



DEFENSE LOGISTICS AGENCY
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June 15, 2015

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Administrative Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1099, Realignment and Revalidation of Installation Closure Procedures in DLM 4000.25, Volume 2 and DLM 4000.25-1 (Supply)

The attached change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management Standards, and DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), is approved for implementation.

Addressees may direct questions to Ms. Ellen Hilert, DOD MILSTRIP Administrator, 703-767-0676 or DSN 427-0676, e-mail: ellen.hilert@dla.mil, or Ms. Heidi Daverede, DOD MILSTRIP Alternate, 703-767-5111; DSN 427-5111, e-mail: heidi.daverede@dla.mil. Others may contact their Component designated Supply PRC representative available at: <https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp>.

A handwritten signature in black ink, appearing to read "Donald C. Pipp", is positioned above the typed name.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD (SCI)

ADC 1099
Realignment and Revalidation of Installation Closure Procedures in DLM
4000.25, Volume 2 and DLM 4000.25-1

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Defense Logistics Management Standards Office, 703-767-5111

2. FUNCTIONAL AREA: Supply

3. REFERENCES:

- a. [DLM 4000.25](#), Defense Logistics Management System, Volume 2
- b. [DLM 4000.25-1](#), Military Standard Requisitioning and Issue Procedures (MILSTRIP)
- c. [ADC 1132](#), Implementation of Mass/Universal Cancellation Procedures under the DLMS and Administrative Realignment of Procedures in DLM 4000.25, Volume 2 and DLM 4000.25-1, dated June 15, 2015.

4. REQUESTED CHANGE(S):

a. **Brief Overview of Change:** This change administratively aligns DLM 4000.25, Volume 2, Chapter 15 with its companion chapter in DLM 4000.25-1, MILSTRIP, Chapter 10.

b. **Background:**

(1) This is a change in a series of DLMS changes to update DLM 4000.25, Volume 2 requisitioning and issue procedures to align with the companion procedures in DLM 4000.25-1. Once all the DLM 4000.25-1 chapters are fully aligned into DLMS Volume 2, then DLM 4000.25-1 will be cancelled. At that time, DLM 4000.25, Volume 2 will serve as the single guidance for requisitioning and issue procedures, business rules, data standards, and transaction formats.

(2) DLM 4000.25-1, Chapter 10 outlines procedures associated with Installation Closure using legacy MILSTRIP 80 record position formats. DLM 4000.25, Volume 2, Chapter 15 outlines DLMS enhanced procedures for Installation Closure using DLMS formats (X12 Electronic Data Interchange (EDI) and eXtensible Markup Language(XML)).

(3) ADC 1132 documented procedures to implement a fully systemic solution for processing mass and universal cancellations and the associated DLMS enhancements.

c. **Approved Change in Detail:**

(1) DLMS compliant systems will be updated to utilize the approved procedures and standard DLMS transactions identified in ADC 1132 (see Reference 3.c.) to facilitate installation closure actions.

(2) Update DLM 4000.25 and DLM 4000.25-1 so that installation closure procedures are aligned between the two manuals.

d. Revisions to DLM 4000.25 Manuals:

(1) Update Chapter 15 to DLM 4000.25, Volume 2 to align with DLM 4000.25-1, Chapter 10. See Enclosure 1.

(2) Update Chapter 10 of DLM 4000.25-1 MILSTRIP to align with DLM 4000.25, Volume 2, Chapter 15. See Enclosure 2.

(3) Update Table of Contents of DLM 4000.25-1, Chapter 10, Paragraph C10.5 heading to read as follows:

“C10.5. PROCEDURES **FOR THE** INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER”

e. Transaction Flow: There are no changes to transaction flows as a result of this DLMS change.

f. Alternatives: Continue maintaining two separate manuals requiring the reader to review both the DLM 4000.25-1 MILSTRIP manual for the core procedures, as well as DLM 4000.25 Volume 2 for the DLMS enhanced procedures. This is not a viable alternative, as it is prone to errors in interpretation and labor intensive to maintain two sets of manuals.

5. REASON FOR CHANGE: Consolidate installation closure procedures into a single location and align both the DLMS and MILSTRIP manuals so that eventually the MILSTRIP manual can be cancelled, with the Defense Logistics Management Standards manual serving as the single source for installation closure procedures.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Single source for documenting installation closure procedures.

b. Disadvantages: There are no disadvantages.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: This change does not require any additional system changes, beyond those already required under ADC 1132.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: There is no cost/impact to systems.

9. IMPACT:

a. New and Changes to DLMS Data Elements: There are no new or changes to DLMS data elements required by this realignment.

b. Automated Information Systems (AIS)/DLA Transaction Services: No impact.

c. **Non-DLA Logistics Management Standards Publications:** Components should update their local procedures to ensure consistency with installation closure procedures documented in DLM 4000.25 and DLM 4000.25-1.

Enclosure 1

- A. Update Chapter 15 to DLM 4000.25, Volume 2. Removed text is identified by ~~double strikethroughs~~. New text is annotated with *red, bold, italics*.

C15. CHAPTER 15

INSTALLATION CLOSURE PROCEDURES

C15.1. GENERAL.

C15.1.1. Purpose. This chapter provides procedures and specifies timeframes for installation closures. They are intended to systematically curtail supply support, transfer mission-essential materiel, transfer ~~excess~~ materiel ***that is no longer required***, and redirect mission-essential requisitions for or from activities affected by installation closures. Included are procedures for reporting all installation-owned property not to be transferred with the mission to new location(s).

C15.1.2. Transactions. *This chapter addresses the procedures and applicable transactions relevant to installation closures. See the Defense Logistics Management Standards Office Website for available formats: www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp. The corresponding MILSTRIP legacy 80 record position transaction functionality is also provided for ease of interpretation by DLMS users and to support those working in a legacy environment. In addition to the listed MILSTRIP legacy transactions, the DLMS formats may incorporate functionality to support Component-unique transactions as noted in the implementation convention.*

C15.1.2.1. The Requisition Cancellation Transaction is identified by the DLMS 869C by beginning segment (1/BSI08/020 Code AC). This transaction provides the functionality of MILSTRIP legacy DIC AC1, AC2, AC3, AC4, AC5.

C15.1.2.2. The Request for Mass Cancellation of Requisitions Transaction is identified by the DLMS 869C by beginning segment (1/BSI08/020 Code AC and 1/BSI09/020 Code AW).¹ This transaction provides the functionality of the MILSTRIP Mass Cancellation Message (See Appendix 6.23). There is no MILSTRIP legacy DIC equivalent.

C15.1.2.3. The Request for Universal Cancellation of Requisitions Transaction is identified by the DLMS 869C by beginning segment (1/BSI08/020

¹ ***Mass cancellation and follow-on transactions are DLMS enhancements. Refer to ADC 1132. Delayed implementation authorized.***

Code AC and 1/BSI09/020 Code C).² This transaction provides the functionality of the MILSTRIP Universal Cancellation Message (See Appendix 6.23). There is no MILSTRIP legacy DIC equivalent.

C15.1.2.4. The Customer Asset Report (Stock Numbered Items) Transaction is identified by the DLMS 180M by beginning segment (1/BGN07/20 Code FT) and baseline item data (1/BLI01/10 Code FS). This transaction provides the functionality of MILSTRIP legacy DIC FTE.

C15.1.2.5. The Reply to Customer Asset Report Transaction is identified by the DLMS 870M by beginning segment (1/BSR01/20 Code 7) and industry code (2/LQ01/145 Code 0 citing FTR). This transaction provides the functionality of MILSTRIP legacy DIC FTR.

C15.1.2.6. The Disposal Release Order (DRO) Transaction is identified by the DLMS 940R by beginning segment (1/W0506/0200 Code NE). This transaction provides the functionality of MILSTRIP legacy DIC A5J.

C15.2. APPLICABILITY AND SCOPE. These procedures and timeframes apply to all DoD installations, both **Continental U.S. (CONUS)** and **Outside the Continental U.S. (OCONUS)**; DoD tenant and satellite activities; DoD inventory control points (ICP); **and** DoD integrated materiel managers (IMM); ~~and to GSA activities processing reports for materiel no longer required as a result of an installation closure.~~

C15.3. EXCLUSIONS. In addition to **the** exclusions cited in Chapter 11, the procedures in this chapter do not apply to the following:

C15.3.1. **bulk petroleum;**

C15.3.2. inter-departmental and intra-departmental purchasing operations;

C15.3.3. forms and publications; ~~(However, use the DLMS 511R, Requisition when submitting requirements for these items to GSA and Navy. See Chapter 4 for requisitioning procedures.)~~

C15.3.4. communications security (COMSEC) equipment, COMSEC aids (keying materiel), and all items including classified components, individual elements, and repair parts that are classified and designated “crypto”, or that are normally handled through crypto channels;

C15.3.5. coal and coke;

C15.3.6. related personal property reportable to GSA as a part of a real estate package. Related personal property is classified as any property that is:

² **Universal cancellation and follow-on transactions are DLMS enhancements. Refer to ADC 1132. Delayed implementation authorized.**

C15.3.6.1. an integral part of real property or is related to, designed for, or specially adapted to **the** functional or productive capacity of **the** real property and removal of this personal property would significantly diminish the economic value of **the** real property. Normally, common use items, including, but not limited to, general purpose furniture, utensils, office machines, office supplies, or general purpose vehicles are not considered **to be** related personal property;

C15.3.6.2. determined by GSA to be related to **the** real property;

C15.3.7. installed property (Class II Plant Property);

C15.3.8. real property;

C15.4. INSTALLATION CLOSING PROCEDURES

C15.4.1. Stratification of Inventory

C15.4.1.1. Installation Procedures. Do an inventory of all installation-owned property upon receipt of a confirmed closure date. The inventory ~~shall~~ **will** include, but not be limited to, nonconsumable items (recoverable/capitalized assets and assets on table of allowances) and consumable items (assets on working capital fund records). Each designated account ~~shall~~ **must** maintain its identity. Stratify ~~an~~ **the** inventory applicable to each designated account into three classes of property:

C15.4.1.1.1. Mission-essential **and is** to be transferred to a new location with the mission.

C15.4.1.1.2. Not mission-essential **but is** required for local operations during the period prior to closure.

C15.4.1.1.3. ~~Excess to~~ **Material that is no longer required for** operational needs.

C15.4.1.2. Tenant and Satellite Activities. Each tenant and/or satellite activity having custody of installation-owned property ~~shall~~ **must** return that property to the installation. Accountable records ~~shall show~~ **must reflect** the returns. Use procedures in subparagraph C15.4.1.1 to inventory and stratify tenant-owned and satellite-owned property.

C15.4.1.3. Working Capital Fund. Relocate the DoD Component managed working capital fund items with the mission, if mission-essential, or redistribute within the DoD Component working capital funds. Relocate IMM items with the mission, if mission-essential, or report to the IMM for disposition instructions.

C15.4.2. In-Process Requisitions

C15.4.2.1. Initial Requisition Review. Simultaneously with doing the inventory, do a review of the installation requisitions. Identify requisitions that ~~shall~~ **will** be:

C15.4.2.1.1. continued for shipment to the unit's relocation site;

C15.4.2.1.2. continued for operational requirements until closure;

C15.4.2.1.3. canceled ~~as excess to~~ **if materiel is no longer required for** operational needs. ~~Do~~ Cancellations **will be performed** by single-line cancellation if time permits. See [Chapter 4](#) for requisition cancellation procedures.

C15.4.2.2. Sixty-Day Review. Sixty calendar days prior to closure date, review all requisitions again for need. If required, identify requisitions for shipment to the relocation site. Use single-line requisition cancellation procedures to cancel requisitions not required. When time is insufficient to effect single-line cancellations, use the mass or universal cancellation procedures under Chapter **27. Universal cancellation procedures do not provide for continuation of requisitions for shipment to a new location site.**

C15.4.3. Disposition of Inventory

C15.4.3.1. Time-Phased Closing Schedule. The activity being closed ~~shall~~ **will** develop a time-phased schedule to transfer mission-essential property to the new mission location(s). The schedule ~~shall~~ **will** plan **the** movement of property at the earliest date without ~~impeding the~~ **impairing** mission **capability** prior to **the** transfer. Transfer mission-essential property to **the** new location(s) after transfer of the mission only in those circumstances where mission-essential items are required, up to and including the last day prior to mission transfer.

C15.4.3.2. Review of Non-Mission-Essential Items. In actions involving an installation closure, review and process all ~~items not~~ **non-mission-essential items** under **the** provisions of [DoD Directive 5410.12](#), Economic Adjustment Assistance to Defense-Impacted Communities, **July 5, 2006**. Begin initial review of installation-owned items **under the provision of DoD Directive 5410.12** immediately upon completion of the inventory, including items identified as ~~excess~~ **no longer required** and items identified as being necessary for operation of the installation prior to closure. Using these item lists as the basis, make preliminary identification of related personal property as defined by the DoD **Directive 5410.12**.

C15.4.3.3. Review of Host Country Agreements. In actions involving **the** closure of OCONUS installations, review and process all items that are not mission-essential and/or items that will not be transferred with the activity under agreements between the United States and **the** host country. Begin the review immediately upon completion of the inventory, including those items identified as necessary for **installation** operations ~~of the installation~~ prior to closure.

C15.4.3.4. Reporting Excess Materiel. Immediately upon completion of the inventory and, if time permits, not less than six months prior to the announced date of closure, report **to the appropriate ICP/IMM under Chapter 11 Materiel Returns Program procedures** all property identified as ~~excess to needs of~~ **no longer needed by** the installation and not included in the preliminary list of related personal property ~~to the appropriate ICP/IMM under Chapter 11 procedures~~. **Do not report excess property to GSA under Chapter 11 procedures; GSA managed materiel should be redistributed per Service guidance, or alternatively, revert to normal reutilization/transfer/ donation processes.**

C15.4.3.5. Property Stratification of Property for Installation Operations. Stratify all property that is not mission-essential, but is required to operate the installation for all or a portion of the time remaining until closure and is not included in the preliminary list of related personal property. Stratify items in date order **when** they will become excess to operational needs. Sixty calendar days prior to the date that each item ~~will become~~ **s** excess, report the items **s** to the ICP/IMM under [Chapter 11](#) procedures.

C15.4.3.6. Reporting Personal Property Items. Report items identified as related personal property (**See C15.3.6.**) to the ICP/IMM using the **Customer Asset Report (DLMS 180M)** ~~Customer Asset Report~~, and indicate **cite** Project Code 3QQ. Project Code 3QQ informs the ICP/IMM that the item has been placed on the preliminary inventory of related personal property designated to be transferred to the local community at the time of installation closure. If there is a DoD requirement, delete the item(s) from the inventory of related personal property. Do not report related personal property to GSA under [Chapter 11 materiel returns program \(MRP\)](#) procedures.

C15.4.3.7. Processing Excess Materiel. When items **that** have been reported to ICPs/IMMs as ~~excess~~ **no longer needed** under the above guidance and [Chapter 11](#) procedures, **and for which** the ICPs/IMMs have indicated a requirement, **process** those items ~~shall be processed~~ using ICP/IMM materiel returns instructions.

C15.4.3.8. Excess Item Disposal. ~~Dispose of~~ **All** items reported to the ICPs/IMMs as ~~excess~~ **no longer needed**, **and items for which the** ICPs/IMMs have provided **a Reply to Customer Asset Report (DLMS 870M) citing with Supply Status Code TC**, plus items **that are** not reportable to ICPs/IMMs (e.g., locally purchased non-**national stock number (NSN)** items) **will be disposed** under DoD Component procedures. All items identified as related personal property (**See C15.3.6.**) and for which there is no DoD requirement, ~~shall~~ **will** remain with the installation.

C15.4.3.9. Inactive NSNs. Distribution centers having obsolete or inactive coded NSNs on record, ~~that are~~ **(items** without an accompanying **active** item manager **in FLIS)** record, ~~shall~~ **will** locally prepare a ~~disposal release order (DRO)~~, (DLMS 940R) citing **Utilization Code M**.

C15.5. PROCEDURES FOR THE INVENTORY CONTROL POINT/INTEGRATED
MATERIEL MANAGER

C15.5.1. ICPs/IMMs ~~shall~~ **will** process a ~~DLMS 180M~~ customer asset reports **(DLMS 180M)** received for property **received** resulting from installation closure using Chapter 11 procedures. ICPs/IMMs ~~shall~~ **will** not direct the return of related personal property identified by Project Code 3QQ unless the item is required to meet an approved force acquisition objective and/or approved pre-positioned war reserve requirement.

C15.5.2. When appropriate, ICPs/IMMs ~~shall~~ **will** direct disposal of materiel resulting from base realignment and closure (BRAC) under Chapter **4 16** procedures for directing materiel to DLA Disposition Services. The resulting DRO **(DLMS 940R)** ~~shall~~ **will contain cite Utilization Code M.**

Enclosure 2

- A. Update Chapter 10 to DLM 4000.25-1. Removed text is identified by ~~double strikethroughs~~. New text is annotated with *red, bold, italics*.

C10. CHAPTER 10

INSTALLATION CLOSURE PROCEDURES

C10.1. GENERAL

C10.1.1. ***Purpose.*** This chapter provides procedures and specifies timeframes ~~to be used~~ for installation closures. ~~These procedures~~ ***They*** are intended to systematically curtail supply support, transfer mission-essential materiel, transfer materiel that is no longer required, and redirect mission-essential requisitions for or from activities affected by installation closures. ***Included are*** procedures for reporting all installation-owned property ~~that will not~~ ***to*** be transferred with the mission to ~~the new location(s)~~ ***are*** included.

C10.1.2. Transactions. This chapter addresses the procedures associated with the following MILSTRIP legacy 80 record position transactions.

C10.1.2.1. The Requisition Cancellation Transaction is identified by the DIC AC1, AC2, AC3, AC4, and AC5.

C10.1.2.2. The Request for Mass Cancellation of Requisitions is identified by the MILSTRIP Mass Cancellation Message (See Appendix 1.23). There is no DIC equivalent.

C10.1.2.3. The Request for Universal Cancellation of Requisitions is identified by the MILSTRIP Universal Cancellation Message (See Appendix 1.23). There is no MILSTRIP DIC equivalent.

C10.1.2.4. The Customer Asset Report (Stock Numbered Items) Transaction is identified by the DIC FTE.

C10.1.2.5. The Reply to Customer Asset Report Transaction is identified by the DIC FTR.

C10.1.2.6. The Disposal Release Order is identified by the DIC A5J.

C10.2. APPLICABILITY AND SCOPE. These procedures and timeframes are applicable to all DoD installations, both Continental U.S. (CONUS) and Outside the Continental U.S. (OCONUS); DoD tenant and satellite activities; DoD inventory control points (***ICP***); ***and*** DoD integrated materiel managers (***IMM***) ~~and to General Services~~

~~Administration (GSA) activities processing reports for materiel that is no longer required as a result of an installation closure.~~

C10.3. EXCLUSIONS. In addition to the exclusions cited in ~~Chapter 1, Paragraph C1.4. and Chapter 9, Paragraph C9.3.~~, these procedures *in this chapter do* ~~are not applicable~~ *apply* to the following:

C10.3.1. bulk petroleum;

C10.3.2. inter-Departmental and intra-Departmental purchasing operations;

C10.3.3. forms and publications;

C10.3.4. communications security (COMSEC) equipment, COMSEC aids (keying materiel), and all items including classified components, individual elements and repair parts that are classified and designated "crypto", or are normally handled through crypto channels;

C10.3.5. coal and coke;

C10.3.6. related personal property ~~that can be~~ *reportable* to GSA as a part of a real estate package. Related personal property is classified as any property *that is*:

C10.3.6.1. ~~an~~ *an* integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property and removal of this personal property would significantly diminish the economic value of the real property. Normally, common use items including, but not limited to, general purpose furniture, utensils, office machines, office supplies, or general purpose vehicles are not considered to be related personal property;

C10.3.6.2. ~~determined by the GSA Administrator~~ *determined by the GSA Administrator* to be related to the real property;

C10.3.7. installed property (Class II Plant Property);

C10.3.8. real property.

C10.4. INSTALLATION CLOSING PROCEDURES

C10.4.1. Stratification of Inventory

C10.4.1.1. Installation Procedures. *Do an* inventory of all installation-owned property ~~shall be conducted as soon as~~ *upon receipt of* a confirmed closure date ~~is announced.~~ The inventory ~~shall~~ *will* include, but not be limited to, nonconsumable items (recoverable/capitalized assets and assets on table of allowances) and consumable items (assets on working capital fund records). Each designated account ~~shall~~ *must* maintain its identity. *Stratify the* inventory applicable to each designated account ~~shall be stratified~~ into three classes of property:

C10.4.1.1.1. Mission-essential and is to be transferred to a new location with the mission.

C10.4.1.1.2. Not mission-essential but is required for local operations during the period prior to closure.

C10.4.1.1.3. Materiel that is no longer required for operational needs.

C10.4.1.2. Tenant and Satellite Activities. Each tenant and/or satellite activity having custody of installation-owned property shall **must** return that property to the installation. Accountable records shall **must** reflect the returns. **Use procedures in subparagraph C10.4.1.1 to inventory and stratify tenant**-owned and satellite-owned property ~~shall be inventoried and stratified as described in Subparagraph C10.4.1.1.~~

C10.4.1.3. Working Capital Fund. **Relocate the DoD Component Service/Agency (S/A)** managed working capital fund items shall be relocated with the mission, if mission-essential, or redistributed within the ~~S/A~~ **DoD Component** working capital fund. **Relocate** IMM items shall be relocated with the mission, if mission essential, or reported to the IMM for disposition instructions.

C10.4.2. In-Process Requisitions

C10.4.2.1. **Initial Requisition Review**. **Simultaneously with doing the inventory, do a** review of installation requisitions ~~shall be conducted simultaneously with performing the inventory.~~ **Identify requisitions that shall will** be identified as those that shall be:

C10.4.2.1.1. continued for shipment to the unit's relocation site;

C10.4.2.1.2. continued for operational requirements until closure;

C10.4.2.1.3. **cancelled if materiel** that is no longer required for operational needs ~~and shall be canceled.~~ Cancellations shall **will** be performed by single-line cancellation if time permits. **See Chapter 2 for requisition cancellation procedures.**

C10.4.2.2. **Sixty-Day Review**. Sixty **calendar** days prior to closure date, **review** all requisitions ~~shall be reviewed~~ again for need. If required, the **identify** requisitions shall be identified for shipment to the relocation site. **Use single-line requisition cancellation procedures to cancel requisitions** that are not required ~~shall be canceled using single-line cancellation procedures.~~ When time is insufficient to effect single-line cancellations, **use the mass or universal** cancellation procedures under Chapter 8 ~~shall be utilized.~~ **Mass Universal** cancellation procedures do not provide for continuation of requisitions for shipment to a new location site.

C10.4.3. Disposition of Inventory

C10.4.3.1. **Time-Phased Closing Schedule.** The activity being closed ~~shall~~ **will** develop a time-phased schedule to transfer mission-essential property to the new mission location(s). The schedule ~~shall~~ **will** plan the movement of such property at the earliest possible date without impairing mission capability prior to the transfer. **Transfer mission-essential property shall be transferred** to the new location(s) after transfer of the mission only in those circumstances where mission-essential items are required, up to and including the last day prior to the mission transfer.

C10.4.3.2. **Review of Non-Mission-Essential Items.** In actions involving an installation closure, **review and process** all non-mission-essential items ~~shall be reviewed and processed~~ under the provisions of [DoD Directive 5410.12](#), "Economic Adjustment Assistance to Defense-Impacted Communities", July 5, 2006. ~~The~~ **Begin** initial review of installation-owned items under the provision of DoD **Directive** 5410.12 ~~shall begin~~ immediately upon completion of the inventory, including items identified as no longer required and items identified as being necessary for operation of the installation prior to closure. **Using these item lists as the basis, The make** preliminary identification of related personal property as defined by DoD **Directive** 5410.12 ~~shall use these item lists as the basis.~~

C10.4.3.3. **Review of Host Country Agreements.** In actions involving the closure of OCONUS installations, **review and process** all items that are not mission-essential and/or **items that** will not be transferred with the activity ~~shall be reviewed and processed~~ under agreements between the United States and the host country. **Begin the** review ~~shall begin~~ immediately upon completion of the inventory, including **those** items identified as necessary for installation operations prior to closure.

C10.4.3.4. **Reporting Excess Materiel.** Immediately upon completion of the inventory and, if time permits, not less than six months prior to the announced date of closure, **report to the appropriate ICP/IMM under Chapter 9 procedures** all property ~~that has been identified as no longer needed by the installation and that is not included in the preliminary list of related personal property shall be reported to the appropriate ICP/IMM under procedures specified in Chapter 9.~~ **Do not report excess property to GSA under Chapter 9 procedures; disposition of property that would normally apply to GSA should be redistributed per Service guidance, or alternatively, revert to normal excess/surplus/donation processes.**

C10.4.3.5. **Stratification of Property for Installation Operations.** **Stratify all** property that is not mission-essential, but that is required to operate the installation for all or a portion of the time remaining until closure, and that is not included in the preliminary list of "related personal property". ~~shall be stratified~~ **Stratify items in date** order **when they will** of the dates that the items shall become excess to operational needs. Sixty **calendar** days prior to the date that each item ~~shall~~ **becomes** excess, **report** the items ~~shall be reported as excess~~ to the ICP/IMM under **Chapter 9** procedures ~~specified in Chapter 9.~~

C10.4.3.6. **Reporting Personal Property Items.** **Report items** identified as related personal property (~~Subparagraph See C10.3.6.) shall be reported to the ICP/IMM using **the Customer Asset Report** Document Identifier Code (DIC) FTE, customer asset report, and **cite** Project Code 3QQ in rp 57-59. The Project Code 3QQ informs the ICP/IMM that the item has been placed on the preliminary inventory of related personal property that is designated to be transferred to the local community at the time of installation closure. If there is a DoD requirement, **delete** the item(s) ~~shall be deleted from the inventory of related personal property.~~ **Do not report related** personal property ~~shall not be reported to GSA under materiel returns program (MRP) procedures.~~~~

C10.4.3.7. **Processing Excess Materiel.** **When items** that have been reported to ICPs/IMMs as no longer needed under the above guidance and **Chapter 9** procedures ~~contained in Chapter 9~~ and for which the ICPs/IMMs have indicated a requirement, ~~shall be processed~~ **those items** using ICP/IMM materiel return instructions.

C10.4.3.8. **Excess Item Disposal.** All items that have been reported to the ICPs/IMMs as no longer needed and for which the ICPs/IMMs have provided **a Reply to Customer Asset Report (DIC FTR) citing TC Supply Status Code TC**, plus items that are not reportable to ICPs/IMMs (for example **e.g.**, locally purchased non-national stock number (NSN) items) ~~shall~~ **will** be disposed under ~~SA~~ **DoD Component** procedures. All items that are identified as related personal property (See ~~subparagraph C10.3.6.)~~ and for which there is no DoD requirement ~~shall~~ **will** remain with the installation.

C10.4.3.9. **Inactive NSNs.** Distribution centers having obsolete or inactive coded NSNs on record, ~~that are (items without an accompanying active item manager record), shall~~ **will** locally prepare a disposal release order (DRO) (DIC A5J) with **citing Utilization Code M** in the first position of the document number serial number (rp 40) ~~for disposal action.~~

C10.5 PROCEDURES **FOR THE** INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER

C10.5.1. ICPs/IMMs ~~shall~~ **will** process customer asset reports (DIC FTEs) for property received ~~as a result of~~ **resulting from** installation closure using **Chapter 9** procedures ~~contained in Chapter 9~~. ICPs/IMMs ~~shall~~ **will** not direct **the** return of related personal property identified by Project Code 3QQ unless the item is required to meet an approved force acquisition objective (~~AFAO~~) and/or approved prepositioned war reserve requirement (~~PWRR~~).

C10.5.2. When appropriate, ICPs/IMMs ~~shall~~ **will** direct disposal of materiel resulting from base realignment and closure (BRAC) under **DLM 4000.25, Volume 2, Chapter 16** guidance and procedures ~~contained in Chapter 3~~ for directing materiel to DLA Disposition Services. The resulting DRO (DIC A5J) ~~shall~~ **will** contain **cite Utilization Code M** in the first position of the document number serial number (rp 40).