph 4.a, (DD Form 1486) of the appendix A introduction:

***(5) Materiel receipt acknowledgment***

**13. Appendix B - Index.** **Add** a new entry for Appendix B20, Discrepancy Indicator Codes, page B20-1.

**14. Appendix B1, Document Identifier Codes.** **Delete** DI Code D6S, **delete** the word "depot" from the explanation of DI Codes D6T, D6U and D6V, and **add** the following new assignments:

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| *DRA* | *Materiel Receipt Acknowledgment* | *From reporting activity to supply source to acknowledge materiel receipt.* |
| *DRB* | *Materiel Receipt Acknowledgment Reply to Followup* | *From reporting activity to supply source to acknowledge materiel receipt in reply to followup.* |
| *DRF* | *Followup For Delinquent Materiel Receipt Acknowledgment* | *From supply source to reporting activity to follow up when materiel receipt has not been acknowledged on time.* |

**15. Appendix B20.** **Add** a new appendix B20 as indicated in attachment 3.

**16. Appendix C Index.** **Add** two new appendices to read:


| | | PAGE NO. |
|---|---|---|
| *APPENDIX C26A* | *Materiel Receipt Acknowledgment (DRA, DRB).* | *C26A-1* |
| *APPENDIX C26B* | *Followup for Delinquent Materiel Receipt Acknowledgment (DRF)* . . . . . | *C26B-1* |

**17. Appendix C2.** **Delete** footnote 4 and **revise** the entries for record positions 4-6, 67-69, and 73-75 as follows:

| FIELD LEGEND | RECORD POSITION(S) | EXPLANATION AND INSTRUCTIONS |
|---|---|---|
| Routing Identifier (TO) | 4-6 | ***[Text deleted]*** Enter (or perpetuate) the code of the ICP/SCA to which this transaction is being forwarded. |
| Routing Identifier (Receiving Location) | 67-69 | Enter (or perpetuate) RI code identifying activity at which item is received, if available; otherwise, leave blank. **[footnote deleted]** |
| Day of Year | 73-75 | ***[Text deleted]*** Enter ordinal day of the calendar year that materiel was released by carrier. |

**18. Appendix C.** **Add** a new appendix C26A as indicated in attachment 4.

**19. Appendix C.** **Add** a new appendix C26B as indicated in attachment 5.

**20. Appendix D.** **Add** new Appendix D, Time Limits, as indicated in attachment 6.

# CHAPTER 6

## MATERIEL RECEIPT ACKNOWLEDGMENT

### A. PURPOSE

1. This chapter provides policy and procedures for a DoD automated, closed-loop system to provide accountability and monitor receipt of shipments of DoD and GSA wholesale stocks and DRMS stocks which are issued from onhand assets or procured for DVD. These procedures interface with MILSTEP (reference (q)) for measuring receipt takeup time by requisitioners and with MILSTRIP (reference (h)) for providing 100 percent shipment status on stock issues, including DVDs.

2. These procedures provide for the control of due-in records below the wholesale level and the interface among the transportation, quality, supply, and financial operations/systems below the wholesale level and between the supply and purchasing operations/systems at the wholesale level to provide proper control over intransit assets and document receipt in the payment files.

### B. APPLICABILITY [1/]

1. These procedures apply to shipments of DoD wholesale stocks and DRMS stocks and, in part, to shipments of GSA wholesale stocks--whether pushed or pulled, delivered or picked up, issued from onhand assets or procured for DVD from commercial sources.

2. These procedures, therefore, apply to:

a. All DoD wholesale ICPs and the DRMS.

b. Recipients of DoD and GSA wholesale stocks and DRMS stocks--including DoD intermediate/retail level and end use activities; contractors which receive GFM, as defined under DoD Instruction 4140.48 (reference (X2)) ~~and implemented in MILSTRIP (reference (h))~~; DoD ICPs which requisition materiel from GSA, DRMS, or other DoD ICPs; and DoD

1 For the purposes of this chapter, the DRMS is the DoD ICP for shipments from reutilization and marketing.

maintenance facilities which receive items for maintenance when the maintenance activity accountable officer assumes property accountability for the inducted items--hereafter called reporting activities.

3. Implementation of the materiel receipt acknowledgment concept is optional for intra-Service/Agency shipments of retail stock. However, DoD Components which choose to implement the concept for such shipments will prescribe use of these procedures.

## C. EXCLUSIONS

These procedures are not applicable to the following:

1. Commodities excluded from requisitioning under MILSTRIP (reference (h)), except that receipt of forms and publications requisitioned under reference (h) will be acknowledged.

2. Shipments to Foreign Military Sales and Grant Aid customers except when the shipment concerns an unconfirmed MRO as described in reference (h), chapter 3, section U. (Processing Followups), paragraph 5.

3. Inter-Service/Agency lateral redistributions of retail stock, not directed by the Integrated Materiel Manager (IMM). (SEE JULY 8, 98 Addendum to AMCL 11)

4. Shipments to state, civil, or federal agency activities.

5. Receipts into DoD wholesale stock which are controlled under chapter 4, including relocations/shipments to contractors, commercial or industrial activities which are receipt reported to the owning ICP. However, when ICPs requisition materiel from another ICP or the DRMS and the receipt is reported under chapter 4, the requisitioning ICP will acknowledge the receipt.

6. Shipments **to** defense reutilization and marketing which are covered under the MILSTRIP (reference (h)) procedures for intransit control of shipments to DRMOs.

7. Shipments of fresh fruit and vegetables (FF&V).

8. Shipments to Army/Air Force Exchange Service (DoDAACs HX1---, HX2---, HX3---, and HX4---).

9. Navy manual ships.

## D. COMMUNICATIONS

1. Chapter 1, section K, states the responsibilities for reporting activities to make arrangements for the preparation and transmission of MILSTRAP transactions. When use of an electrically transmittable document is not feasible, reporting activities will acknowledge materiel receipt by mailing a DD FORM 1486, DoD Materiel Receipt Document (Appendix A3).

2. Reporting activities will direct MRAs to the managing ICP, as identified from the instructions in appendix C26A. The DAAS will pass the MRA to the designated ICP and provide images to other designated activities based upon Service/Agency rules.

3. ICPs will send all MRA followups to the DAAS ~~for transmission~~. The DAAS will route MRA followups for U.S. forces to the "ship-to" activity identified by the signal code. If DAAS cannot determine the "ship-to" activity, DAAS will return the document to the ICP for mailing. The DAAS will route MRA followups for security assistance requisitions to the applicable service ILCO based on the entries in record position 30 (Service code) and record position 54 (distribution code).

## E. POLICY

1. Reporting Activities and ICPs shall meet the time limits stated throughout this chapter and summarized in appendix D1.

2. Reporting Activities, excluding ILCOs, shall:

a. Establish supply due-in records for all requisitions (pulled or pushed) being supplied from wholesale stock. It is not required to establish a due-in record when shipment status is received after the materiel has been received.

b. Update (or establish, when no previous record of the due-in/materiel receipt exists) due-in records and estimated delivery dates, based on supply and shipment status received. Establish due-in record estimated delivery dates which equal the appendix D timeframes (i.e., the shipment status release day (DI Code AS_/AU_ record positions 57-59) plus 30 or 90 calendar days for shipments to CONUS or overseas activities, respectively).

c. Post receipts from wholesale stock to a stock record/property, or equivalent, account and acknowledge materiel receipt under these procedures.

d. Whenever materiel is taken into U.S. Government custody at final destination, whether it has been accepted or not, assure that the receipt is posted to the stock record/property, or equivalent, account. Establish any needed interface among the transportation, quality, and supply operations/processes to meet this requirement.

e. Monitor due-in records and report nonreceipt under these procedures when materiel is not received within the timeframes prescribed by Appendix D. MILSTRIP (reference (h)) requires that 100 percent shipment status be sent to all reporting activities so they can meet this requirement.

f. Coordinate with the financial operation/function before clearing a due-in record by any action other than materiel receipt. Maintain an auditable record of all due-in records so cleared.

g. Establish an interface with financial accounting operations/processes to maintain proper financial accounting control for intransit assets, as prescribed by DoD 7220.9-M (reference (z)), chapter 34.

3. ILCO reporting activities shall screen history records for valid shipment status or coordinate with freight forwarders/customers to determine shipment status/receipt data, for unconfirmed MROs and send an MRA within the timeframes prescribed in appendix D.

4. ICPs shall:

a. Have a closed-loop system to monitor materiel receipt on all shipments of wholesale stock to DoD activities.

b. Control MRA data based on quantity within document number. When the MRA does not match a shipped record, use the data only for quality control/management evaluation purposes. Do not reject MRAs to the submitter.

c. Keep an accessible record of requisitions, by document number and suffix code shipped, until materiel receipt is confirmed, nonreceipt is reported for the quantity shipped, or failure to acknowledge is included in management evaluation reports.

d. Establish an interface between the supply and disbursing functions/operations to provide receipt acknowledgment data for all direct vendor deliveries for documentation of payment files.

e. Consider MRA data in the ROD validation process.

5. DoD Components:

a. Shall establish the internal interface among the logistics, financial, and contracting operations/systems necessary to accomplish the requirements of this chapter. When operations are geographically removed from each other, DoD Components may prescribe use of intra-Service/Agency transactions to accomplish the required interface.

b. May, for intra-Service/Agency shipments, elect to have their shipping activity or CCP create an MRA and send it with the shipment for completion and submission by the reporting activity.

c. May prescribe, where appropriate, that intermediate levels of supply (i.e., organizations that are not the ultimate materiel recipient but maintain due-in records for referred user requisitions) post receipts to their due-in records and acknowledge materiel receipt for the user.

d. May record MRA data in requisition history and use such acknowledgment to close unconfirmed materiel release orders.

6. GSA will not use the MRA to monitor materiel receipt but will use the data to interface with the discrepancy reporting process. Therefore, GSA will not follow up to reporting activities to request an MRA.

7. Services and Agencies may prescribe additional internal followup requirements using the appendix C26A and C26B formats.

## F. PREPARING AND SENDING THE MATERIEL RECEIPT ACKNOWLEDGMENT

1. Reporting activities will submit an MRA when a material receipt is posted to the retail stock record, stock record account, property account, or equivalent record. Also, submit an MRA when due-in dates are reached and materiel has not been received.

a. Send an MRA to the ICP:

(1) Within 5 calendar days of materiel receipt.

(2) 30 calendar days from the release date when a shipment to a CONUS activity has not been received.

(3) 90 calendar days from the release date when a shipment to an overseas activity has not been received.

2. ILCOs in receipt of DI Code ASH pseudo shipment status (see MILSTRIP (reference (h)), chapter 3, section U. (Processing Followups), paragraph 5) will screen history records for valid shipment status. If valid shipment status is not available, ILCOs will may coordinate with freight forwarders/customers to determine shipment status/receipt data. Submit an MRA to reflect the shipment status, ~~or~~ receipt data or shipment status within 120 calendar days from the DI Code ASH pseudo shipment status release date. and adden...

3. Follow the appendix C26A instructions for preparing the MRA. Send the MRA to the ICP. If the reporting activity cannot transmit electrically, prepare a manual MRA using the DD Form 1486, Materiel Receipt Document (appendix A3). Mail the form directly to the ICP. Print "MATERIEL RECEIPT ACKNOWLEDGMENT" in large letters on the mailing envelope.

4. To acknowledge receipt of a nondiscrepant shipment, submit the MRA leaving record position 63 blank and entering the day posted to the stock record/property, or equivalent, account in record positions 60-62.

5. When a shipped line item (requisition document number and suffix code) is consigned as a split or partial shipment, send an MRA for the shipment segments as they are received. If the total quantity for the shipped line item is not received by the due-in date, report the missing quantity under paragraph F.~~3~~.c.

6. To acknowledge receipt of a discrepant/deficient shipment, submit an MRA, except as noted below, with the appropriate discrepancy indicator code (appendix B20) in record position 63. **Note that these requirements and timeframes are independent from prescribed shipment tracing and discrepancy/deficiency reporting requirements and timeframes to which the receiving facility must also adhere.**

a. If the document number cannot be identified, post the receipt using a local document number. Do not submit an MRA.

b. If the stock number/part number of the item received cannot be fully entered in record positions 8-22, leave blank. If stock number/part number cannot be fully entered in record positions 8-22 and is a wrong item or cannot be identified, leave record positions 8-22 blank and enter discrepancy indicator code A in record position 63.

c. For total or partial non-receipt, enter the quantity not received in record positions 25-29, Discrepancy Indicator Code F in

record position 63, and the transaction preparation day in record positions 60-62.

d. Except for shortage and partial or total nonreceipt, covered in paragraph F.5.c., enter a code X in record position 63 of the MRA if the discrepancy does not meet discrepancy reporting criteria.

e. When the discrepancy causes the receipt to be posted using more than one transaction (e.g., multiple supply condition codes or multiple stock numbers are received), send an MRA for each transaction posted. If needed, also send an MRA for any quantity not received.

## G. FOLLOWUPS FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGMENT

1. When materiel shipment is confirmed or when the requisition involves an unconfirmed MRO as described in MILSTRIP (reference (h)) chapter 3, section U. (Processing Followups), paragraph 5, the ICP will monitor for receipt of MRA(s). MRA must be received for the total quantity shipped within 45 calendar days from the date released to carrier for shipments to CONUS activities, within 105 calendar days from the date released to carrier for shipments to overseas activities, or within 135 days from the DI Code ASH pseudo shipment status release date for security assistance requisitions. Otherwise, the ICP will send a DI Code DRF followup, prepared in the appendix C26B format.

2. To answer the followup, the reporting activity will fill out an MRA following the section F procedures but entering DI code DRB in record positions 1-3. Send the MRA to the ICP within 15 calendar days from the transaction day in the followup.

3. If a reply is not received within 30 calendar days from the followup transaction day, the ICP will include the delinquency information in the management evaluation report (section J.). Also, if the requisition involves an unconfirmed MRO (see MILSTRIP (reference (h)), chapter 3, section U. (Processing Followups), paragraph 5.), then the ICP will resolve the record as described in reference (h), chapter 3, section V (Force Closed Materiel Release Confirmation).

## H. CORRECTING OR CANCELLING A MATERIEL RECEIPT ACKNOWLEDGMENT

1. Activities which acknowledge a materiel receipt in error will not correct the MRA. However, to assure validation of any ROD for the shipment, the reporting activity must identify the erroneous MRA information in the ROD remarks.

2. When an ICP receives an MRA that does not match a shipment record, or contains errors, the ICP will document the error in the management evaluation report or quality control data, as applicable.

## I. QUALITY CONTROL

1. To comply with the requirements of chapter 7, section H, ICPs and reporting activities shall include the evaluation of internal MRA processing in their quality control programs. The following work processes shall be included: accuracy of MRA initiation or followup, submission timeliness, and investigative research to determine and correct processing errors.

2. Command managers shall assign to specific organizations the responsibility for directing and monitoring corrective action. The purpose of the program is to assist management in identifying those human, procedural, or system errors which adversely affect the MRA process or indicate potential deficiencies in the control over intransit assets.

3. Command managers must ensure effective organizational inter-relationships among the functional operations/processes concerned with MRA, such as: supply, procurement, financial, inventory management, transportation, quality assurance, and storage.

## J. MANAGEMENT EVALUATION

1. DoD Components shall establish a management evaluation program which monitors and evaluates MRA submission to assure compliance with MRA requirements. Execute timely processing and perform response rate analyses to identify nonresponsive activities and initiate corrective actions.

2. The program shall provide for:

a. Data collection and submission to meet DoD reporting requirements established under MILSTEP (reference (q)).

b. Monthly internal management reporting by ICPs to a single point within the Component for analysis to identify potential deficiencies in operations or procedures contributing to breakdowns in internal controls for intransit wholesale stock. These reports shall include, as a minimum: the number of unmatched MRAs by "ship to" activity DoDAAC and the number, percentage, dollar value, source of

materiel (stock or DVD), and date (month) shipped for delinquent MRAs and MRAs having a discrepancy indicator by "ship to" activity DoDAAC and by shipping activity. Procedures for this purpose shall be cleared under the provisions of the reports control regulation of the individual DoD Component.

c. Assigning responsibility to specific organizations to direct and monitor action to correct the causes of unacknowledged materiel receipts and deficiencies in intransit controls and to request that corrective action be initiated by the cognizant MILSTRAP Focal Points for delinquent and nonreporting activities of other DoD Components.

3. ICPs shall maintain accessible records of shipments and MRA transactions to support the reporting requirements.

4. For preparation of the MILSTEP (reference (q)) reports, the DAAS will summarize all MRAs monthly and furnish the summary to the Service/ DLA CPPs.

# APPENDIX B20

## DISCREPANCY INDICATOR CODES

**NUMBER OF CHARACTERS:** One

**TYPE OF CODE:** Alphabetic

**EXPLANATION:** A one digit code used in the MRA to indicate when a supply or transportation discrepancy or product quality deficiency affects the receipt posting and/or MRA process.

**RECORD POSITION:** 63

| CODE | DEFINITION |
|---|---|
| A | ROD being submitted. (Excludes shortage and partial or total nonreceipt.) |
| B | No record of requisition. (Use in reply to DI Code DRB followup if there is no record of the requisition and the materiel has not been received.) |
| C | Reserved for future DoD assignment. |
| D | Transportation discrepancy report being submitted. (Excludes shortage and partial or total nonreceipt.) |
| E | Product quality deficiency report being submitted. |
| F | Shortage or partial or total nonreceipt. Quantity not received entered in record positions 25-29. |
| G-W | Reserved for future DoD assignment. |
| X | Discrepant receipt, other than shortage and partial or total nonreceipt, which does not meet qualifying criteria for discrepancy report submission. |
| Y-Z | Reserved for future DoD assignment. |

# APPENDIX C26A

## MATERIEL RECEIPT ACKNOWLEDGMENT

| FIELD LEGEND | RECORD POSITION(S)/ DD FORM 1486 BLOCK | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier | 1-3 BLOCK C | Enter DI Code DRA when submitting materiel receipt acknowledgment.<br><br>Enter DI Code DRB when submitting a delinquent MRA in reply to followup. 1/ |
| Routing Identifier (To) | 4-6 BLOCK D | Enter the RI code of activity to receive this transaction. 2/ |
| Multi-Use | 7 BLOCK E | |
| Mode of Shipment | | For security assistance shipments, enter the applicable mode of shipment, if available; otherwise, leave blank. |

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1 In reply to followup, when no record of the basic requisition document number exists, duplicate record positions 8-24 and record positions 30-51 from the DI Code DRF Followup.

2 Duplicate from the following in listed order of preference: record positions 4-6 of the DI Code DRF, MRA followup or DI Code AS_ Shipment Status; record positions 67-69 of the DD Form 1348-1 or DI Code AE_ Supply Status; record positions 4-6 of the original requisition. For intra-Service/Agency followup requirements, enter code prescribed by the Service or Agency.

| FIELD LEGEND | RECORD POSITION(S)/ DD FORM 1486 BLOCK | ENTRY AND INSTRUCTIONS |
|---|---|---|
| or | | |
| Service Use | | For U.S. forces shipments, enter data prescribed by the Service or Agency (e.g., code for controlling receipt of partial or split quantities). |
| Stock or Part Number | 8-22 BLOCK F | Enter stock number or part number of the item received. 3/ For total or partial nonreceipt, duplicate from due-in record. |
| Unit of Issue | 23-24 BLOCK G | Enter UI of the item received. For total or partial nonreceipt, duplicate from due-in record. |
| Quantity | 25-29 BLOCK H | Enter total quantity received for the document number and suffix code entered in record positions 30-44. For total or partial nonreceipt, enter the missing quantity and enter Discrepancy Indicator Code F in record position 63. 4/ |

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3 If the stock number/part number of the item received cannot be fully entered in record positions 8-22, leave blank. If item received exceeds stock number field and is wrong item or cannot be identified leave record positions 8-22 blank and enter Discrepancy Indicator Code A in record position 63.

4 See Appendix C - Formats Introduction, paragraph 3.a.

| FIELD LEGEND | RECORD POSITION(S)/ DD FORM 1486 BLOCK | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Number | 30-43<br>BLOCK I | Duplicate from receipt document. For total or partial nonreceipt, duplicate from due-in record. |
| Suffix | 44<br>BLOCK J | Enter suffix code, if any, from receipt documentation. For total or partial nonreceipt or missing documentation, duplicate from due-in record. |
| Supplementary Address | 45-50<br>BLOCK K | Duplicate from receipt document. For total or partial nonreceipt, duplicate from due-in record. |
| Signal | 51<br>BLOCK M | Duplicate from receipt document. For total or partial nonreceipt, duplicate from due-in record. |
| Blank | 52-53 | Leave blank. |
| Routing Identifier (To) | 54-56<br>BLOCK N | When prescribed by Service or Agency, enter applicable RI code for: [5]<br><br>a. Activity requiring MRA in addition to activity indicated in record positions 4-6.<br><br>b. MCA requiring MRA in addition to ICP (for GFM shipments to contractors). |

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[5] DAAS will edit and provide an MRA ~~transaction~~ to the activity identified by a valid RI code in record position 54-56.

| FIELD LEGEND | RECORD POSITION(S)/ DD FORM 1486 BLOCK | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Project | 57-59<br>BLOCK O | Duplicate from receipt document. For total or partial nonreceipt, duplicate from due-in record. |
| Day of Year (Posted to Record/Shipped) | 60-62<br>BLOCK P<br>(spaces 1-3) | Enter ordinal day of calendar year as follows:<br><br>a. For U.S. forces, enter day receipt was posted to stock record/property account or equivalent. If record position 63 is F, enter day this transaction is prepared.<br><br>b. For security assistance shipments, when mode is entered in record position 7 enter the day shipped; otherwise, enter day this transaction is prepared. |
| Discrepancy Indicator | 63<br>BLOCK P<br>(space 4) | Enter code from appendix B20, when applicable; otherwise, leave blank. |
| Blank | 64-66 | Leave blank. |
| Service Use | 67-69<br>BLOCK Q | Enter data prescribed by the Service or Agency. |
| Blank | 70-72 | Leave blank. |
| Service Use | 73-80<br>BLOCKS V-W | Enter data prescribed by the Service or Agency. |

# APPENDIX C26B

## FOLLOWUP FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGMENT

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier | 1-3 | Enter DI Code DRF. |
| Routing Identifier (From) | 4-6 | Enter RI code of activity preparing the transaction. 1/ |
| Media and Status | 7 | Duplicate from the MRC (DI Code AR ) or DI Code ASH Shipment Status. 2/ |
| Stock or Part Number | 8-22 | Duplicate from the MRC or DI Code ASH Shipment Status. 2/ |
| Unit of Issue | 23-24 | Duplicate from the MRC or DI Code ASH Shipment Status. 2/ |
| Quantity | 25-29 | Enter quantity of the shipment which has not been acknowledged or reported as not received. 3/ |
| Document Number | 30-43 | Duplicate from the MRC or DI Code ASH Shipment Status. 2/ |

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1 For Intra-Service/Agency followup requirements, enter code prescribed by the Service or Agency.

2 See MILSTRIP (reference (h)) for transaction format.

3 See Appendix C - Formats Introduction, paragraph 3.a.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Suffix | 44 | Duplicate from the MRC or DI Code ASH Shipment Status. [4/] |
| Supplementary Address | 45-50 | Duplicate from the MRC or DI Code ASH Shipment Status. |
| Signal | 51 | Duplicate the original or modified requisition entry. [4/] |
| Blank | 52-53 | Leave blank. |
| Distribution Code | 54-56 | Duplicate the requisition entry. |
| Day of Year (Date Shipped) | 57-59 | Duplicate from the MRC or DI Code ASH Shipment Status. [4/] |
| Shipment Unit Number | 60-76 [5/] | Duplicate from the MRC or DI Code ASH Shipment Status. [4/] |
| Mode of Shipment | 77 | Duplicate from the MRC or DI Code ASH Shipment Status. [4/] |
| ~~Day of Year~~ | ~~78-80~~ | ~~Duplicate from the materiel release confirmation. [2/]~~ |
| Day of Year (Transaction) | 78-80 | Enter ordinal day of the calendar year this transaction is prepared. |

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4 See footnote 2 on page C26B-1.

5 Based on 1 Nov 93 implementation of MILSTRIP AMCL 138; otherwise, priority is entered in record positions 60-61.

# APPENDIX D

## TIME LIMITS

**INDEX** **PAGE NO.**

APPENDIX D1 Materiel Receipt Acknowledgment Time Limits . . D1-1

# APPENDIX D1

## MATERIEL RECEIPT ACKNOWLEDGMENT TIME LIMITS

1. **Time Limits for Reporting Activities**: [1/]

| ACTION | TIME LIMIT |
|---|---|
| U.S. Forces Send MRA | * 5 calendar days from date materiel received. And,<br>° 30 calendar days from the DI Code AS date shipped field entry (CONUS destination) for nonreceipt; or<br>° 90 calendar days from the DI Code AS date shipped field entry (Overseas destination) for nonreceipt. |
| ILCOs Send MRA | * 120 calendar days from the DI Code ASH date shipped field entry for security assistance shipments. |
| Send MRA in Reply to ICP Followup | * 15 calendar days from transaction day in DI Code DRF followup. |

* Means take the action **before** the time limit is reached.

° Means take the action **when** the time limit is reached.

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1 These requirements and timeframes are independent from prescribed shipment tracing and discrepancy/deficiency reporting requirements and timeframes to which the receiving facility must also adhere.

## 2. Time Limits for ICPs/DRMS:

| ACTION | TIME LIMIT |
|---|---|
| Follow up for Delinquent MRA | ○ 45 calendar days from the date shipped field entry in the MRC or DI Code ASH Shipment Status for U.S. Forces shipments (CONUS destination). |
| | ○ 105 calendar days from the date shipped field entry in the MRC or DI Code ASH Shipment Status for U.S. Forces shipments (Overseas destination). |
| | ○ 135 calendar days from the date shipped field entry in the Code ASH Shipment Status for security assistance shipments. |

* Means take the action **before** the time limit is reached.

○ Means take the action **when** the time limit is reached.

**APPROVED MILS CHANGE LETTERS 11 (MILSTRAP) AND 15 (MILSTRIP)**
**APPROVED MILSTRIP CHANGE LETTER 15**

**1. Table of Contents, Chapter 3.** Revise the entry for paragraph V. as follows:

*V. Force Closed Materiel Release Confirmation* *3-13*

**2. Table of Contents, Appendix C, Formats.** Add two new entries as follows:

C13A *Force Closed Materiel Release Confirmation* C13A-1

C17A *Pseudo Shipment Status for Unconfirmed Materiel Release Orders.* C17A-1

**3. Acronyms and Abbreviations.** Add a new entry as follows:

*MRA* *Materiel Receipt Acknowledgment.*

**4. References.** Add the following two new references:

*(rr) DoD 4000.25-3-M, 'Military Standard Supply and Transportation Evaluation Procedures (MILSTEP),' July 1987, authorized by DoD Directive 4000.25.*

*(ss) AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, May 1, 1982, 'Reporting of Transportation Discrepancies in Shipments,' as amended.*

**5. Chapter 3, Paragraph U.5.** Revise as follows:

5. Storage activities will use a 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 Materiel Receipt Acknowledgment (MRA) has been received, will generate a DI ASH shipment status transaction to DAAS. The DI ASH transaction will be in the appendix C17A 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.***

**6. Chapter 3, Paragraph U.6.** Redesignate current paragraphs U.6. through U.12. as U.7. through U.13. and add a new subparagraph as follows:

***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.***

**7. Chapter 3, Paragraph V.** Delete **RESERVED** and add the following:

***V. FORCE CLOSED MATERIEL RELEASE CONFIRMATION***

***Subsequent to generating an ASH transaction under subparagraph U.5. above for unconfirmed MROs, supply sources will hold the MRO record open pending an MRA response (MILSTRAP (reference (cc)), 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*** ~~for shipments to U.S. recipients,~~ ***the supply source*** ~~***will***~~ may ***force close the MRO using a DI ARH transaction.*** For shipments to security assistance recipients, supply sources sha~~ll effect manual actions to resolve the open MRO record and shall~~ will ***ensure that proper inventory accounting and billing*** policy and ***procedures*** are ***applied.*** The DI ARH transaction will be in the appendix C13A format.

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In response to DI Code DRA transactions indicating nonreceipt, the supply source may force close the open MRO and bill for the materiel, or reprocess (ship) the materiel based on established dollar thresholds.

**8. Chapter 3, Paragraph AJ.** Add the following as subparagraph 1.d:

***d. Transmission of shipment status, within the time standard prescribed in chapter 3, paragraph L., to the ship-to activity designated by the signal code unless the M&S code is 8.***

**9. Chapter 4, Paragraph C.5.** Change to read as follows:

5. Shipment Status informs recipients of actual shipping dates (i.e., date released to carrier). It also provides for interface with:

***a. Transportation for shipment tracing by consignees, as provided in MILSTAMP (reference (p)).***

***b. Materiel receipt acknowledgment under MILSTRAP (reference (cc)).***

***c. Shipment tracing under chapter 3, paragraph AP.***

***d. Performance measurement evaluation under MILSTEP (reference (rr)).***

***e. Reports of discrepancy under DLAR 4140.55 et al. (reference (vv)) and DLAR 4140.60 et al. (reference (yy)).***

***f. Reports of transportation discrepancy under AR 55.38 et al. (reference (ss)).***

**10. Chapter 4, Paragraph F.1.** Revise to read as follows:

1. Promptly record status received automatically and/or in reply to a followup to applicable due-in records/requisition history - status files, and, in the case of DRMS, the disposal suspense file. ***Use shipment status to establish or update the due-in record to monitor for materiel receipts under MILSTRAP (reference (cc)), chapter 6.***

**11. Chapter 4, Paragraph H.2.a.** Revise as follows:

a. Supply sources will transmit DI AE8/AS8 transactions to DAAS for all supply source initiated requisition status ***to include AS8 status for all direct vendor deliveries, as required in chapter 3, paragraph AJ.*** Upon receipt by DAAS of the DI A_8 status transaction, DAAS will convert the DI A_8 transaction to the appropriate DI AE_ or AS_ transaction and make distribution under ***chapter 4***, paragraphs J. and O. Except for cancellations and rejections, status will be furnished by DAAS to the activity designated by a significant alphabetic code or significant numeric code ***(from DoD 4000.25-1-S1, (reference (h)))*** in rp 54. ***Supply sources will furnish shipment status for exception ship-to addresses to the activity identified in rp 30-35 of the requisition. In addition, DAAS will furnish shipment status to all valid status recipients.***

**12. Chapter 4, Paragraph H.2.b.** Revise current subparagraph H.2.b. as H.2.c. and add a new subparagraph H.2.b. as follows:

***b. Supply sources will transmit DI ASH transactions to DAAS under chapter 3, paragraph U.5. DAAS will furnish this status to the*** "ship to" activity ***~~activity designated by a significant M&S code in rp 7, and to the~~*** identified by the signal code. If DAAS cannot determine the "ship to" activity, DAAS will return the document to the ICP for mailing. The DAAS will route the pseudo shipment status transaction for security assistance requisition to the applicable Service ILCO based on entries in rp 30 (Service code) + 54 (Distribution code)

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*activity designated by a significant alphabetic or numeric entry in rp 54. In addition, DAAS will furnish this status to the ship-to activity designated by the signal code for U.S. forces requisitions and to the applicable Service ILCO for security assistance requisitions.*

**13. Chapter 4, Figure 4-1.** Add a new footnote 5 and a footnote 5 designation to the A0_/A2_/A3_/A4_ and the AM_/AT_/AFC entries as follows:

| CUSTOMER INPUT DI | ACTIVITY DESIGNATED BY M&S CODE | SOS AND MCA OUTPUT DI AND ELIGIBLE RECIPIENT[1/] RP 30-35 | RP 45-50 | RP 54 |
|---|---|---|---|---|
| A0_/A2_/A3_/A4_ | Requisitioner | A_1[5/] | | A_3 |
| | SUPADD | | A_2[5/] | A_3 |
| | Distribution | | | A_3[2/ 5/] |
| AM_[5/]/AT_[5/]/AFC | Requisition | A_1 | | A_3 |
| | SUPADD | | A_2 | A_3 |
| | Distribution | | | A_3[4/] |

5/ *Shipment status will always be provided to the ship-to activity designated by the signal code.*

**14. Appendix B1.** Add the following:

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| *ARH* | *Force Closed Materiel Release Confirmation* | *For use by ICPs and storage activities to force close open MRO records.* |
| *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.* |

**15. Appendix B4, Paragraph 2.** Change subparagraph a(4) as follows:

(4) With the exception of M&S 8, M&S codes do not apply to:

***(a) The mandatory provision of shipment status to all valid status recipients.***

(b) Rejection or cancellation status.

(c) Responses to followups.

(d) Status responses to MOV response (DI AP_) documents.

**16. Appendix B4, Paragraph 6.** Change M&S codes used with A_ Series DIs as follows:

| CODE | EXPLANATION |
|---|---|
| 0 | No status to requisitioner or SUPADD ***other than mandatory shipment status to the ship-to activity designated by the signal code***. 100 percent supply status and shipment status by data pattern (AUTODIN) to the activity designated by a significant entry in rp 54. |
| Y | No status to requisitioner or SUPADD ***other than mandatory shipment status to the ship-to activity designated by the signal code***. Exception supply status and shipment status by data pattern (AUTODIN) to the activity designated by a significant entry in rp 54. |

**17. Appendix C Formats, Index.** Add new entries as follows:

| | | |
|---|---|---|
| Appendix C13A | ***Force Closed Materiel Release Confirmation*** | C13A-1 |
| Appendix C17A | ***Pseudo Shipment Status for Unconfirmed Materiel Release Orders*** | C17A-1 |

**18. Appendix C13A.** Add the new appendix as shown in Attachment 8.

**19. Appendix C17A.** Add the new appendix as shown in Attachment 9.

# APPENDIX C13A

## FORCE CLOSED MATERIEL RELEASE CONFIRMATION

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier | 1-3 | Enter DI ARH. |
| Routing Identifier | 4-6 | Enter the RI of the supply source generating this transaction. |
| Media and Status | 7 | Enter the M&S from the MRO. |
| Stock or Part Number | 8-22 | Enter the stock or part number from the MRO. |
| Unit of Issue | 23-24 | Enter the UI from the MRO. |
| Quantity | 25-29 | Enter the quantity from the MRO. |
| Document Number | 30-43 | Enter the document number as shown in the MRO. |
| Suffix | 44 | Enter the code contained in rp 44 of the MRO. If the MRO rp 44 is blank, leave blank. |
| Supplementary Address | 45-50 | Enter the SUPADD as shown in the MRO. |
| Blank | 51-56 | Leave blank. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date Shipped 1/ | 57-59 | Date released/tendered to carrier; otherwise, leave blank. |
| Blank | 60-76 | Leave blank. |
| Mode of Shipment 2/ | 77 | Enter the code identifying the mode of shipment from MILSTAMP (reference (p)); otherwise, leave blank. |
| Blank | 78-80 | Leave blank. |

1/ For U.S. forces, leave blank. For security assistance, may contain the release date from the MRA.

2/ For U.S. forces, leave blank. For security assistance, may contain the mode of shipment from the MRA.

# APPENDIX C17A

## PSEUDO SHIPMENT STATUS FOR UNCONFIRMED MATERIEL RELEASE ORDERS

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier | 1-3 | Enter DI ASH. |
| Routing Identifier (To) | 4-6 | Enter the RI of the DAASO (SGA). |
| Media and Status | 7 | Enter the M&S from the MRO. |
| Stock or Part Number | 8-22 | Enter the stock or part number from the MRO. |
| Unit of Issue | 23-24 | Enter the UI from the MRO. |
| Quantity | 25-29 | Enter the quantity from the MRO. |
| Document Number | 30-43 | Enter the document number as shown in the MRO. |
| Suffix | 44 | Enter the code contained in rp 44 of the MRO. If the MRO rp 44 is blank, leave blank. |
| Supplementary Address | 45-50 | Enter the SUPADD as shown in the MRO. |
| Signal | 51 | Enter the signal code from the MRO. |
| Fund | 52-53 | Enter the code as shown in the MRO. |
| Distribution | 54-56 | Enter the data as shown in the MRO. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date | 57-59 | Enter the date this transaction was generated. |
| Blank | 60-66 | Leave blank. |
| Routing identifier (From) | 67-69 | Enter the RI of the supply source generating this transaction. |
| Blank | 70-80 | Leave blank. |