



**SUSTAINMENT**

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
3500 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3500**

**MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE**

**SUBJECT:** Approved Defense Logistics Management Standards Change 1395, Mandatory Pre-Positioned Materiel Receipt for Processing Materiel Release Orders under Ship-In-Place Procedures

The attached Approved Defense Logistics Management Standards Change, as outlined in the attachment, is approved for implementation.

Addressees may direct questions to the Defense Enterprise Data Standards Office Supply Administrator, Mr. Rafael Gonzalez, at email: rafael.gonzalez@dla.mil. Others must contact their Component-designated Process Review Committee representative available at: <https://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/>.

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## ADC 1395

# Mandatory PMR for Processing MROs under Ship-In-Place Procedures

### 1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. **Technical POC:** Defense Enterprise Data Standards Office, Rafael Gonzalez, Supply Administrator, e-mail: [rafael.gonzalez@dla.mil](mailto:rafael.gonzalez@dla.mil)

b. **Functional POC:** DLA HQ, J345, James Weiner, e-mail: [james.c.weiner@dla.mil](mailto:james.c.weiner@dla.mil).

### 2. REFERENCES:

a. Approved Defense Logistics Management System (DLMS) Change (ADC) 1020, Inter-Service Ownership Transfer of Ammunition/Ammunition Related Materiel, November 2, 2012

b. ADC 1249, Revised Procedures for Directed Return of Discrepant/Deficient Materiel including New Document Number Assignment for Return Shipment, December 22, 2017

3. **APPROVED CHANGE(S):** Changes from the proposed to approved change are identified in **green shade text**

a. **Brief Overview of Change:** This change establishes a mandatory requirement for the DLMS 527D, pre-positioned materiel receipt (PMR) prior to accepting and processing a ship-in-place materiel release order (MRO), DLMS 940R. The term Ship-in-Place (also known as Ship-to-Self) refers to the need to transfer materiel ownership between two owners without physically shipping the asset(s). This change also formally documents the existing ship-in-place process for materiel in storage (other than ammunition). This change replaces PDC 1166 issued August 11, 2015, but not approved due to non-concurrence.

#### b. **Background:**

(1) The PMR is a core logistics requirement established over 50 years ago. The primary purpose of the PMR is to assist receiving activities in the identification of materiel ownership at time of receipt. Even though this is a requirement today, DoD Components do not consistently provide PMRs to storage activities resulting in a high volume of supply discrepancy reports (SDR). Materiel without corresponding PMR delays the receipt process and affects the ability for materiel owners to maintain accurate materiel accountability and financial records. The lack of PMR at time of receipt presents a financial risk and does not support the main priorities and responsibilities under the Financial Improvement and Audit Readiness (FIAR).

(2) The term ship-in-place refers to an MRO being sent to a storage activity solely to transfer ownership of materiel to a gaining item manager (GIM) without physically shipping the asset(s). The storage activity system recognizes the MRO for the purpose of ship-in-place when the Ship-To DoDAAC is the same as the custodial activity performing the transfer.

(3) ADC 1020 Inter-Service Ownership Transfer of Ammunition/Ammunition Related Materiel provides additional business rules applicable to Ship-in-place for Single Manager for Conventional Ammunition (SMCA) Managed and non-SMCA Managed Materiel Ammunition and Ammunition-Related Items (Reference 2.a.).

**c. Approved Change in Detail:**

(1) This change establishes the PMR as mandatory prior to accepting a ship-in-place MRO. The PMR will ensure proper evidential matter of the transfer request and ensure identification of the GIM in compliance with the priorities and strategies under Financial Improvement and Audit Readiness (FIAR). Under the ship-in-place process, there will be no physical shipment of the materiel.

(a) The GIM is responsible for transmitting a mandatory PMR to the custodial activity performing the transfer. It is important the gaining and the losing inventory manager (LIM) collaborate and coordinate the document number prior to submitting the initial materiel release request. The PMR must precede the MRO and both transactions must include the same document number for a successful match. The lack of a matching PMR will result in an MRO denial.

(b) The LIM submits the MRO with a Ship-To DoDAAC matching the custodial activity performing the transfer. The custodial activity must have an equal or greater on-hand balance for a given transfer request to avoid a denial. In addition, a matching PMR is mandatory.

1. If the on-hand balance is less than the MRO quantity, the custodial activity will deny the MRO for the full quantity. The custodial activity and the owner must reconcile inventory records by line item before submitting the ownership transfer request again. The custodial activity will deny the request via the DLMS 945A Materiel Release Denial with Denial Management Code P.

2. If the PMR is not available, the custodial activity will reject the Ship-in-place MRO request using the DLMS 945A Materiel Release Denial with Denial Management Code S.

3. If the PMR is available, the custodial activity will perform a re-warehousing action to change the owner. The re-warehousing quantity will match the MRO quantity.

(c) The custodial activity will communicate the appropriate inventory changes as follow: The LIM will receive a DLMS 945A Materiel Release Confirmation to report the loss while the GIM will receive a DLMS 527R Receipt transaction to report the gain.

(2) Materiel returns scenarios, including Materiel Returns Program and the directed return of discrepant/deficient materiel (e.g., as reported by Supply Discrepancy Report (SDR), Product Quality Deficiency Report (PQDR) or Storage Quality Control Report (SQCR)) require the activity directing the shipment to submit the PMR in conjunction with authorizing the return shipment.

**d. Revisions to Defense Logistics Manuals (DLM):**

(1) Revise DLM 4000.25, Volume 1, Appendix 2, Terms and Definitions, as described in Enclosure 2.

(2) Revise DLM 4000.25, Volume 2, Chapter 7, Inventory Adjustments, as described in Enclosure 3.

(3) Revise DLM 4000.25, Volume 2, Chapter 12, Due-In and Pre-Positioned Materiel Receipt, as described in Enclosure 3.

(4) Modify DLM 4000.25, Volume 2, Appendix 2.6 Management Codes to include a code supporting denial of a ship-in-place MRO with no preceding PMR, as shown in Enclosure 3.

**e. Approved Transaction Flow:**

(1) The LIM coordinates the document number with the GIM prior to submitting the MRO and begin the transfer.

(2) The GIM submits the PMR (DLMS 527D PMR) to the custodial activity performing the transfer using the document number provided by the LIM.

(3) The LIM submits a ship-in-place MRO to the custodial activity and authorizes the release/issue of materiel in storage to the GIM. The PMR must precede the MRO and both transactions must include the same document number for a successful match.

(4) The custodial activity systemically validates the MRO QTY against the on-hand balance and seeks for a matching PMR.

(a) If the on-hand balance is less than the MRO quantity, the custodial activity will deny the MRO for the full quantity. The custodial activity and the owner must reconcile inventory records by line item before submitting the ownership transfer request again. The custodial activity will deny the request via the DLMS 945A Materiel Release Denial with Denial Management Code P.

(b) If the PMR is not available, the custodial activity will reject the Ship-in-place request using a DLMS 945A Materiel Release Denial with Denial Management Code S.

(c) If the PMR is available, the custodial activity will perform a re-warehousing action based on the MRO. The re-warehousing action may be full or partial depending on the MRO QTY and the condition of the item.

(5) The LIM will receive a DLMS 945A Materiel Release Confirmation to report the loss while the GIM will receive a DLMS 527R receipt transaction to report the gain.

**4. REASON FOR CHANGE:** This change documents the ship-in-place procedures (for materiel other than ammunition) already in use. In addition, this change makes the PMR mandatory in support of the priorities and responsibilities under FIAR.

**5. ADVANTAGES AND DISADVANTAGES:**

a. **Advantages:** The mandatory PMR requirement will ensure the custodial activity records transferred inventory under the correct materiel owner and collects the appropriate evidential matter pertaining the request.

b. **Disadvantages:** None identified.

**6. ESTIMATED TIMELINE/IMPLEMENTATION TARGET:** The ship-in-place process is already used by DLA storage activities to change ownership of materiel in storage. This change now makes the PMR mandatory and establishes a new denial code. DoD Components who store materiel at a DLA warehouse should prioritize the implementation of this change. The target implementation should not exceed 2 years. Failure to implement this change may result in the denial of MROs for the purpose of ship-in-place.

**7. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** Not available at this time, however this change is expected to increase materiel accountability and accuracy for the DoD. As a result, this change could translate into significant savings once implemented. There is not enough information available today to estimate potential savings.

**8. IMPACT:**

a. **New/Changes to Data Elements:** Add new Denial Management Codes S and P as described in Enclosure 3.

b. **Automated Information Systems (AIS):**

(1) Component systems must be able to interpret the new Denial Management Codes.

(2) DLA Warehouse Management System (WMS) must be able to validate ship-in-place MROs for presence of a PMR and generate the materiel release denial with the appropriate denial management code as documented above.

(3) This change is optional for ammunition storage activities (since the ship-to-self MRO already includes identification of the GIM. Further, the SMCA has a unique process for inventory adjustment for ownership transfer associated with payback of SMCA items from one owning Service to another Service.

c. **Defense Automatic Addressing System (DAAS):** Update procedures for new management code value.

**d. Non-DLM Publications:** DoD Components to update local policies and procedures to ensure those publications align with this change.

**9. PROPOSED DLMS CHANGE (PDC) 1395 RESPONSE/COMMENT RESOLUTION:**

	Component	Response/Comment	Disposition
1.	DLA	<p>Concur with comment.</p> <p>Comment:</p> <p>1. I do not agree with waiting 24 hrs for a PMRD, this creates huge complexities to the programming and we historically never see PMR when it is not present initially. (Exception is SMS from EBS, usually a day late, and we need to improve on this)</p> <p>2. It is mentioned in the PSC – a R/W action is needed for all Ship-In-Place transactions. There needs to be a process (for DSS) – when the MRO quantity matches the AVAIL_BAL – to allow a process to allow ‘leaving the material in this location – and update the related ‘Owner RIC’.</p>	<p>As noted</p> <p>DEDSO Response:</p> <ol style="list-style-type: none"> <li>1. Removed the 24hr from the requirements.</li> <li>2. Noted. This is internal to DSS.</li> </ol>
3.	Navy	Concur without comment.	As noted.
4.	Air Force	Concur without comment.	As noted.
5.	US Army	Concur without comment.	As noted.
6.	USMC	<p>Concur with comment.</p> <p>Comments:</p> <p>a. If a document is denied, often a Suffix Code will be assigned to the same document number. Therefore, the losing inventory manager (LIM) must ensure the PMR document number (and any required verbiage) match the assigned suffix code prior to processing the shipping confirmation.</p> <p>b. The process described in PSC 1395 should also be included in any documentation that addresses the Material Returns Program (MRP). The Marine Corps has noted problems associated with the MRP program where the gaining inventory manager (GIM) fails to establish the PMR record when they have agreed to take ownership of assets. Failure to create the appropriate PMR currently results in a creation of a SDR that is reported back to the LIM.</p> <p>c. The Marine Corps’ supply system, (GCSS-MC), does not process the incoming 945A (A6*) transactions posting a Management code. This will require a program logic change to the Marine Corps supply system, GCSS-MC.</p>	<p>As noted</p> <p>DEDSO Response:</p> <p>a. For Ship in Place, both the LIM and the GIM must coordinate prior to sending the MRO to avoid a denial. This will ensure consistency between the MRO and the PMR.</p> <p>b. Noted. MRP is outside of the scope of this change. However, USMC may submit a PDC that could make the PMR mandatory for MRP.</p> <p>c. Noted. This is a comment internal to USMC.</p> <p>d. Noted. This is outside of the scope of this change.</p>

	<b>Component</b>	<b>Response/Comment</b>	<b>Disposition</b>
		d. The shortfall associated with there being NO mechanism, whereby the LIM can verify a PMR record, has been put into place prior to the release of any MRO moving the assets to l. This must be addressed in the release of the ASC 1395.	USMC may submit a PDC to expand the existing PMR follow-up process for ship-in-place.
7.	DAAS	Concur without comment.	As noted.
8.	USTRANSCOM	Abstains.	As noted.
9.	GSA	N/A	N/A
10.	ODASD(Log)	Concur without comment.	As noted.

**Enclosure 1**

**DLMS Transactions**

**Revise X12 EDI Implementation Convention as shown**

Changes are identified by ***bold italics*** and deletions by single strike-through text

#	Location	Revisions to DLMS 4030 947I Inventory Adjustment	Reason
1.	DLMS Introductory Notes	<p><u>Add ADC 1395 to the list of applicable DLMS changes included in the DLMS IC introductory notes:</u></p> <p><b><i>- ADC 1395, PMR for Processing MROs under Ship-In-Place Procedures</i></b></p>	Identifies DLMS changes included in the IC.
2.	2/W1901/0200	<p>Revise DLMS Note for Reason Code AG:</p> <p>AG Ownership Change</p> <p><b>DLMS Note:</b></p> <p><i>Inventory Adjustment (Ownership). <del>Two</del> <b>Three</b> Uses:</i></p> <p><b><i>(1) Report gain, loss, or dual adjustment resulting from ownership transfer (ship-in-place). Refer to ADC 1395.</i></b></p> <p><del>(2)</del><b><i>(2)</i></b> <i>Use for Single Manager for Conventional Ammunition (SCMA): gain, loss, or dual adjustment resulting from ownership transfer by the SMCA (<b>legacy</b> DIC D8S or D9S or DAS functionality <del>MILSTRAP</del>); use of these <del>MILSTRAP</del> legacy DICs is restricted to users of the conventional ammunition system).</i></p> <p><del>(2)</del><b><i>(3)</i></b> <i>For DLA industrial activity support agreement with Marine Corps only, identifies a gain or loss resulting from ownership change associated with re-warehousing. This ownership change can be requested by the Marine Corps or can occur as a result of materiel identified as discrepant upon receipt. There is no corresponding <del>MILSTRAP</del>-legacy DIC for this use, so D8Z/D9Z may be used to satisfy a DIC requirement in a mixed DLMS/DLSS environment when a <del>MILSTRAP</del>-legacy DIC is needed. Refer to ADC 402.</i></p>	Supports DLA Ship in Place to transfer materiel ownership for materiel returns process. Refer to ADCs 1084 and 1020 for supporting processes.



## Enclosure 2

### Defense Logistics Manual (DLM) 4000.25, Volume 1, Concepts and Procedures

Make the following changes to Volume 1. Additions are shown in *red bold italics*.

#### Appendix 2, Terms and Definitions.

Add the following definition:

***SHIP-IN-PLACE. A procedure that causes a custodial activity of a given materiel to transfer the ownership to a gaining inventory manager (GIM) without a physical shipment. The custodial activity uses the materiel release order (MRO) and the pre-positioned materiel receipt (PMR) transaction to receive authorization to complete the request. Also known as Ship-to-Self.***

## Enclosure 3

### DLM 4000.25, Volume 2, Supply Standards and Procedures

Make the following changes to Volume 2. Additions are shown in *red bold italics*, and deletions are shown with double strike-through text.

#### Chapter 4 Requisitioning

*Preceding text not shown*

##### C4.7.14. Preparing MROs

C4.7.14.1. Originator. MROs, DLMS 940R, Materiel Release, are prepared by the source of supply as a result of processing requisitions against inventory records and determining that materiel is available. MROs are used as a directive for release and shipment of materiel from stock.

C4.7.14.1.1. MROs directing shipment of requisitioned GFM will perpetuate contract data to include the procurement instrument identifier (PIID) authorizing GFP. When GFM is authorized under a PIID call/order number (F in 9<sup>th</sup> position), provide the value in the PIID field.<sup>1</sup> Include the CLIN when available and directed by the authorizing Component. Contract data will be provided by the source of supply for pushed GFM not initiated by a requisition.

C4.7.14.1.2. MROs directing shipment of reparable for induction for commercial maintenance will include the PIID authorizing GFP, and the call/order and CLIN when available.

C4.7.14.1.3. MROs directing shipment of GFP in contractor custody will include the PIID authorizing GFP, and the call/order and CLIN when available.

C4.7.14.1.4. MROs directing return of discrepant/deficient materiel to vendors at vendor expense will include identification of the carrier and the carrier account number.

C4.7.14.1.5. MROs directing the return of PQDR exhibits will include the PQDR report control number (RCN), if available.<sup>2</sup>

C4.7.14.1.6. MROs should perpetuate customer point of contact information provided in requisition or requisition-related transactions.

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<sup>1</sup> Use the legacy PIIN pending transition to the PIID. When GFM is authorized under a PIIN, include the legacy four-position call/order number associated with the PIIN when available and directed by the authorizing Component. Refer to ADC 1161A.

<sup>2</sup> ADC 1169, DLA Distribution Center Denial Scenarios Associated with Product Quality Deficiency Report (PQDR) Exhibits.

**C4.7.14.1.7. MROs for the purpose of ship-in-place (also known as ship-to-self) must include a Ship-To-DoDAAC matching the custodial activity performing the transfer. A PMR is mandatory for every ship-in-place request. Both the MRO and the PMR must have the same document number. The lack of PMR will result in MRO denial. Additional requirements for the ship-in-place process are available in Chapter 7.**

## **Chapter 7 Inventory Adjustments.**

*Preceding text not shown*

C7.1.4. Ownership/Purpose Code Changes. Changes between ownership codes, from purpose code to ownership code, or from ownership code to purpose code will not be made by an adjustment action. Process appropriate issue and receipt transactions to make the necessary accounting actions. ***For the ship-in-place process, a prepositioned materiel receipt (PMR) must be provided prior to submitting the materiel release order (MRO).*** An exception to this rule is the use of the dual or single inventory adjustment transactions to accomplish ownership gain/loss under the SMCA concept ~~(***identified in***-C7.3).~~

*Intervening text not shown*

## **C7.3. OWNERSHIP GAINS AND LOSSES**

*Intervening text not shown*

***C7.3.4. Ownership Transfer via Ship-in-Place (Other than Ammunition/ Ammunition Related Materiel).<sup>3</sup> The term ship-in-place (also known as ship-to-self) is a procedure that causes a custodial activity of a given materiel to transfer the ownership without a physical shipment. These procedures do not apply to ammunition and ammunition related materiel. Storage activities can recognize an MRO for ship-in-place when the Ship-To DoDAAC matches the custodial activity performing the transfer. In addition, a PMR is mandatory for every release request to ensure the storage activity has the necessary information to perform the transfer. The MRO and the PMR will serve as evidential matter to justify the transfer.***

***C7.3.4.1. Owner Responsibilities. It is important the gaining and the losing inventory manager (LIM) collaborate and coordinate the document number prior to submitting the initial materiel release request. The PMR must precede the MRO and both transactions must include the same document number for a successful match. The lack of a matching PMR will result in an MRO denial.***

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<sup>3</sup> ***Refer to ADC 1395.***

***C7.3.4.1.1. Gaining Inventory Manager (GIM). The GIM is responsible for transmitting a mandatory PMR to the custodial activity performing the transfer.***

***C7.3.4.1.2. Losing Inventory Manager (LIM). The LIM must submit an MRO with a Ship-To DoDAAC matching the custodial activity performing the transfer. The custodial activity must have an equal or greater on-hand balance for the transfer request to avoid a denial. If the on-hand balance is less than the MRO quantity, the custodial activity performing the transfer will deny the MRO for the full quantity using DLMS 945A Materiel Release Denial with Denial Management Code P. The custodial activity and the owner must reconcile inventory records by line item before submitting the ownership transfer request again.***

***C7.3.4.2. PMR Requirement. A matching PMR must be present for every ship-in-place materiel release request. When the PMR is not available, the custodial activity performing the transfer will reject the ship-in-place request via DLMS 945A Materiel Release Denial with Denial Management Code S.***

***C7.3.4.3. Ownership Change. The custodial activity performing the transfer will complete a re-warehousing action upon systemic validation of a matching PMR and quantity on-hand. The re-warehousing action may be for the full or partial quantity available (on-hand balance) depending on the MRO quantity and the condition of the item. Ship-in-place for serialized items requires a physical verification of serial numbers in storage prior to completing the re-warehousing action. The custodial activity performing the transfer will report any discrepancy found in location to the LIM. The custodial activity may deny the MRO if a discrepancy found in location prevents them from completing the transfer request.***

***C7.3.4.4. Inventory Adjustments Due to Ship-in-Place. Once the re-warehousing action is complete, the storage activity will notify both owners with the respective inventory adjustment as follow:***

***C7.3.4.4.1. The losing inventory manager (LIM) will receive a DLMS 945A Materiel Release Confirmation to report the loss.***

***C7.3.4.4.2. The gaining inventory manager (GIM) will receive a DLMS 527R Receipt to report the gain.***

## **Chapter 12, Due-In and Pre-Positioned Materiel Receipt**

*Intervening text not shown*

### **C12.3. PROVIDING THE STORAGE ACTIVITY WITH PRE-POSITIONED MATERIEL RECEIPT**

Intervening text not shown

**“C12.3.6. PMR Requirements for Ship-in-Place Materiel Release Order (MRO) (Other than Ammunition/ Ammunition Related Materiel).<sup>4</sup> Materiel release/issue and receipt for the purpose of ship-in-place requires a mandatory PMR. The custodial activity performing the transfer uses the PMR to identify the future owner. In addition, the MRO and the PMR will serve as evidential matter to justify the transfer.**

**C12.3.6.1. The gaining inventory manager is responsible for transmitting a mandatory PMR to the custodial activity performing the transfer. The PMR must precedes the MRO and both transactions must have the same document number for a successful match. The lack of a matching PMR will result in an MRO denial.**

**C12.3.6.2. A matching PMR must be present for every ship-in-place materiel release request. When the PMR is not available, the custodial activity performing the transfer will reject the Ship-in-place request via DLMS 945A Materiel Release Denial with Denial Management Code S.**

**C12.3.6.3. Materiel returns scenarios, including Materiel Returns Program and the directed return of discrepant/deficient materiel such as reported by SDR, PQDR, or Storage Quality Control Report require the GIM to submit the PMR.”**

## **Appendix 2.6, Management Codes**

AP2.6.2. ISSUE RELATED TRANSACTIONS. Management codes are assigned for use in MILSTRAP issue related transactions (DIC D7\_ Issues, DG\_ Backorders, and DHA Demands) and MILSTRIP transactions (DIC Code A4\_ Referral Orders, A5\_ Materiel/Disposal Release Orders, A6\_ Materiel/Disposal Release Denials, ACJ Disposal Release Cancellations, AE6 Supply status, AEJ Disposal Supply Status, AFJ Disposal Release Follow-ups, AGJ Reply to Disposal Release Cancellations, AKJ Disposal Release Cancellation Follow-ups, ARJ, ARK, and ARL Deposal Release Confirmations), and related release documentation (when applicable), as indicated below:

<u>CODE</u>	<u>APPLICABLE DICS</u>	<u>EXPLANATION</u>
<i>Preceding rows not shown</i>		
P	DHA, D7_, A4_	Nonrecurring demand for special program requirements.

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<sup>4</sup> ***Refer to ASC 1395.***

<u>CODE</u>	<u>APPLICABLE DICS</u>	<u>EXPLANATION</u>
P	AE_ <sup>5</sup>	Re-requisitioned materiel alternatively sourced subsequent to receipt of deficient materiel. Applicable to status related to DLMS requisition alerts, requisitions, and applicable follow-on transactions for materiel requisitioned from DLA under an industrial activity support agreement. <sup>6</sup>
<b>P</b>	<b>A6_</b>	<b>Ship-in-place MRO denial when on-hand balance is less than the MRO quantity.</b>
P	All other DICS	Reserved for future DoD assignment.
<i>Intervening rows not shown</i>		
S	D7J, A5J, ACJ, AEJ, AFJ, AGJ, AKJ, ARJ, ARK, ARL	Materiel is hazardous to public health/safety or national security. DLA Disposition Services Field Office must ensure mutilation is accomplished.
S	DHA, D7_ less D7J, A4_	Commissary resale demand.
S	AE6	Lateral redistribution order (LRO) rejected due to duplication of suffix code internal to receiving Service. LRO may be resent with suffix code advanced.
<b>S</b>	<b>A6_</b>	<b>Ship-in-place MRO denial due to missing PMR.</b>
S	All other DICS	Reserved for future DoD assignment.

<sup>5</sup> Refer to ADC 391, implementation date January 2011.

<sup>6</sup> Expanded for use for all DoD Components requisitioning from DLA is planned for future implementation (approximately 2014.)