**MATERIAL RETURNS PROGRAM**

**General Information and Guidance on Submitting a FTE Transaction**

Hopefully the information below will assist you in getting your excess materiel offered to DLA for return evaluation. After reviewing this information, if you have any questions or need further assistance, don't hesitate to give me a call.

In order for DLA (RIC SMS) to determine whether customer excess materiel is needed, the activity that owns the materiel needs to submit a MILSTRIP transaction, Document Identifier Code FTE, offering the materiel to SMS.

If your materiel management system is unable to generate FTE transactions, you can submit your FTE in EMALL, Tools, “Create MILSTRIP Transaction”. Or you could upload the transaction using the Defense Automatic Addressing System Center (DAASC) Web Requisitioning (WEB REQ) application. Here's the web address that provides information on the application <https://www.transactionservices.dla.mil/daashome/webreq.asp>. If no one at the activity has access to the application, there's a link on the page to a System Access Request form.

**FTE Format:**

In the email there is another attachment titled “FTE Format” which details what goes on each record position of the FTE transaction. It is very similar to a requisition transaction, with the exception of the Media & Status Code (record position 7) and Signal Code (rp 51). The lists of Media & Status and Signal Codes to be used for the FT\_ series of document identifiers follow:

M&S Codes are listed below.

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alpha-numeric.

EXPLANATION: Indicates the status recipient, type of status required, and special media requirement for all priorities. One hundred percent supply status includes exception status.

RECORD POSITION: 7

CODE EXPLANATION

2 Reply to rp 30-35 activity by DMS.

4 Reply to rp 45-50 activity by DMS.

9 Reply to rp 52 activity by DMS.

Signal code: AP2.10.3. The coding structure and its meaning for FT\_ series documents:

AP2.10.3.1. When the materiel is to be shipped from the activity indicated in rp 30-35, the signal code will be as follows:

AP2.10.3.1.1. Code A - Credit to the activity in rp 30-35.

AP2.10.3.1.2. Code B - Credit to the activity in rp 45-50.

AP2.10.3.1.3. Code C- Credit to the activity in rp 52 and 53.

AP2.10.3.1.4. AP2.10.3.1.4. Code D - No credit required.

AP2.10.3.1.5. Code W - (For intra-Service use only.)

AP2.10.3.2. When the materiel is to be shipped from the activity indicated in rp 45-50, the signal code will be as follows:

AP2.10.3.2.1. Code J - Credit to the activity in rp 30-35.

AP2.10.3.2.2. Code K - Credit to the activity in rp 45-50.

AP2.10.3.2.3. Code L - Credit to the activity in rp 52 and 53.

AP2.10.3.2.4. Code M - No credit required.

AP2.10.3.2.5. Code X - (For intra-Service use only.)

If additional information is needed, this is the web address for the Military Standard Requisitioning and Issue Procedures (MILSTRIP) manual: <http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/MILSTRIP/Default.asp>. Chapter 9 explains how the Materiel Returns Program works and the appendices provide transaction formats and definition of codes.

**Additional general information on FTE responses and credits:**

Once the FTE document is received in our system, it will either automatically determine if any of the materiel is required or will send the offer to the

Supply Planner for a manual decision. Document identifier FTR transactions will provide responses to the materiel owner indicating one or a combination (for partial quantities) of the following decisions:

1. The materiel is authorized to be returned and credit will be granted (DI FTR response with a "TA" in rp. 65-66 as Status code). Material should be sent to the Receiving Depot listed in rp. 54-56 of the FTR. Credit will be for 75-80% of what the customer paid. The 75-80% consists of DLA's Procurement Cost for the item + 5.5% (of that cost) for Packaging, Crating and Handling (PC&H) and Transportation.

2. The material is authorized to be returned, but credit for the materiel will not be provided (DI FTR response with a "TB" in rp. 65-66 as Status code). Credit will be granted for PC&H and transportation. This is 5.5% of DLA's Procurement Cost for the item. Material should be sent to the Receiving Depot listed in rp. 54-56 of the FTR.

3. Or that the materiel is not required; therefore, not authorized to be returned to DLA (DI FTR response with a "TC" in rp. 65-66 as Status code).

If the material is authorized to be returned (TA or TB), make sure that the shipping documentation (DD Form 1149) you send with the materiel being returned includes the FTE document number. If the depot doesn't find the document number, you won't get credit for returning the materiel.

**EMALL Information:**

To obtain status on a FTE submitted via EMALL, go to Orders, click on DLA Orders. To the left there is a blue field defaulted to NSN/NIIN Inquiry. Click on the arrow for the drop-down menu; click on “Requisition/Customer Returns Inquiry”. Paste your document number on the field below and click “submit”.

If your FTE has a status of TA or TB, there should be two records, check the SAP Order Type, and the valid line contains a ZEXR. If there is only one record with a SAP Order Type of ZERR and no ZEXR, then your FTE has not yet been processed by the Supply Planner. Contact me to follow up on your FTE.