DEFENSE LOGISTICS AGENCY
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OCT 1 8 2006

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC)
           213, Administrative Revision to DLMS Supplement (DS) 940R, Disposal
           Shipment Confirmation Inquiry, and Associated Procedures (Supply)

     The attached change to DOD 4000.25-M, DLMS, is approved for implementation within 30
days. The updated DLMS Supplement will be posted to the Defense Logistics Management
Standards Office (DLMSO) Web site http://www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp
within 10 days.

     Addressees may direct questions to the DLMSO points of contact, Ms. Ellen Hilert, Chair,
Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: ellen.hilert@dla.mil,
Mr. Robert Hammond, 703-767-2117, DSN 427-2117 or email: robert.hammond@dla.mil. Others
must contact their Component designated representative.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

Cc:
DUSD (L&MR) SCI

Administrative Revision to DS 940R, Disposal Shipment Confirmation
Inquiry, and Associated Procedures

1. ORIGINATOR:

   a. Service/Agency: Defense Logistics Management Standards Office (DLMSO)

   b. Originator: Supply PRC Chair: Ellen Hilert, DLA DLMSO/J-6251, Defense Logistics Management Standards Office (DLMSO), 703-767-0676 (DSN 427), ellen.hilert@dla.mil

2. FUNCTIONAL AREA: Supply

3. REQUESTED CHANGE:

   a. Title: ADC 213, Administrative Revision to DS 940R, Disposal Shipment Confirmation Inquiry, and Associated Procedures

   b. Description of Change: This change modifies the DLMS Supplement 940R to incorporate an administrative update required to insert a missing qualifier to specifically identify the ICP/IMM to receive the disposal shipment confirmation inquiry/follow-up (equivalent to the MILSTRIP DIC AFX/AFZ which directs routing to the DoDAAC reflected in the document number of the receipt). In addition, this change updates, clarifies, and corrects DLMS procedures applicable to this process to reflect procedures prescribed by MILSTRIP. All changes to the DLMS documentation are administrative to ensure that the published manual conforms to existing business rules.

   c. Procedures:

   (1) Revise DLMS Volume 2, chapter 16 as follows:

      C16.5.2.2. <u>DRMO</u>

         C16.5.2.2.1. <u>Accept Accountability</u>. DRMO shall accept accountability of the shipment if material is acceptable based on established criteria in DoD 4160.21-M.

         C16.5.2.2.2. <u>Document Receipt</u>. DRMO shall give documentation receipt of the DTID upon request by the shipping activity. NOTE: The DRMO shall always supply a copy of the signed DTID for all shipments containing quantity discrepancies. DRMO shall note the difference in quantity received and quantity shipped on the DTID.

         C16.5.2.2.3. <u>Notify Shipping Activity of Quantity Error</u>. If an error exists because the quantity received is less than or greater than quantity entered on the DTID, DRMO shall notify the shipping activity ***and submit a supply discrepancy report***. (see DoD 4160.21-M, Chapter3; Chapter 17 and Joint Regulation DLAI 4140.55, et al).

      C16.5.2.3. <u>DRMS</u>

C16.5.2.3.1. <u>Processing Timeframe</u>. When a DAISY "receipt of usable property" or "receipt" is processed by DRMS, it shall be compared with the suspense file generated by the *disposal* shipment status transaction (DS 856S *with Distribution Code 9*). The DAISY receipt shall open the ICS transaction file if there is no matching *disposal shipment status (*DS 856S*)*. The suspense file shall remain as an open file for a period of 1 year from the date it is initiated unless it is closed by one of the actions below. All transactions generated by ICS shall be sent through DAAS to the *activity identified in the document number* ~~addressing information in~~ *using either the shipment status (*DS 856S) *or the DRMO receipt of usable property*. ICPs/IMMs receiving these transactions shall forward them to the shipping activity~~, as appropriate~~ *so that the shipping activity may respond directly to DRMS, or research and provide appropriate response*.

C16.5.2.3.1.1. The suspense file shall be closed if the receipt matches a shipment status transaction previously recorded in the suspense file. A match is based on DTID number and FSC.

C16.5.2.3.1.2. ***Forwarding Disposal Shipment Confirmation Inquiry***. If, after 90 calendar days from the date of DRMS posting of the receipt, there is no matching shipment status transaction, and the extended value of $800 or more, or the item is recorded as pilferable or sensitive, forward a *disposal shipment confirmation inquiry (follow-up)* transaction. This notification (DS 940R, *W0506=NH),* with Advice Code 36~~)~~ closes the ICS suspense. DRMS shall send a *disposal shipment confirmation inquiry* ~~(DS 940R,~~ with Advice Code 37~~)~~ when, after 90 calendar days, there is no receipt applicable to a shipment transaction, and the extended value of the shipment transaction is more than $800, or the item is recorded as pilferable or sensitive.

C16.5.2.3.2. <u>Forwarding Second ~~Material Release~~ *Disposal Shipment Confirmation Inquiry*</u>. If a disposal supply status DS 870S, or a disposal shipment confirmation (DS ~~856S~~ *945A, W06011=AZ)* , is not received within 30 calendar days of sending *disposal shipment* confirmation *inquiry* ~~DS 940R~~, DRMS shall send a second *inquiry follow-up (*DS 940R *W0506=NH* ~~with Transaction Type Code NF in the WO5 segment~~ and an appropriate Advice Code ~~35~~, 36, or 37*)*~~in the LQ segment~~. The record shall remain open for a period of 1 year from the date it was originated unless closed by a response to DS 940R. When moved from the active suspense file, place records on an accessible history file for an additional 2 years.

C16.5.2.3.3. <u>Terminating In-Transit Control *System (ICS)* Processing</u>. Receipt of supply status (DS ~~940R~~ *870S)* ~~with~~ *will direct further ICS processing as follows:*

C16.5.2.3.3.1 Status Code DE shall advise DRMS to terminate in-transit control processing for the ~~transaction reference~~ *document* number in question. If received in response to *disposal shipment confirmation inquiry* (DS 940R *W0506=NH)* with Advice Code 37, a record of the shipment status transaction is not required.

C16.5.2.3.3.2 ~~Receipt by DRMS of DS 940R with~~ Status Code DF shall advise ICS to remove the record from the active suspense file and place the record in an accessible history file for 2 years.

C16.5.2.3.3.3 ~~If DS 940R with~~ Status Code DG ~~is received,~~ *shall close the record in ICS;* in-transit control processing for the ~~transaction reference~~ *document* number in question is considered complete. DRMS will use its own procedures to determine why notification of receipt of material was not sent by DRMO to DRMS and DRMS will keep an accessible history file record for 2 years.

C16.5.2.3.3.4 ~~If DS 940R with~~ Status Code DH ~~is received by DRMS,~~ ***shall close the record in ICS;*** in-transit processing is considered complete and an accessible history file shall be kept by DRMS for 2 years;

C16.5.2.3.3.5 ~~receipt of~~ Status Code BF removes the record from the active suspense file and places it in the accessible history file for 2 years.

C16.5.2.3.4. If a ~~DS 870S~~ ***disposal shipment confirmation (DS 945A W06011=AZ)*** is received by DRMS, in-transit control processing for the ~~transaction reference~~ ***document*** number in question is considered complete. Accessible history file records shall contain NSNs, quantities, ~~transaction reference~~ ***document*** numbers, dollar value of variances (if any), and the identity of applicable shipping activities and DRMOs.

C16.5.2.3.4. <u>Quarterly Report</u>. DRMS shall provide a Quarterly In Transit to DRMO Report ***upon request*** ~~to each DoD Component Supply PRC Focal Point and to the DoD Supply PRC chair~~. ~~As requested,~~ DRMS ***will*** provide tailored special extract reports, ***as requested***. See Appendix 2 for the format and explanation of the Quarterly In-transit to DRMO Report. The RCS for this report is DD-P&L(Q)1787.

C16.5.2.4. <u>Shipping Activity</u>

C16.5.2.4.1. <u>Documentation Review</u>. Supply organizations in receipt of ~~DS 940R - Material Release with Transaction Type Code NF in the WO5 segment~~ ***disposal shipment confirmation inquiry (follow-up) (DS 940R, W0506=NH)*** ~~and an appropriate Advice Code 35, 36, or 37 in the LQ segment~~ shall ensure that applicable shipping activities review signed receipt documentation (DTID), investigate discrepancies, and provide timely responses within 30 working days of receipt of the ~~DS 940R~~ ***inquiry***. ~~DS 940R transactions~~ ***Disposal shipment confirmation inquiries*** with Advice Code 36 do not require a response.

C16.5.2.4.2. <u>Filing Receipts</u>. To ensure required copies of the DTID are available, shipping activities shall file all signed receipt copies when received from DRMO. Copies shall be kept for a minimum of 2 years after date of the shipment.

C16.5.2.4.3. <u>Quantity Received Verification</u>. Upon receipt of ***a disposal shipment confirmation inquiry*** ~~with Transaction Type Code NF in the WO5 segment and the appropriate Advice Code (35, 36, or 37) in the LQ segment~~, the shipping activity verifies the actual quantity receipted for DRMO, and shall respond with ***supply or shipment status*** as follows:

C16.5.2.4.3.1. <u>No Shipment Record/Status</u>. If there is no record of the shipment, nor of generating the shipment status, and no record of a signed copy of the DTID, ***Supply Status (***DS 870S***)*** with Status Code BF shall be sent to DRMS.

C16.5.2.4.3.2. <u>Shipment Status Sent But No Record</u>. If it is determined that although shipment status had been sent, no shipment had been made or no record of shipment, other than the shipment status transaction, can be located, ***Supply Status (***DS 870S***)*** with Status Code DE shall be sent to DRMS.

C16.2.4.3.3. <u>Signed Receipt Not Available.</u> If a signed receipt copy of the DTID is not available, but investigation indicates that property was removed from the storage area and cannot be located, the shipping activity shall do additional research as determined by the DoD Component procedures, including, if necessary, referral to the appropriate criminal investigative activity. Also, send ***Supply Status (***DS 870S***)*** with Status Code DF to DRMS.

C16.2.4.3.4. <u>No Shipping Activity Record</u>. If the shipping activity has no record of generating a ~~DS 945A transaction, with Transaction Type Code NM in the WO6 segment or a~~ *Shipment Status (*DS 856S*)* transaction, but has received a signed copy of the DTID, a disposal shipment confirmation ~~DS 856S~~ *(DS 945A, W06011=AZ)* showing the quantity receipted for in the DTID shall be sent to DRMS.

~~C16.5.2.5. Quantity Variances. In all cases of a variance between the quantity in the WO1 segment of DS 940R and the quantity receipted for by DRMO, the shipping activity shall attempt to resolve the variance by contacting the DRMO involved.~~

(2) Revise DLMS Supplement 940R as follows:

Item #	Location	DS 940R Revision Material Release	Reason
1.	DLMS Introductory notes	<u>Added ADC 213 to DLMS introductory note 6</u> *- ADC 213, Administrative Revision to DLMS Supplement 940R, Material Release*	This ADC added to the list to identify source of changes in the DS.
2.	1/W0506/0200	<u>Modified DLMS notes:</u> Transaction Type Code NA Material Release Order DLMS Note: Use to direct shipment of material to a customer. *(Equates to MILSTRIP DI A5_or AM_, except A5J/AMJ; or A4_, except with Distribution Code 2 or 3)* NB Material Release Inquiry DLMS Note: Use to inquire *(follow-up)* about the status of an open material release action. *(Equates to MILSTRIP DI AF6)* ND Material Release Cancellation DLMS Note: Use to request cancellation (or diversion) of either an open material release order or redistribution order. *Also used to follow up on a cancellation request. (Equates to MILSTRIP DI AC6 or AK6)* NE Disposal Release Order DLMS Note: Use to direct shipment of material to a disposal or reutilization facility. *(Equates to MILSTRIP DI A5J or AMJ)* NF Disposal Release Inquiry DLMS Note: Use to inquire *(follow-up)* about the status of open disposal release orders, shipment discrepancies at a DRMO, or receipt discrepancies at a DRMO. *(Equates to MILSTRIP DI AFJ)* NG Disposal Release Cancellation	Cross-reference to MILSTRIP transaction document identifier (DI) provided for clarification. Note: In come instances, the Action Code (W0507) code must be used with the Transaction Type Code (W0506) in order to identify the applicable DI. In other instances, the direction of the transaction distinguishes that it is a follow-up (e.g. materal release cancellation or materal release cancellation followup.

Item #	Location	DS 940R Revision Material Release	Reason

		DLMS Note: Use to request cancellation of an open disposal release order. *Also used to follow up on a cancellation request. (Equates to MILSTRIP DI ACJ or AKJ)*
		
		    NH Disposal Shipment Confirmation Inquiry
		DLMS Note: Use to inquire *(follow-up)* about the shipment status of an open disposal release order. *(Equates to MILSTRIP DI AFX or AFZ)*
		
		    NI Redistribution Order
		DLMS Note: Use to redistribute inventory between and among storage facilities. For intra-Service use, may be used to direct release and shipment of material from a post, camp, station, or base to another similar activity to satisfy a specific demand. For lateral redistribution orders for non-Integrated Material Manager (IMM) or Primary Inventory Control Activity (PICA) owned material under TAV procedures use with W0507 Code RG. *(Equates to MILSTRIP DI A2_ or A4_ with Distribution Code 2 or 3)*	

3.	1/W0506/0200	<u>Modified DLMS notes:</u>
		
		Action Code
		
		DLMS Note: 1. Use with W0506 codes NA and NE to modify previously submitted material release order or a disposal release order transactions.
		
		2. The disposal release order modifications is a DLMS enhancement; see introductory DLMS note 4a. The material release order modification is equivalent to passing the requisition modifier to the shipping activity to process a revision to information perpetuated from the original requisition.
		
		    CL Closed
		DLMS Note: Use with code NA or NE to identify administrative action to close an open material release order or a disposal release order. *(Equates to MILSTRIP DI ARH)*
		
		    EB Establish Additional Address
		Federal Note: Use with W0506 code NA to indicate the MRO contains an exception address.
		DLMS Note: Use for Materiel Release Order (MRO) Exception Data Transaction (ICP to DSS Storage Activity). See introductory DLMS note 4e.
		
		    PI Provide Additional Information
		Federal Note: Use with W0506 code NA to indicate the MRO contains exception pick/pack/delivery/disposal instructions.
			Cross-reference to MILSTRIP transaction document identifier (DI) provided for clarification.

Item #	Location	DS 940R Revision Material Release	Reason
		DLMS Note: Use for Materiel Release Order (MRO)/Disposal Release Order (DRO) Exception Data Transaction (ICP to DSS Storage Activity). See introductory DLMS note 4e. RG Refer DLMS Note: Use with code W0506 code NI to indicate the transaction set contains one or more lateral redistribution orders (LROs) for non-Integrated Material Manager (IMM) or Primary Inventory Control Activity (PICA) owned material. Use with 2/N901/0400 Code 87 to identify LRO for consumable or reparable material. *(Equates to MILSTRIP DI A4_ with Distribution Code 2 or 3)* W1 Reconcile Historical Records DLMS Note: Use with W0506 codes NA and NE to indicate the submission of historical information on previously reported transactions. *(Comparable to MILSTRIP DI DZK)*	
4.	1/N101/1100	Added qualifier Z4 and DLMS note: *Z4 Owning Inventory Control Point* *DLMS Note: Use to identify the DoDAAC of the ICP/IMM to receive the Disposal Shipment Confirmation Inquiry/Follow-up when the shipping activity is not available (W0506=NH, DI Code AFX/AFZ).*	Required to identify the ICP/IMM as the organization to receive the transaction.

4. REASON FOR CHANGE: This change is necessary to accommodate transaction routing per MILSTRIP and DLMS business rules. The ICP is identified elsewhere in the transaction, but is not currently available for identification of the transaction recipient. All other changes are to adjust the wording to conform to current business rules or to provide clarification.

5. ADVANTAGES AND DISADVANTAGES:

    a. Advantages: Supports migration to the DLMS.

    b. Disadvantages: None.

5. IMPACT:

    a. Publication(s): This change impacts the DS 940R and associated procedures for disposal shipment confirmation.