OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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LOGISTICS AND

MATERIEL READINESS

DLM 4000.25-1, May 4, 2018

Change 10

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

CHANGE 10

I. This change to DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), June 13, 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, “DoD Supply Chain Materiel Management Policy,” December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. Exceptions are when an entire chapter or appendix is replaced, a new one added, or an administrative update is made. Administrative updates in Change 10 include the following: Abbreviations such as etc., e.g., and i.e. are incorporated inside the parentheses. Occurrences of “shall” are changed to “will” per a style change for DoD issuances. References to “(DLA) Transaction Services” are changed to “Defense Automatic Addressing System (DAAS)” and “DLA Logistics Information Services” to “Logistics Information Services”. In addition, minor typographical and similar editing errors in previous versions are corrected.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Changes (ADC) published by Enterprise Business Standards Office memorandum:

1. ADC 1151 dated September 14, 2017. Removes references to specific record retention periods for documents/transactions, and advises the Components to retain data created as a result of DLMS business processes in accordance with the DODI 5015.02, DoD Records Management Program. Revises Chapter 3, and Chapter 4.
2. ADC 1175 dated July 24, 2017. Clarifies guidance for the turn-in of partial/incomplete weapons by the weapon NSN to DLA Disposition Services for reutilization or demilitarization. Stipulates the need for a missing parts list or equivalent missing parts certification to accompany the turn-in of the serialized receiver with missing or removed parts. The turn-in activity must provide a missing parts list or annotate equivalent certification on the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A, or DD Form 1348-2), Defense Turn-in Document (DTID), or an attached continuation page. Revises Appendix 1.36, and Appendix 3.49.
3. ADC 1252 dated October 6, 2017. Establishes a standard IRRD continuation page containing additional data elements required for A&E issue and receipt processes. Updates MILSTRIP procedures to document existing undocumented versions of the DD Form 1348-1A and DD 1348-2 currently used for the A&E issue release/receipt process. Revises Issue Release/Receipt Document (IRRD) (DD Form 1348-1A) with Code 39 (Three-Of-Nine) Bar Codes and PDF417 Two-Dimensional 2D Bar Code. Revises Chapter 5, Appendix 1.35, and Appendix 1.36.
4. ADC 1256 dated September 7, 2017. Requires all Service maintenance activities/repair agents under an inter-Service agreement, including Depot Maintenance Inter-Service Support Agreements, to use MILSTRIP Materiel Returns Program automatic return notification procedures when returning a reparable item carcass in Supply Condition Code F (Unserviceable (Reparable)) to the owner/principal. The owner/principal and maintenance activity/repair agent must be able to use this process even when that Service does not have a Nonconsumable Item Material Support Code 5 Secondary Inventory Control Activity relationship with the owner/principal. Project Code 3HX (rather than existing Project Code 3AD) will apply when the owner/principal must provide credit to the returning maintenance activity for the automatic return of reparable component carcasses removed and replaced during maintenance. Revises Chapter 9, Appendix 2.1, and Appendix 2.13.

III. The list below identifies the chapters, appendices or other files from the manual that are added or replaced by this change:

| **Added or Replaced Files** | **Added or Replaced Files** |
| --- | --- |
| Change History Page | Appendix 1.35 |
| Chapter 3 | Appendix 1.36 |
| Chapter 4 | Appendix 2.1 |
| Chapter 5 | Appendix 2.13 |
| Chapter 9 | Appendix 3.49 |

IV. This change is incorporated into the on-line DLM 4000.25 series of manuals and the PDF files containing the entire set of change files on the publications page of the Defense Logistics Managements Standards Website: [www.dla.mil/does/dlms-pubs](http://www.dla.mil/does/dlms-pubs)

