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July 11, 2018

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1319,
Administrative Alignment of DLM 4000.25-2 Military Standard Transaction
Reporting and Accountability Procedures (MILSTRAP) Manual with corresponding
DLM 4000.25 Manual (Supply/MILSTRAP)**

We are forwarding the attached approved administrative change to DLM 4000.25, DLM 4000.25, Defense Logistics Management Standards (DLMS) for implementation effective immediately. The Enterprise Business Standards Office (EBSO) will post the updated chapter files upon completion of the next change cycle in September 2018.

Addressees may direct questions to Mr. Rafael Gonzalez or Mr. Kris Fromm, e-mail: DLMSSUPPLY@DLA.MIL. Others may direct questions to their Service or Agency designated Supply PRC representative available at <http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/>.

HEIDI M. DAVEREDE
Director
Enterprise Business Standards Office

Attachment
As stated

cc:
ODASD (SCI)
JPIWG Members
JSA/LWCG Members

Attachment to ADC 1319
Alignment of DLM 4000.25-2 Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) Manual with Corresponding DLM 4000.25 Manual

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Enterprise Business Standards Office (EBSO), e-mail: DLMSSupply@dla.mil.

2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES:

a. **Primary/Secondary Functional Area:** Supply/MILSTRAP

b. **Logistics and Transaction Changes (Check All That Apply):**

<input checked="" type="checkbox"/>	Category	<input checked="" type="checkbox"/>	Category	<input checked="" type="checkbox"/>	Category
	Billing	x	Physical Inventory		Contract Admin
	Discrepancies / Deficiencies	x	MILSTRAP		DoDAAD
	Serialization		MILSTRIP		MAPAD
x	Small Arms/Light Weapons		MRA		LMARS
	pRFID		Disposition	x	DLM Publications
	GFP		DOD BRAC		

3. REFERENCES:

a. DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), June 2012.

b. DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 2, Supply Standards and Procedures, May 2014.

4. REQUESTED CHANGE(S):

a. **Brief Overview of Change:**

(1) This change is part of a series of DLMS changes to align DLM 4000.25-2, MILSTRAP, with the companion procedures in DLM 4000.25 to support the ongoing effort to cancel the DLM 4000.25-2 MILSTRAP manual.

(2) This change documents administrative changes that are necessary for this effort. This change does not modify or alter the underlying procedures that were identified in MILSTRAP Chapters.

b. Background:

(1) This alignment supports the ongoing effort to cancel the DLM 4000.25-2 MILSTRAP manual, as DOD Components' systems are required to be DLMS compliant by 2019. Upon MILSTRAP cancellation, DLM 4000.25, DLMS Manual will be the primary source for DLMS procedures, particularly reporting and accountability procedures, business rules, data standards, and transaction formats.

(2) For the past 10 years, the ADCs have included changes to align relevant text between the two manuals. This effort serves to validate the alignment between the two manuals and ensure the underlying procedures are all included in the relevant DLMS Manual chapters.

(3) The current published DLM 4000.25-2, MILSTRAP Manual Formal Change 10 as of May 4, 2018 will be available as an archived manual on the DLMS Website as a reference. The MILSTRAP chapters identified in this change will no longer be updated by additional ADCs.

c. Requested Change in Detail:

(1) Revise corresponding DLMS Volume 2 chapters (see below list in paragraph 4.d.(2)) as necessary to ensure an alignment between the procedures published MILSTRAP chapters and DLMS Volume 2 chapters.

(2) Add DIC, transaction name, and DLMS equivalent transaction number, when applicable, throughout the relevant DLMS Volume 2 Chapters. In general, the DLMS transaction and legacy MILSTRAP equivalent are identified at the beginning of each chapter and the transaction name (e.g., Receipt) is used throughout the chapter.

(3) Validate existing footnotes and update or remove as appropriate.

(4) Validate and update existing references to DoD Issuances.

(5) Removed most references to "record position" (rp) and replaced with the appropriate data element name. This will help readers to better understand the narrative without the need for additional resources.

(6) Revise DLMS organization name to "Enterprise Business Standards Office (EBSO)" throughout.

(7) Administrative changes as noted.

d. Revisions to DLM 4000.25 Manuals:

(1) DLM 4000.25 Volume 1, Chapter 2 Business Concepts and Environments

(2) DLM 4000.25 Volume 2:

(a) Chapter 2, Special Program Requirements and Demand Data Exchange Projected Supply Plan. Chapter 2 required only a minor numbering correction. Note that Demand Data Exchange section is not changed and is not part of the MILSTRAP Manual. See Enclosure 1.

(b) Chapter 3, War Materiel Requirements and Simulated Mobilization Exercises. Chapter 3 only required minor format updates. No content changes were made.

(c) Chapter 6, Physical Inventory Control. Chapter 6 required only a minor typo correction. See Enclosure 2.

(d) Chapter 7, Inventory Adjustments. Add a paragraph to clarify the legacy system requirement to execute a dual adjustment. See Enclosure 3

(e) Chapter 9, Logistics Reassignment. Chapter 9 required administrative updates to the DoD policy, updates throughout the chapter to change “Advance Receipt Information to Pre-Positioned Receipt (PMR) per ADC 1305. Update contract number related wording in C9.7.1.3.4 to reflect procurement instrument identifier (PIID) wording per ADC 1161A. See Enclosure 4

(f) Chapter 10, Materiel Receipt Acknowledgement (MRA). The alignment of the MRA Chapter is being addressed in ADC 1281.

(g) Chapter 12, Due-In and Advance Receipt Information. The title for Chapter 12 is being changed to Due-In and Pre-Positioned Materiel Receipt by ADC 1305. For the alignment, administrative updates are made to point readers to additional chapters and update DoD policy references. See Enclosure 5

(h) Chapter 13, Materiel Receipt. Clarify the legacy and DLMS transactions, update the term advance receipt information (ARI) to pre-positioned materiel receipt (PMR) and administrative updates. See Enclosure 6.

(i) Chapter 14, Issue, Loan, Demand, And Single Manager For Conventional Ammunition Freeze/Unfreeze. Update paragraph references and administrative updates to clarify transactions used. See Enclosure 7.

(j) Chapter 18 - Small Arms And Light Weapons Serial Number Registration And Reporting. There are no alignment related changes to Chapter 18, however the chapter will be updated in Formal Change 11 per ADC 1274, Joint Small Arms Light Weapons Coordinating Group (JSA/LWCG) Transfer of Chairmanship to Army (SA/LW).

(k) Chapter 22 - Asset Status Reporting. Chapter 22 contains an administrative update to clarify the DLMS and legacy transactions in the total asset visibility program. See Enclosure 8.

(l) MILSTRAP Chapter 9 Rejection, Routing and Reversal of Transactions does not map to a specific DLMS chapter.

1. Rejection of Transactions is addressed in Volume 1 Chapter 4, Volume2, Chapter 2, Chapter 4, and Chapter 6.

2. Routing of Special Program Requirement (SPR) transactions is addressed in Volume 2, Chapter 2.

3. Reversals. In general, the transaction reversal details are contained in the relevant DLMS Chapters. ADC 1280 will align MILSTRIP Chapter 1 and MILSTRAP Chapters 1

and 2 with DLMS Volume 2, Chapter 1. DLMS Volume 2, Chapter 1 will be updated by ADC 1280 to reflect the following references to relevant chapters for reversal information.

“C1.8. TRANSACTION REVERSAL. Processing activities may reverse select MILSTRAP functional area transactions. See *the following chapters for specific details on reversals*:

- Chapter 6 for quality control requirements and for additional controls required when reversing physical inventory adjustments.
- ~~See~~ Chapter 9 for additional controls required when reversing logistics transfer/decapitalization transaction.
- *Chapter 12 for additional controls required when reversing prepositioned materiel receipt transactions.*
- *Chapter 13 for additional controls required when reversing receipt transactions.*
- *Chapter 14 for additional controls required when reversing issue transactions.”*

(m) DLM 4000.25, MILSTRAP. Update the MILSTRAP Manual Table of Contents to mark the aligned chapters as “Reserved” and show the primary DLMS equivalent. See Enclosure 9

e. **Proposed Transaction Flow**: No changes to transaction flows.

f. **Alternatives**: None

5. **REASON FOR CHANGE**: Supports the alignment of the DLM 4000.25-2 MILSTRAP manual into the DLM 4000.25 manual.

6. **ADVANTAGES AND DISADVANTAGES**:

a. **Advantages**: This change will help consolidate publications in support of the future sunset of the MILSTRAP manual.

b. **Disadvantages**: No known disadvantages.

7. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET**: Implementation will take effect upon approval of this change.

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

9. **IMPACT**:

a. **New/Changes DLMS Data Elements**: No new or changes to DLMS data elements.

b. **Automated Information Systems (AIS)**: None

c. **Defense Automatic Addressing System (DAAS)**: None

d. **Non-DLM 4000.25 Series Publications**: Components should update their local procedures to ensure consistency with this change.

Enclosure 1

Make the following change to DLM 4000.25, Volume 2, Chapter 2:

Intervening Text not shown

C2.2.~~20~~**10**. Modification of SPR Requests. The forecasting activity shall send an SPR Modification Transaction to submit changes for a previously submitted SPR request to replace data in the original request. Submit SPR modifiers only to change the quantity, the project code, the coast designator, the support date, the ship-to address, and/or the initiator of the SPR requirement. If the originator of the SPR modifier differs from the originator of the original SPR, maintain a record of the revised originator.

Enclosure 2

Make the following change to DLM 4000.25, Volume 2, Chapter 6:

Intervening Text not shown

C6.2.5.1. Storage Activity Responsibility. The storage activity maintains the property accountability record for all materiel in storage and is responsible, at minimum, for materiel custody, care, receipt, storage, and issue. Storage activities are also responsible for safeguarding and re-warehousing materiel; physical inventory and research; location survey/reconciliation; quality control checks; supply discrepancy report initiation, research and resolution. In the event of potential financial liability, the storage activity is responsible for investigating and assessing financial liability for loss, damage, and destruction of Government property; and appropriate actions necessary to ensure that the physical on-hand quantity and the total item property record quantity are in agreement. Storage activities will maintain the available-for-issue balance (also known as the Owner Balance). Available-for-issue balance refers to the materiel on-hand balance minus any materiel allocated to fulfill pending materiel release order(s).

Enclosure 3

Add the following new subparagraph to DLM 4000.25, Volume 2, Chapter 7 to clarify existing legacy procedures from the MILSTRAP Manual:

Intervening Text not shown

C7.7.2.4. In legacy systems, a dual adjustment requires two separate transactions (D9K and D8K) using the same document number. To perform the actions in C7.7.2., the owner/IMM prepares a D9K with Suffix A containing the old data elements, followed by a D8K with Suffix B containing the new data elements.

Enclosure 4

Make the following administrative changes to DLM 4000.25, Volume 2, Chapter 9:

C9.2. POLICY. DoD policy for LR of consumable items is contained in DoD 4140.26-~~M~~, **Volume 4** “Defense Integrated Materiel Management Manual for Consumable Items: **Logistics Reassignment (LR)**.” DoD policy for LR of nonconsumable items is contained in AMC-R 700-99/NAVSUPINST 4790.7/AFLCR 400-21/MCO P4410.22, “Logistics Wholesale Inventory Management and Logistics Support of Multi-Service Used Nonconsumable Items”.

C9.3. REQUIREMENTS

C9.3.1. General. The LIM, GIM, and storage activities will accomplish the actions required by this manual to reassign asset accountability to the GIM in a timely manner to ensure uninterrupted supply support. Resolution of problems affecting supply operation requires direct communication, coordination, and assistance.

C9.3.2. GIM. The GIM will accept, as of the ETD, those items and book balances submitted by the LIM. (The following policy covering transfer of assets for LR is implemented from DoD 4140.26-~~M~~ and AMC-R 700-99 et al., respectively.) The LIM will transfer all on-hand wholesale balances, in place, except:

Intervening text not shown

C9.5.4. Give memorandum due-in information to the GIM and ~~advance receipt information (ARI)~~ **prepositioned materiel receipt (PMR)** to the storage activity in accordance with Chapter 12. **Quantities will show what is available for transfer.**

C9.5.5. Send the GIM storage activity a DLMS 527D ARI (**PMR**) for each due-in from procurement on which the destination has changed to the GIM. In addition, send the LIM storage activity a reversal DLMS 527D ARI (**PMR**) to delete the ~~ARI~~**PMR**.

C9.5.6. Transfer funded backorders to the GIM in accordance with DoD 4140.26-~~M~~. Transfer the funded backorders using referral/passing orders in accordance with MILSTRIP **procedures**.

Intervening text not shown

C9.6.3.1. Updating Due-Ins. The LIM will update the memorandum due-in and ~~ARI~~**PMR** in accordance with Chapter 13, as necessary, to include the following actions:

Intervening text not shown

C9.7.1.3.4. Send a LR Transfer/Decapitalization Transaction, in accordance with C9.5, and include transaction number or ~~contract number~~ **procurement instrument identifier (PIID)** (and related data: Contract line item number (CLIN), exhibit line item number (ELIN), and ~~call or order number~~ **when procurement is authorized under a PIID call/order number (F in 9th position), provide the value in the PIID field**) from the associated receipt transaction to establish an audit trail between the receipt and its following transfer/decapitalization.

Intervening text not shown

C9.7.2.4. If no ~~ARI~~**PMR** is recorded, the storage activity will report materiel received from nonprocurement sources following Chapter 13.

Intervening text not shown

C9.9. LOGISTICS REASSIGNMENT DUE-IN VALIDATION. See Chapter 12, Due-In Inquiry and ***Due-In*** Reconciliation procedures.

Enclosure 5

Update the following paragraphs in DLM 4000.25, Volume 2, Chapter 12:

C12.4. LOAN MATERIEL

C12.4.1. Use appropriate adjustment and/or receipt/due-in transactions to show the on-hand/due-in and later receipts. Show materiel on loan on owner records in the appropriate purpose code (as prescribed by the DoD Component procedures) or as a nonprocurement source due-in citing Reason for Materiel Receipt/Return Code H depending on the method/system applied.

C12.4.2. Owners/IMMs may use ARI transactions to provide advance notification to activities scheduled to receive returned loaned materiel. *See DLMS Volume 2, Chapter 13 paragraph C13.2.10. Loaned Materiel for additional details.*

Intervening text not show

C12.5.2. Destination Change. Under DoD 4140.26-~~M~~, “Defense Integrated Materiel Management for Consumable Items”, *Volume 4, “Logistics Reassignment” Change 1, December 14, 2017* ~~September 24, 2010 policy~~, the LIM will take action to change the destination of undelivered purchases upon request of the GIM. Upon changing the quantity due-in/destination, the LIM will prepare and send a memorandum due-in reversal and a new memorandum due-in to the GIM. Additionally, when an award is made for an unawarded purchase request, the LIM will prepare and send a memorandum due-in reversal and a new memorandum due-in transaction to the GIM and a ARI transaction to the applicable storage activity.

Enclosure 6

Update the following paragraphs in DLM 4000.25, Volume 2, Chapter 13:

C13.1.2.1. Receipt Transaction is identified by the DLMS 527R ASC X12 beginning segment (1/BR02/020) Transaction Type Code D4 – Receipt. This transaction provides MILSTRAP legacy DIC D4_ (*Procurement Instrument Source*)/D6_ (*Other Than Procurement Instrument Source*) functionality.

Intervening text not shown

C13.2.1. Receiving Activity Actions. Receiving activities will *report receipts of materiel using a Materiel Receipt transaction and*:[≠]

C13.2.1.1. Post receipts to the total item property record by changing or adding to data in the pre-positioned materiel receipt (PMR) file established under Chapter 12, Due-In And *Pre-Positioned Materiel Receipt* ~~Advance Receipt Information~~⁺ procedures, or by extracting data from the consignment documentation. For capital equipment candidates, receiving activities will maintain the serial numbers (and UIIs if available) on their records.

C13.2.1.2. For discrepant shipments, follow the guidelines provided in C13.2.8.

C13.2.2. Reversal of Incorrect Receipt Transactions. Receiving activities may use the Receipt Transaction to reverse incorrect Receipt Transactions.

C13.2.3. Central Procurement Receipts. Receipts from procurement can originate from central procurement or local procurement actions. Authorized procurement delivery documents should accompany each shipment as prescribed in the Federal Acquisition Regulation (*FAR*).

Intervening text not shown

C13.2.4.2. Based on inspection, prepare a ~~m~~*Materiel* Receipt Transaction indicating the date inspected and the actual condition(s), by quantity, of the materiel received. Wholesale owners will make this date available to the office responsible for contractor payment for use in determining if an interest penalty applies.

Intervening text not shown

C13.2.8.2. Exceptions. Neither the dollar value nor the timeframes for submitting discrepancy/deficiency reports apply for reporting the materiel receipt to the owner. The receipt reporting timeframes are prescribed by C13.2.6. The procedures for reporting receipt of discrepant/deficient shipments to the owner are prescribed by C13.2.8.~~2~~³.

Intervening text not shown

C13.2.8.3.8.3. Misdirected Shipments (improperly addressed by the procurement instrument source). Contact the owner to ensure compliance with the procurement requirements (i.e., inspection, acceptance, etc.). Report the total quantity in the actual condition received (normally SCC A) with a Receipt Transaction citing Management Code S. Upon receipt of

¹ The title of Chapter 12 will be changed to “Due-In And Pre-Positioned Materiel Receipt” in a future DLMS Change.

the Receipt Transaction, and prior to posting the receipt as available for issue, owners will initiate immediate action to resolve the discrepancy. If the owner or CAO/PO directs reshipment/return of a reported receipt without issuing materiel release documentation, the receiving activity will submit a reversal of the previously submitted ~~m~~**M**ateriel Receipt Transaction.

Intervening text not show

C13.2.8.3.8.9. Product Quality Deficiency. It is normally preferable to keep custody of the materiel, whether or not it has been accepted. Report the deficient quantity citing SCC Q in the Receipt Transaction.² The owner or CAO/PO will determine if litigation or informal action with the procurement instrument source should be initiated. The owner will take action to transfer the assets.

Intervening text not shown

C13.2.11.2.2. Report Procurement Instrument Source Receipt. Report procurement instrument source receipts for which there is no PMR file in accordance with the guidance in C13.2.8.~~3.4.2~~**3.4.2**4 for processing receipts not-due-in.

C13.2.11.2.3. Report Non-procurement Instrument Receipt. Report non-procurement instrument receipts for which there is no PMR file in accordance with the guidance in C13.2.8.~~3.4.2~~**3.4.2**4 for processing receipts not-due-in.

² *SCC Q not implemented by Navy. Navy implementation deferred to their Enterprise Resource Planning system modernization initiative.*

Enclosure 7

Make the following administrative updates to DLM 4000.25, Volume 2, Chapter 14:

C14.2.2.3.2. Organic Maintenance. The owner (Principal) will direct the issue of materiel to the maintenance activity from the co-located storage activity. Based on the repair schedule, the maintenance activity (Agent for maintenance by DMISA) may initiate induction to maintenance by requisitioning the unserviceable asset from the owner (Principal for maintenance by DMISA) under the provisions of ~~MILSTRIP, Chapter 2, paragraph C2.22~~ ***DLM 4000.25, Volume 2, Chapter 4, paragraph C4.2.20.***

Intervening text not shown

C14.2.3. Issue Supply Condition Code (SCC) Q Materiel to DLA Disposition Services Field Office. When an inspection or technical/engineering analysis reveals a product quality deficiency that prohibits further DoD use of the materiel, the ICP will direct the transfer of the materiel to the DLA Disposition Services Field Office in SCC Q. Disposal release orders and related issue transactions for this materiel must cite either Management Code O (alpha) to identify deficient materiel that does not require mutilation or Management Code S to identify deficient materiel that requires mutilation. DLA Disposition Services will perform mutilation in accordance with existing guidance for the national stock number (NSN)/type of materiel. The ICP should identify to DLA Disposition Services any unique instructions for disposal requiring specific methods or information regarding hazardous contents contained in the item.

Intervening text not shown

C14.5.2. If accountability is dropped, the Issue Transaction (Loan) will be used to loan materiel from depot inventory to authorized recipients. Some centralized systems do not use Issue Transactions for ~~effecting issues~~ ***the issue of loan materiel***; however, the applied method should show the issue of ~~loan materiel~~ for audit and accountability purposes. For a decentralized system, the Issue Transaction, if created by other than the ICP, may be used.

C14.6. SINGLE MANAGER FOR CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTIONS

C14.6.1. Processing of ~~DLMS 846R, Location Reconciliation Request~~ transactions, such as mismatched record reconciliation requests (***DLMS 846R, Location Reconciliation Request***) or materiel release denials (DLMS 945A, Materiel Release Advice), may require the SMCA to freeze and, when resolved, to unfreeze wholesale assets at a specific storage activity for a given stock or part number, ownership/purpose code, and SCC.

Enclosure 8

Make the following administrative updates to DLM 4000.25, Volume 2, Chapter 22:

C22.2.2.2. For the total asset visibility program, use the Request for Asset Status Report Transaction to request the report of assets above the requisitioning objective using ~~DS to Federal IC~~ **DLMS** 180M, Materiel Returns Reporting (**Legacy** Military Standard Requisitioning and Issue Procedures, ~~DLM 4000.25-1~~, (MILSTRIP) DIC FTE). Use with the asset visibility program is based on agreement of the involved DoD Components.

Make the following changes to the DLM 4000.25-2, MILSTRAP Table of Contents.

Staffing Note: Chapter 1 General Information and Chapter 2 MILSTRAP Features will be addressed by ADC 1280 and Chapter 6, Materiel Receipt Acknowledgement will be addressed in ADC 1281.

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RESERVED – See DLMS, Volume 2, Chapter 14

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RESERVED – See DLMS, Volume 2, Chapters 12 and 13

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Staffing Note: ADC 1281 will address the alignment of Chapter 6 MRA and Appendix 4 – Timelimits and Appendix 5 Business Rules

C7 CHAPTER 7 - PHYSICAL INVENTORY CONTROL

RESERVED – See DLMS, Volume 2, Chapter 6

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RESERVED

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RESERVED – See DLMS, Volume 2, Chapter 3

(Remaining Text not changed by ADC 1319)