

IN REPLY REFER TO J627

September 26, 2011

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 437, Additional Data Element Requirements for the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page Supporting Reutilization Business Integration (Supply/Disposition Services) (Staffed as PDC 455)

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

Addressees may direct questions to the DLA Logistics Management Standards points of contacts, Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: ellen.hilert@dla.mil; or Ms. Heidi Daverede, 703-767-5111; DSN 427-5111, or e-mail: heidi.daverede@dla.mil. Others must contact their Component designated representative.

DONALD C. PIPP

Director DLA Logistics Management Standards

Attachment ADC 437

cc: ODASD (SCI)

ADC 437

Additional Data Element Requirements for the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page Supporting Reutilization Business Integration

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. Service/Agency: Defense Logistics Agency Disposition Services

b. <u>Technical POC</u>:

DLA Logistics Information Service (LAR) DSN 661-5929

c. <u>Functional POC</u>:

DLA Logistics Information Service (LAR) DSN 661-5872 DLA Logistics Information Service (LAR) DSN 661-5723

2. FUNCTIONAL AREA:

a. Primary/Secondary Functional Area: Primary: Supply/Logistics DLA Disposition Services

b. Primary/Secondary Functional Process: Primary: Material Delivery Documentation

3. REFERENCES:

a. Defense Materiel Disposition Manual, DoD 4160.21–M

b. Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual, DoD 4000.25-1-M, Chapter 2, Chapter 5, Appendix 1.36, and Appendix 3.48.

c. Defense Demilitarization Manual, DoD 4160.21-M-I

d. DLA Logistics Management Standards Memorandum, Approved Defense Logistics Management System (DLMS) Change (ADC) 399, Automated Data Capture for Serialized Item Shipments and Preparation of the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page, March 18, 2011.

e. DLA Logistics Management Standards Memorandum, Proposed Defense Logistics Management System (DLMS) Change (PDC) 441, Intra-DLA Revisions to the DLMS 940R, Release Order, and Associated Procedures to Support Directed Release of Material under Reutilization Business Integration (RBI), January 20, 2011. **f.** Draft Proposed Defense Logistics Management System (DLMS) Change (PDC) 463, Intra-DLA Change to Revise DLMS 940R, Release Order, to Support Directed Release of Material in Support of Reutilization Business Integration (RBI) Public Sales Process.

4. BACKGROUND:

a. The DLA Disposition Services is a worldwide presence within the Department of Defense, with disposal specialists in 14 foreign countries, two U.S territories, and 39 states. DLA Disposition Services' mission is the execution of disposition solutions for excess military property. The Reutilization Business Integration (RBI) project will replace the DRMS Automated Information System (DAISY) by integrating DLA Disposition Services business processes within the DLA enterprise suite of applications, including the Enterprise Business system (EBS) and DLA's Distribution Standard System (DSS).

b. ADC 399 established requirements for a continuation page for the DD Form 1348-1A or DD Form 1348-2 when there is insufficient room to carry all the required supplemental data in Block 27 of the document. It also addressed the requirements to provide a means to assist with the automated data capture of multiple serialized items and established an interim capability to support all tracking requirements of serial number tracking efforts and support the evolving DoD policy for Item Unique Identification (IUID).

c. PDC 441 proposed enhanced data content for the DLMS 940R, Release Order, in support of RBI business processes for containerization and serial number/IUID tracking for small arms/light weapons. The following enhanced data content will have application to the changes required under this new change: Disposal Turn-in Document Number, DEMIL code, Fund Cite, and Serial Number/UII.

d. Draft PDC 463 proposes enhanced data content for the DLMS 940R, Release Order, in support of the RBI Public Sales Process. Specifically, it adds the capability to pass the sales customer first and last name.

e. Intent of the Document: This ADC addresses additional data and label requirements for the DD Form 1348-1A or DD Form 1348-2 that will provide DLA Disposition Services with printed data in Block 27 to support the current Disposition Services supply processes. The printed data fields will be implemented in Block 27 (and its continuation page or in available white space on the paper that the form is printed, if needed) of the DD Form 1348-1A or DD Form 1348-2 to support the Small Arms Issue process, Foreign Military Sales proceeds, **Reimbursement Code**, Hazardous Property, Ultimate Disposal messages, Shipping and Transportation instructions, Property Data, and Demilitarization instructions.

NOTE: Changes incorporated into this ADC, based on the staffing of PDC 455, are highlighted in YELLOW.

f. Scenario for which the document is used: The DLA Disposition Services uses messages in Block 27 of the DD Form 1348-1A or DD Form1348-2 to provide support to its warehousing personnel to depict what type of property they will be handling and to whom and where they will be shipping property, along with specific messages that relate to the property or the requisitioning customer.

5. Procedures, transactions, data elements, processing details in use today: Currently, when a requisition is received for DLA Disposition Services property within DAISY, a DD Form 1348-1A /warehouse pick ticket is printed. The DD Form 1348-1A prints all appropriate messages and values relating to the specific shipment of property. The current DLA Disposition Services business rules and practices for each data element identify the condition, values and messages to be printed. These messages provide needed information to both the warehouseman and the transportation service to ensure the property is shipped properly.

6. APPROVED CHANGE(S):

a. Requested change in detail: Add the following categories of instructions to Block 27 (and its continuation page or in available white space on the paper that the form is printed, if needed) of the DD 1348-1A or DD 1348-2 to support issue of DLA Disposition Services property. Business rules and criteria for entering the instructions identified below shall be determined by DLA Disposition Services and loaded into DSS tables. See enclosure 1 for layout of the instructions if using a continuation page. See enclosure 2 for layout if using the white space on the paper that the form is printed.

1) <u>Warehouse/Shipping Instructions:</u>

a) <u>Exception Shipping Address</u> – If the ship to address is an exception address, print the exception address (up to five lines).

b) <u>Special Shipping Instructions</u> – Print any special shipping instructions. Some examples of shipping instructions can include:

- Do not ship. Customer will arrange for transportation.
- Do not ship property. Contact customer for transportation instructions.
- Contact customer to obtain transportation fund cite and TAC.
- Fax this 1348 and shipping document to [insert point of contact].
 - c) <u>Fund Citation</u> Print line of accounting in a single text field.

d) <u>Foreign Military Sales Proceeds Information</u> – For FMS shipments, print "FMS PROCEEDS". <u>To facilitate the generation of required transportation documentation</u>,

export declarations, and customs clearances, if the shipment supports foreign military sales, include the property's depreciated price and total adjusted value.

e) <u>Type of Property Being Shipped</u> – Indicate if the property is either "Hazardous Property" or a "Small Arms Issue".

2) Other Instructions:

a) <u>Instructions for Return of Unneeded Property</u> – Print applicable instructions if customer is required to return material to DLA Disposition Services, when they no longer require the property and/or it requires demilitarization.

b) <u>Reimbursement Indicator Instruction</u> – Indicate to the customer "Reimbursement Required" for the property, if the generator who turned in the material to DLA Disposition Services states that the property is reimbursable.

b. Approved procedures:

1) DSS will print a DD Form 1348-1A or DD Form 1348-2 for each release order of DLA Disposition Services property. The standard DD Form 1348-1A or DD Form 1348-2 documentation will not change.

2) Additional instructions to support DLA Disposition Services Field Offices picking and shipping business processes shall be documented in Block 27 of the original DD Form 1348-1A or DD Form 1348-2. DSS shall derive the values, based on business rules and criteria from DLA Disposition Services, source data in the 940R Release Order as enhanced by PDC 441 and draft PDC 463, and associated tables supporting disposition services functions.

3) If there is insufficient space to pass all the required instructions, then either the white space available on the paper below the DD 1348-1A or a continuation page, as published in ADC 399 shall be used for the additional data. The warehouse/shipping/other instructions will only be printed once, either in the white space of the paper carrying the DD Form 1348-1A or on the first continuation page.

4) Items requiring serial number tracking, or tracking under the evolving DoD IUID business rules shall include barcodes as stipulated in ADC 399. When using the continuation page, if the volume of barcodes exceeds the capacity of a single continuation page, warehousing/shipping/other instructions will be printed on the first continuation page, followed by the barcodes on subsequent continuation pages.

c. Alternatives: There are no other alternatives for this approved change to the DD Form 1348 1-A or DD Form 1348-2. DLA Disposition Services uses the printed text field in Block 27 of the document to indicate specific types of property, shipping information and other messages that support the current Disposition Services processes.

7. REASON FOR CHANGE: With the addition of DLA Disposition Services business processes into the DSS systems, additional data elements need to be introduced on the DD Form 1348-1A or DD Form 1348-2 to provide the DLA Disposition Service Field Offices information that they have previously received from the DAISY system. This is in compliance with Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual, DoD 4000.25-1-M., Defense Materiel Disposition Manual, DoD 4160.21–M, and Defense Demilitarization Manual, DoD 4160.21–M.

8. ADVANTAGES AND DISADVANTAGES:

a. Advantages (tangible/intangible): Adding the specific messages in the transaction information in Block 27 (and its continuation page or in available white space on the paper that the form is printed) of the DD Form 1348-1A or DD Form 1348-2 provides DLA Disposition Service Field Offices with accurate instructions for picking, special handling and shipment of property to the requisitioning customers.

b. Disadvantages: None identified

9. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW

DEVELOPMENT (OPTIONAL): DSS will work with DLA Disposition Services to ensure proper documentation of the DLA Disposition Services business rules and the resulting data printed in Block 27 (and its continuation page or in available white space on the paper that the form is printed) of the DD Form 1348-1A or DD Form 1348-2.

10. NOTE ANY REGULATIONS OR GUIDANCE: (IF APPLICABLE): May require DLA update to appropriate DLA Disposition Services publication. See impact paragraph.

a. Defense Materiel Disposition Manual, DoD 4160.21-M

b. Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual, DoD 4000.25-1-M.

c. Defense Demilitarization Manual, DoD 4160.21-M-I

11. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: October 2011.

12. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLENTATION OF THIS CHANGE: Not Applicable

13. IMPACT:

a. Publications:

1) Requires update to DoD 4000.25-M and DoD 4000.25-1-M to identify new warehouse/shipping/other instructions to be included in Block 27 (and the continuation page or in available white space on the paper that the form is printed if necessary). See enclosure 3 for specific manual changes.

2) May require update to DoD 4160.21-M and DoD 4160.21-M-I by the appropriate DLA office to include the new warehouse/shipping/other instructions to be included in Block 27 (and the continuation page or in available white space on the paper that the form is printed if necessary). Neither DoD 4160.21-M nor DoD 4160.21-M-I are under the purview of DLA J627, and we are unsure which publication requires update. We defer to DLA Disposition Services to identify the appropriate publication. The requirement to update the appropriate Disposition Services publication is noted here as a courtesy. RBI, DLA Disposition Services and DLA J33 must coordinate as needed to ensure the Disposition Services Manuals are properly updated.

b. DSS:

1) Target implementation date for ADC 399 is FY12, release 12.2. Since the RBI requirement leverages the continuation page approved for implementation under ADC 399, DSS will need to move up its projected implementation date to meet the RBI implementation scheduled for DSS release 11.2.

2) DSS to work with DLA Disposition Services to define internal business rules for deriving the appropriate instructions in the proper instances.

Enclosure 1 ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A or DD Form 1348-2) CONTINUATION PAGE (SAMPLE)



Enclosure 2 ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A or DD Form 1348-2) W/ADDITIONAL DATA IN AVAILABLE WHITE SPACE (SAMPLE)



HAZARDOUS PROPERTY or SMALL ARMS ISSUE SHIPPING ADDRESS: EXCEPTION SHIPPING ADDRESS: FMS PROCEEDS

Enclosure 2, ADC 437

Enclosure 3 DLMS Manual Changes

1. Add new sub-paragraph C16.1.4.2. to DoD 4000.25-M, Volume 2, Chapter 16 and correct erroneous paragraph numbering for remaining paragraphs in C16.1.4.

C16.1.4. Processing Requisitions by DRMS

C16.1.4.1. <u>Materiel Release</u>. *DLA Disposition Services* shall send DS to Federal IC 940R, Materiel Release, to *DLA Disposition Services Field Office* if stock is available. *DLA Disposition Services* shall perpetuate DTID number or ERN on DS 940R whenever a specific item is requisitioned. *DLA Disposition Services Field Office* shall confirm or deny, as appropriate, all MROs received from *DLA Disposition Services*. *DLA Disposition Services Field Office* shall use DS to Federal IC 945A, Materiel Release Advice, with appropriate transaction type codes, to respond to follow-ups, cancellations, and modifications.

C16.1.4.2. <u>Generation of DD Form 1348-1A or DD Form 1348-2 for Issues of</u> <u>DLA Disposition Service Owned Property by the DLA Disposition Service Field Office</u> <u>Subsequent to Receipt of the 940R, Material Release Order (MRO) (Transaction Type Code</u> <u>NA)</u>. Shipments of DLA Disposition Service owned property shall follow all instructions regarding the data requirement(s) contained in DoD 4000.25-1-M, Appendix 3.49, relative to the DD Form 1348-1A/1348-2 (and the continuation sheet or in available white space on the paper that the form is printed, if required) including those instructions relative to items requiring serial number tracking and/or tracking under DoD Item Unique Identification (IUID) business rules (inclusive of barcodes).

C16.1.4.2.1. The DLA Disposition Service issue process shall also include the use of printed data in Block 27 of the DD 1348-1A or 1348-2 (and the continuation sheet or in available white space on the paper that the form is printed, if needed) to support issues of DLA Disposition Service owned property. The printed data shall support the issue process by providing additional warehouse/shipping instructions and property information such as:

- Exception Shipping Addresses
- Special Shipping Instructions
- Fund Citation
- Foreign Military Sales (FMS) proceeds information
- Type of property being shipped

The printed data shall also provide information/instructions to the requisitioning customer regarding the property, such as instructions for return of unneeded property and/or demilitarization instructions.

C16.1.4.2.2. Additional data to be printed in block 27 shall be derived by the field office system based on business rules and criteria identified by DLA Disposition Services, source data in the 940R Release Order, and associated tables within the field office's distribution system.

C16.1.4.2.3. In the event there is insufficient space to pass all the required instructions in Block 27, then either the white space available on the paper below the DD 1348-1A (or DD 1348-2) or a continuation page shall be used. The warehouse/customer shipping instructions will only be printed once, either in the white space of the paper carrying the DD Form 1348-1A or on the first continuation page.

C16.1.52. <u>Single Line-Item Cancellations</u>. *DLA Disposition Services* shall process single line-item cancellation requests or requisition modifiers if the MRO has not been sent to the *DLA Disposition Services Field Office* or if the requisition is on the requisition retention file. *DLA Disposition Services* shall not process mass cancellation requests.

C16.1.64. <u>Materiel Issue</u>. When *DLA Disposition Services Field Office* issues materiel resulting from hand-carried requisitions, *DLA Disposition Services Field Office* shall prepare a DS 945A with Transaction Type Code NJ and send it to *DLA Disposition Services*.

C16.1.75. <u>Procedures</u>. *DLA Disposition Services* shall respond to follow-ups using Chapter 4 procedures.

2. Add new instructions to Block 27 to DoD 4000.25-1-M, Appendix 3.49.

<u>AP3.49. APPENDIX 3.49</u> <u>TRANSFERS TO DLA DISPOSITION SERVICES</u> <u>DD FORM 1348-1A OR</u> <u>DD FORM 1348-2</u> (SINGLE LINE-ITEM TURN-INS)

BLOCK(S) ENTRIES

27

This block may contain additional data including bar coding for internal use. This block may contain a 2D symbol which contains information for serially tracked items and repeats bar coded data content. Enter data in this block as required by the shipping activity or the DLA Disposition Services Field Office receiving the material. When data is entered in the block, it will be clearly identified. See Appendix 1.35 for Code 39 linear bar code and PDF417 2D symbol format information. See Appendix 1.36 for the Block 27 continuation page requirements.

<u>HM/HW Turn-Ins</u> – For hazardous materiel and waste turn-ins, enter the DoDAAC of the bill-to office (required for Signal Code B), the contract line item number (CLIN) for the item, and the total cost of the disposal.

<u>FSCAP Items</u> –This block will contain both coding and clear-text information to identify Flight Safety Critical Aircraft Parts (FSCAP) shipments to DLA Disposition Services Field Office s using Criticality Code E or F as follows: AFSCAP E - Flight Safety Critical Aircraft Part-Nuclear Hardened or AFSCAP F - Flight Safety Critical Aircraft Part.¹

For IUID to support UIT/serialized item management²: Unique Item Identifier (UII) and/or Serial Number

The following additional data elements may be included in support of IUID: Manufacturer's CAGE Current Part Number Batch/Lot Clear text labeling of IUID information must be provided using the following acronyms: CAGE, P/N, BT/LT, S/N, and UII.

¹See Footnote 1.

² Capability to support IUID data content within the 2D symbol has been approved for staggered and phased implementation under ADC44B. Components have not reported implementation at this time.

BLOCK(S) ENTRIES

For Issues of DLA Disposition Services-owned property³:

Warehouse/Shipping Instructions:

- <u>Exception Shipping Address</u> If the ship to address is an exception address, print the exception address (up to five lines).
- <u>Special Shipping Instructions</u> Print any special shipping instructions. Some examples of shipping instructions can include:
 - Do not ship. Customer will arrange for transportation.
 - Do not ship property. Contact customer for transportation instructions.
 - Contact customer to obtain transportation fund cite and TAC.
 Fax this 1348 and shipping document to [insert point of contact].
- Fund Citation Print line of accounting in a single text field.
- <u>Foreign Military Sales Proceeds Information</u> For FMS shipments, print "FMS PROCEEDS".
- <u>Type of Property Being Shipped</u> Indicate if the property is either "Hazardous Property" or a "Small Arms Issue".

Other Instructions:

- <u>Instructions for Return of Unneeded Property</u> – Print applicable instructions if customer is required to return material to DLA Disposition Services, when they no longer require the property and/or it requires demilitarization

³ Authorized per ADC 437.

3. Replace sample continuation page to DoD 4000.25-1-M, Appendix 1.36 with the below image.



Organization	Response/Comment	Disposition
DLA	Concurs without comment. Any system changes will be handled by the RBI build effort.	Noted
DLA – DSS	During DSS PDR and CDR, it was agreed that DSS will print the extra data per RBI reqirements below the 1348-1 on the same sheet of paper vice on a continuation page. This is similar to the approach adopted for Navy and Marine Corps BRAC requirements on the DD 1348-1.	DLMS change modified to give the option of printing the customer/warehousing instructions in the white space below the DD Form 1348-1A or on a continuation page.
Navy	Concurs with PDC455 as written and submits no additional changes or amendments.	Noted
Air Force	Concurs without comments.	Noted
USMC	Has reviewed subject PDC and concurs with comments. Incorporation of warehouse/shipping instructions and customer instructions should be limited to the 2 nd page only. The third and higher continuation pages should be used for serial number/UII data.	Paragraphs $(6.6.3) - 4$ have been modified to state that the warehouse/customer instructions will only be generated once and should be printed prior to the generation of any barcodes for UII/serial numbers.
DFAS	Concurs w/o comment.	Noted
DSCA	Concurs w/ comment. If the requisitioned material is MRO'd, then we're OK with the language discussing FMS Proceeds.	This DLMS change supports material requisitioned from Disposition Services.
HQDA DCS G-44(S)	Concurs with PDC 455 without comment.	Noted
USTRANSCOM	Abstains due to no known impact.	Noted

Enclosure 4, RESPONSE/COMMENTS RESOLUTION: