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DEC 17 2002

IN REPLY
REFER TO DLMSO

MEMORANDUM FOR: SUPPLY PRC MEMBERS

SUBJECT: Approved DLMS Change 87, Corrected Rules for Signal Code Usage on Disposal Turn-in Documents (DTIDs) (Supply/MILSTRIP) (Staffed as PDC 87)

The attached change to DOD 4000.25-1 -M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), and DOD 4000.25-M, Defense Logistics Management System (DLMS), is approved for implementation effective immediately. This change will be incorporated in the next update to MILSTRIP and DLMS publications.

Addressees may direct questions to the DLMSO points of contact as follows. For financial interface issues contact Mr. Dennis Thomas, Chair, Finance PRC, 703-767-0682, DSN 427-0682, or email: dennis.thomas@hq.dla.mil. For supply interface issues contact Ms. Ellen Hilert, Chair, Supply PRC, 703-767-0676, DSN 427-0676, or email: ellen_hilert@hq.dla.mil or Ms. Vermella Saváge, DoD MILSTRIP System Administrator, 703-767-0674, DSN 427-0674, or c-mail: vermella_savage@hq.dla.mil. Others must contact their Component designated representative (<http://www.dla.mil/j-6/dlms/Committees/Supply/supplyPRC.htm>).


JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

cc:
DUSD (L&MR) SCI
LMI Finance PRC

Corrected Rules for Signal Code Usage on DTIDs

1. ORIGINATOR:

a. **Service/Agency:** DLA

b. **Sponsors:** Supply Process Review Committee, Ms. Ellen Hilert, Chair, J-673 (DLMSO), 703-767-0676 (DSN 427), ellen_hilert@hq.dla.mil and Finance Process Review Committee, Mr. Dennis Thomas, Chair, J-673 (DLMSO), 703-767-0682 (DSN 427), dennis_thomas@hq.dla.mil

c. **Functional Point of Contact:** Ms. Wendy Boettger, DRMS, (269) 961-5223
Wendy.Boettger@mail.drms.dla.mil

2. **FUNCTIONAL AREA:** Supply (MILSTRIP) and Finance (MILSBILLS).

3. REQUESTED CHANGE:

a. **Title:** Corrected Rules for Signal Code Usage on Disposal Turn-in Documents (DTIDs)

b. **Description of Change:** This proposal revises MILSTRIP documentation to conform to current DTID processing rules at the Defense Reutilization and Marketing Office (DRMO). It authorizes the flexibility to use multiple signal codes and provides specific rules for their use. It provides general clarification of instructions for customers.

c. **Procedures:**

(1) Revise MILSTRIP Appendix AP2.10.2, Signal Codes (Record Position 51), to insert the following paragraph and renumber the subsequent paragraph:

Appendix AP2.10, Signal Codes (Record Position 51)

AP2.10.4. The coding structure and its meaning for shipments/transfers to DRMO:

AP2.10.4.1. For shipments/transfers of hazardous materiel and waste to DRMOs, the Disposal Turn-In Document (DTID), DD-Form 1348-1A, DD Form 1348-2, or authorized electronic equivalent, will reflect the designated consignee DRMO in rp 45-50 and the signal code will be as follows:

AP2.10.4.1.1 Code A – Bill to activity in rp 30-35.

AP2.10.4.1.2 Code B – Bill to activity in block 27 of the DTID. If signal code B is present and no bill-to activity is provided in block 27, the bill-to office will default to the activity in rp 30-35.

AP2.10.4.1.3 Code C – Bill to activity in rp 52 and 53. If signal code C is present and no bill-to activity is identified on the fund code table, the bill-to office will default to the activity in rp 30-35.

AP2.10.4.1.4 Code L – Bill to activity in rp 52 and 53. If signal code L is present and no bill-to activity is identified on the fund code table, the bill-to office will default to the activity in rp 30-35.

AP2.10.4.2 Only the above signal codes are applicable on the DTID for hazardous materiel or waste turn-in. Processing under signal codes C and L are redundant to allow perpetuation of legacy system procedures.

AP2.10.5. When the signal code is C or L, an additional use for the fund code is to indicate the bill-to office. The fund code to bill-to office conversion is prescribed in the fund code appendix of DoD 400.25-7-M (MILSBILLS).

(2) Revise MILSTRIP Appendix AP3.49, Transfers to Defense Reutilization and Marketing Office on DD Form 1348-1A or DD Form 1348-2 (Single Line Item Turn-Ins):

Appendix AP3.49, Transfers to Defense Reutilization and Marketing Office
On DD Form 1348-1A or DD Form 1348-2 (Single Line Item Turn-Ins)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Signal	51	For hazardous material and waste turn-ins, enter Signal Code L <i>the applicable signal code</i> , otherwise leave blank. <i>Signal Codes A, B, C, and L are authorized; if using Signal Code B, bill-to office must be identified in block 27. Refer to Appendix AP2.10, Signal Codes, for bill-to identification rules associated with DTID.</i>
Fund	52-53	For hazardous material and waste turn-ins, enter the MILSBILLS fund code designating the fund to be charged.

BLOCK(S)	ENTRIES
27	This block may contain additional data including bar coding for internal use. Enter data in this block as required by the shipping activity or the DRMO receiving the material. When data is entered in this block, it will be clearly identified. For hazardous material and waste turn-ins, enter the DoDAAC of the bill-to office (<i>required for Signal Code B</i>), the contract line item number (CLIN) for the item, and the total cost of the disposal. This block will contain both coding and clear-text information to identify Flight Safety Critical Aircraft Parts (FSCAP) shipments to DRMOs using Criticality Code E or F as follows: AFSCAP E - Flight Safety Critical Aircraft Part-Nuclear Hardened@ or AFSCAP F - Flight Safety Critical Aircraft Part.”

(3) Revise MILSTRIP Appendix AP3.13, Disposal Release Order, Followup, or Cancellation, (DI Code A5J) as follows:

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Signal	51	Enter applicable code if required: otherwise leave blank. <i>For hazardous materiel or waste, use Signal Code A, B, C, or L. For Signal Code B, identify the bill-to activity to be included on the DTID, Block 27, using an off-line communication with the activity to which the DRO is directed.</i>
Fund	52-53 ²	Enter fund code to be credited with proceeds from sale by DRMO. If no credit is desired, leave blank. <i>For hazardous materiel or waste, this will be the bill-to fund code for reimbursable actions associated with disposal.</i>

²For subsistence transactions, rp 22 and 52-53 will contain the date packed/expiration date indicator code, as defined [*text deleted – editorial correction*] in MILSTRAP, appendix B20.

(4) Complementary MILSBILLS revisions will be addressed separately, if required. The Finance Chair will investigate whether there is a need to further explain the billing interface. When the DTID contains Signal Code B and a bill-to office in block 27, the resulting bill will contain a Signal Code B and the bill-to office identification in the supplemental address field.

4. REASON FOR CHANGE:

a. The original financially driven requirement for the DTID signal code (required for reimbursement of disposal costs for hazardous material and waste) was developed in 1991 as a joint MILSTRIP and MILSBILLS change to use only Signal Code B. Later, a change was processed in MILSTRIP to restrict the DTID to Signal Code L. This change was not supported by DRMS financially. Rather than ask MILSTRIP to roll back the change, DRMS adjusted their procedures to accept signal code L along with the previous B. In a recent DRMS system upgrade, they revised their processes to allow for accepting additional signal codes. The Finance PRC has concurred with the use of additional signal codes.

b. Documented procedures do not provide the flexibility required to support appropriate financial interfaces resulting from customer turn-in of hazardous material or waste. Additionally, these instructions do not conform to current DRMO processing resulting in misunderstandings, miscommunications, and, potentially, improper processing of the bill. Current instructions for completion of the DTID are inadequate in that they authorize only the Signal Code L. There is an additional conflict which arises from a lack of clarifying procedures for the signal code when it is used on a turn-in. Traditional use of the signal code related to requisition or materiel returns processing requires the availability of the supplemental address field. In the case of the DTID, the supplemental address field contains the designated consignee DRMO and, therefore, cannot be used to identify the bill-to office. The bill-to office is instead located in one of the text blocks on the DTID. In order for customers to properly fill out the DTID, MILSTRIP instructions are expanded to cover additional signal codes and to correctly identify the resulting financial processes. Further, the traditional use of Signal Code L would point toward the fund code for identification of the bill-to activity. This process would not be suitable for a large number of customers who do not have an established fund code/bill-to activity link on the fund code table. In such a case, the DTID would not be acceptable, although in compliance with the MILSTRIP rule to use a Signal Code L.

5. ADVANTAGES/DISADVANTAGES: Provides proper supporting documentation for existing policies and procedures. Removes incorrect guidance which may result in improper or incomplete financial interfaces and confusion among customers. There are no known disadvantages.

6. IMPACT:

Publications:

Requires corresponding change to DoD 4160.21-M
DLMS, MILSTRIP, MILSBILLS