



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO



MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 1023,
MILSTRIP References to Requisitioning from Plant Clearance Automated
Reutilization Screening System (PCARSS) (Supply)

This change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS) and DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), is approved for immediate implementation. The updated DLMS Supplement will be posted to the DLA Logistics Management Standards Web at www.dla.mil/j-6/dlmsso/elibrary/TransFormats/140_997.asp within 10 days from the above date.

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 direct questions to their Service or Agency designated Supply PRC representative.

DONALD C. PIPP
Director
DLA Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD(SCI)
ODASD DPAP (PDI)



Attachment to ADC 1023
MILSTRIP References to Requisitioning from PCARSS

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: DLA Logistics Management Standards Office, Ms. Ellen Hilert, DOD MILSTRIP Administrator, 703-767-0676; DSN 427-0676; or e-mail: Ellen.Hilert@dla.mil.

2. FUNCTIONAL AREA:

- a. **Primary/Secondary Functional Area:** Supply
- b. **Primary/Secondary Functional Process:** Requisitioning

3. REFERENCES:

- a. Federal Acquisition Regulation (FAR) 45.602-1 available at <https://www.acquisition.gov/far/current/html/Subpart%2045.6.html>. This guidance prescribes reutilization of Government property with specified exceptions, through GSA.
- b. Defense Contract Management Agency Instruction, DCMA-INST 111, Plant Clearance, July 24, 2012, available at <http://guidebook.dcmamail.com/11/index.cfm>. This instruction requires the Plant Clearance Officer (PLCO) to process requisitions for reutilization, transfer, and donation based on the requirements of FAR 45.602-1 (Reference 3.a).

4. REQUESTED CHANGE(S):

a. **Brief Overview:** This change is administrative and is not associated with any system updates. The approved change removes placeholders for data elements intended as DLMS enhancements to support transactional requisitioning from PCARSS using DLMS requisitioning transactions. DLMS requisitioning from PCARSS is not currently identified as a PCARSS modernization goal. Additionally, this change updates MILSTRIP to remove the specific code value assigned for requisitions applicable to screening via Contractor Inventory Redistribution System (CIRS). The CIRS application no longer exists, its screening capability is largely replaced by PCARSS. A brief reference to PCARSS requisitioning is added to the MILSTRIP and DLMS manual to provide visibility of the alternative requisitioning process.

b. Background:

(1) The PCARSS automates the process for reporting, screening, requisitioning, and dispositioning contractor inventory located at contractor facilities. PCARSS allows:

- Acquiring agencies to view contractor inventory, create requisitions, and see the status of current requisitions.
- Plant Clearance Officers (PLCOs) to:
 - Create, review and accept, modify, or reject inventory schedules,
 - Create and modify plant clearance cases and referrals,

- Create, complete, or delegate inventory verifications,
- Create, review, and accept, modify, or reject requisitions, and
- Issue shipping instructions, sale instructions, or other disposition instructions.

- Contractors to:
 - Create, modify, and submit inventory schedules,
 - Conduct sales, and
 - Input shipping and disposition information.

(2) The PCARSS eTools supports screening of available property by authorized individuals. Users may search for inventory or create alerts to be notified when desired items become available. The requisition content does not conform to MILSTRIP procedures/formatting. The requisition number used within PCARSS has a unique construct and does not relate to the MILSTRIP requisition document number. Detailed information about PCARSS requisitioning procedures is available at <http://www.dcms.mil/itcs/cbt/PCARSS/index.cfm>.

(3) Under MILSTRIP procedures, specific alphabetic codes are reserved for use in DOD requisitioning transactions. These code values appear in MILSTRIP legacy formats at record position 40 (as the first position of the document number serial number). Additionally, the code is carried in DLMS transactions as a discrete data element referred to as the utilization code. A code is currently assigned for use in requisitioning excess contractor inventory.

(4) Data elements and associated notes were added to the published DLMS Supplements as placeholders in support of the original concept that PCARSS modernization would include transactional exchange functionality for requisitioning consistent with MILSTRIP.

c. Requested Change in Detail:

(1) A MILSTRIP document number embedded code/utilization code is no longer needed to support requisitioning excess contractor inventory in association with the obsolete CIRS. Under this change the previously assigned MILSTRIP document number embedded code/Utilization Code P will be reserved for future DOD use.

(2) The DLMS and MILSTRIP manuals do not currently refer requisitioners to PCARSS as a potential source of materiel. A PCARSS reference will be added under this change.

(3) The PCARSS design supports web-based requisitioning, and procedures are not consistent with MILSTRIP. Therefore, all PCARSS-associated data placeholders for requisitioning under DLMS are hereby eliminated from the DLMS Supplements.

d. Revisions to DLM 4000.25 Manuals:

(1) Revise MILSTRIP DLM 4000.25-1, Appendix 2.7.5.3 to remove references to CIRS and reserve the MILSTRIP document number embedded code/Utilization Code P for future re-assignment.

<u>“CODE</u>	<u>EXPLANATION</u>
P	Use to identify requisitions for excess contractor inventory that has been reported on DD 540 series of forms or referred by the Contractor Inventory Redistribution System (CIRS) either mechanically or by listing. <i>Reserved for DoD assignment.</i>

(2) Revise the DLMS Dictionary as shown in 4.d.(1).

(3) Revise MILSTRIP requisitioning guidance as shown in Enclosure 1.

(4) Revise DLMS Supplements as shown in Enclosure 2.

e. Proposed Transaction Flow: N/A

f. Alternative: Develop strategy to modify PCARSS to accept DLMS requisitions to support transactional requisitioning initiated via standard supply systems.

Staffing Note: Component feedback on this alternative was not conclusive.

5. REASON FOR CHANGE:

a. Screening via the CIRS previously required by DFARS 245.608-70 is no longer valid as CIRS was disestablished; the DFARS requirement was deleted. DOD screening of contractor inventory (as defined in the Federal Acquisition Regulation, Part 45 and its associated clause 52.245-1) is accomplished using PCARSS. DOD contractors are required to use PCARSS in accordance with DFARS clause 252.245-7004. PCARSS requisition numbers do not conform to the MILSTRIP standard and therefore do not require use of a MILSTRIP document number embedded code/Utilization Code.

b. PCARSS does not support use of the 511R for requisitioning and no future requirement has been identified requiring PCARSS to accept MILSTRIP requisitions using either legacy or DLMS formats.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Removes obsolete and potentially confusing information from MILSTRIP guidance.

b. Disadvantages: Requisitioning of contractor inventory cannot be accomplished using standard requisitioning transactions.

7. TIME LINE/IMPLEMENTATION TARGET: Changes are effective upon issuance of the approved change.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: No significant cost is associated with this change since it is primarily administrative.

9. IMPACT:

a. New DLMS Data Elements: No new data elements are associated with this change.

b. Changes to DLMS Data Elements:

(1) The Utilization Code P is updated to remove the existing definition and reserve it for future DOD use.

(2) The following data elements are removed from DLMS dictionary/transaction exchange.

- Plant Clearance Officer
- PCARSS Case Number
- PCARSS Excess Plant Property Reference Number (mapped to the Schedule Reference Number)
- PCARSS Excess Plant Property Reference Number (mapped to the Line Item Control Number)

c. Automated Information Systems (AIS): No impact.

d. DLA Transaction Services: No impact.

e. Non-DLA Logistics Management Standards Publications: None identified.

Enclosure 1, Requisitioning Guidance Revisions.

1. Revise MILSTRIP Manual, DLM 4000.25-1, Chapter 2 as follows (preceding paragraph shown for placement context):

C2.21. REQUISITIONING DOD EXCESS PERSONAL PROPERTY FROM DLA DISPOSITION SERVICES

C2.21.1. DoD activities and, under certain circumstances, authorized Federal civil agencies are authorized to requisition excess personal property through DLA Disposition Services or directly from a DLA Disposition Services Field Office. Activities shall request, through an accountable supply officer, only that property *that* is authorized by parent headquarters or command and shall not request quantities of property that exceed authorized retention quantities. Each S/A shall furnish DLA Disposition Services the Federal condition codes that are acceptable in relation to the supply condition code being requisitioned. DLA Disposition Services maintains a standardized and centralized control and accounting system for all excess and surplus personal property locations in the DLA Disposition Services Field Offices, and provides visibility of such property through a variety of utilization screening procedures. (See [DoD 4160.21-M](#), “Defense Materiel Disposition Manual” for utilization policy and procedures.)

(Intervening subparagraphs not shown here)

C2.22 REQUISITIONING CONTRACTOR INVENTORY FROM PLANT CLEARANCE AUTOMATED REUTILIZATION SCREENING SYSTEM (PCARSS).
Acquiring agencies may view excess Government-furnished property (GFP), create requisitions, and see the status of current requisitions using PCARSS eTools. Authorized users may search for inventory or create alerts to be notified when desired items become available. The requisition content does not conform to MILSTRIP procedures/formatting. Detailed information about PCARSS requisitioning procedures is available at <http://www.dema.mil/itcso/cbt/PCARSS/index.cfm>.

(Renumber remaining paragraphs)

2. Revise DLMS Manual, DLM 4000.25, Volume 2, Chapter 4 as follows (preceding paragraph shown for placement context):

C4.2.3. Nonreimbursable Materiel. Use the no-charge indicator in non-excess personal property requisitions to identify the requisitions for nonreimbursable materiel. Use the utilization code in requisitions to the DLA Disposition Services for excess personal property requisitions to denote free issue.

C4.2.4. Requisitioning from DLA Disposition Services. See Chapter 16, ***Disposition Services***, for ~~reutilization and marketing~~ requisitioning procedures.

C4.2.5. Requisitioning Contractor Inventory From Plant Clearance Automated Reutilization Screening System (PCARSS). *Acquiring agencies may view excess Government-furnished property (GFP), create requisitions, and see the status of current requisitions using PCARSS eTools. Authorized users may search for inventory or create alerts to be notified when desired items become available. The requisition content does not conform to MILSTRIP procedures/formatting. Detailed information about PCARSS requisitioning procedures is available at <http://www.dcmamil/itcso/cbt/PCARSS/index.cfm>.*

(Renumber remaining paragraphs)

Enclosure 2, DLMS Supplement Revisions

Item #	Location	Change Table for DLMS 511M, Requisition Modification	Reason
1.	DLMS Introductory Note	<p>Add ADC 1023 to DLMS Introductory note 6:</p> <p><i>- ADC 1023, Administrative Updates to Remove MILSTRIP References to Requisitioning from Plant Clearance Automated Reutilization Screening System (PCARSS)</i></p>	To identify DLMS changes included in the DLMS Supplement
2.	2/N901/20	<p>Delete the following code and notes:</p> <p>3H Case Number DLMS Note: 1. Use to identify the case number of unique excess plant property. This number, in conjunction with the Schedule Reference Number and Line Item Control Number in N907, establishes a digital reference number to completely identify the excess plant property. Use only when requisitioning excess plant property from the Defense Contract Management Command (DCMC). 2. DLMS enhancement applicable to Plant Clearance Automated Reutilization Screening System (PCARSS) requisitioning; see introductory DLMS note 3a.</p>	Removes obsolete DLMS enhancement.
3.	2/N907-01/20	<p>Delete the following code and notes:</p> <p>72 Schedule Reference Number Federal Note: Use to identify the excess plant equipment program number. DLMS Note: 1. Use with N901 code 3H to identify the excess plant property reference number. 2. DLMS enhancement applicable to PCARSS requisitioning; see introductory DLMS note 3a.</p>	Removes obsolete DLMS enhancement.
4.	2/N907-03/20	<p>Delete the following code and notes:</p> <p>FJ Line Item Control Number Federal Note: Use to identify the line item number associated with the excess plant property reference number. DLMS Note: 1. Use with N901 code 3H and N907-1 code 72 to identify the excess plant property reference number. 2. DLMS enhancement applicable to PCARSS requisitioning; see introductory DLMS note 3a.</p>	Removes obsolete DLMS enhancement.
5.	2/N101/180	<p>Delete the following code and notes:</p> <p>KO Plant Clearance Officer 1. Use when requisitioning excess plant property. 2. DLMS enhancement applicable to PCARSS requisitioning; see introductory DLMS note 3a.</p>	Removes obsolete DLMS enhancement.

Item #	Location	Change Table for DLMS 511R, Requisition	Reason
1.	DLMS Introductory Note	<u>Add ADC 1023 to DLMS Introductory note 6:</u> - <i>ADC 1023, Administrative Updates to Remove MILSTRIP References to Requisitioning from Plant Clearance Automated Reutilization Screening System (PCARSS)</i>	To identify DLMS changes included in the DLMS Supplement
2.	2/N901/20	<u>Delete the following code and notes:</u> 3H Case Number DLMS Note: 1. Use to identify the case number of unique excess plant property. This number, in conjunction with the Schedule Reference Number and Line Item Control Number in N907, establishes a digital reference number to completely identify the excess plant property. Use only when requisitioning excess plant property from the Defense Contract Management Command (DCMC). 2. DLMS enhancement applicable to Plant Clearance Automated Reutilization Screening System (PCARSS) requisitioning; see introductory DLMS note 3a.	Removes obsolete DLMS enhancement.
3.	2/N907-01/20	<u>Delete the following code and notes:</u> 72 Schedule Reference Number Federal Note: Use with N901 code 3H to identify the excess plant property reference number. DLMS Note: DLMS enhancement applicable to PCARSS requisitioning; see introductory DLMS note 3a.	Removes obsolete DLMS enhancement.
4.	2/N907-03/20	<u>Delete the following code and notes:</u> FJ Line Item Control Number Federal Note: Use with N901 code 3H to identify the excess plant property reference number. DLMS Note: DLMS enhancement applicable to PCARSS requisitioning; see introductory DLMS note 3a.	Removes obsolete DLMS enhancement.
5.	2/N101/180	<u>Delete the following code and notes:</u> KO Plant Clearance Officer DLMS Note: 1. Use when requisitioning excess plant property. 2. DLMS enhancement applicable to PCARSS requisitioning; see introductory DLMS note 3a.	Removes obsolete DLMS enhancement.

Item #	Location	Change Table for DLMS 869F, Requisition Follow-Up	Reason
1.	DLMS Introductory Note	<u>Add ADC 1023 to DLMS Introductory note 6:</u> - <i>ADC 1023, Administrative Updates to Remove MILSTRIP References to Requisitioning from Plant Clearance Automated Reutilization Screening System (PCARSS)</i>	To identify DLMS changes included in the DLMS Supplement
2.	2/REF01/105	<u>Delete the following code and notes:</u> 3H Case Number DLMS Note: DLMS enhancement applicable to Plant Clearance Automated Reutilization Screening System (PCARSS) requisitioning; see introductory DLMS note 4a.	Removes obsolete DLMS enhancement.
3.	2/REF04-01/105	<u>Delete the following code and notes:</u> 72 Schedule Reference Number Federal Note: Use with 2/REF/105 REF01 code 3H to identify the case number of unique excess plant property. DLMS Note: 1. This number, in conjunction with the Schedule Reference Number and Line Item Control Number in REF04 1, established a digital reference number to completely identify the excess plant property. Use only when requisition excess plant property from the Defense Contract Management Command (DCMC). 2. DLMS enhancement applicable to PCARSS requisitioning; see introductory DLMS note 4a.	Removes obsolete DLMS enhancement.
4.	2/REF04-03/105	<u>Delete the following code and notes:</u> FJ Line Item Control Number Federal Note: Use with 2/REF/105 REF01 code 3H and REF04 1 code 72 to identify excess plant property reference number.	Removes obsolete DLMS enhancement.

Enclosure 3, Comment Resolution

	Originator	Response/Comment	Disposition
1.	DLA	Concur. The alternative of modifying PCARSS certainly seems like a best-case scenario, though I don't know the feasibility of such a modification.	Noted.
2.	Army	Army concurs with comments: Page 3, b, (2) references PCARRS instead of PCARSS Page 4, f, reference PCARRS instead of PCARSS	Noted. ADC corrected.
3.	Marine Corps	Concur as written and there is no need for the alternative solution.	Noted.
4.	Air Force	Concur without comments.	Noted.
5.	USTRANSCOM	Abstain	Noted.
6.	Navy	Concur	Noted.