



LOGISTICS AND
MATERIEL READINESS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

DLM 4000.25-1, December 7, 2012
Change 1

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES CHANGE 1

I. This change to DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures June 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. The exception would be when the entire chapter or appendix is replaced, or a new one added.

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

A. Addendum 93A dated August 29, 2012. Addendum 93A to include Status Code BP in Cancellation Procedures. Revises Chapter 3.

B. ADC 1006 dated July 12, 2012. Exception Processing for DLA Contractor Furnished Material (CFM) Requisition. Revises Chapter 11.

C. ADC 1011 dated August 13, 2012. Routing Identifier Code Format Rule for Defense Contract Management Agency Activities. Revises Appendix 2.2 and 2.3

D. ADC 1014 dated August 14, 2012. Revised Procedures for Inclusion of Contract Data in Transactions Associated with Government Furnished Property and Management Control Activity Validation of Contractor Furnished Materiel Requisitions. Revises Chapter 11, Appendices 1.1, 3.2, 3.23, 3.24 and 3.48.

E. ADC 1029 dated August 14, 2012. Establish New MILSTRIP-Authorized Value for First Position of Requisition Document Number Serial Number and DLMS Utilization Code H for Military Sealift Command (MSC). Revises MILSTRIP Appendix 2.7. (Withdrawal of ADC 1029 dated September 4, 2012.)

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

Replaced Files

Change History Page

Table of Contents

Chapter 3

Chapter 11

Appendix 1.1

Appendix 2.2

Appendix 2.3

Appendix 3.2

Appendix 3.23

Appendix 3.24

Appendix 3.48

IV. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp and the PDF file containing the entire set of change files is available at www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLMS/formal_changes.asp



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MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP)

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Version
AMCL 13	2/18/2010	Withdrawal of Approved Military Change Letter (AMCL) 5 and 13, Date Packed/Expiration for Subsistence Items. This change withdrew the original request the "Date Packed/Expiration for "Subsistence Items" elements in the DLMS Supplement and retracts associated business rules related to MILSTRIP, MILSTRAP and DLMS. Revises MILSTRIP AP3.13, Disposal Release Order, Follow-up, or Cancellation.	0
93A	8/29/2012	Addendum 93A to include Status Code BP in Cancellation Procedures. This change corrects an administrative oversight in documented procedures for source of supply processing of single line requisition cancellation requests to check for Status Code BP. Revises MILSTRIP Chapter 3, Requisition Processing and Related Actions.	1
224	2/21/2007	Revised Procedures for Logistics Accountability During Maintenance. This change incorporates multiple revisions to procedures for maintaining accountability during maintenance. Uses existing requisitioning procedures for the induction of reparable into maintenance. Withdraws directed use of the DIC FTA transaction by the shipping activity for accountability of items identified and scheduled for repair under a Depot Maintenance Inter-Service Support Agreement (DMISA), since that type of workload must be negotiated. Revises Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups, Chapter 3, Requisition Processing and related actions, and Chapter 9, Materials Returns Program (MRP) and Lateral Distribution of Retail Assets	0

ADC Number	Date	Change Description	Version
256	12/19/2007	WebSDR/SDR Transaction Edits: Forwarding and Follow-up Timeframes. This change approves two new edit processes for DOD WebSDR that will improve data quality and enforce existing business rules under referenced guidance. Follow-up transactions will be edited to ensure that an appropriate time has elapsed before follow-ups may be submitted. Revises Chapter 17 and establishes two new reply codes.	0
262	12/19/2007	Deleted Department of Defense Activity Address Code (DoDAAC) Cited on Open Orders. This change revises MILSTRIP and DLMS procedures to include instructions on cancellation of orders citing a ship-to or bill-to DoDAAC that has been deleted. Revises DLMS Volume 2, Chapter 4, and MILSTRIP Chapter 3 and Appendix 2.16 Status Code - BQ.	0
264	1/30/2008	DLMS Enhancement for Part-Numbered Requisition Format and USAF Unique Rules for Descriptive Information including Technical Order (T.O.) Number. This change will supports unique procedures for the AF requirement pending future reengineering. This change includes administrative updates to MILSTRIP-identified descriptive information data associated with part-numbered requisitions, during the transition to DLMS from the MILS-based procedures. AP3.4, Non-National Stock Number Requisition (Mechanical).	0
282	5/8/2008	Consolidation and Containerization Points (CCP)-Originated Supply Discrepancy Reports (SDRs) including Noncompliant Wood Packaging Material (WPM) Procedures and Shipment Hold Code. This change is requested to support generation of DLMS SDRs at the Consolidation and Containerization Points (CCP) and involves shipments using noncompliant Wood Packaging Materials (WPM) and shipping through the CCPs to OCONUS sites. Revises MILSTRIP AP2.17, Hold Codes.	0

ADC Number	Date	Change Description	Version
285	6/10/2008	Administrative Revision to MILSTRIP and DLMS Supplement 869C, Requisition Cancellation for Inclusion of Missing Passing Activity Identification. This change updates the MILSTRIP/DLMS procedures, the DLMS Supplement 869C, and Defense Automatic Addressing System (DAAS) conversion mapping for MILSTRIP Document Identifier AC_/AK_ transactions. All now permit inclusion of the party passing the transaction in the cancellation and cancellation follow-up. Revises MILSTRIP AP 3.7, Requisition Cancellation.	0
286B	6/2/2008	Administrative Update for MILS/DLMS Conversion for MILSTRIP ACP/ACM Cancellation Formats. This ADC updates documentation and system maps in order to support current MILSTRIP requirements. The cancellation transactions above are not currently in use, although Army has confirmed their plan to use them. Implementation of this ADC will position Defense Automatic Addressing System to support future systems developers, regardless of Service. Revises MILSTRIP AP3.9, Supply Source Cancellation.	0
289	10/21/2009	Revisions to Security Assistance Program Procedures, Modification of the Definition of the Security Assistance Type of Assistance and Financing Codes (MILSTRIP/Supply) and Policy Change to Billing Procedures. This change accommodates the inclusion of a paragraph on the timeframe for shipments using a required availability date (RAD), the use of extended required delivery dates (RDDs), a paragraph regarding possible storage charges for materiel awaiting Notice of Availability (NOA) responses, and some minor changes to program names and acronyms. Revises MILSTRIP Chapter 6, Security Assistance Program, and MILSTRIP AP2.19 Security Assistance Program Type of Assistance and Financial Codes.	0

ADC Number	Date	Change Description	Version
296	8/12/2008	Passive Radio Frequency Identifications. The changes are proposed to standardize the pRFID processes and related visibility transactions used throughout DoD. In addition, the additions will expand the use of pRFID to local delivery and the associated delivery and attempted delivery transactions to be implemented under Joint Regional Inventory Materials Management (JRIMM). Revises Chapter 24, Passive RFID Transactions.	0
306	11/10/2008	Administrative Change to Rail Transportation Mode/Method Codes and Definitions. This administrative change updates the DoD codes, definitions, X12 conversion and Military Standard Requisitioning and Issue Procedures (MILSTRIP) references to synchronize with the United States Transportation Command's Authorized Data Source for transportation mode/method codes. This change is in direct support of the expansion of the Defense Transportation Coordinator Initiative (DTCI) to include rail movements. Revises MILSTRIP, AP3.14, Material Release Confirmation, AP3.15, Force-Closed Material Release Confirmation, AP3.19, Shipment Status, AP3.30, Foreign Military Sales Notice of Availability Key Document, as well as, AP3.39, Shipment Status.	0
309	6/3/2009	Notice of Availability (NOA) and NOA Reply Transaction Data Content/Mapping including Addition of Type Pack Code for 463L Pallets. This revision resolves a DLMS/MILS conversion issue between the MILSTRIP AD5 and the comparable DLMS 870N, Notice of Availability Reply. Revisions are identified to add a code and DLMS note to DLMS Supplement 870N supporting what the DAAS map has already implemented, and add a future enhancement to the process to identify the NOA submitter. This change also modifies the location of the type pack code in the DS 856N, Notice of Availability, updates MILSTRIP AP3.30, Formats, to correctly identify the authorized data source for valid DoD Type Pack Codes and adds to MILSTRIP Abbreviations.	0

ADC Number	Date	Change Description	Version
313	12/24/2008	Request for Implementation Date for Approved Defense Logistics Management System, Revisions to DLMS Supplement 527R to Add Code for MILSTRAP DRB Functionality and to Address Enhancement for Advice Codes Used with 527R Receipt and Response to Inquiry for Materiel Receipt. Provides a new DS 527R, Receipt, Inquiry, Response and MRA, beginning segment action code to provide functionality of MILSTRAP (reference 3a) Document Identifier Code (DIC) DRB-MRA Reply to Follow-up. Revises MILSTRIP (references 3.c), Appendix 2.15, Advice Codes.	0
316	2/19/2009	Retail Transportation and Supply Receipt and Acknowledgement Transactions. This ADC approves a standardized interchange and set of business processes between retail transportation and supply activities through the use of the standard DLMS Warehouse Shipping Order (940R) and Warehouse Shipping Advice (945A). This standard exchange provides the ability to pre-position release order data in transportation, submit follow-up status messages to transportation requesting updated shipment status, submit cancellation requests to transportation for release orders already turned over to transportation for shipment planning and execution, provide supply status messages from transportation to supply, provide cancellation response messages from transportation to supply, and submit material release confirmation messages from transportation to supply when the material has shipped. Revises MILSTRIP Chapter 2, Preparation and Submission of Requisitions, Cancellations and Follow-Ups, Chapter 3, Requisition Processing and Related Actions, Chapter 4, Status, AP2.12, Distribution Codes, AP2.16, Status Codes, AP2.1 Document Identifier Codes, and AP3.10, Supply Status.	0

ADC Number	Date	Change Description	Version
316A	6/26/2009	USAF Requirements for Item Record Data and Unique Item Tracking (UIT) using the Materiel Release (DLMS Supplement 940R) under Transportation and Supply Receipt and Acknowledgement Interchange. This change enhanced the Standard Base Supply System (SBSS) - Cargo Movement Operations System (CMOS) interface in association with implementation of the ADC 316 procedures for retail transportation and supply receipt and acknowledgement interchange. The change will allow SBSS to perpetuate selected item record (NSN) data and serialized control numbers/unique item identifiers (UII) in the 940R Material Release transaction. Revises Chapters 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups, 19, Unique Item Tracking.	0
316B	6/26/2009	New Distribution Code (111) for the Retail Transportation and Supply Receipt and Acknowledgement Interchange for the 940R and 945A. This change clearly identifies the transaction used for the Retail Transportation and Supply Receipt and Acknowledgement Interchange. The distribution code "1" has been replaced by the new code "111". Revises Chapters 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups, 3, Requisition Processing and Related Actions, 4, Status, and Appendixes 2.1, Document Identifier Codes, 2.12, Distribution Codes, 2.16, Status Codes, and 3.10, Supply Status.	0

ADC Number	Date	Change Description	Version
317	2/17/2009	<p>Revised Business Rules for Transshipper-Prepared. This change establishes new procedures associated with SDR reporting discrepancies discovered while the shipment is in-transit. It authorizes two new SDR action codes to distinguish between SDRs requiring expedited response to resolve frustrated freight problems and those requiring no response, but which may be used by the action activity to correct shipping/packaging errors, recoup money from noncompliant vendors, and identify trends. A time standard of 5 days is established for those SDRs requesting expedited response. The change authorizes special routing rules for DLA-directed shipments (for both the ICP and the Distribution Depot). The change will support use of DoD WebSDR for direct input by aerial ports by adopting a process similar to that currently used by the consolidation and containerization point (CCP).</p>	0
324	6/24/2009	<p>DLMS Procedures for Materiel Returns from National Inventory Management Strategy (NIMS) Sites and Industrial Sites under Base Realignment and Closure (BRAC). This change documents procedures for materiel returns to DLA as partially implemented under the national inventory management strategy (NIMS) and as planned in support of the 2005 Base Realignment and Closure (BRAC) decision. The change addresses communications among customers, the distribution depot, and the DLA ICP, along with establishing new procedures for authorizing and processing customer credit. Finalization of the returns procedures required recurring DLMSO interaction with the BRAC team to achieve correct business rules and documentation of these rules in the applicable DoD manuals. Revises MILSTRIP Chapter 9, Material Returns Program (MRP) and Lateral Redistribution of Retail Assets.</p>	0

ADC Number	Date	Change Description	Version
328	7/28/2009	“Off-Line” Requisition Processing: Internet Ordering Application Request for Component Verification of Funds Availability and Recording of the Financial Obligation. This change requests an interface be established between the various internet ordering applications and the applicable Component financial application, so that fund availability can be checked before allowing the requisition to be processed, and, as a separate, subsequent action, establish the associated obligation within the applicable financial system. Revises MILSTRIP Chapter 2, Preparation and Submission of Requisitions, Cancellations, and Follow-ups, as well as, AP2. 1, Document Identifier Code.	0
332	7/8/2009	Intra-Navy Exchange Price Billing for Depot Level Repairables. The purpose of this change is to map the Navy’s current billing transactions for depot level repairables (DLRs) under the Navy Carcass Tracking program to the DLMS Supplement 810L, Logistics Bill. This change will support the Navy migration to DLMS, and will support mapping in a mixed DLMS/MILS environment. Revision to DLMS Supplement (DS) 810L, Logistics Bill.	0
338	9/28/2009	New Advice Code for Surge Requirements of Mission Support Material (MSM) under Navy Base Realignment and Closure (BRAC) Inventory Management and Stock Positioning (IMSP). This change was replaced in its entirety by ADC 338A.	0
338A	8/24/2010	New Advice Code for Surge Requirements of Mission Support Material (MSM) under Navy BRAC Inventory Management and Stock Positioning (IMSP). This change republishes ADC 338 to replace the previously assigned advice code with a new management code for use on DLMS transactions associated with requisitioning to identify surge requirements for Mission Support Material (MSM) under DLA-Navy BRAC IMSP. Revises AP2.15 as well as the DLMS Data Dictionary and corresponding MILSTRAP appendix.	0

ADC Number	Date	Change Description	Version
379	6/15/2010	New and Revised Supply Status Procedures to Support “Virtual Receipt” and Requisition Alert Processes under Navy BRAC SS&D/IMSP. This change created the new supply status for arrival and delivery supplements MILSTRIP requirements for materiel release confirmation (DLMS 945A) and shipment status (DLMS 856S) when directed release is triggered by a materiel release order (DLMS 940R) in support of BRAC. This change also establishes (2) Supply and shipment status provided on requisition alerts to the Navy Shipyard (NSY) or Fleet Readiness Center (FRC) sites as the order is updated in EBS. This includes revising existing status code definitions to accommodate the new requisition alert process. Revises MILSTRIP AP2.16, Supply Status Codes.	0
379A	5/4/2012	Revised Supply Status Procedures to Support “Virtual Receipt” and Requisition Alert Processes under Navy BRAC SS&D/IMSP – Intermediate Supply Status. This change enhances procedures implemented under ADC 379 (Reference 3.a.) to include additional supply status requirements to Navy BRAC SS&D sites. The new supply status procedures will provide greater visibility to the Naval Shipyard (NSY) or Fleet Readiness Center (FRC) in response to Navy requisition alert transactions (Reference 3.b.) in three situations: Pre-shipment Notification, Pre-protection Notification, and Mission Support Materiel (MSM) Allocation Notification.	0
384A	4/7/2011	Special Programs for Non-DoD/Non-Federal Agency Requisitioners; Additions in Support of DLA Disposition Services Under Reutilization Business Integration (RBI). This change amends ADC 384 to establish Defense Logistics Management Standards (DLMS) procedures for additional Special Programs in support of DLA Reutilization Business Integration, where the requisitioner is neither a Federal Agency nor a DoD entity. This change establishes DoDAAC series to clearly identify such programs. Chapter 2, Preparation and Submission of Requisitions, Cancellations and Follow-Ups.	0

ADC Number	Date	Change Description	Version
384B	10/7/2011	Special Programs for Non-DOD/Non-Federal Agency Requisitioners; Update to Section 1122 Program DODAAC Series. This is an administrative change to amend ADC 384 to change the first position designation for Special Program Section 1122 DODAACs from "1" to "3". There are special programs where the requisitioner is neither a Federal Agency nor a DOD entity. One such program, specifically addressed by this ADC is the special program established by Section 1122 of the fiscal year 1994 National Defense Authorization Act, which established the authority for state and local governments to purchase law enforcement equipment through Federal procurement channels, provided that the equipment is used in the performance of counter-drug, homeland security, and emergency response activities. There are no changes to the DLMS Manual.	0
387	7/2/2010	DLMS Enhancement: DLMS Supplement 846A Asset Reclassification Transaction and Associated Procedures, and Administrative Update to DS 947I Inventory Adjustment. This change expands capability of the 846A DLMS transaction, notes and procedures. Revises MILSTRIP AP2.15, Advice Codes.	0
389	8/3/2010	Inventory Control Point /Integrated Item Manager (ICP/IMM)-Directed Shipments of Non-Requisitioned Government Furnished Materiel (GFM). This proposed change documents an alternative process for providing GFM to contractors without initializing the requirement via a requisition. Under this process materiel is "pushed" from the supply system rather than the "pulled" per current MILSTRIP procedures. The ICP/IMM provides GFM to the contractor based upon the terms which establishes a list of raw materiel/component parts needed to manufacture the end item, and which will be provided by the Government without separate charge to the contractor. Revises Chapter 11, Contractor Access to Government Supply Sources.	0

ADC Number	Date	Change Description	Version
395	9/1/2010	Request for New Transportation Activity Processing Supply Status Code. This change uses supply status code BX that enables the transportation activity to report a more detailed supply status in response to a follow-up inquiry from supply. The status code "BX" provides transportation with a more descriptive status message back to supply, to report that the item for shipment has not yet arrived at the transportation activity for in-check. Revises MILSTRIP AP2.13, Requisition Transaction Status Codes.	0
397	10/26/2010	Deletion of the Passive RFID Reader ID Number from the Reader Registration Table. This change deletes the requirement for reporting the pRFID Reader ID Number in the XML Reader Registration transaction. Revision to Chapter 3.	0
399	3/18/2011	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. This change provides enhanced procedures in support automated data capture and establishes a mandatory continuation page for DD form 1348-1A or 1348-2. Additionally, this change removes use of Automated Packaging List (APL) in association with MILSTRIP. Revises MILSTRIP, Chapter 5, Release and Receipt of Materiel, Chapter 6, Security Assistance Program, AP1.1, Forms and Messages, deletes text in AP1.1.7 and insert new AP1.1.9. Also modifies AP1.35, Issue Release/Receipt Document (IRRD), AP1.36, Continuation Page, AP1.30, APL, AP3.48, Materiel Release Document, AP3.49, transfer to DLA Distribution Services on DD Form 1348-1a or DD Form 1348-2.	0

ADC Number	Date	Change Description	Version
400	4/17/2012	Elimination of the DLMS-MILSTRAP Logistics Asset Support Estimate (LASE) Process no Longer Required by the DOD Components. This change eliminates the DLMS-MILSTRAP LASE process as recommended by the DOD Components after staffing two separate PDCs from DLA and Army (DLA PDC 301 and Army PDC 400). The PDCs documented that DLA and Army were not implementing LASE in their respective enterprise resource planning (ERP) systems: DLA Enterprise Business System (EBS) and Army Logistics Modernization Program (LMP). The remaining DOD Components agreed to DLA and Army's elimination of the LASE process. In response to the PDCs, Navy and Air Force stated they would not implement LASE in their ERPs, and Marine Corps also concurred with the elimination of LASE. Revises MILSTRIP AP 2.16, Status Codes.	0
416	10/25/2011	Hazardous Material/Hazardous Waste (HM/HW) Profile Transaction, DLMS 996H, in Support of Reutilization Business Integration (RBI) This change established an interface through DLA Transactions Services to electronically convey Hazardous Material/Hazardous Waste (HM/HW) Profile Sheet (HWPS) and shipment status information for shipments to DLA Disposition Service Field Offices. The interchange will accommodate the existing Generator Communication (GenComm) Standard v5.0 in either pipe-delimited (see enclosure 1) or XML schema (see enclosure 2) transaction formats from either GenComm or the individual Component generator systems. Revises AP3.49, Transfers to Defense Reutilization and Marketing Office on DD Form 1348-1A or DD Form 1348-2 (Single Item Turn-Ins), Block 27.	0
418	4/6/2011	Advice Code 2W for Free Issue. This change authorizes Navy and Marine Corps use of Advice Code 2W when requisitioning on a free fill or kill basis where the requisition is satisfied through Navy-owned residual end-use assets managed under Navy ERP. Supports use of AP2.15, Advice Codes.	0

ADC Number	Date	Change Description	Version
426	5/10/2011	Intra-Navy DLMS 511R, Requisition, Inclusion of Requested Storage Activity. This change documents changes to DLMS 511R / Document Identifier Code A0_, to allow for the identification of the desired storage activity from which a requisitioned item is to be supplied. This change will be adopted as an intra-Navy DLMS enhancement in support of organic maintenance requisitioning procedures. Revises AP3.2, Requisition.	0
427	11/28/2011	Requisition Document Number Date Edit. This change established edits as described below to reject requisitions that are greater than one year old, or are more than one day in the future. This date edit is based upon a calendar year and will not impact requisition dates which cross over the fiscal year. Additionally, this change revises the narrative text associated with Requisition Transaction Status Code CD to clarify the date edit. Revises Chapter 2, Special Program Requirements and Demand Data Exchange Forecasts, Chapter 3, Requisition Processing and Related Actions, and AP2.16, Status Codes.	0
428	5/23/2011	Special Program Section 1122 DoDAACs Changed from "1" Series to "3" Series. This change modifies initial guidance in ADC 384, which assigned Service Code "I" to Missile Defense Agency. Since the alpha "I" is very similar to the numeric "1" assigned to Section 1122 Program DoDAACs, this change has been made to avoid possible confusion in human readable form. Revises AP2.2, Service and Agency Codes.	0

ADC Number	Date	Change Description	Version
428A	6/9/2011	Support to Missile Defense Agency (MDA) as a Foreign Military Sales (FMS) Implementing Agency (IA) and Assignment of New Service and Agency (S/A) Code "I" . This addendum is provided to make administrative corrections to the approved change documentation and document additional requirements for new distribution code and fund codes to support Missile Defense Agency (MDA) as an Implementing Agency (IA). MDA will establish an ILCO, which will be responsible for entering and maintaining MAPACs in the MAPAD, as required, for use with requisitions submitted with Service/Agency Code "I"-based document numbers. Additionally, MDA will be responsible for updates to the Fund Code Table to support Interfund billing as applicable. Revises AP2.2, Type of Physical Inventory/Transaction History Codes.	0
436	8/4/2011	Administrative Revisions to DLMS Supplements to Remove Obsolete Routing Identifier Code (RIC) "Streamline" Notes and Update MILSTRIP/DLMS Documentation Associated with RICs . This change updates the RIC field note in the DLMS to remove obsolete references to future streamlining, and the RIC assignment rules to reflect Washington Headquarter Service (WHS) is now responsible for update of "Other DoD DoDAACs (H series)". Revises AP2.3, Routing Identifier Codes.	0
437	9/26/2011	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 . This change adds 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. Revises AP3.49, Transfers to DLA Disposition Services DD Form 1348-1A or DD Form 1348-2 (Single Line-Item Turn-Ins) Block 27 and replaces the sample continuation page in AP1.36, Issue Receipt Document (IRRD).	0

ADC Number	Date	Change Description	Version
437	11/4/2011	Correction to DOD 4000.25-1-M, Appendixes 3.48 and 3.49. This change reverses the ADC 437 changes erroneously applied to DOD 4000.25-1-M, Appendix 3.49, and applies approved ADC 437 changes to DOD 4000.25-1-M, Appendix 3.48. Revises AP3.49, Transfers to DLA Disposition Services DD Form 1348-1A or DD Form 1348-2 (Single Line-Item Turn-Ins), and AP3.48, Material Release Document DD Form 1348-1A or DD Form 1348-2.	0
440	7/19/2011	Change to DoDAAC Authority Code Assignment Process. This change is to require the user to make a decision about which Authority Code to assign when creating a new DoDAAC vice defaulting to Authority Code "00". Revises Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations and Follow-ups.	0
441	8/22/2011	Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits. This change proposes that DLA Transaction Services split large quantities for ammunition communicated via DLMS Transaction into two legacy 80-record position transactions without creating or changing the suffix code. The split into separate transactions is necessary because the legacy format restricts the allowable field length for quantities and does not accommodate residual quantities when using the "M" quantity multiplier described above. The Defense Automatic Addressing System (DAAS) conversion split from a single DLMS transaction into two separate 80-record position legacy transactions will result in the maximum allowable quantity on the first transaction and the residual quantity on the subsequent transaction produced with like document number/suffix. Revises Chapter 4, Status, and AP3.10, Supply Status, AP3.19, Shipment Status, AP2.6, Unit of Issue and Quantity, AP3.1, Formats, AP3.12, Materiel Release Order/Follow-Up For Materiel Release Order/Lateral Redistribution Order, AP3.2, Requisition, and AP3.14, Materiel Release Confirmation.	0

ADC Number	Date	Change Description	Version
441A	1/23/2012	Approved Addendum to Approved Defense Logistics Management System (DLMS) Change 441A, Clarification to Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits. (This document must be used in conjunction with the original ADC 441.) Revises MILSTRIP Chapter 4, Status, Appendix AP3.10, and Appendix 3.19.	0
448	9/21/2011	Implementation of International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions. This change implements DoD policy within the DLMS to transition to the use the International Organization for Standardization (ISO) 3166-1, "Codes for the representation of names of countries and their subdivisions – Part 1: Country Codes" by September 30, 2012, in accordance with References 3.a and 3.b. ISO 3166-1 contains two alphabetic code lists: digraph (two characters) and tri-graph (three characters). Also approves a related enhancement to use country short names in DoDAAD and MAPAD last address line in lieu of country codes to meet the ISO and United States Post Office (USPS) postal addressing rules. Revises AP2.8, Security Cooperation Customer Codes, Chapter 6, Security Assistance Program, as well as, Chapter 7, Validation of Material Obligation.	0
450	2/14/2012	Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes. The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated. Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the PDC/ADC process.	0

ADC Number	Date	Change Description	Version
451	11/7/2011	Elimination of DD Form 173/2 for Message Transmission of MILSTRIP Transactions and Updated Procedures associated with DLA Transaction Services Document Mailing. Revised Chapter 1, General Information, Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups, Chapter 9, Materials Returns Program (MRP) and Lateral Redistribution of Retail Assets, AP1, Forms/Message Formats Index, AP2.4, Media and Status Codes, AP1.8, MILSTRIP Requisition Message, AP1.9, MILSTRIP Message Follow-up, AP1.10, MILSTRIP Message Supply Assistance Request, AP1.11, Abbreviated MILSTRIP Message Supply Status, AP1.12, abbreviated MILSTRIP Message Shipment Status, AP1.13, MILSTRIP Part Number/Non-NSN Message Requisition, AP1.15, Message Request for Special Material Obligation Validation, AP1.16, Message Reply to Special Material Obligation Validation, AP1.22, Abbreviated Message Asset Report, Etc. (Material Returns Program), and AP1.23, Mass or Universal Cancellation Message.	0
453	12/9/2011	Component Turn-In Documentation, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2), Supporting Disposition Services. This ADC addresses DD Form 1348-1A (or DD Form 1348-2) requirements for DOD Components that are turning in property to DLA Disposition Services to clarify funding information required for reimbursement of scrap proceeds or obligation for Hazardous Waste (HW) disposal cost. Additionally, changes are needed to reduce the number of paper copies required at time of turn-in and also to expedite automated turn-in processing where Component systems provide computer generated DD Form 1348-1A (or DD Form 1348-2) documents that have all required information. Revises MILSTRIP AP3.49, Transfers to DLA Disposition Services Field Office on DD Form 1348-1A or DD Form 1348-2 (Single Line item Turn-Ins), as well as, Chapter 5, Release and Receipt of Material.	0

ADC Number	Date	Change Description	Version
455	2/7/2012	<p>**ADC 455 was replaced in entirety by ADC455A. Refer to ADC 455A**</p> <p>Revisions to Procedures and Supply Status (DLMS 870S/Document Identifier Code (DIC) AE_) from DLA Disposition Services under Reutilization Business Integration (RBI). This change allows MILSTRIP requisitions for DLA Disposition Services NSN property to be prepared and submitted external to the DLA Disposition Services' RTD Web (via the customer's own supply system). These requisitions will be forwarded by DLA Transaction Services to the RTD Web for processing. When a DTID Number is not cited on the requisition transaction, the RTD Web will determine the applicable DTID Number(s) necessary to fill the requisition. This is required because DLA Disposition Services property is managed by NSN/DTID Number. Revises MILSTRIP Appendix, AP2.16, Status Codes.</p>	0
455A	2/7/2011	<p>Revisions to Procedures and Supply Status (DLMS 870S/Document Identifier Code (DIC) AE_) from DLA Disposition Services under Reutilization Business Integration (RBI). MILSTRIP requisitions for DLA Disposition Services NSN property may be prepared and submitted external to the DLA Disposition Services' RTD Web (via the customer's own supply system). These requisitions will be forwarded by DLA Transaction Services to the RTD Web for processing. When a DTID Number is not cited on the requisition transaction, the RTD Web will determine the applicable DTID Number(s) necessary to fill the requisition. This is required because DLA Disposition Services property is managed by NSN/DTID Number. Revises MILSTRIP Appendix, AP2.16, Status Codes.</p>	0
464	3/02/2012	<p>Intransit Control System (ICS), Shipment Status (DLMS 856S/Document Identifier Code (DIC) AS3), and Disposal Shipment Confirmation Follow-up (DLMS 940R/ DIC AFX/AFZ) under Reutilization Business Integration (RBI). This change adds a new shipment hold code for receipt in place and establishes new utilization code to recognize turn-ins processed outside the Service's supply system when ICS follow-up procedures are required. Revises Chapter 3, AP1.33, and AP2.17.</p>	0

ADC Number	Date	Change Description	Version
466	3/28/2012	<p>Revisions to Procedures and DLMS 511R, Requisition, to Support Requisitioning from DLA Disposition Services under RBI. This ADC describes the new processing rules for DOD requisitions submitted to DLA Disposition Services from within the Components' supply system (via MILSTRIP legacy or DLMS format). [Use of the controlling document number suffix code as described above to provide separate transactions for each DTID is not consistent with MILSTRIP suffixing to identify split shipments. However, the DLA Disposition Services requires accountability down to the DTID level and only supports a single occurrence of the DTID for each document number. The use of suffix codes in the manner described above will leverage existing Component legacy system processing to recognize and recognize/retain suffix codes provided via supply status and will simultaneously create the one-to-one relationship necessary. Revision to MILSTRIP AP3.2.</p>	0
477	3/8/2011	<p>Component Performing Procurement/Contracting for another Component Involving Government Furnished Property (GFP). Procedures were revised to clarify that when one Component is performing the procurement/contracting service for another Component, the Component providing the procurement/contracting service and the Component requesting the contract shall coordinate efforts to ensure that the requesting Component's MCA has access to the necessary contract and applicable contract modification information to perform its management control and accountability functions over Government supply system materiel access. This change is for clarification only; no system changes or MCA management control functions/process, transaction format or transaction flow changes are needed.</p>	0

ADC Number	Date	Change Description	Version
478	2/23/2012	Revision to Project Code Procedures Authorizing 3H-Series Project Codes for Assignment by the Joint Material Priorities Allocation Board (JMPAB). This change adds 3-Hotel-(Alpha) to the existing 3-Juliet-(Alpha) series project codes for the Joint Materiel Priorities and Allocation Board (JMPAB) use. This change also reflects administrative updates/clarification of project code procedures, including procedures for dissemination of CJCS-assigned project codes. Revises MILSTRIP, AP2.13, Project Codes.	0
486	3/28/2012	Administrative Change to Delete Document Identifier Codes QD1/QR1 Routing Identifier Code Interrogation Request/Response Transactions. This change deleted all references to the legacy DIC QD1 and QR1 transactions and associated business rules and processes and advises the using community to make all RIC inquiries via the DLA Transaction Services Portal, using the eDAASINQ application. Revises MILSTRIP AP2.3, Routing Identifier Codes.	0
1006	7/12/2012	Exception Processing for DLA Contractor Furnished Materiel (CFM) Requisition. This change documents an exception/deviation to the current requirements under MILSTRIP procedures for contractor access to Government supply sources. It establishes an automated DLA Transaction Services Defense Automatic Addressing System (DAAS) edit/interface to provide management control activity (MCA) validation for requisitions submitted by DLA contractors for contractor-furnished materiel (CFM). Revises Chapter 11, Contractor Access to Government Sources of Supply.	1
1011	8/13/2012	Routing Identifier Code (RIC) Format Rule for Defense Contract Management Activity (DCMA). This change modifies business rules for Routing Identifier Code (RIC) assignment for the purpose of establishing a business rule supporting a machine-readable method of distinguishing between RICs representing Defense Logistics Agency (DLA) and those representing Defense Contract Management Agency (DCMA) activities. Revises Appendix 2.2, Service and Agency Codes, and 2.3, Routing Identifier Codes.	1

ADC Number	Date	Change Description	Version
1014	8/17/2012	Revised Procedures for Inclusion of Contract Data in Transactions Associated with Government Furnished Property (GFP) and Management Control Activity (MCA) Validation of Contractor Furnished Materiel (CFM) Requisitions. This change updates DLMS procedures and multiple DLMS transactions to enhance the visibility of GFP through associated logistics transactions. It perpetuates the DFARS contract number through the requisitioning and MCA validation processing and establishes a mandatory requirement for inclusion of the applicable GFP contract number in relevant requisitions, redistribution/materiel release orders, and shipment status, thereby providing capability to monitor GFP through enterprise visibility/accountability program. Revises Chapter 11, Contractor Access to Government Sources of Supply, Appendix 1.1, Forms/Message Formats Introduction, 3.2, Requisition, 3.23, Passing Order, 3.24, Referral Order/Lateral Redistribution Order for Retail Assets, and 3.48, Materiel Release Document DD Form 1348-1A or DD Form 1348-2.	1
1029	8/14/2012	Establish New MILSTRIP Authorized Value for First Position of Requisition Document Number Serial Number and DLMS Utilization Code H for Military Sealift Command (MSC). Revises Appendix 2.7. (Withdrawal of ADC 1029 dated September 4, 2012.)	1

TABLE OF CONTENTS

	<u>Page</u>
FOREWORD	1
CHANGE HISTORY PAGE	2
TABLE OF CONTENTS	23
REFERENCES	37
DEFINITIONS	39
ABBREVIATIONS	45
 CHAPTER 1. GENERAL INFORMATION	
C1.1. AUTHORITY	C1-1
C1.2. PURPOSE	C1-1
C1.3. APPLICABILITY AND SCOPE	C1-2
C1.4. EXCLUSIONS	C1-2
C1.5. POLICY	C1-3
C1.6. RESPONSIBILITIES	C1-3
C1.7. COMMUNICATIONS	C1-8
C1.8. SUPPLY PROCESS REVIEW COMMITTEE	C1-12
C1.9. PUBLICATION	C1-12
 CHAPTER 2. PREPARATION AND SUBMISSION OF REQUISITIONS, MODIFIERS, CANCELLATIONS, AND FOLLOW-UPS	
C2.1. PREPARATION OF REQUISITIONS	C2-1
C2.2. LIMITATION ON SUBMISSION OF EXCEPTION DATA REQUISITIONS	C2-3
C2.3. PREPARATION OF NOT MISSION CAPABLE SUPPLY AND ANTICIPATED NOT MISSION CAPABLE SUPPLY REQUISITIONS	C2-5
C2.4. RESERVED	C2-7
C2.5. RESERVED	C2-7
C2.6. PREPARATION OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS	C2-7

C2.7.	PREPARATION OF REQUISITIONS FOR ISSUE OF SERVICE-OWNED, SINGLE MANAGED FOR CONVENTIONAL AMMUNITION MANAGED ITEMS BELOW ESTABLISHED STOCK RESERVATION LEVELS	C2-8
C2.8.	PREPARATION/PROCESSING OF REQUISITIONS SUBMITTED VIA INTERNET ORDERING APPLICATIONS	C2-8
C2.9.	SUBMISSION OF REQUISITIONS AND RELATED TRANSACTIONS	C2-9
C2.10.	RESERVED	C2-10
C2.11.	MAINTENANCE OF REQUISITION AND DUE-IN FILES	C2-10
C2.12.	RESERVED	C2-11
C2.13.	FOLLOW-UPS	C2-11
C2.14.	RESERVED	C2-13
C2.15.	REQUEST FOR SUPPLY ASSISTANCE	C2-13
C2.16.	RESERVED	C2-13
C2.17.	CANCELLATION OF REQUISITIONS	C2-13
C2.18.	RESERVED	C2-15
C2.19.	MODIFICATION OF REQUISITIONS	C2-15
C2.20.	RESERVED	C2-16
C2.21.	REQUISITIONING DOD EXCESS PERSONAL PROPERTY FROM THE DLA DISPOSITION SERVICES	C2-17
C2.22.	REQUISITIONING REPARABLES FOR INDUCTION TO MAINTENANCE	C2-19
C2.23.	REQUISITIONING CONVENTIONAL SMALL ARMS FROM THE DLA DISPOSITION SERVICES	C2-20
C2.24.	RESERVED	C2-20
C2.25.	SHIPMENT TRACING	C2-20
C2.26.	RESERVED	C2-20
C2.27.	SPECIAL GSA PROCEDURES ON NONMAILABLE ITEMS	C2-21
C2.28.	DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS	C2-21

CHAPTER 3. REQUISITION PROCESSING AND RELATED ACTIONS

C3.1.	GENERAL	C3-1
C3.2.	RESERVED	C3-2
C3.3.	EFFECT OF PRIORITY DESIGNATOR ON REQUISITION PROCESSING	C3-2

C3.4.	SOURCE OF SUPPLY PROCESSING OF REQUISITIONS WITH ADVICE CODE 2D, 27, OR 29	C3-4
C3.5.	SOURCE OF SUPPLY PROCESSING OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS	C3-4
C3.6.	SOURCE OF SUPPLY PROCESSING OF REQUIRED DELIVERY PERIOD REQUISITIONS (CONVENTIONAL AMMUNITION ONLY)	C3-5
C3.7.	SOURCE OF SUPPLY PROCESSING OF REQUISITIONS FOR NONCONSUMABLE ITEMS FROM A NONREGISTERED USER	C3-5
C3.8.	FURNISHING STATUS	C3-6
C3.9.	SOURCE OF SUPPLY PROCESSING OF SUBSISTENCE REQUISITIONS	C3-6
C3.10.	MAINTENANCE OF REQUISITION HISTORY RECORDS	C3-6
C3.11.	REJECTION OF REQUISITIONS	C3-6
C3.12.	PROCESSING OF REQUISITIONS FOR INDUCTION TO MAINTENANCE	C3-6
C3.13.	RELEASE OF MATERIEL OBLIGATIONS	C3-7
C3.14.	RESERVED	C3-7
C3.15.	PREPARING MATERIEL RELEASE ORDERS	C3-7
C3.16.	MATERIEL RELEASE CONFIRMATION	C3-7
C3.17.	STORAGE ACTIVITY DENIALS OR REJECTIONS OF MATERIEL RELEASES	C3-8
C3.18.	STORAGE ACTIVITY DENIALS OR REJECTION OF MATERIEL RELEASES FOR INDUCTION TO MAINTENANCE	C3-8
C3.19.	INITIATING PASSING OR REFERRAL ORDERS	C3-8
C3.20.	RESERVED	C3-9
C3.21.	PROCESSING FOLLOW-UPS	C3-9
C3.22.	FORCE-CLOSED MATERIEL RELEASE CONFIRMATIONS	C3-12
C3.23.	PROCESSING REDISTRIBUTION ORDERS	C3-13
C3.24.	RESERVED	C3-13
C3.25.	PROCESSING REQUISITION AND MATERIEL RELEASE ORDER MODIFIER TRANSACTIONS	C3-13
C3.26.	RESERVED	C3-15
C3.27.	PROCESSING SINGLE LINE CANCELLATION REQUESTS	C3-15
C3.28.	SOURCE OF SUPPLY PROCESSING OF SINGLE LINE CANCELLATION REQUESTS	C3-17

C3.29.	SOURCE OF SUPPLY SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO PROCUREMENT	C3-19
C3.30.	RESERVED	C3-21
C3.31.	PROCUREMENT ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS	C3-21
C3.32.	SOURCE OF SUPPLY PROCESSING OF CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS	C3-22
C3.33.	SOURCE OF SUPPLY SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO STORAGE ACTIVITIES	C3-23
C3.34.	STORAGE ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS	C3-24
C3.35.	REPORTING ACTIVITY PROCESSING CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS	C3-27
C3.36.	DIRECT VENDOR DELIVERY ON MILSTRIP REQUISITIONS	C3-27
C3.37.	RESERVED	C3-28
C3.38.	PREPARATION OF SHIPMENTS TO DLA DISPOSITION SERVICES FIELD OFFICES	C3-28
C3.39.	DIRECTING MATERIEL TO THE DLA DISPOSITION SERVICES	C3-29
C3.40.	PROCESSING MATERIEL TO THE DLA DISPOSITION SERVICES.....	C3-32
C3.41.	RESERVED	C3-38
C3.42.	SHIPMENT TRACING	C3-38

CHAPTER 4. STATUS

C4.1.	GENERAL	C4-1
C4.2.	RESERVED	C4-1
C4.3.	TYPE OF STATUS DATA	C4-2
C4.4.	RESERVED	C4-3
C4.5.	REQUESTING STATUS	C4-3
C4.6.	USE OF STATUS RECEIVED	C4-4
C4.7.	RESERVED	C4-5
C4.8.	FURNISHING STATUS	C4-5
C4.9.	RESERVED	C4-8

C4.10.	PREPARATION OF STATUS TRANSACTIONS	C4-8
C4.11.	RESERVED	C4-10
C4.12.	TIME STANDARDS FOR DISTRIBUTION OF STATUS	C4-11
C4.13.	DISTRIBUTION OF STATUS	C4-11
C4.14.	SUPPLY AND SHIPMENT STATUS DISTRIBUTION TABLE	C4-13

CHAPTER 5. RELEASE AND RECEIPT OF MATERIEL

C5.1.	GENERAL	C5-1
C5.2.	DOCUMENT DISTRIBUTION	C5-3
C5.3.	ISSUES FROM SUPPLY SYSTEM STOCK/DLA DISPOSITION SERVICES FIELD OFFICE/REQUISITIONS FOR LOCAL ISSUE FROM DLA DISPOSITION SERVICES FIELD OFFICE	C5-5
C5.4.	RETURNS TO STOCK AND TRANSFERS (EXCLUDING TRANSFERS TO DLA DISPOSITION SERVICES FIELD OFFICES)	C5-6
C5.5.	TRANSFERS TO DLA DISPOSITION SERVICES FIELD OFFICES	C5-7

CHAPTER 6. SECURITY ASSISTANCE PROGRAM

C6.1.	GENERAL	C6-1
C6.2.	RESERVED	C6-1
C6.3.	REQUISITION FORMATS	C6-1
C6.4.	RESERVED	C6-5
C6.5.	REQUIRED AVAILABILITY DATES	C6-5
C6.6.	RESERVED	C6-6
C6.7.	REQUISITION PREPARATION AND SUBMISSION	C6-6
C6.8.	RESERVED	C6-7
C6.9.	STATUS IN GENERAL	C6-7
C6.10.	STATUS UPON REQUISITION INITIATION OR SUBMISSION	C6-7
C6.11.	FOLLOW-UPS AND STATUS RESPONSES	C6-8
C6.12.	CANCELLATION AND REJECTION STATUS	C6-8
C6.13.	STATUS ON FOREIGN MILITARY SALES NOTICE OF AVAILABILITY	C6-9
C6.14.	MODIFICATION OF COUNTRY FOREIGN MILITARY SALES OFFER/RELEASE OPTION OR FREIGHT FORWARDER	C6-9
C6.15.	RELEASE OF FOREIGN MILITARY SALES SHIPMENTS	C6-10
C6.16.	RESERVED	C6-14

C6.17.	CONSOLIDATION AND MARKING OF FOREIGN MILITARY SALES SHIPMENTS	C6-14
C6.18.	RESERVED	C6-15
C6.19.	DOCUMENT DISTRIBUTION	C6-15
C6.20.	RESERVED	C6-15
C6.21.	SPECIAL GRANT AID PROCEDURES	C6-16
C6.22.	RESERVED	C6-16
C6.23.	CANCELLATION OF REQUISITIONS	C6-16
C6.24.	RESERVED	C6-17
C6.25.	RETURN OF DISCREPANT FOREIGN MILITARY SALES MATERIEL	C6-17
C6.26	FMS TRANSPORTATION	C6-19

CHAPTER 7. VALIDATION OF MATERIEL OBLIGATION

C7.1.	SECTION I – SUPPORT OF UNITED STATES FORCES	C7-1
C7.1.1	GENERAL	C7-1
C7.1.2.	EXCLUSIONS FROM SECTION I	C7-2
C7.1.3	MATERIEL OBLIGATION AGE CRITERIA	C7-2
C7.1.4.	SCHEDULE FOR CYCLIC VALIDATION OF MATERIEL OBLIGATIONS	C7-2
C7.1.5.	DETERMINATION OF RECIPIENT OF VALIDATION REQUESTS	C7-4
C7.1.6.	PREPARATION OF SPECIAL VALIDATION REQUESTS	C7-4
C7.1.7.	PREPARATION OF CYCLIC VALIDATION REQUESTS	C7-5
C7.1.8.	ACKNOWLEDGMENT OF RECEIPT OF CYCLIC VALIDATION REQUESTS	C7-6
C7.1.9.	FOLLOW-UP ON UNACKNOWLEDGED CYCLIC VALIDATION REQUESTS	C7-7
C7.1.10.	PERFORMANCE OF THE VALIDATION AND RECONCILIATION	C7-7
C7.1.11.	RESPONSES TO MATERIEL OBLIGATION VALIDATION REQUESTS	C7-8
C7.1.12.	SOURCE OF SUPPLY CANCELLATION OF MATERIEL OBLIGATIONS	C7-10
C7.1.13.	MATERIEL OBLIGATION REINSTATEMENT	C7-11
C7.2.	SECTION II – FOREIGN MILITARY SALES AND GRANT AID	C7-11

C7.2.1. GENERAL	C7-11
C7.2.2. SCHEDULE FOR CYCLIC VALIDATION OF MATERIEL OBLIGATIONS	C7-12
C7.2.3. FMS AND GRANT AID MATERIEL OBLIGATION VALIDATION REQUEST ACTION	C7-12
C7.2.4. ACKNOWLEDGMENT OF A VALIDATION REQUEST BY THE INTERNATIONAL LOGISTICS CONTROL OFFICE	C7-13
C7.2.5. ACCOMPLISHING MATERIEL OBLIGATION VALIDATION BY THE ARMY AND AIR FORCE INTERNATIONAL LOGISTICS CONTROL OFFICES	C7-14
C7.2.6. MATERIEL OBLIGATION VALIDATION BY THE NAVY INTERNATIONAL LOGISTICS CONTROL OFFICE	C7-15
C7.2.7. NAVY INTERNATIONAL LOGISTICS CONTROL OFFICE INITIATION OF RECONCILIATION/VALIDATION WITH SECURITY ASSISTANCE ORGANIZATIONS	C7-15
C7.2.8. ACKNOWLEDGMENT OF LISTINGS/REQUESTS BY SECURITY ASSISTANCE ORGANIZATIONS	C7-16
C7.2.9. VALIDATION OF REQUIREMENTS BY THE SECURITY ASSISTANCE ORGANIZATIONS	C7-16
C7.2.10. RESPONSE TO MATERIEL OBLIGATION VALIDATION REQUESTS BY THE ARMY AND AIR FORCE INTERNATIONAL LOGISTICS CONTROL OFFICES	C7-17
C7.2.11. NAVY INTERNATIONAL LOGISTICS CONTROL OFFICE ACTION ON SECURITY ASSISTANCE ORGANIZATION RESPONSES.....	C7-17
C7.2.12. INTERNATIONAL LOGISTICS CONTROL OFFICE CANCELLATION OF MATERIEL OBLIGATIONS	C7-18

CHAPTER 8. MASS OR UNIVERSAL CANCELLATION OF REQUISITIONS

C8.1. MASS OR UNIVERSAL CANCELLATION OF REQUISITIONS	C8-1
C8.2. RESERVED	C8-5
C8.3. PROCESSING MASS OR UNIVERSAL CANCELLATION REQUESTS	C8-5
C8.4. RESERVED	C8-8
C8.5. DISPOSITION OF FRUSTRATED SHIPMENTS/MATERIEL	C8-8
C8.6. PROCESSING OF MASS OR UNIVERSAL CANCELLATION TRANSACTIONS BY THE DEFENSE AUTOMATIC ADDRESSING SYSTEM	C8-10

CHAPTER 9. MATERIEL RETURNS PROGRAM (MRP) AND LATERAL REDISTRIBUTION OF RETAIL ASSETS

C9.1.	GENERAL	C9-1
C9.2.	APPLICABILITY AND SCOPE	C9-2
C9.3.	EXCLUSIONS	C9-3
C9.4.	RESERVED	C9-3
C9.5.	REPORTING CRITERIA FOR CUSTOMER ASSET REPORTS (DIC FTE/FTG)	C9-3
C9.6.	PREPARATION OF CUSTOMER ASSET REPORTS (DIC FTE/FTG)	C9-4
C9.7.	CANCELLATION OF CUSTOMER ASSET REPORTS (DIC FTC)	C9-5
C9.8.	PROCESSING REPLIES TO CUSTOMER ASSET REPORTS (DIC FTR)	C9-6
C9.9.	FOLLOW-UPS ON REPORTED ASSETS (DIC FTF/FTT/FTP/FT6)	C9-6
C9.10.	AUTOMATIC RETURNS (DIC FTA)	C9-7
C9.11.	SECONDARY INVENTORY CONTROL ACTIVITY PROCESSING OF AUTOMATIC RETURN NOTIFICATION (DIC FTA).....	C9-8
C9.12	DEFENSE AUTOMATIC ADDRESSING SYSTEM	C9-8
C9.13	INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER PROCESSING OF CUSTOMER ASSET REPORTS (DIC FTE)	C9-10
C9.14.	INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER MATERIEL RECEIPT STATUS (DIC FTZ)	C9-12
C9.15.	PROCESSING OF SHIPMENT STATUS (DIC FTM)	C9-13
C9.16.	PROCESSING FOLLOW-UPS FROM REPORTING ACTIVITIES (DIC FTF/FTT/FTP)	C9-13
C9.17.	CANCELLATION OF CUSTOMER ASSET REPORTS (DIC FTC/FTZ)	C9-15
C9.18.	INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER PROCESSING OF DIC FTE/FTC/FTF TRANSACTIONS WHEN SOURCE OF SUPPLY HAS CHANGED	C9-15
C9.19.	INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER LATERAL REDISTRIBUTION OF RETAIL ASSETS (DIC A4_/AE6/AF6/AS6)	C9-15

C9.20	RETURNS TO DLA FROM INDUSTRIAL SITES UNDER BRAC SS&D, and NIMS SITE CUSTOMERS	C9-17
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CHAPTER 10. INSTALLATION CLOSURE PROCEDURES

C10.1.	GENERAL	C10-1
C10.2.	APPLICABILITY AND SCOPE	C10-1
C10.3.	EXCLUSIONS	C10-1
C10.4.	INSTALLATION CLOSING PROCEDURES	C10-2
C10.5.	PROCEDURES – INVENTORY CONTROL POINT/ INTEGRATED MATERIEL MANAGER	C10-4

CHAPTER 11. CONTRACTOR ACCESS TO GOVERNMENT SOURCES OF SUPPLY

C11.1.	GENERAL	C11-1
C11.2.	APPLICABILITY	C11-1
C11.3.	PREPARATION OF REQUISITIONS AND RELATED TRANSACTIONS FOR GOVERNMENT MATERIEL FURNISHED TO CONTRACTORS	C11-1
C11.4.	SUBMISSION OF GOVERNMENT-FURNISHED MATERIEL REQUISITIONS AND RELATED TRANSACTIONS	C11-3
C11.5.	MANAGEMENT CONTROL ACTIVITY PROCESSING OF GOVERNMENT-FURNISHED MATERIEL REQUISITIONS AND RELATED TRANSACTIONS	C11-3
C11.6.	SOURCE OF SUPPLY PROCESSING OF GOVERNMENT FURNISHED-MATERIEL REQUISITIONS AND RELATED TRANSACTIONS	C11-6
C11.7.	DEFENSE AUTOMATIC ADDRESSING SYSTEM PROCESSING OF GOVERNMENT-FURNISHED MATERIEL TRANSACTIONS	C11-8
C11.8.	CONTRACTOR REQUISITIONS FOR CONTRACTOR FURNISHED MATERIEL	C11-11
C11.9.	PREPARATION OF DOD EMAIL REQUISITIONS BY CONTRACTORS	C11-12
C11.10	INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER-DIRECTED SHIPMENT OF NONREQUISITIONED GOVERNMENT-FURNISHED MATERIEL BASED ON A BILL OF MATERIEL.	C11-13

APPENDIX 1. FORMS/MESSAGE FORMATS INDEX AP1-1

AP1.1.	FORMS/MESSAGE FORMATS INTRODUCTION	AP1.1-1
--------	--	---------

AP1.2.	DD FORM 1348, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)	AP1.2-1
AP1.3.	DD FORM 1348M, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)	AP1.3-1
AP1.4.	DD FORM 1348-5, NOTICE OF AVAILABILITY/SHIPMENT	AP1.4-1
AP1.5.	STANDARD FORM 344, MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT	AP1.5-1
AP1.6.	DD FORM 1348-6, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL-LONG FORM)	AP1.6-1
AP1.7.	GSA FORM 10050, SUPPLY/SHIPMENT STATUS	AP1.7-1
AP1.8.	MILSTRIP MESSAGE REQUISITION	AP1.8-1
AP1.9.	MILSTRIP MESSAGE FOLLOW-UP	AP1.9-1
AP1.10.	MILSTRIP MESSAGE SUPPLY ASSISTANCE REQUEST	AP1.10-1
AP1.11.	ABBREVIATED MILSTRIP MESSAGE SUPPLY STATUS	AP1.11-1
AP1.12.	ABBREVIATED MILSTRIP MESSAGE SHIPMENT STATUS	AP1.12-1
AP1.13.	MILSTRIP PART NUMBER/NON-NSN MESSAGE REQUISITION	AP1.13-1
AP1.14.	RESERVED	AP1.14-1
AP1.15.	MESSAGE REQUEST FOR SPECIAL MATERIEL OBLIGATION VALIDATION	AP1.15-1
AP1.16.	MESSAGE REPLY TO SPECIAL MATERIEL OBLIGATION VALIDATION REQUEST	AP1.16-1
AP1.17.	REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO)	AP1.17-1
AP1.18.	FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO)	AP1.18-1
AP1.19.	REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs)	AP1.19-1
AP1.20.	FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (MAP GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs)	AP1.20-1
AP1.21.	REPORT OF VALIDATION OF MATERIEL OBLIGATIONS	AP1.21-1
AP1.22.	ABBREVIATED MESSAGE ASSET REPORT, ETC. (MATERIEL RETURNS PROGRAM)	AP1.22-1

AP1.23. MASS OR UNIVERSAL CANCELLATION MESSAGE	AP1.23-1
AP1.24. DEFENSE LOGISTICS MANAGEMENT SYSTEM/LEGACY MILSTRIP REVISION IMPLEMENTATION REPORT	AP1.24-1
AP1.25. ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING	AP1.25-1
AP1.26. RESERVED	AP1.26-1
AP1.27. ISSUE RELEASE/RECEIPT DOCUMENT PREPRINTED FORM WITHOUT LOGMARS BAR CODING DATA	AP1.27-1
AP1.28. RESERVED	AP1.28-1
AP1.29. ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING FOREIGN MILITARY SALES	AP1.29-1
AP1.30. RESERVED	AP1.30-1
AP1.31. ISSUE RELEASE/RECEIPT DOCUMENT WITH ADDRESS LABEL	AP1.31-1
AP1.32. MESSAGE REQUEST FORM DEFENSE AUTOMATIC ADDRESSING SYSTEM MATERIEL OBLIGATION VALIDATION RESPONSE	AP1.32-1
AP1.33. QUARTERLY INTRANSIT TO DLA DISPOSITION SERVICE FIELD OFFICE REPORT	AP1.33-1
AP1.34. UNAUTHORIZED PRIORITY DESIGNATOR ASSIGNMENT REPORT	AP1.34-1
AP1.35. ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (1348-1A) WITH THREE OF NINE BAR CODING AND TWO-DIMENSIONAL (PDF-417) SYMBOL	AP1.35-1
AP1.36. ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A or DD Form 1348-2) CONTINUATION PAGE	AP1.36-1

APPENDIX 2. DATA ELEMENTS AND CODES INDEX AP1.2-1

AP2.1. DOCUMENT IDENTIFIER CODES	AP2.1-1
AP2.2. SERVICE AND AGENCY CODES	AP2.2-1
AP2.3. ROUTING IDENTIFIER CODES	AP2.3-1
AP2.4. MEDIA AND STATUS CODES	AP2.4-1
AP2.5. STOCK OR PART NUMBERS	AP2.5-1
AP2.6. UNIT OF ISSUE AND QUANTITY	AP2.6-1
AP2.7. DOCUMENT NUMBER	AP2.7-1
AP2.8. DEMAND AND SUFFIX CODES	AP2.8-1
AP2.9. SUPPLEMENTARY ADDRESS	AP2.9-1

AP2.10. SIGNAL CODES	AP2.10-1
AP2.11. FUND CODES	AP2.11-1
AP2.12. DISTRIBUTION CODES	AP2.12-1
AP2.13. PROJECT CODES	AP2.13-1
MASTER PROJECT CODE LIST - w/ POC-POSTED TO WEBSITE ONLY	
MASTER PROJECT CODE LIST - w/o POC-POSTED TO WEBSITE ONLY	
AP2.14. PRIORITY DESIGNATORS, STANDARD AND REQUIRED DELIVERY DATES	AP2.14-1
AP2.15. ADVICE CODES	AP2.15-1
AP2.16. STATUS CODES	AP2.16-1
AP2.17. SHIPMENT HOLD CODES	AP2.17-1
AP2.18. COUNTRY AND ACTIVITY CODES	AP2.18-1
AP2.19. SECURITY ASSISTANCE PROGRAM TYPE OF ASSISTANCE AND FINANCING CODES	AP2.19-1
AP2.20. SUBSISTENCE TYPE OF PACK CODES	AP2.20-1
AP2.21. DISPOSAL AUTHORITY CODES	AP2.21-1
AP2.22. COOPERATIVE LOGISTICS PROGRAM SUPPORT CATEGORY CODES	AP2.22-1
AP2.23. PRECIOUS METALS INDICATOR CODES	AP2.23-1
AP2.24. AUTOMATED DATA PROCESSING IDENTIFICATION CODES	AP2.24-1
AP2.25. CUSTOMER IDENTIFICATION	AP2.25-1

APPENDIX 3. FORMATS INDEX AP3-1

AP3.1. FORMATS (INTRODUCTION)	AP3.1-1
AP3.2. REQUISITION	AP3.2-1
AP3.3. SECURITY ASSISTANCE PROGRAM REQUISITION	AP3.3-1
AP3.4. NON-NATIONAL STOCK NUMBER REQUISITION (MECHANICAL)	AP3.4-1
AP3.5. REQUISITION FOLLOW-UP	AP3.5-1
AP3.6. DISPOSAL SHIPMENT CONFIRMATION FOLLOW-UP	AP3.6-1
AP3.7. REQUISITION CANCELLATION	AP3.7-1
AP3.8. SOURCE OF SUPPLY CANCELLATION REQUEST OR REPLY TO SOURCE OF SUPPLY CANCELLATION REQUEST (ISSUES FROM STOCK)	AP3.8-1

AP3.9. SOURCE OF SUPPLY CANCELLATION (DIRECT DELIVERY FROM PROCUREMENT)	AP3.9-1
AP3.10. SUPPLY STATUS	AP3.10-1
AP3.11. DIRECT DELIVERY NOTICE	AP3.11-1
AP3.12. MATERIEL RELEASE ORDER/FOLLOW-UP FOR MATERIEL RELEASE ORDER/LATERAL REDISTRIBUTION ORDER	AP3.12-1
AP3.13. DISPOSAL RELEASE ORDER, FOLLOW-UP, OR CANCELLATION	AP3.13-1
AP3.14. MATERIEL RELEASE CONFIRMATION	AP3.14-1
AP3.15. FORCE CLOSED MATERIEL RELEASE CONFIRMATION	AP3.15-1
AP3.16. DISPOSAL RELEASE ORDER CONFIRMATION OR SUPPLY STATUS	AP3.16-1
AP3.17. MATERIEL RELEASE DENIAL (WAREHOUSE REFUSAL)	AP3.17-1
AP3.18. DISPOSAL RELEASE ORDER DENIAL.....	AP3.18-1
AP3.19. SHIPMENT STATUS	AP3.19-1
AP3.20. PSEUDO SHIPMENT STATUS FOR UNCONFIRMED MATERIEL RELEASE ORDERS	AP3.20-1
AP3.21. DISPOSAL SHIPMENT CONFIRMATION	AP3.21-1
AP3.22. DOCUMENT MODIFIER (INVENTORY CONTROL POINT TO PROCUREMENT)	AP3.22-1
AP3.23. PASSING ORDER	AP3.23-1
AP3.24. REFERRAL ORDER/LATERAL REDISTRIBUTION ORDER FOR RETAIL ASSETS	AP3.24-1
AP3.25. REDISTRIBUTION ORDER	AP3.25-1
AP3.26. SOURCE OF SUPPLY MATERIEL OBLIGATION VALIDATION REQUEST	AP3.26-1
AP3.27. MATERIEL OBLIGATION VALIDATION REQUEST CONTROL DOCUMENT	AP3.27-1
AP3.28. RECEIPT CONFIRMATION FOR MATERIEL OBLIGATION VALIDATION REQUEST	AP3.28-1
AP3.29. MATERIEL OBLIGATION VALIDATION RESPONSE	AP3.29-1
AP3.30. FOREIGN MILITARY SALES NOTICE OF AVAILABILITY KEY DOCUMENT	AP3.30-1
AP3.31. FOREIGN MILITARY SALES NOTICE OF AVAILABILITY DETAIL DOCUMENT	AP3.31-1

AP3.32. FOREIGN MILITARY SALES NOTICE OF AVAILABILITY REPLY DOCUMENT	AP3.32-1
AP3.33. CUSTOMER ASSET REPORT (MATERIEL RETURNS PROGRAM)	AP3.33-1
AP3.34. REPLY TO CUSTOMER ASSET REPORT (MATERIEL RETURNS PROGRAM)	AP3.34-1
AP3.35. DEFENSE AUTOMATIC ADDRESSING SYSTEM CUSTOMER ASSET REPORT STATUS (MATERIEL RETURNS PROGRAM)	AP3.35-1
AP3.36. DISPOSITION INSTRUCTIONS DELAY STATUS (MATERIEL RETURNS PROGRAM)	AP3.36-1
AP3.37. FOLLOW-UP FOR INVENTORY CONTROL POINT/ INTEGRATED MATERIEL MANAGER REPLY TO CUSTOMER ASSET REPORT (MATERIEL RETURNS PROGRAM)	AP3.37-1
AP3.38. CANCELLATION OF CUSTOMER ASSET REPORT (MATERIEL RETURNS PROGRAM)	AP3.38-1
AP3.39. SHIPMENT STATUS (MATERIEL RETURNS PROGRAM)	AP3.39-1
AP3.40. AUTOMATIC RETURN NOTIFICATION (MATERIEL RETURNS PROGRAM)	AP3.40-1
AP3.41. INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER FOLLOW-UP (MATERIEL RETURNS PROGRAM)	AP3.41-1
AP3.42. INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER MATERIEL RECEIPT STATUS (MATERIEL RETURNS PROGRAM)	AP3.42-1
AP3.43. FOLLOW-UP FOR INVENTORY CONTROL POINT/ INTEGRATED MATERIEL MANAGER MATERIEL RECEIPT STATUS (MATERIEL RETURNS PROGRAM)	AP3.43-1
AP3.44. FOLLOW-UP FOR MATERIEL RETURNS PROGRAM CREDIT	AP3.44-1
AP3.45. REPLY TO FOLLOW-UP FOR MATERIEL RETURNS PROGRAM CREDIT	AP3.45-1
AP3.46. REQUEST FOR SHIPMENT TRACING ON REGISTERED, INSURED, AND CERTIFIED PARCEL POST	AP3.46-1
AP3.47. SUPPLY STATUS (MATERIEL RETURNS PROGRAM)	AP3.47-1
AP3.48. MATERIEL RELEASE DOCUMENT DD FORM 1348-1A OR DD FORM 1348-2	AP3.48-1

AP3.49. TRANSFERS TO DLA DISPOSITION SERVICES FIELD OFFICE ON DD FORM 1348-1A OR DD FORM 1348-2	AP3.49-1
AP3.50. RETURN OF DISCREPANT FOREIGN MILITARY SALES MATERIEL	AP3.50-1
AP3.51. MATERIEL OBLIGATION VALIDATION REINSTATEMENT REQUEST	AP3.51-1
AP3.52. INVENTORY CONTROL POINT GOVERNMENT- FURNISHED MATERIEL VALIDATION REQUEST	AP3.52-1
AP3.53. MANAGEMENT CONTROL ACTIVITY GOVERNMENT- FURNISHED MATERIEL VALIDATION RESPONSE	AP3.53-1
AP3.54. DEFENSE AUTOMATIC ADDRESSING SYSTEM MATERIEL OBLIGATION VALIDATION RESPONSE TRANSACTION	AP3.54-1
AP3.55. NOTIFICATION OF CUSTOMER NONRESPONSE TO MATERIEL OBLIGATION VALIDATION REQUEST	AP3.55-1

TABLES

Table – Title

C3.T1 Turn-In Processing Data Requirements	C3-34
C3.T2 Requisition Processing and Related Actions	C3-39
C4.T1 Supply and Shipment Status Distribution Table	C4-13
C5.T1. Distribution of DD Form 1348-1A (or DD Form 1348-2), Issue Release/Receipt Document, and Continuation Page to all Consignees other than DLA Disposition Services and Security Assistance	C5-4
C5.T2. Distribution of DD Form 1348-1A (or DD Form 1348-2), Issue Release/Receipt Document and Continuation Page for Shipments to DLA Disposition Services Field Office	C5-5
C7.T1. Cyclic Schedule for Materiel Obligation Validation (excludes Support of Grant Aid)	C7-3
C7.T2. Cyclic Schedule for Materiel Obligation Validation in Support of FMS and Grant Aid	C7-12
C7.T3. Program Originators	C7-14
C11.T1. MCA Validation Process for GFM Transactions	C11-5

FIGURES

Figure – Title

C5.F1 Instructions for Completion of DD Form 1348-1A (or DD Form 1348-2), Used for Returns to Stock Transfers (Excluding Transfers to DLA Disposition Services Field Offices)	C5-6
C6.F1. Distribution of DD Form 1348-1A	C6-19

C3. CHAPTER 3

REQUISITION PROCESSING AND RELATED ACTIONS

C3.1. GENERAL

C3.1.1. Sources of supply receiving requisitions, modifiers, passing orders, referral orders, follow-ups, redistribution orders (RDOs), and cancellations, regardless of the method of transmission, shall process such transactions using these procedures. Sources of supply shall validate the data elements and codes in these transactions and perform changes, continue the processing action, or reject¹ the documents as indicated in Table C3.T2 (Paragraph C3.42). See Appendix AP2.16 for appropriate requisition transaction status codes.

3.1.2. When sources of supply and storage activities utilize the sequential (or batch) method of processing and do not possess real time processing capability, such processing is to be performed as frequently as necessary to meet Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards, or specific Required Delivery Date RDD for subsistence requisitions, as applicable. In every such cycle, cancellation requests, document identifier code (DIC) AC_, including automatic cancellation initiated by the source of supply) and materiel obligation validation (MOV) reconciliation requests (DIC AP_) shall be processed prior to backorder releases and new requisitions (DIC A0_). Demands shall be sequenced as follows:

C3.1.2.1. Priority Designator (PD) in rp 60-61.

C3.1.2.2. Office of the Secretary of Defense/Joint Chiefs of Staff (OSD/JCS) project codes, when entered in rp 57-59.

C3.1.2.3. Expedited Handling Signal (999 in rp 62-64) with PD 01, 02, or 03 in rp 60-61.

C3.1.2.4. N (Not mission capable supply (NMCS)) in rp 62 and PD 01-08 in rp 60-61.

C3.1.2.5. E (Anticipated not mission capable supply (ANMCS)) in rp 62 and PD 01-08 in rp 60-61.

C3.1.2.6. Expedited Handling Signal (555 in rp 62-64) and PD 01-08 in rp 60-61.

C3.1.2.7. Requisition document number date in rp 36-39.

¹Rejection of transactions will be accomplished only after an attempt has been made to correct the questionable data element or code. If rejection actions are applicable to more than one data element or code and no other reject status code applies, reject using Status Code CA.

C3.1.2.8. Required delivery period (RDP) in rp 62-64, if later than the computed standard delivery date (SDD) - conventional ammunition only.²

C3.1.3. Backordered requirements shall be merged (in above sequence) with all new transactions in any requisition processing cycle in which additional assets become available; for example, receipts of materiel and debit on hand adjustments.

C3.1.4. Processing points shall record date of receipt on rp 67-69 of each received requisition, redistribution order, and passing order. The actual date of receipt shall be captured in requisitioning transactions. Manually prepared requisitions or mailed requisitions submitted by requisitioners shall be processed by the source of supply to reflect the actual date of receipt of the manually prepared or mailed requisitions. The actual date of receipt shall also be indicated by the source of supply in requisitions received via Defense Information Systems Network (DISN). The date may be captured by supply or communications personnel in the individual requisitions and must be compatible with the applicable transmission transaction receipt date. This date shall not be perpetuated into subsequent passing orders when moving between distribution systems, but shall be perpetuated into subsequent referral orders moving within the same distribution system. Date of receipt will enable sources of supply to compute the requisition submission time. Computation shall be made by subtracting the date in rp 37-39 of the demand transaction from rp 67-69, recognizing the year indicator in rp 36 when the value of rp 67-69 is less than that in rp 37-39. The submission time in the transactions will provide a basis for the inventory control points (ICPs) to measure the first cycle segment of supply effectiveness. The routing identifier code (RIC) "From," when utilized, shall be placed in rp 74-76 of RDOs, referral, and passing orders.

C3.1.5. The transaction document number; such as the entries in rp 30-43, and rp 44 when a suffix is applicable, shall be used as a basis for determining duplicate transactions. The recipient shall disregard duplicate requisitions, passing/referral orders, RDOs, and materiel release orders (MROs).

C3.2. RESERVED

C3.3. EFFECT OF PRIORITY DESIGNATOR ON REQUISITION PROCESSING

C3.3.1. Each requisition shall contain a PD assigned by the requisitioning activity, which shall not be changed by processing points except as noted in this chapter. The assigned PD dictates the precedence of internal supply processing actions (e.g., from the receipt of a transaction until release to transportation) and determines the SDD. Mandatory time standards for processing of transactions are indicated in DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," 23 May 2003, Appendix AP8, "UMMIPS Time Standards".

www.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp#41401r.

For subsistence requisitions, the assigned RDD is the primary processing criterion,

² Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

while the assigned PD dictates the precedence of internal supply processing action for requisitions reflecting identical RDDs. Time standards indicated in UMMIPS do not apply to subsistence requisitions. (See Appendix AP2.14.)

C3.3.2. On occasion, available assets will be insufficient to satisfy all current demands and backorders for specific items. The integrated material manager (IMM) shall reserve assets of such critical items through the use of item control levels and criteria that will restrict issue to specific categories of requirements only (e.g., those within designated ranges of PDs, CJCS approved projects, or firm commitments for delivery of materiel to Grant Aid (GA) recipients. Control levels shall be established for IMMs to reserve stocks for issue only for PD 01-03. These requirements shall be satisfied by issue to zero stock balance of serviceable stocks. Control levels may be established at the discretion of the IMM to reserve a greater level of stocks that may not be issued for PD 09-15 requirements.

C3.3.3. Control levels shall also be established by the source of supply to restrict issues against requisitions for the initial fill of Pre-Positioned War Reserve Materiel Stocks (PWRMS) consumable item requirements to ensure that:

C3.3.3.1. Assets available below the approved force acquisition objective (AFAO) are not issued against requisitions for PWRMS requirements that contain Signal D or M in rp 51 regardless of PD.

C3.3.3.2. Assets available below the reorder point (ROP) are not issued against requisitions for PWRMS requirements containing a signal other than D or M in rp 51 and a PD of 11-15 during initial processing of the requisition. Subsequent processing of such requisitions is prescribed in Paragraph C3.5. below.

C3.3.4. OSD/JCS projects, when so designated, and PD 01-03 requisitions containing code 999 in rp 62-64 in lieu of the RDD/RDP³ shall be ranked above all other requisitions with the same PDs for processing purposes. Code 999 requisitions and related transactions shall receive special attention to provide for expedited processing actions.

C3.3.5. When system-wide inventory levels do not permit positive supply action on all requisitions within a given PD, supply procedures shall provide for a release of demands containing the specifically designated OSD/JCS project codes and code 999 in the RDD field as the respective most urgent. PD 01-08 requisitions, including foreign military sales (FMS) requisitions containing Expedited Handling Signal 555 in the RDD field and other requisitions/materiel obligations shall be processed for release under Paragraph C3.1.2. in this chapter.

³ Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

C3.4. SOURCE OF SUPPLY PROCESSING OF REQUISITIONS WITH ADVICE CODE 2D, 27, OR 29⁴

C3.4.1. Upon receipt of any requisition displaying Advice Code 2D, 27 or 29, an edit shall be performed to determine whether an increase in the requisition quantity to the quantity unit pack is less or more than \$5. Disregard the advice code if less than \$5. If \$5 or more, honor the advice code and process for the exact quantity requested. When a quantity adjustment is made using the above criteria, notify the customer using BJ status.

C3.5. SOURCE OF SUPPLY PROCESSING OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS

C3.5.1. Sources of supply, except the General Services Administration (GSA), shall process funded and unfunded requisitions for the initial fill of PWRMS consumable item requirements using the criteria established below. GSA shall process only funded requisitions for PWRMS requirements and does not differentiate between those requisitions and others.

C3.5.2. Upon receipt of PWRMS requisitions for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59), the source of supply shall determine asset availability in excess of the AFAO and:

C3.5.2.1. If sufficient assets are available in excess of the AFAO to satisfy the total requisition quantity, the total requisition shall be processed as free issue, regardless of the signal in rp 51.

C3.5.2.2. If the assets available in excess of the AFAO are not sufficient to satisfy the total requisition quantity, then the portion of the requisition quantity equal to the quantity of assets available in excess of the AFAO shall be processed as free issue, regardless of the signal in rp 51, and the balance of the requisition quantity shall be processed under Subparagraph C3.5.3. below.

C3.5.3. When the source of supply determines that assets are not available in excess of the AFAO, the signal in rp 51 of the PWRMS requisition for the initial fill of consumable item requirements (Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59) shall be checked and:

C3.5.3.1. If the signal is D or M, the unfilled quantity on the requisition shall be rejected. The rejection shall be accomplished under Status Code CB since all unfunded PWRMS requisitions shall be processed as "fill or kill."

C3.5.3.2. If the signal is other than D or M, the PWRMS requisitions shall be processed as containing Advice Code 2L in rp 65-66 and the PD in rp 60-61 shall be checked to determine further processing routines.

⁴ Procedures for quantity adjustment related to requisitions with Advice Codes 2D, 27, or 29 last reported as not implemented by GSA. Refer to AMCL 161.

C3.5.3.2.1. Except for subsistence, PWRMS requisitions with PD 01-03 shall be processed for issue according to UMMIPS source of supply processing standards. Subsistence requisitions shall be processed to meet a specific RDD.

C3.5.3.2.2. Except for subsistence, PWRMS requisitions with PDs 11-15 shall be issued from assets available above the ROP or equivalent. When assets above the ROP or equivalent are not available to satisfy the requisitioned quantity, the unfilled quantity shall be placed on backorder and appropriate supply status shall be provided with an estimated shipping date (ESD) equal to one procurement lead time. Backordered PWRMS requisitions with PDs 11 through 15 shall be released from backorder at the end of the procurement lead time or when sufficient stocks are available above the ROP. (PWRMS requisitions with PD 04-10, when received, shall be processed in the same manner as PD 11-15 requisitions.)

C3.6. SOURCE OF SUPPLY PROCESSING OF REQUIRED DELIVERY PERIOD REQUISITIONS (CONVENTIONAL AMMUNITION ONLY)⁵

C3.6.1. Requisitions with an RDP that has an earliest delivery date that is within the standard UMMIPS timeframes for the PD shall be processed using the time period established for that PD.

C3.6.2. Requisitions with an RDP that has an earliest delivery date that is longer than the standard UMMIPS timeframes for the PD shall not be placed on backorder. If stock is not available, the requisition shall be referred or rejected back to the customer. If stock is available, an MRO shall be issued to the storage facility. The shipping activity shall establish necessary control mechanisms to provide timely shipment to the customer.

C3.6.3. Requisitions that cannot be delivered within the RDP shall be rejected with CB status.

C3.6.4. RDP procedures do not apply to FMS or Grant Aid requisitions.

C3.7. SOURCE OF SUPPLY PROCESSING OF REQUISITIONS FOR NONCONSUMABLE ITEMS FROM A NONREGISTERED USER

C3.7.1. If the PD is 01-08, the requisition shall be processed for issue. Supply Status Code DS shall be furnished to the requisitioner.

C3.7.2. If the PD is 09-15 and assets are available above the ROP, the requisition shall be processed for issue. Supply Status Code DS shall be furnished to the requisitioner.

⁵ Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

C3.7.3. If the PD is 09-15 and assets are not available above the ROP, the requisition shall be rejected with Status Code CC or CN, as appropriate.

C3.8. FURNISHING STATUS

C3.8.1. Chapter C4 prescribes and defines the various types of status data to be furnished on requisitions and in response to follow-ups, cancellations, and modifier transactions.

C3.9. SOURCE OF SUPPLY PROCESSING OF SUBSISTENCE REQUISITIONS

C3.9.1. Subsistence requisitions shall not be backordered.

C3.9.2. Subsistence requisitions shall be processed to meet specific RDD.

C3.10. MAINTENANCE OF REQUISITION HISTORY RECORDS

C3.10.1. Sources of supply shall retain accessible requisition history records for a minimum period of 6 months after closing of requisition records by cancellation, rejection, or shipment to provide responsive replies to follow-up inquiries.

C3.11. REJECTION OF REQUISITIONS

C3.11.1. Rejections of requisition transactions may be accomplished by sources of supply using the appropriate status codes prescribed in Appendix AP2.16.

C3.11.2. Supply status transactions with appropriate status codes shall be furnished requisitioning activities under Chapter C4 as notices of requisition rejection, with the reason for such action indicated by status code.

C3.12. PROCESSING OF REQUISITIONS FOR INDUCTION TO MAINTENANCE⁶

C3.12.1. Upon receipt of a requisition from maintenance for the purpose of inducing a reparable, the materiel owner shall process the requisition on a 'fill or kill' basis and direct the issue to the co-located storage activity. If there are insufficient assets at the co-located storage activity, the requisition shall be 'killed' for that portion of the requisition that cannot be issued. No billing shall be initiated on requisitions from maintenance activities for Depot Maintenance Inter-Service Support Agreement (DMISA) assets, when the A0_ was submitted consistent with C2.22.2 requirements.

C3.12.2. Preparation of MROs to the co-located storage activity shall be performed using the format reflected in Appendix AP3.12.

C3.12.3. The "Principal" system shall interpret the A0_ Advice Code 2J ('fill or kill') as 'no substitution allowed' but shall allow for a partial fill (i.e., do not backorder unfilled quantity or pass an MRO to other than the co-located storage activity). The source of

⁶ Phased implementation is authorized under ADC 224.

supply (Principal) shall furnish the requisitioning activity (maintenance) an AE_ Status Code of CB for any unfilled quantity.

C3.13. RELEASE OF MATERIEL OBLIGATIONS

C3.13.1. A materiel obligation is that quantity of a requisitioned item that is not immediately available for issue, but which is recorded as a stock commitment for future issue.

C3.13.2. Sources of supply shall establish procedures for the partial release of the materiel obligation when assets are insufficient to satisfy the entire demand consistent with the PD and delivery requirements of the requisition.

C3.14. RESERVED

C3.15. PREPARING MATERIEL RELEASE ORDERS

C3.15.1. MROs are prepared by the source of supply as a result of processing requisitions against inventory records and determination that materiel is available. MROs are issued to the storage site within the same supply distribution complex of the source having processed the requisition. MROs are used as a directive for release and shipment of materiel from stock and result in the preparation of [DD Form 1348-1A](#), "Issue Release/Receipt Document." MROs shall be prepared using the format reflected in Appendix AP3.12. The DD Form 1348-1A may be used in lieu of the MRO.

C3.15.2. Requisitions or MROs that contain Advice Code 2T and do not contain a date in rp 62-64 shall be processed under the assigned PD without regard to the advice code.

C3.16. MATERIEL RELEASE CONFIRMATION

C3.16.1. The materiel release confirmation (MRC) transaction serves as advice of supply action taken from a storage site maintaining the accountable record to the source of supply that initiated the MRO. MRC transactions shall be prepared using the format contained in Appendix AP3.14.

C3.16.2. When the shipped quantity is:

C3.16.2.1. Greater than the quantity requested in the MRO due to unit pack characteristics, the MRC shall contain DIC ARA.

C3.16.2.2. Less than the quantity requested in the MRO due to unit pack characteristics, the MRC shall contain DIC ARB.

C3.16.3. When the shipped quantity has not been adjusted for unit pack characteristics, the MRC shall always contain DIC AR0 and show the quantity actually shipped. DIC AR0 shall be used for confirmation of a partial quantity shipped when the

remainder is being denied. Use Subparagraph C3.21.4., to furnish MRCs, in response to DIC AF6 follow-ups.

C3.16.4. Source of supply shall follow up on storage facilities at least once every 30 days for unconfirmed MROs that are seven days old for PDs 01-08 and 15 days old for PDs 09-15.

C3.17. STORAGE ACTIVITY DENIALS OR REJECTION OF MATERIEL RELEASES

C3.17.1. Materiel release denials (MRD) are prepared by storage sites and transmitted to the source of supply that initiated the MRO as notification of negative action on the MRO. MRDs shall be prepared in the format reflected in Appendix AP3.17 and shall show the quantity denied and appropriate management code.

C3.17.2. If the storage activity cannot meet the delivery timeframe specified by the RDP in rp 62-64, DIC AE6/CB status shall be provided to the source of supply. The source of supply shall advise eligible status recipients (applies to conventional ammunition requisitions only).⁷

C3.18. STORAGE ACTIVITY DENIALS OF MATERIEL RELEASES FOR INDUCTION TO MAINTENANCE⁸

C3.18.1. MRDs prepared under Paragraph C3.17. shall be used to provide a negative response to the source of supply (Principal)-initiated MROs directing release of a repairable asset for maintenance action.

C3.18.2. If the storage activity cannot provide the repairable asset for maintenance action in response to directed release, the source of supply (Principal) shall provide supply status using DIC AE_, CB status to advise the requisitioning activity (maintenance) that the asset is not available for induction.

C3.19. INITIATING PASSING OR REFERRAL ORDERS

C3.19.1. Passing or referral orders are the transactions used by a source of supply to pass or refer a requisition to another source for continued supply action.

C3.19.2. Sources of supply receiving a passing or referral order shall perpetuate the same DIC when referring the requisition to another source of supply for continued supply action or create an MRO for continued supply action and release of materiel. See Appendices AP3.23 and AP3.24 for passing and referral order formats. The date of receipt of the original requisition shall be entered in rp 67-69 of the referral order.⁹

⁷ Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148..

⁸ See AMCLs 12 and 43.

⁹ For referral orders submitted to the SMCA that are backorder releases from the Service ICPs, rp 67-69 shall contain 888.

C3.19.2. Non-national stock number (NSN) requisitions (mechanical), when passed or referred, shall be forwarded to another source of supply as follows:

C3.19.2.1. If there are no reference data in rp 70-80, DISN transmission shall be utilized.

C3.19.2.2. If there are reference data in rp 70-80, it shall be the option of the passing/referring activity to either omit the reference data and forward via DISN or perpetuate pertinent reference data and forward by mail.

C3.19.3. When an secondary inventory control activity (SICA) receives a requisition for a nonconsumable item from a SICA activity, the SICA may determine supply action if stocks are normally held for this purpose, or the SICA may forward the requirement to the primary inventory control activity (PICA). If forwarded to the PICA, the SICA must record the requisition as received from the SICA requisitioning activity and recode the requirement as necessary with the PICA's RIC and the appropriate combination of media and status (M&S), supplementary address (SUPADD), signal, fund, distribution, and/or project code, which shall ensure PICA output of status, billing, MOV requests, and consignment instructions consistent with the SICA service's nonconsumable item program implementing instructions. If the SICA elects to use M&S 8, the SICA must identify itself in rp 54 and shall not provide the SICA requisitioning activity with BM supply status. The SICA shall provide the SICA requisitioning activity with status received from the PICA based on the data elements and coding contained in the original requisition.

C3.20. RESERVED

C3.21. PROCESSING FOLLOW-UPS

C3.21.1. Follow-up transactions shall be processed to determine the current status of requisitions, previously submitted cancellation requests, or the DoD activity address code (DoDAAC) of the initial (origin) transportation shipping activity when the shipment originated from a location other than the source of supply. Time standards for dispatching status in reply to follow-ups established for the distribution system (excluding DIC AFC follow-ups) are as follows:¹⁰

C3.21.1.1. For PD 01-08, dispatch status within two days from the date of receipt of the follow-up.

C3.21.1.2. For PD 09-15, dispatch status within five days from the date of receipt of the follow-up.

C3.21.2. Upon receipt of DIC AT_ follow-ups for which there is no record of the original requisitions, processing points shall process the follow-ups as requisitions unless Status Code BF has been previously provided in response to an earlier

¹⁰ Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

cancellation request under Chapter C4. This shall be accomplished by changing the follow-up DIC to the appropriate DIC within the "A" series and following the normal processing routine for requisitions. However, the AT_ series transaction shall only be processed as a requisition after a thorough review has been accomplished in order to preclude duplicate shipments. Status shall be furnished under Chapter C4.

C3.21.3. Processing points in receipt of followups in the DIC AT_ series for which there is a record of the original requisition shall furnish supply or shipment status under chapter C4.

C3.21.4. A storage activity, in response to a DIC AF6 followup by a source of supply, shall respond with shipment confirmation, denial, or supply status information, as appropriate.

C3.21.4.1. On an MRO being shipped, or which has been shipped, the storage activity shall respond with an MRC, DIC AR0, ARA, or ARB after shipment.

C3.21.4.2. On an MRO in the process of being denied, the storage Activity shall respond with an MRD, DIC A6_. When the MRO was previously denied, the response shall be supply status DIC AE6, with Status Code BY in rp 65-66, the quantity denied in rp 25-29, and the reason for denial expressed by the appropriate management code in rp 72.

C3.21.4.3. On an MRO for which both partial shipment and partial denial occur, the procedures in Subparagraphs C3.21.4.1. and C3.21.4.2. apply for the appropriate respective quantities, except MRC; DIC AR0 shall be used for the partial quantity shipped or in the process of being shipped.

C3.21.4.4. On an MRO on which shipment is being delayed, the storage Activity shall respond with supply status DIC AE6, with Status Code BA in rp 65-66, and ESD in rp 70-73.

C3.21.5. Storage activities shall use DIC AE6 with Status Code BE to respond to source of supply followups if the storage activity has a record of the MRO but no record of having taken action in response to the MRO. Sources of supply in receipt of this status or for which 60 days have passed from the MRO generation date without confirmation and no materiel receipt acknowledgement (MRA) has been received shall generate a DIC ASH shipment status transaction to the Defense Automatic Addressing System (DAAS). The DIC ASH transaction shall be in the Appendix AP3.20 format. For DIC ASH transactions, the TCN and mode of shipment fields shall be left blank and the generation date shall be used as the date released to carrier.

C3.21.6. The DoD Components shall establish a management evaluation program that monitors storage activities' providing BE status. Goals should be established, and the performance attained is a rating element of the activity commander.

C3.21.7. Storage activities responding to a followup initiated by a source of supply on an MRO for which no record is held at the storage Activity shall utilize a DIC AE6 with BF supply status.

C3.21.8. Sources of supply in receipt of storage activity responses to DIC AF6 followups shall furnish appropriate status to eligible recipients using Chapter C4.

C3.21.9. Requests for supply assistance and follow-up inquiries requesting improvement in ESDs (DIC AFC) require management decisions relative to supply requirements that are not normally programmed in a manner to permit mechanical processing. DIC AFC transactions (on PD 01-08 requisitions only) should be manually reviewed to permit a determination as to whether the ESDs can be improved. Receipt of the AFC transactions at the source of supply serves as a notification of the need for the concerned materiel to be received by consignees on dates earlier than those that would result from the shipments accomplished using the source of supply ESDs. The actual date of the requirement need is the prerogative of the requisitioning activity. Any advancement of the ESDs, including a single day, shall be considered by sources of supply as an improvement. Management decisions designed to improve ESDs should include one or more of the following and/or any other additional actions that shall cause improvement in ESDs:

C3.21.9.1. Cannibalization of existing equipment.

C3.21.9.2. Acceleration of repair programs.

C3.21.9.3. Offers of interchangeable or substitutable items.

C3.21.9.4. Diversion of materiel shipments.

C3.21.9.5. Supply from reserve assets.

C3.21.9.6. Supply from known station or depot excess stocks.

C3.21.9.7. Supply resulting from screening of materiel held pending classification.

C3.21.10. During the course of actions taken to improve ESDs, follow-up inquiries shall not be construed by sources of supply as authority to override any requirements of equal and/or higher priority. Consideration shall not be given to diversion of any assets required to satisfy requirements of equal and/or higher priority.

C3.21.11. When determination is made that requested improvement in ESDs can be accomplished, the revised ESDs shall be transmitted to status recipients. When actions taken by management do not result in improved ESDs, status recipients shall be provided with the latest status applicable to the affected requisitions. Responses to DIC AFC follow-ups may be in abbreviated message format (Appendix AP1.11) at the option of the source of supply.

C3.21.12. Upon receipt of a follow-up on a previously submitted cancellation request (DIC AK_), sources of supply shall:

C3.21.12.1. Provide status under the procedures of chapter C4, if the original cancellation request has been processed.

C3.21.12.2. Process the DIC AK_ follow-up as a cancellation request and provide status under the procedures of chapter C4, if the original cancellation request was not received.

C3.21.13. Sources of supply in receipt of follow-ups on requisitions for which lateral redistribution action was taken shall provide applicable status as follows:

C3.21.13.1. If the current status is BA and the ESD or the UMMIPS time frame, which ever applies, has not passed, provide BA status with the appropriate ESD to the requisitioner.

C3.21.13.2. If the current status is BA and the ESD or the UMMIPS timeframe, whichever applies, has passed, provide B5 status to the requisitioner and generate a DIC AF6 with the RIC of the reporting activity in rp 4-6 and a 2 in rp 54.

C3.21.13.3. If the current status is positive shipping status DIC AS_, provide DIC AS_.

C3.21.14. Sources of supply in receipt of responses to DIC AF6 follow-ups shall furnish appropriate status to eligible recipients using Chapter C4.

C3.21.15. Processing points passing DIC AF_, AT_, or AK_ follow-up transactions to another source of supply for continued action shall place their RIC in rp 67-69 of the follow-up transaction. Processing points receiving such passed transactions shall not automatically pass such transactions back to the processing point from which the transaction was received (e.g., the RIC "From" in rp 67-69) without obtaining the prior agreement of that activity.

C3.22. FORCE-CLOSED MATERIEL RELEASE CONFIRMATIONS

C3.22.1. Subsequent to generating a DIC ASH transaction under section C3.21.5. above for unconfirmed MROs, sources of supply shall hold the MRO record open pending an MRA response (DoD 4000.25-2-M, Chapter 6, MILSTRAP). If an MRA response is received, it shall be used to close the MRO record.

C3.22.2. For shipments to Security Assistance recipients, sources of supply may elect to use the MRA data or generate a DIC ARH transaction, entering the mode of shipment and date shipped from the MRA, to interface with billing. If an MRA response is not received within the initial and follow-up timeframes, the source of supply may force close the MRO using a DIC ARH transaction.

C3.22.3. For shipments to Security Assistance recipients, sources of supply shall ensure that proper inventory accounting and billing procedures are applied. In response to DIC DRA transactions indicating nonreceipt, the source of supply may force close the open MRO and bill for materiel, or reprocess (ship) the materiel based upon established dollar thresholds. The ARH transaction shall be in the Appendix AP3.15 format.

C3.23. PROCESSING REDISTRIBUTION ORDERS

C3.23.1. RDOs are originated by an IMM to direct release of materiel from one supply distribution activity to another within the same distribution system.

C3.23.2. For intra-Service use, an RDO may be used to direct release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

C3.23.3. RDOs shall be prepared in the Appendix AP3.25 format.

C3.24. RESERVED

C3.25. PROCESSING REQUISITION AND MATERIEL RELEASE ORDER MODIFIER TRANSACTIONS

C3.25.1. Sources of supply shall process requisition modifier transactions to provide for modification of requisitions on backorder or for which MROs have not been processed to storage activities. The corresponding original in-process requisitions and materiel obligations shall be recycled under service/agency (S/A) policy and normal processing actions shall be continued to accommodate the modifier PD or RDD/RDP.¹¹

C3.25.1.1. Modification of MROs is at the discretion of the S/As. However, modifications shall not be processed against requisitions for which lateral redistribution order LROs of retail assets have been generated.

C3.25.1.2. Modification of requisitions that have been submitted to procurement sources for direct delivery is not required, except for requisition modifier documents that contain:

C3.25.1.2.1. A revised Country FMS offer/release option code (rp 46) and/or FF code (rp 47) in the format shown in Appendix AP3.22 (DIC AMF).

C3.25.1.2.2. Expedited Handling Signal 555 in the RDD/RDP data field, rp 62-64, in the format shown in Appendix AP3.22 (DIC AMP).

¹¹ Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

C3.25.1.2.3. Changes to the SUPADD and signal fields in the format shown in Appendix AP3.22 (DIC AMF). The signal code shall be indicated in rp 77.^{12 13}

C3.25.1.3. The application of modifiers on requisitions for which split actions have been taken by the source of supply is at the option of the S/As.

C3.25.1.4. Sources of supply shall provide status after processing requisition modifier documents as follows:^{14,15}

C3.25.1.4.1. When the modifier transaction contains invalid entries for data elements listed in Chapter C2, which would require rejection under requisition edits prescribed in paragraph C3.1.1., the modifier request shall be rejected by means of D7 supply status (DIC AE_). Additionally, when the modifier transaction contains entries that would result in incompatibility or improper use of the RDD and/or PD that would not be acceptable under requisition edits, the modifier shall be rejected with D7 status. Note: This supply status transaction shall contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DIC AM_ to rebuild the requisition as it appears on the source of supply records.

C3.25.1.4.2. When the requisition modifier transaction is not honored because the requested modifications cannot be made, sources of supply shall provide B2 supply status to the activities designated on the unmodified requisition. Note: This supply status transaction shall contain the same data fields as on the unmodified requisition, except for the status code (rp 65-66) and transaction date (rp 62-64). This will allow the initiator of the DIC AM_ to rebuild the requisition as it appears on the source of supply records.

C3.25.1.4.3. When the requested modifications have been successfully processed, BK supply status shall be provided.

C3.25.1.5. In addition, when modifier transactions are processed, sources of supply shall use the M&S and distribution codes to provide the latest supply or shipment status.¹⁶

C3.25.1.6. Sources of supply shall process requested modifications only when all data fields can be modified as requested. If this cannot be done, reject the modifier with B2 status.¹⁷

¹² Revised requisition modifier procedures last reported as not implemented by the U.S. Marine Corps (USMC). Refer to AMCL 123C.

¹³ Requisition modifier status last reported as not implemented by USAF and USMC. Refer to AMCL 143.

¹⁴ Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

¹⁵ Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

¹⁶ Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

C3.25.2. When S/As modify MROs, a modifier transaction shall be prepared and transmitted to the applicable storage activity. The modifier transactions shall be prepared as a result of processing requisition modifier transactions. The MRO shall be identified with DIC AM_ as prescribed in Appendix AP2.1.

C3.25.2.1. Upon receipt of MRO modifier transactions, storage activities shall modify the original MRO whenever the modifier is received prior to the actual printing of the DD Form 1348-1A. This shall be accomplished by matching the document numbers of modifier transactions with document numbers of previously received MROs, including match of suffix codes.

C3.25.2.2. These modified transactions shall be processed in the normal manner prescribed for MROs.

C3.25.2.3. When storage activities receive MRO modifier transactions for which they have no record of the original MRO, they shall process the modifier transactions as new MROs.

C3.25.2.4. Storage activities shall provide supply status (DIC AE6) to sources of supply when requested modifications are or are not accomplished, citing Status Code B2 or BK.¹⁷

C3.25.3. When sources of supply receive modifier transactions for which there is no record of the original requisition, process the requisition modifier transactions as a new requisition unless Status Code BF has been previously provided in response to an earlier cancellation request as specified in Chapter C4.

C3.25.4. When modifiers are referred to another source of supply, the referring activity shall enter the RIC of the activity to which the requisition was referred in rp 4-6 and its own RIC in rp 67-69 of the DIC AM_ transaction and retransmit. Processing points receiving such passed transactions shall not automatically pass such transactions back to the processing point from which the transaction was received (e.g., the RIC "From" in rp 67-69) without obtaining the prior agreement of the activity.

C3.26. RESERVED

C3.27. PROCESSING SINGLE LINE CANCELLATION REQUESTS

C3.27.1. Sources of supply, procurement, storage, and reporting activities shall process single line cancellations (DIC AC_) as prescribed herein and in Paragraphs C3.28. through C3.34. Policies and procedures for processing requests for mass cancellation of multiple lines/requisitions are provided in Chapter C8.

¹⁷ Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

¹⁸ Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

C3.27.2. Sources of supply and procurement, storage, and reporting activities are responsible for exercising the fullest practical resourcefulness in preventing the issue and shipment of unwanted materiel. The practical considerations involved in processing cancellation requests include such factors as time, related packing and handling costs, dollar value, and location of materiel for which cancellation is requested.

C3.27.3. General rules for the disposition and diversion of shipped materiel are as follows:

C3.27.3.1. Sources of supply are responsible for providing diversion and/or disposition instructions for all items under their cognizance destined for outside the continental United States (OCONUS) that have progressed to the point where procurement actions cannot be terminated or shipment into the Defense Transportation System (DTS) has occurred. When OCONUS shipments have been lifted from CONUS terminals, the responsibility for diversion or disposition is that of the consignee, the appropriate commander, or Service headquarters.

C3.27.3.2. Sources of supply may request diversion or disposition instructions from S/A contact points designated on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eLibrary/Restricted/SvcPointsPOC/default.asp, for both nonstocked and non-NSN items. However, sources of supply may, based on their stock position, divert materiel to depot stock.

C3.27.3.3. S/As may predetermine and designate alternate consignees so that the DoDAACs of these activities may be inserted in subsequent MILSTRIP and/or Transportation-related transactions. These predetermined destinations shall be based on considerations in Subparagraphs C3.27.2.2. and C3.27.3.1. above, and may vary by NSN, Federal supply classification (FSC), or Federal supply group (FSG).

C3.27.3.4. When OCONUS shipments cannot be diverted or held for disposition, storage and procurement activities shall advise sources of supply when elements of the DTS were unable to accomplish the desired shipment diversion or hold. The source of supply shall provide shipment status (DIC AU_) to all eligible recipients of status. These transactions shall contain a numerical day of the year in rp 57-59, as provided by the clearance authorities, indicating the day on which the shipment was lifted from the terminal for OCONUS delivery.

C3.27.3.5. When diversion of OCONUS shipments is accomplished by the DTS, sources of supply shall furnish all eligible recipients supply status (DIC AE_) with Status Code B6. The advice of actions taken by the DTS shall be provided under [DTR 4500.9-R](#)).

C3.27.3.6. Sources of supply shall automatically initiate cancellation action for unfilled quantities of materiel obligations or open requisitions upon deletion of a DoDAAC identified as requisitioner, ship-to or bill-to activity from the DLM 4000.25, Volume 6, Chapter 2, "DoD Activity Address Directory" (DoDAAD). Applicable supply

and shipment status shall be furnished to authorized recipients and, in the event DAAS does not have a recorded DoDAAC, the status shall be disposed of.

C3.27.3.7. Costs incurred in cancellations/diversion shall be billed as provided in Paragraph C3.28.9..

C3.27.3.8. No attempt shall be made to stop or divert shipments to CONUS consignees once released for shipment, regardless of mode of shipment.

C3.28. SOURCE OF SUPPLY PROCESSING OF SINGLE LINE CANCELLATION REQUESTS

C3.28.1. DICS AC1, AC2, and AC3 cancellation requests (Appendix AP3.7) shall be processed under Subparagraph C3.1.2., including distribution of initial status, as follows:

C3.28.1.1. First, against backorders in the following order of assigned **Status Codes**: BB, BC, BD, **BP**¹⁹, BZ, and BV.

C3.28.1.2. Second, against unconfirmed shipments (Status Code BA).

C3.28.1.3. Third, against confirmed OCONUS shipments (DIC AS_ and/or AR_), when shipped (to surface/aerial ports of embarkation (POEs) and SEAVAN assembly points) prior to ICP receipt of DIC AC_ transactions in less than 45 days for surface mode and 10 days for air mode.

C3.28.1.4. Fourth, against all other status.

C3.28.2. Processing points passing DIC AC_ cancellation transactions to another Source of supply for continued action shall place their RIC in rp 67-69 of the cancellation transactions. Processing points receiving such passed transactions shall not automatically pass such transactions back to the processing point from which the transaction was received (e.g., the RIC "From" in rp 67-69) without obtaining the prior agreement of that activity.

C3.28.3. Cancellation actions shall be initiated/accomplished against the quantity in rp 25-29 of the DIC AC_ transaction received. When the quantity in a cancellation request cannot be determined because of erroneous data, the requisition quantity or fill or backordered quantity shall be edited for a quantity of one. If the quantity is equal to one, the cancellation request should be processed. Otherwise, the request shall be rejected to the activity designated by the third position of the DIC AC_ transaction using DIC AE_ with Status Code CD.

C3.28.4. Processed cancellations shall be edited to preclude duplicate cancellations. At minimum this edit shall compare quantity (rp 25-29), transaction document number (rp 30-43), suffix (rp 44), and the numerical day of the year of

¹⁹ ***Staggered implementation authorized. Refer to ADC 93A.***

preparation (rp 62-64). Duplicates shall be discarded. All other cancellations shall be processed as received. When a DIC AC_ transaction is received with a blank or garbled day of preparation (rp 62-64), the original day of receipt at the source of supply shall be entered and processing shall continue.

C3.28.5. Regardless of dollar value or quantity, cancellation requests shall be processed to immediately cancel quantities for which LROs or MROs (DD Form 1348-1A) and purchase requests have not been submitted to reporting activities or depot/storage and procurement activities.

C3.28.6. If the quantity in the cancellation request is equal to or less than the backorder quantity at the source of supply (Status Code BB, BC, or BD), cancellation shall be immediately effected and supply status (DIC AE_) with Status Code BQ shall be provided all authorized recipients of status. Since cancellation action cannot be effected immediately on requisitions in Status Code BV, supply status (DIC AE_) with Status Code B9 shall be furnished all authorized recipients of status.

C3.28.7. If the quantity in the DIC AC_ cancellation request is greater than the backorder quantity (if any), but equal to or less than the recorded requisition quantity, the source of supply shall initiate cancellation action under criteria prescribed in subparagraph C3.28.1. above. These criteria and Chapter C6 apply to FMS and Grant Aid requisitions. When the cancellation request is greater than the recorded requisition quantity, cancellation action shall be initiated on the recorded quantity.

C3.28.8. When cancellation requests are against released shipments or direct vendor deliveries with Status Code BV, the source of supply shall consider diversion of the materiel to depot stock or to fill other demands/backorders, or contract termination, as appropriate. The foregoing also applies to nonstocked and non-NSN materiel at S/A option, when there is a foreseeable demand for the item.

C3.28.9. In the event actions in Subparagraph C3.28.8. above are taken, Status Code B4 may be furnished to indicate that the activity designated by the signal code in the canceled requisition may be billed as follows:

C3.28.9.1. Transportation costs for returning the materiel to depot/storage and/or procurement termination costs when it is determined that termination is in the best interest of the Government.

C3.28.9.2. Specific instructions concerning materiel, transportation charges, and credit allowances are contained in [DLM 4000.25, Voume 4](#), Finance.

C3.28.9.3. In addition to costs in Subparagraph C3.28.9.1. when applicable, rebuilding costs and other expenses incurred in canceling FMS and Grant Aid requisitions shall be billed by the source of supply, under [DoD 5105.38-M](#) (Security Assistance Management Manual). (Also, see MILSTRIP, Chapter C6.)

C3.28.10. Previously recorded demand data shall be reversed by the quantity of the cancellation request. The demand data shall always be adjusted regardless of the outcome of processing the cancellation request.²⁰

C3.28.11. Notice of the success or failure of cancellation or diversion actions shall be provided to all eligible status recipients identified in the original requisition under Chapter C4. This notice shall be in the format of supply status (DIC AE_) or shipment status (DIC AU_) as follows:

C3.28.11.1. Supply status (DIC AE_) with Status Code B4, B6, BQ, BR, or BS applies to executed cancellation/diversions.

C3.28.11.2. Supply status (DIC AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

C3.28.11.3. Shipment status (DIC AU_) shall be furnished to indicate that cancellation/diversion was not accomplished.

C3.28.11.4. Supply status (DIC AE_) with Status Code B8 shall be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

C3.28.11.5. Supply status (DIC AE_) with Status Code BF shall be furnished to indicate no record of the document for which the cancellation request was submitted.

C3.28.11.6. Supply status (DIC AE_) with Status Code B_, C_, or D_ shall be furnished for those transactions where the source of supply has a record of a previous cancellation or rejection.

C3.29. SOURCE OF SUPPLY SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO PROCUREMENT

C3.29.1. These requests may be in mechanical record format or by manual instructions; however, electronic submission of the requests is recommended.

C3.29.2. Prepare transactions using the Appendix AP3.9 format. Use DIC ACP to identify the transactions submitted to procurement. Entry of the procurement instrument identification number (PIIN) or purchase request Number (PRN) shall be dependent upon whether a PIIN has been assigned to a contract and is known to the source of supply at the time of receipt of cancellation requests. When the PRN is used, the DoDAAC of the consignee to which shipment is to be diverted should be reflected in rp 45-50. When the source of supply does not desire diversion, rp 45-50 shall be left blank.

C3.29.3. A manual request for cancellation/diversion submitted to the procurement activity shall contain the following minimum information:

²⁰ Deferred implementation authorized pending logistics system modernization.

C3.29.3.1. Notification that the transaction is a request for cancellation or diversion.

C3.29.3.2. Identification of the source of supply submitting the request.

C3.29.3.3. The stock or part number or description of the item involved.

C3.29.3.4. The quantity of the item to be canceled/diverted.

C3.29.3.5. The original requisition document number and the suffix code, if applicable.

C3.29.3.6. Identification of the ship-to and mark-for addresses, as contained in the applicable purchase request.

C3.29.3.7. The PIIN, if known; otherwise, the PRN and date of the purchase request.

C3.29.3.8. Diversion or hold instructions to include coded and in-the-clear, ship-to, and mark-for addresses for shipment if diversion is to be accomplished.

C3.29.4. Cancellation/diversion requests shall be submitted to procurement activities:

C3.29.4.1. Regardless of dollar value/quantity in the request, when purchase requests have been submitted but contracts have not been awarded. This applies to items/quantities in Status Code BZ. (See Chapter C4.)²¹

C3.29.4.2. For items/quantities on awarded contracts/purchase agreements and the dollar value of the cancellation/diversion action exceeds \$200.

C3.29.5. Sources of supply shall decide whether the cancellation/diversion or hold actions shall be suspended or continued. Decisions to continue cancellations or diversions shall be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by source of supply." (See Paragraphs C3.27.3.1. and C3.31.5.)

C3.29.6. Cancellation/diversion requests or requests for determination as to whether cancellation is in the best interest of the Government shall not be submitted to procurement activities when:

C3.29.6.1. The dollar value of the request is less than \$200.²²

²¹ Use of RDP for conventional ammunition last reported as not implemented by the United States Air Force (USAF). Refer to AMCL 148.

²² As an exception for intra-Service use only, cancellation/diversion may be submitted to procurement regardless of dollar value when critical/short supply items are affected.

C3.29.6.2. [DD Form 250](#), "Materiel Inspection and Receiving Report," vendor shipment notice, or equivalent is on record indicating:

C3.29.6.2.1. Shipments to CONUS consignees were released to carriers regardless of dollar value.

C3.29.6.2.2. Shipments to OCONUS consignees were previously released to carriers, and the number of days prescribed in Subparagraph C3.28.1.3. has elapsed. Chapter C6 applies to FMS and Grant Aid requisitions.

C3.29.6.2.3. Shipment/delivery by priority mail or parcel post. In this case, shipment status (DIC AU_) shall be furnished in response to received DIC AC_ cancellations.

C3.29.7. Notice of the success or failure of cancellation or diversion actions shall be provided to all eligible status recipients identified in the original requisition under the procedures of Chapter C4. This notice shall be in the format of supply status (DIC AE_) or Shipment Status (DIC AU_) as follows:

C3.29.7.1. Supply status (DIC AE_) with Status Code B4, B6, BQ, or BS applies to executed cancellation/diversions.

C3.29.7.2. Supply status (DIC AE_) with Status Code B9 indicates that cancellation/diversion action is being attempted.

C3.29.7.3. Shipment status (DIC AU_) shall be furnished to indicate that cancellation/diversion was not accomplished.

C3.29.7.4. Supply status (DIC AE_) with Status Code B8 shall be furnished when cancellation was not accomplished and Status Code B9 was previously furnished.

C3.30. RESERVED

C3.31. PROCUREMENT ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS

C3.31.1. DIC ACP and manual cancellation/diversion requests shall be processed in the sequence of PDs.

C3.31.2. Immediate cancellation action shall be taken when contracts have not been awarded and/or firm orders have not been issued/placed.

C3.31.3. Procurement activities shall advise the source of supply of contractual agreements that may result in unfavorable cost conditions if cancellation, diversion, or holding actions are accomplished. Sources of supply shall decide whether the cancellation, diversion, or hold actions shall be suspended or continued. Decisions to continue cancellation or diversion shall be provided to procurement activities by

cancellation request documents prepared in the manual format and containing the notation: "Decision for cancellation or diversion by sources of supply."

C3.31.4. The cost of diversion or shipment hold actions shall be provided to the source of supply for billing under Subparagraph C3.28.9. Costs incurred in contract termination and diversion shall also be furnished to source of supply to permit billing as prescribed in Subparagraph C3.28.9.

C3.31.5. Procurement activities are required to initiate actions with clearance authorities to effect diversion of shipments at terminals. (Not applicable to transactions resulting from mass cancellations.) (See Chapter C8.) Procurement activities requiring diversion instructions in the instances when rp 45-50 are blank shall request these instructions from the activity designated by the RIC in rp 78-80. Such requests shall be accomplished by telephone or message.

C3.31.6. When the above cancellation/termination or diversion/hold action would not be in the best interest of the Government, the source of supply shall be so advised and requested to furnish a decision by a specified date.

C3.31.7. Actions to cancel, divert, or terminate contracts shall be initiated within one working day from the receipt of cancellation requests. These actions shall be completed as expeditiously as possible, but shall not exceed five working days for PD 01-08 requests and 10 working days for PD 09-15 requests. When multiple cancellation requests are received on the same day, consideration shall be given to the priority of the requests, OCONUS destination, the dollar value of the materiel, and the status of the contract.

C3.31.8. The procurement activity shall advise the source of supply that the attempted stop/diversion action has or has not been accomplished by the DTS within two working days of receiving the confirmation/denial notification from the DTS.

C3.32. SOURCES OF SUPPLY PRECESSING OF CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS

C3.32.1. Source of supply cancellation requests shall be submitted to reporting activities regardless of dollar value and quantity when Status Code BA is recorded, but Shipment Status (DIC AS6) has not been received. The DIC AC6 shall contain the RIC of the reporting activity in rp 4-6 and Distribution Code 2 in rp 54. The source of supply shall provide DIC AE_ with Status Code B9 to all eligible status recipients.

C3.32.2. If shipment status has been received, provide DIC AU_ status to all eligible status recipients.

C3.32.3. Sources of supply in receipt of responses to DIC AC6 shall furnish appropriate status to all eligible recipients.

C3.33. SOURCE OF SUPPLY SUBMISSION OF SINGLE LINE
CANCELLATION/DIVERSION REQUESTS TO STORAGE ACTIVITIES

C3.33.1. Source of supply cancellation requests (DIC AC6) or follow-ups on cancellation requests (DIC AK6), in the format of AP3.8, shall be submitted to storage activities:

C3.33.1.1. Regardless of dollar value and quantity when Status Code BA is recorded, but an MRC has not been received. This applies to PD 01-15 requisitions/MROs/DD 1348-1A for CONUS and OCONUS U.S. Forces, FMS, and Grant Aid.

C3.33.1.2. When the MRC is recorded on an OCONUS shipment that was released to carrier for shipment to POE, less than 45 days by surface mode or less than 10 days by air mode, and the dollar value of the shipment exceeds \$200. Also, Chapter C6 applies to FMS and Grant Aid requisitions.

C3.33.2. The DIC AC6 shall contain the DoDAAC of the activity to which shipments shall be diverted in rp 45-50, when shipment has already been released. When the source of supply does not desire or cannot provide diversion to a specific activity, rp 45-50 shall be left blank. In the latter case, the source of supply shall obtain and provide alternate destinations if requested by storage activities. (See Paragraph C3.27.3.)

C3.33.3. In the case of an attempted diversion, supply status (DIC AE_) with Status Code B9 shall be furnished to eligible status recipients.

C3.33.4. Sources of supply shall not provide storage activities with requests for cancellation/diversion when:

C3.33.4.1. In receipt of the MRC at the time of receipt of a cancellation request and the item requested for cancellation has a line-item value of less than \$200 and is for an OCONUS shipment.

C3.33.4.2. Receipt of MRC and OCONUS shipment has been accomplished by parcel post, priority mail, or commercial express transportation service.

C3.33.4.3. When the MRC is recorded on an OCONUS shipment that was released to the carrier for shipment more than 45 days by surface mode or 10 days by air mode prior to the receipt of the cancellation request.

C3.33.4.4. Receipt of the MRC and shipment to a CONUS activity was accomplished prior to the receipt of the cancellation request.

C3.33.5. In instances described in Subparagraph C3.33.4. shipment status (DIC AU_) shall be furnished to eligible status recipients.

C3.33.6. A follow-up on cancellation request, DIC AK6, may be submitted to storage activities as a result of receipt of DIC AK_ by the source of supply from the requisitioner, SUPADD, or control activity (rp 54). A DIC AK6 may be forwarded to the storage activity by the source of supply as a result of nonresponse to a previous DIC AC6.

C3.33.7. DLA Disposition Services shall forward cancellation requests (DIC AC6) or follow-ups on cancellation requests (DIC AK6) to DLA Disposition Services Field Offices when an MRC (DIC AR_) has not been received for item(s) requisitioned from property disposal. If the MRC has been received from the DLA Disposition Services Field Offices, shipment status (DIC AU_) shall be forwarded by DLA Disposition Services to eligible status recipients.²³

C3.34. STORAGE ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS

C3.34.1. DIC AC6 transactions shall be processed in the sequence prescribed in Subparagraphs C3.1.2., C3.28.1.2., C3.28.1.3., and C3.28.1.4..

C3.34.2. Records shall be maintained to allow a determination as to whether shipped line items were in single line or multiline shipment units and the respective dollar value of each. This will allow identification of shipment units that are susceptible to cancellation and determination as to whether cancellation actions should be continued under the following policies and procedures.

C3.34.3. To the extent that processing capability is available, the S/As shall develop and maintain data to:

C3.34.3.1. Allow identification of the depot work area to which shipment processing should have progressed. Work areas for consideration are:

COMPUTER	STORAGE	SHIPMENT PREPARATION	SHIPPING
Mechanized processing of AC6s, and output of DD Forms 1348-1A and stop shipment	Bin Area	Preservation Packaging	Consolidation
	Bulk Area	Packing Consolidation	Air Freight
		Parcel Post	Motor (Truck)
			Freight notices
			Rail Freight

C3.34.3.2. Include the maximum time experienced in processing DD Form 1348-1A (or [DD Form 1348-2](#), "Issue Release/Receipt Document with Address Label") shipments in each of the above work areas (within total time allowed by DoD 4140.1-R,

²³ Procedures, formats, and codes for requisitioning materiel from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

“DoD Supply Chain Materiel Management regulation,” May 23, 2003 from receipt of MRO to release to transportation). Such data would provide a basis for determining the work areas where stop shipment action could most likely be taken on receipt of a DIC AC6. Transaction priority should also be considered, as it affects processing time in hours versus days.

C3.34.4. The storage activity, upon receipt of a DIC AC6, shall determine the appropriate work area(s) to which stop shipment notices would be sent when cancellation of an in-process DD Form 1348-1A shipment is required. The stop shipment notices shall include pertinent line item/transaction identification, priority, and information as to whether a single or multiline shipment unit is involved. A separate stop shipment notice shall be issued to the current work area and every other work area through which the shipment would subsequently be processed.

C3.34.5. Cancellation shall be accomplished for all items/quantities for which a DD Form 1348-1A has not been released to storage work areas.

C3.34.6. Cancellation shall be attempted for all items/quantities for which a DD Form 1348-1A has been released to storage work areas and there is no record of transportation release to a carrier, unless:

C3.34.6.1. The dollar value is less than \$25 for a single line shipment unit.

C3.34.6.2. The dollar value of a single line packed in a consolidated shipment unit is less than \$200.

C3.34.7. The storage activity shall advise the source of supply and, if applicable, all eligible status recipients of actions taken in response to cancellation requests (see Chapter C4). This notice shall be provided as follows:

C3.34.7.1. When the storage activity has no record of the MRO receipt, the source of supply shall be provided DIC AE6 status with Status Code BF.

C3.34.7.2. When the items have not left the depot and cancellation action is accomplished, respond only to the source of supply in the same format as the cancellation request document with the exception that rp 4-6 shall contain the RIC of the source of supply to which the transaction shall be transmitted and rp 67-69 shall contain the RIC of the activity preparing the transaction. This transaction shall contain DIC AG6.

C3.34.7.3. When cancellation is not attempted under the less than \$25/\$200 criteria in Subparagraphs C3.34.6.1. and C3.34.6.2. above, the storage activity shall furnish the source of supply DIC AE6 status with Status Code B8.

C3.34.7.4. When the items have been released to a carrier in shipments destined to a CONUS customer, no action shall be taken to stop/divert the materiel beyond the point of shipment. The source of supply shall be provided with reply to cancellation request - MRC (DIC AU0, AUA, or AUB) transactions in the format shown

in Appendix AP3.14 and all eligible status recipients shall be provided with reply to cancellation request - shipment status (DIC AU_) in the format shown in Appendix AP3.19.

C3.34.7.5. When the items have been released to a carrier in shipments destined for an OCONUS consignee, the storage activity shall initiate actions under the DTR to stop or divert shipments within the DTS. The source of supply shall be provided with DIC AE6 status containing Status Code B9.

C3.34.7.6. The storage activity shall not initiate action to stop/divert OCONUS shipments within the DTS when:

C3.34.7.6.1. The items are consolidated in a multiline shipment unit.

C3.34.7.6.2. The items were in OCONUS shipments released to carriers for shipment more than 45 days by surface or more than 10 days by air mode prior to receipt of the DIC AC6.

C3.34.7.6.3. The items were shipped to OCONUS customers by priority mail, parcel post, or UPS.

C3.34.7.6.4. A single line item shipment has a total dollar value of less than \$200.

C3.34.7.6.5. The single line item shipment unit has a total dollar value of less than \$1,000 and was shipped in consolidation with other shipment units in larger containers (e.g., 463L Pallet, SEAVAN).

C3.34.7.7. Following receipt of confirmation that shipment stop/diversion action has been accomplished by the DTS, the storage activity shall provide the source of supply with DIC AE6 status containing Status Code B6.

C3.34.7.8. When the storage activity does not initiate stop/diversion action with the DTS because of one of the conditions in Subparagraph C3.34.7.6. or, when notified that a requested stop/diversion action has not been accomplished by the DTS, the storage activity shall provide reply to cancellation request - shipment status (DIC AU1, AU2, or AU3) to all eligible status recipients and reply to cancellation request - MRC (DIC AU0, AUA, or AUB) to the source of supply. At the option of the supplying S/A, reply to cancellation request - shipment Status (DIC AU1, AU2, and AU3) may be provided to all eligible status recipients by the source of supply rather than directly by the storage activity. In this latter case the storage activity shall only generate the reply to cancellation request - MRC (DIC AU0, AUA, or AUB) to the source of supply.

C3.34.8. Storage activities requiring diversion instructions when rp 45-50 of the DIC AC6 cancellation is blank shall request such instructions from the activity designated by the RIC in rp 67-69. Such requests shall be made by telephone or message.

C3.34.9. Actions under Subparagraphs C3.34.3. through C3.34.7. shall be completed in two working days for PDs 01-08 and 5 working days for PDs 09-15.

C3.34.10. The storage activity shall advise the source of supply that the attempted stop/diversion action has/has not been accomplished by the DTS within two working days of receiving the confirmation/denial notification from the DTS.

C3.35. REPORTING ACTIVITY PROCESSING CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS

C3.35.1. Reporting activities shall attempt cancellation to the maximum possible extent.

C3.35.2. When the reporting activity has no record of the LRO, the source of supply shall be provided DIC AE6 with Status Code BF and Distribution Code 2 shall be entered in rp 54.

C3.35.3. If cancellation cannot be accomplished, the source of supply shall be provided DIC AE6 with Status Code B8 and Distribution Code 2 shall be entered in rp 54.

C3.35.4. If cancellation can be accomplished, the source of supply shall be provided DIC AE6 with Status Code BQ and Distribution Code 2 shall be entered in rp 54.

C3.35.5. The reporting activity shall not attempt diversion of materiel confirmed shipped.

C3.36. DIRECT VENDOR DELIVERY ON MILSTRIP REQUISITIONS

C3.36.1. In instances where supply of a MILSTRIP requisition is to be accomplished by direct vendor delivery (DVD), an interface is required between MILSTRIP and the purchasing operations. This interface will result in an interchange of specific information and documentation between sources of supply and procurement activities to ensure:

C3.36.1.1. Transmission of status to designated recipients in an orderly and timely fashion.

C3.36.1.2. Proper marking of shipment containers.

C3.36.1.3. Delivery of materiel using priorities or RDDs.

C3.36.1.4. Transmission of shipment status within the time standard prescribed in Chapter C4, Paragraph C4.12. to the ship-to activity designated by the signal code unless the M&S code is 8.

C3.36.2. Purchase requests shall contain specific in-the-clear and coded data as specified below, that shall be perpetuated on procurement instruments and related transactions:

C3.36.2.1. The original MILSTRIP requisition document number, including suffixes when assigned, SUPADD, and signal codes.

C3.36.2.2. In-the-clear, ship-to address of the ultimate consignee and mark-for address, when applicable.

C3.36.2.3. MILSTRIP project code and project name, if applicable.

C3.36.2.4. Schedule of deliveries using RDDs or Required Availability Date (RADs), whichever is applicable. Items should be listed on procurement requests in descending sequence or delivery or availability dates. (A separate requisition number is required for each delivery date, consignee, and priority.) This sequence would provide for listing items with earliest dates first and shall result in the required schedule of deliveries.

C3.36.2.5. Identification and address of the activity to receive the notice or evidence of shipment made by contractors as required by Defense Federal Acquisition Regulation (FAR) Supplement ([DFARS](#)), Appendix F-401, Table 2.

C3.36.3. Requisitions to be supplied by direct delivery from sources shall be identified separately from stock replenishment buys on purchase requests.

C3.36.4. Transmission of shipment status within the time standard prescribed in Chapter C4, Section C4.12. to the ship-to activity designated by the signal code unless the M&S code is 8.

C3.37. RESERVED

C3.38. PREPARATION OF SHIPMENTS TO DLA DISPOSITION SERVICES FIELD OFFICES²⁴

C3.38.1. Shipments/transfers to DLA Disposition Services Field Offices shall normally require a disposal turn-in document (DTID), (DD Form 1348-1A or DD Form 1348-2) and documentation for in-transit control of property identified by an NSN or local stock number (and excluding scrap [Supply Condition Code S], waste, nonappropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property) shipped/transferred to a DLA Disposition Services Field Office on a DTID from the time of release by a shipping activity until receipt of the property by the DLA Disposition Services Field Office. Activities shall furnish one DIC AS3 shipment

²⁴ Requirement to provide shipment status to DLA Disposition Services on all shipments regardless of dollar value. Refer to AMCL 16. Requirement to provide the unit price on shipment status to DLA Disposition Services. Refer to AMCL 17. Establishing in-transit control procedures for shipments to DLA Disposition Services Field Offices. Refer to AMCL 158B. AMCLs 16, 17, and 158B last reported as not implemented by USAF and USMC.

status transaction under Chapter C4 to the DLA Disposition Services for each DTID sent to a DLA Disposition Services Field Office, regardless of dollar value.

C3.38.1.1. Only those DIC AS3 shipment status transactions applicable to shipments/transfers of usable property directed to DLA Disposition Services Field Offices with a line-item value of \$800 or more per the Federal Logistics Information System (FLIS) and for all shipments/transfers of pilferable or sensitive items (based on controlled inventory item code (CIIC) code), regardless of dollar value, shall be entered into the In-Transit Control System (ICS). The extended value of the shipment shall be determined on the basis of the document number, quantity, and unit price. The unit price shall be obtained from the FLIS.

C3.38.1.2. The use of this system shall provide a capability to monitor shipments/transfers to DLA Disposition Services Field Offices. This system also provides a capability for DLA Disposition Services to furnish information to S/A headquarters concerning the shipment/transfer of property to DLA Disposition Services Field Offices.

C3.38.2. These procedures do not negate the authority of the DLA Disposition Services Field Offices to refuse acceptance of accountability and physical receipt of certain types and classes of materiel as prescribed by [DoD 4160.21-M](#), "Defense Materiel Disposition Manual," August 18, 1997, Chapter 3. If it is determined that the materiel is not acceptable for these reasons, and the shipment is rejected/returned to the shipper, the DLA Disposition Services Field Office shall provide notice of rejection to DLA Disposition Services under existing procedures, thus purging the ICS suspense file. Guidance on shipment notices and ICS processing is applicable only to usable items being shipped/transferred to a DLA Disposition Service Field Office.

C3.39 DIRECTING MATERIEL TO DLA DISPOSITION SERVICES²⁵

C3.39.1 Sources of supply shall utilize the disposal release order (DRO) (DIC A5J) and related transactions to direct and control issue of supply system stocks on their records to DLA Disposition Services. DROs are transmitted to the storage site having custody of the stock and result in the preparation of the DD Form 1348-1A (or DD Form 1348-2) as outlined in Chapter 5, Paragraph C5.5. Preparation of DROs shall be performed using the Appendix AP3.13 format. If the item is classified in SCC Q and is being transferred to DLA Disposition Services, the DRO shall contain Management Code O (alpha) or S, as appropriate, to indicate whether the materiel is hazardous to public health/safety and mutilation is required. Aviation critical safety item (CSI)/flight safety critical aircraft part (FSCAP) materiel in SCC Q directed to DLA Disposition Services shall always cite Management Code S. (See MILSTRAP, Appendix AP2.6). DLA Disposition Services shall perform mutilation in accordance with existing guidance for the NSN/type of material. The ICP/IMM should identify to DLA Disposition Services any unique instructions for disposal requiring specific methods or information regarding hazardous constituents contained in the item. When the quantity to be transferred to

²⁵ Ibid.

DLA Disposition Services exceeds the capability of the quantity field, rp 25-29, multiple DROs with new document numbers shall be utilized. When multiple DROs are required; each DRO prepared for the same item shall contain the total retention quantity in rp 55-61. When the quantity to be retained exceeds the capability of the retention quantity field, rp 55-61, the transactions shall be processed off-line.

C3.39.1.1. The retention quantity in rp 55-61 of the DRO shall determine the quantity of materiel to be turned in to disposal by the storage site.

C3.39.1.1.1. The quantity in rp 55-61 shall be retained and all remaining stocks transferred to disposal.

C3.39.1.1.2. If the quantity on hand is less than the quantity shown in rp 55-61, the storage site shall respond under Subparagraph C3.39.1.4..

C3.39.1.2. The DRO confirmation (DRC) transaction serves as advice from a storage site maintaining the accountable record, to the source of supply that initiated the DRO, of supply action taken. DRC transactions shall be prepared in the Appendix AP3.16 format with DIC ARJ when the shipped quantity is the same as the quantity requested in the DRO. The DRC shall contain DIC ARK when the shipped quantity is greater than the quantity requested in the DRO. The DRC shall contain DIC ARL when the shipped quantity is less than the quantity requested in the DRO. The sources of supply shall utilize the DRC with DIC ARK/ARL to make appropriate adjustments to the inventory records. If the quantity transferred to disposal exceeds the capability of the quantity field in the DRC, rp 25-29, the confirmation shall be processed offline. ARJ/K/L transactions shall be prepared and transmitted on the day materiel is delivered to the carrier for shipment to a DLA Disposition Services Field Office. Preparation of ARJ/K/L shall not wait for a signed receipt copy of the DTID to be returned. When a DRC (DIC ARJ/K/L) is not used to confirm shipment of materiel to a DLA Disposition Services Field Office, the DIC AS3 transaction shall be generated simultaneously with the DIC A5J/FTR or other transaction authorizing/directing shipment to disposal. This procedure is authorized when circumstances (e.g., local transfers, use of available organic transportation, or other substantiating conditions) make the use of the ARJ/K/L unnecessary.

C3.39.1.3. The disposal release follow-up transaction (DIC AFJ) shall be used by the source of supply to follow up on storage facilities for unconfirmed DROs 10 days after the date the DRO was created. The disposal release follow-up transaction shall be prepared in the DRO format.

C3.39.1.3.1. If the DRO has been complied with, the storage facility shall respond as indicated in Subparagraph C3.38.4.2..

C3.39.1.3.2. If the DRO has not been complied with and shipment is anticipated, the storage facility shall respond using the Appendix AP3.16 format with DIC AEJ and the ESD in rp 57-59.

C3.39.1.3.3. If there is no record of the DRO, the storage facility shall respond with BF status (rp 65-66)/DIC AEJ using the Appendix AP3.16 format.

C3.39.1.3.4. If the DRO has been denied (DIC A6J), the storage activity shall respond with BY status/DIC AEJ using the Appendix AP3.16 format.

C3.39.1.4. Disposal release denials (DRD) are prepared by the storage site and transmitted to the appropriate source of supply having prepared the DRO as notification of negative action on the DRO. Preparation of DRDs shall be performed under the format referenced in Appendix AP3.18 and shall contain DIC A6J. Sources of supply shall utilize DRD to make appropriate adjustments to the inventory records.

C3.39.1.5. Disposal release cancellations are prepared by sources of supply having initiated DROs and transmitted to storage sites when it is determined that disposal actions should be discontinued. Source of supply cancellation requests shall be submitted only in those instances when DROs are unconfirmed. Disposal release cancellation transactions shall be prepared in the same format as the original DRO and shall contain DIC ACJ. Storage activity response to the cancellation request shall be by one of the following transactions:

C3.39.1.5.1. When shipment has been made, response to the source of supply shall be a Disposal release cancellation.

C3.39.1.5.2. When cancellation is accomplished, response to the source of supply shall be prepared in the same format as the cancellation request, with the exception that rp 4-6 shall contain the RIC of the source of supply to which the transaction shall be transmitted and rp 67-69 shall contain the RIC of the activity preparing the transaction. This transaction shall contain DIC AGJ.

C3.39.1.6. A disposal release cancellation follow-up transaction (DIC AKJ) may be submitted by the source of supply to obtain the latest status of a disposal release cancellation. The disposal release cancellation follow-up transaction shall be in the same format as the original disposal release cancellation (Appendix AP3.13) and shall be processed by the storage site as a cancellation request provided the original request was not received. If the original request has been received and all required actions have been completed, the storage site shall respond to the disposal release cancellation followup by duplicating the previously submitted documentation.

C3.39.2. Sources of supply shall utilize the reply to customer asset report (DIC FTR) (Appendix AP3.34) to notify the reporting activity that the reported quantity is in excess to source of supply requirements and that further action is authorized under appropriate S/A procedures. See Chapter C9, this manual, for detailed instructions.

C3.40. PROCESSING MATERIEL TO THE DLA DISPOSITION SERVICES²⁶

C3.40.1. Disposal Turn In Document. Activities shall direct/process all accountable material to disposal using a DTID. Some categories of non-accountable property may be transferred to a DLA Disposition Services Field Office without documentation. Guidance shall be provided by the servicing DLA Disposition Services Field Office. Turn-in activities shall send a DTID (DD Form 1348-1A or DD Form 1348-2) (see Appendix 3.49 for data requirements) for in-transit control of property identified by an NSN or local stock number (excluding scrap [Supply Condition Code (SCC) S], waste, non-appropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property) shipped/ transferred to a DLA Disposition Services Field Office. Shipment/transfer of material to a DLA Disposition Services Field Office via DTID requires authority for disposal which must be indicated in the DTID by appropriate disposal authority code, along with the reason for disposal code. Ensure property is reported to the IMM prior to DTID preparation, as required, per DoD 4140.1-R. DTID documentation will control the shipment from the time of release by a shipping activity until receipt of the property by a DLA Disposition Services Field Office.

C3.40.1.1 Accept Accountability. The Field Office shall accept accountability of the shipment if material is acceptable based on established criteria in DoD 4160.21-M.

C3.40.1.2. Document Receipt. The Field Office shall give documentation receipt of the DTID upon request by the shipping activity. NOTE: The Field Office shall always supply a copy of the signed DTID for all shipments containing quantity discrepancies. The Field Office shall note the difference in quantity received and quantity shipped on the DTID

C3.40.1.3. Notify Shipping Activity of Quantity Error. If an error exists because the quantity received is less than or greater than quantity entered on the DTID, the Field Office shall notify the shipping activity and submit a supply discrepancy report. (See DoD 4160.21-M, Chapter 3; and DoD 4000.25-M, DLMS, Vol 2, Chapter 17).

C3.40.2 Quality Deficient Property. The transfer of an item in SCC Q requires the entry of Management Code O (alpha) or S, as appropriate, on the DTID to indicate if the materiel is not hazardous to public health/safety or national security and may not be used within DoD but may be sold by DLA Disposition Services Field Office or if the material is hazardous to public health/safety and mutilation is required. Aviation CSI/FSCAP materiel in SCC Q directed to DLA Disposition Services will always cite Management Code S. Note that the DLA Transaction Services Defense Automatic Addressing System (DAAS) will edit disposal release orders (MILSTRIP DIC Code A5J) for Aviation CSI/FSCAP materiel in SCC Q to ensure that these contain Management Code S indicating that mutilation is required. If not, DAAS will insert Management Code S and continue processing.

²⁶ Refer to AMCL 158B (MILSTRIP) Intransit Control Procedures for Shipments to DRMOs (now formally known as DLA Disposition Services Field Offices). (AMCLs 16 & 17 should be implemented with 158B as they affect the same procedures/transactions.) Last reported implemented completed by all except USAF & USMC.

C3.40.3. Shipment Status. For shipments/transfers to DLA Disposition Services Field Offices, shipping activities shall send a shipment status (DIC AS3), for each DTID, regardless of dollar value. The shipment status will contain Distribution Code 9 in rp 54 identifying DLA Disposition Services, the unit price of the material, the actual quantity shipped, and the date delivered to the carrier for shipment.

C3.40.3.1 Receipt-in-Place. Through coordination with the turn-in activity, DLA Disposition Services may arrange for the turn-in activity to retain custody of the property until it is ready for sale, reutilization, transfer, or donation. When this occurs the shipment status (DIC AS3 or DLMS 856S) transaction may be provided by the turn-in activity without physical shipment of the property citing Shipment Hold Code R. Intransit control for receipt of the property is not applicable.

C3.40.3.2. DLA Transaction Services shall route shipment status transactions with Distribution Code 9 to the DLA Disposition Services Field Office global record making the shipment status information visible and available to all DLA Disposition Services Field Offices, as required. DLA Transaction Services shall edit the shipment status for the following criteria before routing the transaction to the DLA Disposition Services Field Office global record:

C3.40.3.2.1 Invalid DoDAAC, FSC, or Quantity. Reject, to the generating activity, for invalid DoDAACs, FSC (FSC does not exist), and quantity of zero or blank. The rejected transaction shall be returned to the generating activity with a narrative explanation of the reason for return and instructions not to resubmit.

C3.40.3.2.2 Edit Unit Price. If the transaction contains a local stock number with a blank or zero unit price, reject; if NSN and blank or zero unit price, insert the FLIS price.

C3.40.3.3. The DLA Disposition Service Field Offices use the shipment status to electronically capture and validate information about incoming property from an activity that is shipping property to a DLA Disposition Service Field Office prior to physical receipt. Additionally, a subset of shipment transactions meeting the ICS criteria is used to initiate the DLA Disposition Services ICS tracking process.

C.3.40.4 Intransit Control System Processing of Shipments to DLA Disposition Services

C.3.40.4.1. General

C3.40.4.1.1 ICS is an automated DoD process which provides a central capability to monitor and/or investigate discrepancies in shipments of material to DLA Disposition Services Field Offices which meet ICS rules. Property qualifying for ICS processing have a line item value over \$800 or a Pilferable/Sensitive CIIC regardless of dollar value, and the property is being turned in to the Field Office. Pilferable CIICs are equal to: J, I, M, N, P, V, W, X, Y and Z. Sensitive Item codes are equal to: 1, 2, 3, 4, 5, 6, 8, Q, R, \$.

C3.40.4.2. In-Transit to DLA Disposition Services Field Office Report. ICS provides a capability for DLA Disposition Services to furnish management information to Service/Agency headquarters concerning the transfer of property to DLA Disposition Services Field Offices. DLA Disposition Services shall provide an In-Transit to DLA Disposition Services Field Office Report upon request. DLA Disposition Services shall provide tailored special extract reports as requested (see Appendix 1.33).

C3.40.4.3 Electronic Turn-In Document (ETID) Process. Use of ETID for automated turn-ins to the DLA Disposition Service Field Office allows those military generators lacking an automated system to log in to ETID via the web and manually generate their DTID. ETID will have a direct interface into the ICS global record and will enter property qualified for intransit tracking into the ICS on the generator's behalf. This shall facilitate routing of follow-ups through DLA Transaction Services' DAAS to the supply system of the DoDAAC of the generator and provide the capability to monitor shipments/transfers to DLA Distribution Services Field Offices. To facilitate identification when intransit control follow-up procedures are required, ETID shall support the construction of the DTID document number using the unique value T in the first position of the serial number (DLMS Utilization Code T)²⁷. When follow-up notifications on in-transit property are required, in addition to the systemic follow-up generated by the Field Office, the ETID application shall provide notification to the generating activity responsible for the property via email.

C.3.40.4.4. Intransit Control System Tracking and Associated Actions

C3.40.4.4.1. Intransit Control System Suspense File. The ETID interface described above, shipment status transactions, or any receipts processed prior to shipment status meeting ICS criteria (see C16.5.1.), shall initiate the ICS suspense file maintained as part of the DLA Disposition Services Field Office global record. This global record shall be visible and available to all DLA Disposition Services Field Offices as required. At a minimum, the suspense file will contain the data shown in Table C3.T1.

Table C3.T1. Turn-In Processing Data Requirements

Data Element	Source
Document Number	ETID/Shipment Status/Receipt
NSN/FSC/FSG (if available)	ETID/Shipment Status/Receipt
Unit of Issue	ETID/Shipment Status/Receipt
Extended \$ Value of Shipment (if available)	Calculated from FLIS unit price
Controlled Inventory Item Code (CIIC)	FLIS
Quantity Shipped	ETID/Shipment Status

²⁷ Delayed implementation authorized under ADC 464, Intransit Control System (ICS), Shipment Status (DLMS 856S/Document Identifier Code (DIC) AS3), and Disposal Shipment Confirmation Follow-up (DLMS 940R/ DIC AFX/AFZ) under Reutilization Business Integration (RBI).

Table C3.T1. Turn-In Processing Data Requirements

Data Element	Source
Date of Shipment	ETID/Shipment Status
Quantity Received	Receipt
Date of Receipt	Receipt
Extended Dollar Value of Receipt	Receipt
\$ Value of Quantity Variance Between Shipment and Receipt (if any)	(Internal Computation)

C.3.40.4.4.2 DLA Disposition Services Field Office Processing against the Global Intransit Control System Suspense File

C.3.40.4.4.2.1 When a receipt is processed at any of the DLA Disposition Services Field Offices, it shall be compared with the suspense file. The Field Office receipt shall open the ICS transaction suspense file if no previous shipment status created a suspense record and the receipt value is \$800 or more, or the item is recorded as pilferable or sensitive. The suspense file shall remain open for a period of 1 year from the date it is initiated, unless closed by one of the actions below.

C.3.40.4.4.2.2. All disposal shipment confirmation follow-up transactions generated as a result of ICS processing shall be sent through DLA Transaction Services. The Field Office shall prepare the disposal shipment confirmation follow-up (MILSTRIP DIC AFX). The follow-up shall be directed to the RIC of the shipping activity. If the shipping activity RIC is not known, the DoDAAC identified in the document number may be used for transaction routing. The DoDAAC in the document number may be the shipping activity itself or the activity directing the disposal action; e.g., ICP/IMM. ICPs/IMMs receiving the Follow-up will enter the shipping activity RIC as the intended recipient and resend the Follow-up through DLA Transaction Services, to the shipping activity to answer directly, or coordinate with the shipping activity to perform research in order to provide either the ICP/IMM or storage activity response.

C.3.40.4.4.2.3. When the Field Office prepares the Follow-up, the transaction shall include research guidance (Critical Flag) to aid the DoD Components to prioritize research and resolution of problems. The Critical Flag will identify turn-ins of sensitive items (1, 2, 3, 4, 5, 6, 7, 8, Q, R, or \$), demilitarization required items (C, D, E, or F), and items identified to critical classes of supply (see DoD 4160.21-M).

C.3.40.4.4.2.4. The suspense file shall be closed if the receipt matches a shipment status transaction previously recorded in the suspense file. A match is based on DTID number and FSC.

C.3.40.4.4.2.5. If the Field Office is unable to receive the property and must reject the property back to the generator, an internal Receipt Refusal transaction shall be processed and matched to the record in ICS. If the internal transaction matches a shipment transaction previously recorded in the suspense file, the suspense file record shall be closed. Additionally, when this occurs, an SDR will be provided to the turn-in activity.

C3.40.4.4.2.5.1. If after 90 calendar days from the date of Field Office posting the receipt to the ICS there is no matching shipment status transaction and the extended value is \$800 or more, or the item is recorded as pilferable or sensitive, the Field Office shall forward the disposal shipment confirmation follow-up (DIC AFX) transaction with Advice Code 36. No response is required and this notification closes the ICS suspense.

C3.40.4.4.2.5.2. If after 90 calendar days from the date of Field Office posting shipment status to the ICS there is no matching receipt transaction, the extended value is \$800 or more, or the item is recorded as pilferable or sensitive, the Field Office shall forward the disposal shipment confirmation follow-up (DIC AFX) transaction with Advice Code 37. The ICS remains open awaiting response.

C.3.40.4.4.2.6. If the supply status (DIC AE3) or the disposal shipment confirmation (DIC ASZ) transaction is not received within 30 calendar days of sending the disposal shipment confirmation follow-up (DIC AFX) with Advice Code 37, the Field Office shall send a second follow-up (DIC AFZ). The record shall remain open for a period of 1 year from the date it was originated unless closed by a response to the second Follow-up. When moved from the active suspense file, records shall be placed on an accessible history file for an additional 2 years.

C.3.40.4.4.2.7. Receipt of supply status (MILSTRIP DIC AE3) will direct further ICS processing as follows:

C.3.40.4.4.2.7.1. Receipt of supply status with Status Code DE shall terminate ICS processing for the document number in question. Status Code DE indicates no shipment was made.

C.3.40.4.4.2.7.2 . Receipt of supply status with Status Code DF shall terminate ICS processing and indicates property was removed from the storage area and cannot be located. Further research is being conducted within Service/Agency channels. The record shall be removed from the active suspense file and placed in an accessible history file for 2 years.

C.3.40.4.4.2.7.3. Receipt of supply status with Status Code DG indicates shipment is confirmed and a signed copy of the DTID from the Field Office is on file for the quantity shipped. This closes the record in ICS for the document number in question. DLA Disposition Services shall use its own procedures to determine why notification of receipt of material was not sent by the Field Office. DLA Disposition Services will keep an accessible history file record for 2 years.

C.3.40.4.4.2.7.4. Receipt of supply status with Status Code DH indicates shipment is confirmed and a signed copy of the DTID from the Field Office is on file, however the quantity on the DTID is different than the quantity on the shipment status. Further research on the quantity discrepancy is being conducted within Service/Agency channels. This shall close the record in ICS for the document number in question. DLA Disposition Services will keep an accessible history file record for 2 years.

C.3.40.4.4.2.7.5. Receipt of supply status with Status Code BF indicates that the shipping activity has no record of the document number in question. This shall close the record in ICS and removes the record from the active suspense file. DLA Disposition Services shall place the record in an accessible history file for 2 years.

C.3.40.4.4.2.7.6. When the Disposal Shipment Confirmation (DIC ASZ) transaction is received, ICS processing for the document number in question is considered complete. Accessible history file records shall contain NSNs, quantities, document numbers, dollar value of variances (if any), and the identity of applicable shipping activities and DLA Disposition Services Field Offices.

C.3.40.4.4.2.7.7. Shipping Activity Actions

C.3.40.4.4.2.7.7.1. Documentation Review. Supply organizations in receipt of the Disposal Shipment Confirmation Follow-up (DIC AFX) shall ensure that applicable shipping activities review signed receipt documentation (DTID), investigate discrepancies, and provide timely responses within 30 working days of receipt of the inquiry. Disposal shipment confirmation follow-ups with Advice Code 36 do not require a response.

C.3.40.4.4.2.7.7.2. Filing DTID Receipts. To ensure required copies of the DTID are available, shipping activities shall file all signed receipt copies when received from the Field Office. Copies shall be kept for a minimum of 2 years after date of the shipment.

C.3.40.4.4.2.7.7.3. Quantity Received Verification. Upon receipt of a disposal shipment confirmation follow-up, the shipping activity shall verify the actual quantity receipted, and shall respond with supply or shipment status as follows:

C.3.40.4.4.2.7.7.3.1. No Shipment Record/Status. If there is no record of the shipment, nor of generating the shipment status, and no record of a signed copy of the DTID, the supply status (DIC AS3) with Status Code BF shall be sent in response to the disposal shipment confirmation follow-up.

C.3.40.4.4.2.7.7.3.2. Shipment Status Sent But No Record. If it is determined that although shipment status had been sent, no shipment had been made or no record of shipment, other than the shipment status transaction,

can be located, the supply status (DIC AS3) with Status Code DE shall be sent in response to the 940R Disposal Shipment Confirmation Follow-up.

C.3.40.4.4.7.2.7.3.3. Signed Receipt Not Available.

If a signed receipt copy of the DTID is not available, but investigation indicates that property was removed from the storage area and cannot be located, the shipping activity shall do additional research as determined by the DoD Component procedures, including, if necessary, referral to the appropriate criminal investigative activity. The supply status (AE3) with Status Code DF shall be sent in response to the disposal shipment confirmation follow-up.

C.3.40.4.4.2.7.7.3.4. No Shipping Activity Record.

If the shipping activity has no record of generating a shipment status (AE3) transaction, but has received a signed copy of the DTID, a disposal shipment confirmation (DIC ASZ) showing the quantity receipted for in the DTID shall be sent in response to the disposal shipment confirmation follow-up. A separate action may be required to close out any open SDRs applicable to this shipment.

C3.40.44.2.77.3.5. Supply Status Distribution Code.

The supply status (AE3) and the disposal confirmation (ASZ) transactions generated by the shipping activity in response to the disposal shipment confirmation Follow-up (AFX/AFZ) shall contain Distribution Code 9 to enable DLA Transaction Services to route copies of these transactions to the ICS global record.

C3.41. RESERVED

C3.42. SHIPMENT TRACING

C3.42.1. Sources of supply (including depot or procurement activity when direct vendor delivery is applicable, but excluding small business firms or civilian contractors not required to process followups received from Military sources), upon receipt of a DIC AFT, Request for Shipment Tracing on Registered, Insured, and Certified mail/parcel post, shall:

C3.42.1.1. Initiate tracer action under United States Postal Service (USPS) Regulations to the post office from which the parcel was mailed. Postal Service Form 1510 or other prescribed form shall be used.

C3.42.1.2. On receipt of the post office response, initiate appropriate action as follows:

C3.42.1.2.1. If notified that the parcel was lost, destroyed, and/or that proof of delivery could not be furnished, notify the consignee by offline narrative message to include advice to prepare discrepancy reports under Joint Regulation DLA 4140.55, et al.

C3.42.1.2.2. If notified that the Post Office has proof of delivery, notify the consignee (based on the signal in rp 51) by offline narrative message, including

particulars concerning proof of delivery, with an information copy to the source of supply.

C3.42.1.2.3. When the source of supply is a small business firm or civilian contractor not required to process followups received from military sources, the AFT Request for Shipment Tracing on registered, insured, and certified mail/parcel post shall be forwarded to ICP for processing.

Table C3.T2. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Routing Identifier Code	Determine correct source and continue processing.
Media and Status	Process as zero (0).
Stock Number or Appropriate Item Identification	<ol style="list-style-type: none"> 1. If blank, reject. 2. If incorrect, research to determine²⁸ whether the stock number has changed (e.g., FSC changed to match the NIIN). As a result of the review, take action as follows: <ol style="list-style-type: none"> a. If the stock number cannot be identified, reject with appropriate supply status. b. If the FSC is incompatible with the NIIN, check the FSC to determine whether it matches a previously assigned FSC. If it matches, change the FSC to the current FSC, continue supply action, and furnish appropriate supply status. If it does not match, reject with appropriate supply status. c. If the stock number has changed (e.g., FSC change), change the number to the new stock number and continue supply action. If the changed NSN is managed by another source of supply, initiate a passing order and furnish appropriate supply status. 3. If manufacturer's part number, compare to FLIS to determine whether a stock number is assigned. If assigned, change the manufacturer's part number to the stock number and continue supply action. If the NSN is managed by another source of supply, initiate a passing order and furnish appropriate supply status.
Unit of Issue	Enter correct unit of issue or reject. If rejected, enter correct unit of issue in rp 79-80 supply status transaction. ²⁹
Quantity	Reject.
Requisitioner ³⁰	Discard if entry is blank or incorrect. If the DoDAAC fails the Authority Code edits in C2.28.11., reject the transaction with CX or D7 status as appropriate.

²⁸ This edit does not apply to U.S.Navy (USN) supply sources.

²⁹ Requirement to provide correct unit of issue when original unit of issue on the requisition could not be converted last reported as not implemented by USN. Refer to AMCL 162.

³⁰ Deferred implementation of Authority Code edits authorized pending supply source system modernization.

Table C3.T2. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Date	Reject. Sources of supply may reject if other than FMS/Grant Aid or Navy initial outfitting, and the requisition date exceeds one calendar year from the transaction processing date (current date) or is more than one day in the future. ³¹
Serial	Reject.
Demand	Process as recurring.
Supplementary Address ^{32, 33}	Reject if blank or invalid and the signal code is B, J, K, L, or M. If the DoDAAC fails the Authority Code edits in C2.28.11, reject the transaction with CX or D7 status as appropriate.
Signal	Reject.
Fund	No edit is required unless signal code is C or L. Reject if signal code is C or L and fund code does not identify a valid bill-to activity as prescribed by MILSBILLS.
Distribution	Process as blank.
Project	1. Process as blank. 2. If an OSD/JCS project code is entered, the requisition shall be ranked above all other requisitions within the PD. ³⁴

³¹ Refer to ADC 427, DLMS Mapping for Air Force Unique Transactions Used between Air Force Locations and Expeditionary Combat Support System (ECSS). Edit is mandatory during DAAS processing and optional for DoD sources of supply.

³² This data element is referred to as Supplemental Data under the DLMS.

³³ Deferred implementation of Authority Code edits authorized pending supply source system modernization.

³⁴ Elimination of requirement to change the priority on CJCS project code requisitions last reported as not implemented by USMC. Refer to AMCL 9.

Table C3.T2. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Priority Designator ³⁵	<ol style="list-style-type: none"> 1. If Expedited Handling Signal 999 is present in the RDD field, requisition is for U.S. Forces and the PD is not 01-03, enter PD 03 and furnish BK supply status. 2. If an OSD/JCS project code is present in rp 57-59 and the PD entry is not an existing PD code (not 01-15), enter PD 03 and furnish BK supply status. 3. If NMCS/ANMCS indicator (N/E) is present in rp 62 and the PD entry is not an existing PD code (not 01-15), enter PD 08 and furnish BK supply status. 4. If special mass cancellation coding 555 is present in rp 62-64 and the PD entry is not an existing PD code (not 01-15), enter PD 08 and furnish BK supply status. 5. If Expedited Transportation Signal 777 is in rp 62-64 and the PD entry is not an existing PD code (not 01-15), enter PD 08 and furnish BK supply status. 6. If required availability date (A in rp 62) is present and the PD entry is not an existing PD code (not 01-15), enter PD 15. 7. If extended RDD (S or X in rp 62) is present and PD is other than 09-15, enter PD 15, furnish BK supply status, and process. 8. If work stoppage indicator (F or R in rp 62) is present and PD is not 01-08, enter PD 15, furnish BK supply status, and process. 9. For all other conditions, if PD is not 01-15, enter PD 15.
Required Delivery Date ^{36, 37}	<ol style="list-style-type: none"> 1. If NMCS/ANMCS indicator (N/E in rp 62) is present and PD is 01-08, process. If there is an N or E in rp 62 but PD 09-15 in rp 60-61, blank the entry in rp 62-64, furnish BK supply status and process using the priority. If there is an N or E in rp 62, blank any characters in rp 63-64 and furnish BK supply status. Exception: For Air Force requisitions, blank only numeric characters (01-99); do not blank special coding to fulfill an Air Force internal requirement for NMCS/MICAP justification. (Note: This eliminates short RDDs associated with NMCS/ANMCS and expressed as number of days from requisition date.) 2. If Expedited handling Signal 999 is present in rp 62-64 and requisition is not intended for U.S. Forces, blank the expedited handling signal, furnish BK supply status, and process using the priority.³⁸ If requisition is intended for U.S. Forces, process. 3. If special mass cancellation coding 555 is present in rp 62-64 indicating continued processing during mass cancellation, process.

³⁵ Refer to ADC 427, DLMS Mapping for Air Force Unique Transactions Used between Air Force Locations and Expeditionary Combat Support System (ECSS). Edit is mandatory during DAAS processing and optional for DoD sources of supply.

³⁶ Deferred implementation of PD/RDD compatibility edits and furnishing BK supply status under Approved DLMS Change 57 are authorized pending supply source system modernization.

³⁷ Non-date entries in the RDD field; such as, Codes E, F, N, R, 444, 555, 777, and 999, are referenced as Special Requirements Codes under the DLMS.

³⁸ Deferred implementation of Authority Code edits authorized pending supply source system modernization.

Table C3.T2. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Required Delivery Date (cont)	<p>4. If Expedited Transportation Signal 777 is in rp 62-64 and PD 01-08 is in rp 60-61, process. If the PD is 09-15, blank the expedited transportation signal, furnish BK supply status, and process using the priority.</p> <p>5. If Co-Located Customer Handling Service Indicator 444 is present in rp 62-64, process.</p> <p>6. If RAD or extended RDD (rp 62 is A, S, or X) and rp 63-64 are not equal to 01-99, blank entry in 62-64, furnish BK supply status, and process.</p> <p>7. If work stoppage indicator (F or R in rp 62) is present and rp 63-64 are not blank, blank entry in 63-64, furnish BK supply status, and process. (Note: This eliminates short RDDs associated with work stoppage and expressed as number of days from requisition date.)</p> <p>8. For subsistence, except for conditions [text deleted] above, all requisitions shall contain a specific RDD in ordinal day of year format. If blank, compute an SDD.</p> <p>9. For all other conditions, blank RDD field if entry does not indicate a calendar date that falls no more than 100 days subsequent to the requisition date^{39, 40} furnish BK supply status, and process.</p>
Required Delivery Period (Conventional Ammunition Only) ⁴¹	If rp 62 is B, C, D, G, H, J, K, L, M, P, T, U, V, or W, and rp 63-64 contains 01-99, process.
Advice	Process as blank.

39 The 100-day edit is not applicable to requisitions for FSC 1300 (conventional ammunition).

40 Not applicable for Intra-USAF requisitions

41 Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

C11. CHAPTER 11

CONTRACTOR ACCESS TO GOVERNMENT SOURCES OF SUPPLY

C11.1. GENERAL

C11.1.1. This chapter prescribes policies and procedures for requisitioning GFM by or for contractors from the DoD Supply System. These procedures establish guidelines to requisitioners and authorized contractors and Services/Agencies (S/As) to obtain government furnished materiel (GFM) from DoD inventories to fulfill contract requirements.¹ These procedures also support the use of MILSTRIP requisitioning by authorized contractors to obtain materiel from Government supply sources to be used as contractor-furnished materiel (CFM) under controls established by the authorizing Component and as specified in this chapter.

C11.1.2. The S/As shall assign a unique Routing Identifier Code (RIC) and distribution code to each management control activity (MCA) validating GFM requisitions.

C11.1.3. Any attempt to circumvent GFM/CFM validation requirements is sufficient cause to refer violation to the appropriate criminal investigating activity to determine possible fraud, waste, and abuse. The sponsoring Service shall make violation referrals to criminal investigating activities or monitoring MCA based upon reports of rejected transactions or violations discovered during the post validation process.

C11.2. APPLICABILITY

C11.2.1. These procedures apply to all contractors and all S/A activities requisitioning GFM or CFM from DoD sources of supply.

C11.2.1. Ammunition production is excluded from GFM control.

C11.3. PREPARATION OF REQUISITIONS AND RELATED TRANSACTIONS FOR GOVERNMENT MATERIEL FURNISHED TO CONTRACTORS

C11.3.1. Requisitions for GFM may be initiated by the responsible S/A or, subject to the terms of the contract, by contractors. Requisitions for GFM shall be prepared and initially submitted by GFM requisitioners, both contractors and S/As, using **MILSTRIP *transaction formats*** to the S/A MCA designated for monitoring the contract. Transmission through the Defense Automatic Addressing System (DAAS) shall be utilized to the extent practical.

¹ Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to Approved MILSTRIP Change Letter (AMCL) 1A.

C11.3.2. Requisitions and associated transactions containing an S/A code designated for contractors, as specified in Appendix AP2.2 (rp 30-35 or rp 45-50 if ship-to address), shall be processed under GFM controls and restrictions except when the signal and fund codes indicate that the issue will be for CFM with contractor reimbursement by other than an Army contractor. All Army contractor requisitions and associated transactions must be processed under GFM controls.

C11.3.3. In addition to normal requisition data, GFM requisitions shall contain the following:

C11.3.3.1. Document Identifier Codes (DICs) A01, A02, A04, A05, A0A, A0B, A0D, A0E, A3_, and A4_ shall be in rp 1-3.

C11.3.3.2. RIC in rp 4-6 identifying the appropriate S/A MCA monitoring the contract.

C11.3.3.3. Contractor generated requisitions shall contain the appropriate contractor DoD activity address code (DoDAAC) in rp 30-35.

C11.3.3.4. S/A generated requisitions for GFM shall contain the appropriate contractor DoDAAC in rp 45-50.

C11.3.3.5. When applicable, a signal code in rp 51 to indicate issue without reimbursement.

C11.3.3.6. When applicable, a fund code in rp 52-53 to indicate issue without reimbursement.

C11.3.3.7. At the option of the S/A, a three-character manufacturing directive number (MDN) in rp 54-56.

C11.3.3.8. When applicable, the call order number in rp 69-72.

C11.3.3.9. **The** last eight positions of the PIIN in rp 73-80 is mandatory.

C11.3.3.10. GFM non-national stock number (NSN) requisitions shall be identified with an E in rp 68; the call order number, if appropriate, in rp 69-72; and the last eight positions of the PIIN in rp 73-80 (the MDN is **optional**).

C11.4. SUBMISSION OF GOVERNMENT-FURNISHED MATERIEL REQUISITIONS AND RELATED TRANSACTIONS

C11.4.1. Frequency of submitting GFM requisitions is the prerogative of the requisitioner. GFM requisitions shall be submitted, when necessary, to meet contract requirements.

C11.4.2. GFM requisitions (DIC A0_) and associated GFM transactions shall be initially submitted to an MCA.

C11.4.3. It is mandatory that GFM requisitions be forwarded regardless of origin, such as contractor or S/A initiated, to the appropriate S/A MCA for validation. After validation by the S/A MCA, the MCA shall forward validated requisitions to the inventory control point (ICP). Where the MCA and ICP are collocated, internal passing of transactions is authorized. When the MCA and ICP are not collocated, the transmission should be via DAAS, where practical. In those instances where a Component is performing the procurement/contract writing for another Component that includes the authorization for a contractor to order or receive GFP, the Component providing the procurement/contracting service and the Component requesting the contract shall coordinate efforts to ensure that the requesting Component's MCA has access to the necessary contract and applicable contract modification information to perform its management control and accountability functions over Government supply system materiel access.

C11.4.4. Modifier transactions are authorized for GFM requisitions only to modify the project code, priority designator (PD), advice code, and the required delivery date (RDD). Modifiers may not be used to change the Supplementary Address (SUPADD) to a contractor's SUPADD. Modifiers are subject to GFM controls and validation procedures.

C11.5. MANAGEMENT CONTROL ACTIVITY PROCESSING OF GOVERNMENT-FURNISHED MATERIEL REQUISITIONS AND RELATED TRANSACTIONS

C11.5.1. The MCA shall receive GFM requisitions (DICs A01, A02, A04, A05, A0A, A0B, A0D, and A0E), passing orders (DIC A3_), referral orders (DIC A4_), follow-ups (DIC AT_), and modifiers (DIC AM_ only for RDDs, project codes, PDS, and advice codes). The MCA may receive supply status (DIC AE_), shipment status (DIC AS_), and MOV transactions (DICs AN_ and AP_), follow-ups (DICs AF_ and AK_), and cancellations (DIC AC_). All other DICs received by the MCA shall be rejected with Status Code CR.

C11.5.2. Based upon criteria furnished by procurement/contracting offices, the MCA shall validate the data elements and codes in GFM transactions other than DICs AE_, AS_, AF_, AK_, AC_, AN_, and AP_, as indicated in Table C11.T1. The MCA shall make changes, reject, or continue processing action on the GFM transactions.

C11.5.3. The MCA shall maintain requisition history files to serve as an auditable record of GFM transactions. In addition, the MCA shall generate reports as required by DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation", May 23, 2003.

C11.5.4. Under emergency conditions, such as a potential contract work stoppage, the MCA may receive telephonic requisitions (PDs 01-08) for GFM. When this occurs, the MCA may telephone the requisitions to the appropriate source of supply and validate the requirements afterward. If the post validation process reveals that the requisitioner is not authorized GFM, the following actions shall be taken:

C11.5.4.1. Submit cancellation requests to the appropriate source of supply.

C11.5.4.2. Advise the appropriate criminal-investigating agency for determination of fraud waste, and abuse.

C11.5.5. Upon completion of the validation process, the MCA shall make the following changes and forward the requisitions, or internal requisition transactions (optional only when the MCA and source of supply are collocated in the same distribution system), cancellations, follow-ups, modifiers, passing orders, or referral orders to the applicable source of supply through DAAS, if practical:

C11.5.5.1. Insert the RIC of the source of supply in rp 4-6.

C11.5.5.2. Insert the distribution code of the MCA validating the transaction in rp 54 or the MDN consisting of the MCAs distribution code in rp 54 and two other alpha/numeric characters in rp 55-56.

C11.5.5.3. Delete the data in rp 69-80.

C11.5.5.4. If required by the S/A, insert the RIC of the validating MCA in rp 74-76 of the requisition. The MCA RIC shall be in rp 74-76 of the passing order or referral order.

C11.5.6. MCAs in receipt of DIC AX1 transactions (Appendix AP3.52) shall validate the data contained therein. This validation process must be completed and a DIC AX2 transaction created and forwarded to the applicable source of supply within 15 days of receipt of the DIC AX1 transaction. The format for the DIC AX2 transaction is contained in Appendix AP3.53. The DIC AX1 shall be validated as follows:

C11.5.6.1. If the requisition has been previously validated, the DIC AX2 transaction shall contain Advice Code 2M.

C11.5.6.2. If the requisition has not been previously validated and the call order number/PIIN (or MDN, ***if required by the Component in addition to the call order number/PIIN***) is not present, the DIC AX2 transaction shall contain Advice Code 2U.

C11.5.6.3. If the requisition has not been previously validated and the call order number/PIIN is present, validate the data elements as indicated in Table C11.T1, and generate the DIC AX2 transaction as follows:

C11.5.6.3.1. If the validation process reveals that the contract is not valid, the DIC AX2 shall contain Advice Code 2U.

C11.5.6.3.2. If the validation process reveals that the requested quantity exceeds the contract authorized quantity, the DIC AX2 shall contain Advice Code 2R and the quantity that can be supplied shall be entered in rp 25-29.

C11.5.6.3.3. If the validation process reveals that the requested quantity exceeds the contract authorized quantity, DIC AX2 shall contain Advice Code 2Q.

C11.5.6.3.4. If the validation process reveals that the requested item, or requisitioner, or DoDAAC in rp 45-50, is not authorized GFM under a valid contract, the DIC AX2 shall contain Advice Code 2V.

C11.5.6.3.5. If the validation process reveals that the requested item is authorized, the DIC AX2 shall contain Advice Code 2M.

C11.5.7. MCAs in receipt of DIC AE_ transactions with Status Code BF shall review for establishment of a valid requisition. If a valid requisition exists, a DIC AT_ transaction shall be generated. If a valid requisition does not exist, a report shall be generated for internal review. Subsequent receipt of a valid requisition shall be processed under the procedures/validation process indicated in Table C11.T1.

Table C11.T1. MCA Validation Process for GFM Transactions

CODE OR DATA ELEMENT	VALIDATION OF ENTRY
Document Identifier Code	If DIC is A01, A02, A04, A05, A0A, A0B, A0D, A0E, AT_, A3_, A4_, or AM_ (for RDD, project code PD, or advice code), continue the GFM validation.
Stock Number	Verify item requisitioned against a valid contract to determine authority for issue to the contractor. If blank, incorrect, or not authorized, reject with Status Code DN.
Unit of Issue	Validate the unit of issue in conjunction with the quantity to ensure that the requisitioned quantity does not exceed the authorized quantity. If quantity is excessive, see validation of quantity field. (Note: If a change of unit pack has occurred, appropriate adjustment should be made for authorized quantity.)
Quantity	If ordered item is authorized by contract, verify the quantity. If blank or invalid, reject with Status Code CD. If the requisitioned quantity exceeds the remaining authorized quantity, reject the quantity exceeding the authorized quantity with Status Code DJ. If authorized quantity has been exhausted by previous requisition(s), reject total requisitioned quantity with Status Code DQ.
Requisitioner	If blank or incorrect, discard. If not authorized, reject with Status Code DN.

Table C11.T1. MCA Validation Process for GFM Transactions

CODE OR DATA ELEMENT	VALIDATION OF ENTRY
Document Number	If blank or incorrect, reject with Status Code CD.
Supplementary Address	If contractor DoDAAC, and affected by signal code, and incorrect or not authorized, reject with Status Code DN.
Signal and Fund	If signal and fund codes indicate issues without contractor reimbursement, process as GFM; otherwise, consider as CFM. CFM requisitions, except for Army, are not subject to MCA review. All Army contractor requisitions and associated transactions shall be processed under GFM controls. DAAS shall respond to requests for MCA review for Army CFM under special processing rules authorized by the Army.
Manufacturer's Directive Number	If the MDN option is required by the Component and the MDN equates to a valid contract number, validate; otherwise, reject with Status Code DB.
Contract Call Order Number	If specified by S/A contract, and entry is blank or incorrect, reject with Status Code DB.
Last eight positions of the Procurement Instrument Identification Number	If blank, or contract is not on MCA file, or contract has expired, reject with Status Code DB. (The last eight positions of the PIIN are mandatory.)

C11.6. SOURCE OF SUPPLY PROCESSING OF GOVERNMENT-FURNISHED MATERIEL REQUISITIONS AND RELATED TRANSACTIONS

C11.6.1. Sources of Supply receiving GFM requisitions, modifiers, passing orders, referral orders, follow-ups, and cancellations, irrespective of method of transmission, shall process such transactions under GFM procedures. Sources of Supply in receipt of GFM requisitions for items not managed by their activities shall reject the requisitions with Status Code CH. Sources of Supply shall edit transactions for the prescribed data elements and codes in GFM transactions and correct, continue processing actions, or reject, as appropriate. See Appendix AP2.16, this manual, for applicable status codes.

C11.6.2. Sources of Supply shall validate all GFM transactions. Subsequent to performing the edits in Chapter 3, sources of supply in receipt of requisitions, passing orders, referral orders, modifiers, or follow-ups being treated as requisitions, containing a contractor's service code under Appendix AP2.2, in rp 30-35 or in rp 45-50, if ship-to address, shall perform the source of supply/MCA validation process except when the signal and fund codes indicate that the issue will be with contractor reimbursement by other than an Army contractor. All Army contractor requisitions and associated transactions shall be processed under GFM/CFM controls. (Note: The source of supply /MCA validation process is not required when an internal requisition transaction is received from a collocated MCA in the same distribution system. However, sources of supply are required to have safeguards in place to ensure that only internal transactions generated by the collocated MCA are accepted/processed.)

C11.6.3. Under emergency conditions, sources of supply may receive telephonic requisitions (PD 01-08) from the MCA or requisitioner. These requisitions may be processed for immediate supply action. Subsequent to taking immediate supply action; the GFM validation process shall be performed. If the DIC AX2 transaction is not received within 15 days of the DIC AX1 transaction or the advice code indicated that the transaction is not authorized, the incident shall be referred to the appropriate criminal-investigating agency.

C11.6.4. The source of supply /MCA validation process is as follows:

C11.6.4.1. For each GFM requisition or transaction that is treated as a requisition, the source of supply shall employ one of the following options:

C11.6.4.1.1. Create and forward a DIC AX1 transaction to the MCA identified in rp 74-76 or rp 54 of the requisitioner's transaction. The format for the DIC AX1 transaction is in Appendix AP3.52. If rp 74-76 and rp 54 of the requisitioner's transaction are blank or invalid, the transaction shall be rejected with Status Code CL.

C11.6.4.1.2. Create and forward a DIC AX1 transaction to DAAS regardless of the coding contained in rp 74-76 or rp 54 of the requisitioner's transaction. The format for DIC AX1 transaction is in Appendix AP3.52. Edits regarding validity of the data in rp 74-76 or rp 54 shall be performed by DAAS under Paragraph C11.7.2..

C11.6.4.1.3. Utilize a combination of the above options: one for intra-Service transactions and one for inter-Service transactions.

C11.6.4.2. Further supply support action on the requisitioner's transaction shall be suspended pending receipt of the DIC AX2 or until 15 days have elapsed from the date of the DIC AX1 transaction, whichever occurs first.

C11.6.4.3. If the DIC AX2 transaction is not received and 15 days have elapsed, the requisitioner's transaction shall be rejected with Status Code DR.

C11.6.4.4. Upon receipt of the DIC AX2 transaction, the source of supply shall process the suspended transaction using instructions provided by the advice/status code in rp 65-66.

C11.6.4.4.1. If the Advice Code is 2U, the suspended transaction shall be rejected with Status Code DB.

C11.6.4.4.2. If the Advice Code is 2R, the suspended transaction shall be processed for the quantity indicated in rp 25-29 of the DIC AX2 transaction. The quantity difference between the suspended transaction and the DIC AX2 transaction shall be rejected with Status Code DJ.

C11.6.4.4.3. If the Advice Code is 2Q, the suspended transaction shall be rejected with Status Code DQ.

C11.6.4.4.4. If the Status Code is CL, the suspended transaction shall be rejected with Status Code CL.

C11.6.4.4.5. If the Advice Code is 2V, the suspended transaction shall be rejected with Status Code DN.

C11.6.4.4.6. If the Advice Code is 2M, the suspended transaction shall be processed under applicable source of supply procedures.

C11.6.4.4.7. If the advice/status code is blank or invalid, the suspended transaction shall be rejected with Status Code DR.

C11.6.4.5. If a DIC AX2 transaction is received, and there is a record of the requisition but a DIC AX1 transaction has not been submitted, the DIC AX2 transaction shall be discarded and a DIC AX1 transaction shall be generated.

C11.6.4.6. If a DIC AX2 transaction is received, and there is no record of the requisition, a DIC AE_ transaction with Status Code BF shall be generated.

C11.6.5. Follow-ups shall be processed to determine the current status of previously submitted requisitions or cancellation requests. Time standards for dispatching status in reply to follow-ups are as indicated in Chapter 3, Paragraph C3.21..

C11.6.6. Sources of Supply in receipt of DIC AT_ transactions containing a service code designated for contractors as specified in Appendix AP2.2, in rp 30-35 or 45-50, if ship-to address, and having no record of the original requisition, shall create and forward a DIC AX1 transaction except when the signal and fund codes indicate that the issue shall be with contractor reimbursement by other than an Army contractor. All Army contractor requisitions and associated transactions shall be processed under GFM controls. The processing of the DIC AX1 transaction and the responding DIC AX2 transactions shall be accomplished under procedures contained in this chapter.

C11.7. DEFENSE AUTOMATIC ADDRESSING SYSTEM PROCESSING OF GOVERNMENT-FURNISHED MATERIEL TRANSACTIONS

C11.7.1. DAAS shall pass all GFM requisitions and related transactions to the RIC in rp 4-6 if the RIC identifies an established MCA. If the RIC is not an established MCA, and the distribution code identifies an established MCA or the RIC in rp 74-76 identifies a valid MCA, DAAS shall route the transaction. If the RIC is not an established MCA, and the distribution code does not identify an established MCA or the RIC in rp 74-76 does not identify a valid MCA, the transaction shall be rejected with Status Code CL.

C11.7.2. DAAS shall pass all DIC AX1 transactions to the activity identified with a valid MCA RIC in rp 74-76, or MCA distribution code in rp 54. If the DIC AX1 transaction has an invalid MCA RIC and an invalid MCA distribution code, a DIC AX2 with Status Code CL shall be generated and forwarded to the source of supply.

C11.7.3. DAAS shall pass all DIC AX2 transactions to the source of supply identified by the RIC in rp 4-6.

C11.7.4. DAAS Special Processing for DLA Energy². The DLA Transactions Services will perform the DIC AX1/AX2 validation on behalf of DLA Energy for selected requisitioning/bill-to activities and stock numbers in accordance with the following procedures:

C11.7.4.1. DLA Transaction Services shall maintain a DLA Energy GFM Table that identifies DLA Energy-established U series contractor DoDAACs authorized to requisition specified additive NSNs. The authorized DLA Energy point of contact shall provide to DLA Transaction Services the U series DoDAAC/NSN combinations for the DLA Energy GFM Table.

C11.7.4.2. DLA Energy-sponsored orders for GFM shall specify DoDAAC SJ0630 (Americas East), SJ0606 (Americas West), SJ0629 (Middle East), SJ0601 (Europe), SJ0600 (Pacific) and SCO600 (DLA Energy for UC locations) as the requisitioner/bill-to activity. They shall contain a U series DODAAC designated as the ship-to activity, and contain the DLA Energy assigned MDN.

C11.7.4.3. DAAS shall route requisitions and requisition related transactions (DIC A0_/AM_/AT_/A3_/A4_) to the Source of Supply for the NSN ordered, and the Source of Supply shall generate the MILSTRIP required DIC AX1, ICP GFM Validation Request, to DAAS.

C11.7.4.4. DAAS shall capture any DIC AX1 containing DoDAAC SJ0630, SJ0606, SJ0629, SJ0601, SJ0600 or SCO600 (for UC locations) as the requisitioner/bill to and a U DoDAAC as the ship-to and match it against the DESC GFM Table. If a table match is made by U series DoDAAC and NSN, then DAAS shall respond to the Source of Supply with a DIC AX2, MCA GFM Validation Response, with an advice code 2M, indicating the order is authorized for processing. If no match, DAAS shall respond with DIC AX2, ADVICE CODE 2V, indicating the order is not authorized for processing.

C11.7.4.5. The Source of Supply shall process the DIC AX2 and either honor the order or reject the suspended transaction using Status Code DN, based on the advice code provided by DAAS.

C11.7.5. DAAS Special Processing for Army³. Pending implementation of MCA procedures in Army systems, DLA Transaction Services shall assist the Army by performing the DIC AX1/AX2 validation requirement for the Army wholesale MCAs and recording all transactions into a history file for eventual processing to the appropriate MCA using the following procedures:

² Procedures for exception processing for GFM for packaged fuel additives managed by DLA last reported as a delayed implementation by DLA. Refer to Approved DLMS Change (ADC) 211.

³ Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

C11.7.5.1. Process all DIC A0_ Army contractor identified requisitions with the below listed first two positions of the DoDAAC to the applicable Army MCA. Contractor requisitions with other than the DoDAAC entries indicated are considered Army retail and will be routed to the proper source of supply with the DAAS RIC "SGA" or "SHA" entered into rp 74-76.

MCA) C11.7.5.1.1. If rp 30-31 or rp 45-46 is CB, pass to RIC A81 (TACOM

MCA). C11.7.5.1.2. If rp 30-31 or rp 45-46 is CL, pass to RIC A82 (AMCOM

MCA). C11.7.5.1.3. If rp 30-31 or rp 45-46 is CG, pass to RIC A83 (CECOM

MCA) C11.7.5.1.4. If rp 30-31 or rp 45-46 is CM, pass to RIC A84 (TACOM

MCA). C11.7.5.1.5. If rp 30-31 or rp 45-46 is CK, pass to RIC A85 (TACOM

MCA) C11.7.5.1.6. If rp 30-31 or rp 45-46 is CH, pass to RIC A86 (AMCOM

C11.7.5.2. For DIC AM_, and DI AT_ transactions, containing a valid MCA distribution code as identified below, the DAAS RIC "SGA" or "SHA" will be entered into rp 74-76 and routed to the appropriate source of supply. If a valid MCA is not in 54 and the transaction contains the entries cited above for rp 30-31/2 or rp 45-46/7, the transaction will be passed to the appropriate MCA. If none of these conditions apply, the transaction will be considered retail and be routed to the appropriate source of supply with the DAAS RIC "SGA" or "SHA" entered into rp 74-76. The following are valid MCA distribution codes:

C11.7.5.2.1. I (India) - TACOM MCA

C11.7.5.2.2. L (Lima) - AMCOM MCA

C11.7.5.2.3. P (Papa) - CECOM MCA

C11.7.5.2.4. S (Sierra) - TACOM MCA

C11.7.5.2.5. Y (Yankee) - TACOM MCA

C11.7.5.2.6. E (Echo) - AMCOM – MCA

C11.7.5.2.7. 8 (Eight) - USACEA MCA

C11.7.5.3. Upon receipt of DIC AX1 transactions, a DIC AX2 transaction shall be generated with status code 2M and returned to the RIC in rp 4-6 of the DI AX1 transaction.

C11.8. CONTRACTOR REQUISITIONS FOR CONTRACTOR-FURNISHED MATERIEL

C11.8.1. Requisitions for materiel from Government supply sources for shipment to contractors that identify the contractor as the bill-to activity are not subject to MILSTRIP GFM MCA controls, with the exception of Army contractor requisitions to which MCA controls are applicable. DAAS shall perform the validation of transactions for Army contractor requisitions of CFM for those items that contractors are authorized to requisition as CFM as specified in this chapter, and for nonwholesale level supply as designed by the contractor-series DoDAAC under Appendix AP 2.2, Service and Agency Codes. DOD Components shall establish appropriate procedures for oversight of CFM requisitions in accordance with the Federal Acquisition Regulation.

C11.8.2. DAAS Processing of CFM Transactions. The process described in this paragraph provides mandatory CFM controls for CFM requisitions where the bill-to activity, as identified in the requisition, is an Army contractor and the source of supply is DLA. This process is optional for other Services and may be expanded to include other sources of supply if needed. DAAS shall maintain a list of Service/Agency authorized contractor DoDAACs and the associated NSNs/DOD-managed part numbers for which these contractors may submit CFM requisitions on a CFM Authorized Materiel Table for use in validating requisitions regardless of method of payment. CFM contractors that match the CFM Authorized Materiel Table by DoDAAC, but do not match by NSN or part number shall be rejected with Status Code CL; requisitions that match on DoDAAC and NSN/part number shall be processed as valid. DAAS shall enter the DAAS RIC SGA or SHA into rp 74-76 as the validating MCA. DAAS shall perform AX1/AX2 validation requirement for authorized CFM requisitions that match to the CFM Authorized Materiel Table. DAAS shall furnish CFM reports upon request for use by the contracting officer in verifying that quantities ordered are within the contract allowance. Army contractor requisitions that do not match the CFM Authorized Materiel Table shall be processed by DAAS under the MCA waiver exception process or passed to the applicable MCA as described in Paragraph C11.7.5. ***For DLA CFM, processing will be as identified in C11.8.3.*** CFM requisitions for other Service contractors shall be passed to the source of supply. NSNs listed in the table may be modified over the course of this agreement when appropriate Army contracting officer provides such authority. Updates to the authorized list shall be collected, consolidated into one Microsoft Excel file by the designated DLA Lead Center point of contact with proof of Army Contracting Officer concurrence and provided to headquarters (HQ) DLA Army Performance Based Logistics (PBL) action officer. HQ DLA shall coordinate updates to individual contractor lists with DLA DoD EMail and DLA Transaction Services on a monthly basis. To optimize program changes, all additions to Army partnership lists shall be made during an agreed monthly time-frame between DLA and support entities.

C11.8.3. DLA Transaction Services Processing of DLA CFM Transactions

C11.8.3.1. *DLA Transaction Services shall maintain a DLA CFM Authorized DoDAAC Table listing DLA contractor DoDAACs authorized to requisition CFM. DLA Transaction Services shall populate or delete DoDAACs to/from the table as directed by DLA. Requisitions identifying a DLA-assigned U-series contractor DoDAAC as the bill-to activity shall be edited against this table. DLA Transaction Services is required to edit all incoming MILSTRIP DIC A0_, A3_, A4_, AM_ and AT_ (DLMS equivalent DLMS 511R/511M/869F) transactions containing a U-series DoDAAC when identified as the bill-to activity against the DLA CFM Authorized DoDAAC Table. If matched to the table, then DAAS shall route/pass the transaction based on established DAAS rules to the appropriate source of supply for further processing. If the U-series bill-to DoDAAC does not match the table, then DAAS shall reject the transaction using Status Code DB.*

C11.8.3.2. *DLA Transaction Services shall capture any DIC AX1 (DLMS 517G) transactions containing a DLA U-series DoDAAC identified as the bill-to DoDAAC and match it against the DLA CFM Authorized DoDAAC Table. If the U-series bill-to-DoDAAC matches the table, then DAAS shall respond with a DIC AX2 (DLMS 517G) transaction with Advice Code 2M indicating the requisition is authorized. If the U-series bill-to-DoDAAC does not match the table, then DAAS shall respond with a DIC AX2 (DLMS 517G)) transaction with Advice Code 2U indicating the requisition is not authorized.*

C11.9. PREPARATION OF DOD EMALL REQUISITIONS BY CONTRACTORS.

Authorized contractors may establish DoD EMALL accounts to facilitate materiel requisition submissions. To register, go to <https://dod-emall.dla.mil> and click on "New User Registration". Prior to establishing the account, the applicable contracting officer must ensure that the contractor is authorized access to Government supply sources and must agree to review monthly or quarterly reports prepared by the DoD EMALL monitoring contractor activity. The applicable contracting officer must also provide a list of approved NSN/part numbers associated with each account/contractor DoDAAC for Army authorized CFM. Army contractors shall be processed under GFM/CFM controls as described.

C11.9.1. Contractor Validations. DoD EMALL shall validate that contractors are authorized to purchase materiel from DoD supply sources as a prerequisite for submission of EMALL orders. DoD EMALL requisitions for GFM shall be subjected to prescribed rules for MCA controls within DoD EMALL or within DAAS. DoD EMALL CFM requisitions indicating corporate credit card method of payment are subject to special processing controls as described below. Additionally, CFM requisitions for Army authorized contractors shall be validated to ensure that requisitioned NSNs or DoD managed part numbers are authorized regardless of the method of payment under CFM controls described above.

C11.9.1.1. Corporate Credit Card Usage. The DoD EMALL program office shall identify to DLA Transaction Services all contractors authorized access to

Government materiel for purchase as CFM using a corporate credit card as the method of payment. DAAS shall maintain these DoDAACs as an authorized contractor edit table (referenced hereafter as the DoD EMALL CFM Table) to be employed during initial processing and for DIC AX1 processing.

C11.9.1.2. Corporate Credit Card CFM Purchases and DAAS Processing.

DoD EMALL requisitions for shipment to contractors using corporate credit card payment are assigned Signal Code B, Fund Code XP, and the SUPADD of the DoD EMALL DoDAAC (SP5200). This configuration identifies a Government DoDAAC as the bill-to activity, thereby triggering DAAS and the DoD Component source of supply processing systems to misinterpret such transactions as GFM requisitions. DAAS shall validate these transactions against existing GFM edits and the DoD EMALL CFM Table to determine appropriate action. If the contractor requisition does not contain a valid MCA identification code and the DoDAAC is not listed in the DoD EMALL CFM Table, DAAS shall reject with Status Code CL. If an MCA is identified by either a distribution code in rp 54 or a RIC in rp 74-76, DAAS shall forward the requisition to the source of supply. The source of supply shall submit a DIC AX1 to DAAS for validation following GFM MCA procedures (including Army CFM). DAAS shall recognize the EMALL SUPADD and again employ existing GFM edits and the DoD EMALL CFM Table to take appropriate action. If the validation using the DoD EMALL CFM Table identifies the contractor DoDAAC as authorized by the contracting officer for ordering CFM using corporate credit cards, then DLA Transaction Services shall validate the requisition and respond to the source of supply with a DIC AX2 using Advice Code 2M indicating that the requisition is valid. The source of supply shall continue processing. If the contractor DoDAAC is not contained on the DoD EMALL CFM Table, but the requisition contains a valid MCA code, then DLA Transaction Services shall forward the DIC AX1 to the MCA for validation. If the contractor DoDAAC is not contained on the DoD EMALL CFM Table or does not match the CFM Authorized Materiel Table, when applicable, and the requisition does not contain a valid MCA code, then DAAS shall provide a DIC AX2 with Status Code CL indicating that the transaction is invalid. The source of supply shall reject the requisition. ***For DLA contractor credit card purchases (identified by a DLA-assigned U-series DoDAAC in the document number), DAAS processing rules shall be as described in this paragraph, except that the requisition shall be validated based upon the requisitioner DoDAAC matching to the DLA CFM Authorized DoDAAC Table.***

C11.9.1.3. DoD EMALL Reports. To support DoD requirements for oversight of materiel sold to contractors, the DoD EMALL program office shall provide reports to monitor contractor activity. For contracts having a maximum total dollar ceiling, a DoD EMALL report shall be provided to the contracting officer when the cumulative value of CFM ordered reaches 80% of the ceiling.

C11.10. INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER-DIRECTED SHIPMENT OF NONREQUISITIONED GOVERNMENT-FURNISHED MATERIEL BASED ON A BILL OF MATERIEL. ICP/integrated materiel manager (IMM)-directed shipments of GFM may be managed through the use of a bill of materiel (BOM) as identified under the terms of the DoD contract. In this context, the BOM

identifies the raw materials/component parts needed to assemble/manufacture/repair the end item or final product. Based on the unit of allowance, the number/amount of GFM component material needed to accommodate the total number of end items to be manufactured/assembled/ repaired on a specific contract/purchase order may be calculated and provided. This procedure eliminates the need for separate GFM requisitions for the component material and subsequent MILSTRIP MCA validation. Instead, this process allows the ICP/IMM to push the material to the contractor as required by schedule and /or usage.

C11.10.1. Upon contract award for production of an end item or final product, the BOM becomes the basis for determining the quantity of GFM required by the contractor. These deliveries shall only include stocked raw material/component parts that the Government provides at no separate charge to the contractor for assembly/manufacture of the end item/final product. Under this process, the ICP/IMM shall use internal control procedures to monitor consumption of raw material/component parts against the receipt of items awarded by contract.

C11.10.2. The ICP/IMM shall prepare material release orders for stock shipment using document numbers based upon a DLA-established DoDAAC. The ship-to location cited in the release order shall identify the contractor DoDAAC authorized to receive GFM. The storage activity shall provide shipment confirmation to the ICP/IMM for monitoring GFM shipments and shall prepare shipment status. For contractors without capability to accept legacy 80 record position/DLMS transactions, status of the GFM component delivery shall be provided upon request by the contractor. The assembled/manufactured end items may be shipped directly to customers or shipped to a storage location for future use.

C11.10.3. Use of the above business process does not relieve the ICP/IMM from management reporting requirements required by DoD 4140.1-R. Material Receipt Acknowledgement is required for GFM, including pushed shipments, under MILSTRAP procedures.

C11.10.4. This process is discretionary and may not be applicable to all commodities and contracts requiring GFM. This process may only be used to support GFM requirements satisfied by the DoD Component issuing the contract (that is, by design, it does not support inter-Component material support).

AP1.1. APPENDIX 1.1

FORMS/MESSAGE FORMATS

(INTRODUCTION)

AP 1.1.1. Requisitions may be transmitted using the CJCSI 5721.01E, The Defense Message System¹ and Associated Legacy Message Processing Systems, requirements. DLM 4000.25-1, Chapter C1, paragraph C1.7., describes methods used to transmit and receive requisition and requisition-related transactions. In addition, the specific forms and message formats² prescribed for use under MILSTRIP are described below.

AP1.1.2. MILSTRIP Message Requisition (AP1.8.) and Abbreviated MILSTRIP Message Supply Status (AP1.11)

AP1.1.2.1. The first line in the body of the message shall contain the words "MILSTRIP REQUISITION." Thereafter, each requisition shall be numbered, commencing with number 1, and the first 66 positions of data (except for dividing slashes (/)) shall be inserted. The basic requisition shall consist of 18 separated field-lengths of data.

AP1.1.2.2. Below is a sample message requisition segmented and explained.

AP1.1.2.2.1. First Line: A0E/(DIC); XYS/(RIC); S/(M&S);
1224005123456/(stock or part number); EA/(unit of issue); 00015(quantity);
ZY1234/(requisitioner); 1150/(ordinal date); 0112/(serial number); R/(demand);
BLNK/(SUPADD); A/(signal).³

AP1.1.2.2.2. Second Line: 19/(fund); 089/(distribution); BLNK/(project);
03/(PD); 154 (RDD); 2B/(advice).⁴

AP1.1.2.3. Part number requisitions converted to message format are illustrated in AP1.13.

¹CJCS Directives Home Page – http://www.dtic.mil/cjcs_directives/

²Narrative messages shall only be used on an exception basis. When used, each transmission shall be limited to a maximum of seven transactions or the contents of a single page, whichever is greater. See chapter C1, paragraph C1.7.2.3., to obtain additional information regarding the use of narrative messages.

³When an element of data is not available, the field shall be recognized and entered as "BLNK."

⁴Ibid.

AP1.1.3. MILSTRIP Message Follow-Up (AP1.9.).

AP1.1.3.1. Follow-up on requisitions may be transmitted electronically in the form of a formatted message or a narrative message when requesting status and improved estimated shipping date (ESD), under chapter 2.

AP1.1.3.2. The first line in the body of the message shall contain the words "MILSTRIP FOLLOW-UPS." When requesting normal status, DICs AF1, AF2, and AF3 apply. When requesting an improved ESD, DIC AFC applies. Exception data, and additional wording shall be omitted unless DIC AT_ is used. The DIC dictates action to be taken by the supply source, under chapter C3, and added comments or requests are not applicable since the narrative message is no more than one of the media of communications for submitting follow-ups.

AP1.1.3.3. Below is a sample narrative follow-up message segmented and explained:

AP1.1.3.3.1. First Line: AT5/(DIC); S/(M&S); 8305001234567/(stock or part number); EA/(unit of issue); 00040/(quantity); XTZ456/(requisitioner); 1250/(ordinal date); 0111/(serial number); R/(demand); BLNK/(SUPADD).⁵

AP1.1.3.3.2. Second Line: 12/(fund code); 089/(distribution code); BLNK/(project code); 02/(PD); 154/(RDD); 2B/(advice).⁶

AP1.1.4. Request for Supply Assistance. Requests for Supply Assistance are described under chapter C2 and illustrated in AP1.10. Paragraphs AP1.3.2 and AP1.3.3., above, also apply, except DIC AFC shall always be used. This shall ensure manual review and reply using chapters C3 and C4.

AP1.1.5. Message Cancellation

AP1.1.5.1. Cancellation of a requisition may be transmitted electronically in the form of a narrative message⁷ under chapters C1 and C2.

AP1.1.5.2. The first line in the body of the message shall contain the words "MILSTRIP CANCELLATION." Exception data, remarks, and additional verbiage shall be omitted.

AP1.1.5.2.1. First Line: AC1/(DIC); FMI/(R); 2/(M&S); 8305001234567/(stock or part number); EA/(unit of issue); 00040/(quantity);

⁵Ibid.

⁶Ibid.

⁷ Narrative messages shall only be used on an exception basis. When used, each transmission shall be limited to a maximum of seven transactions or the contents of a single page, whichever is greater. See chapter C1, paragraph C1.7.2.3., to obtain additional information regarding the use of narrative messages.

FB2300/(requisitioner); 6265/(ordinal date); 0111/(serial number); R/(demand code); BLNK/(SUPADD); A/(signal).⁸

AP1.1.5.2.2. Second Line: 12/(fund); 089/(distribution); BLNK/(project); 02/(PD); 354/(RDD); BLNK/(advice).⁹

AP1.1.6. Abbreviated Message Documents (AP1.11 and AP1.12)

AP1.1.6.1. Abbreviated message formats are provided for MILSTRIP follow-ups (DIC AF_ series only), cancellations, supply status, and shipment status, respectively. Use of these documents shall be at the option of the individual Service/Agency (S/A). Use between S/As shall be based upon agreement between the S/As.

AP1.1.6.2. Abbreviated message follow-up (DIC AF_ only) and cancellation documents shall be initiated only by those activities with capability to prepare machine-readable documents for transmission by the Defense Message System (DMS).¹⁰

AP1.1.6.3. When abbreviated messages are used, each message shall be limited to a maximum of seven items or the contents of a single page, whichever is greater.

AP1.1.6.4. The first line in the body of the message shall contain the words ABBREVIATED MILSTRIP FOLLOW-UP, CANCELLATIONS, SUPPLY STATUS, OR SHIPMENT STATUS, as applicable. Thereafter, number each line item, commencing with number 1. Insert slashes (/) or other appropriate marks between each code and/or data element as depicted in AP1.11 and AP1.12. The authorized data elements¹¹ and code entries for abbreviated messages are as follows:

AP1.1.6.4.1. Follow-Ups and Cancellation Requests (No Supply Status Received)

AP1.1.6.4.1.1. Document Identifier Code (DIC)

AP1.1.6.4.1.2. Routing Identifier Code (RIC) (To)

AP1.1.6.4.1.3. Stock or Part Number

AP1.1.6.4.1.4. Unit of Issue

AP1.1.6.4.1.5. Quantity

AP1.1.6.4.1.6. Requisition Document Number

AP1.1.6.4.1.7. Distribution, when applicable; otherwise, leave blank.

⁸ When an element of data is not available, the field shall be recognized and entered as "BLNK.".

⁹ Ibid.

¹⁰ CJCS Directives Home Page – http://www.dtic.mil/cjcs_directives/.

¹¹ When an element of data is not available, the field shall be recognized and entered as "BLNK.".

AP1.1.6.4.1.8. Priority Designator

AP1.1.6.4.2. Follow-Ups and Cancellation Requests (Supply Status Received)

AP1.1.6.4.2.1. Document Identifier Code

AP1.1.6.4.2.2. Routing Identifier Code (To)

AP1.1.6.4.2.3. Stock or Part Number

AP1.1.6.4.2.4. Unit of Issue

AP1.1.6.4.2.5. Quantity

AP1.1.6.4.2.6. Requisition Document Number

AP1.1.6.4.2.7. Suffix, when applicable; otherwise, leave blank.

AP1.1.6.4.2.8. Status

AP1.1.6.4.2.9. Distribution, when applicable; otherwise, leave blank.

AP1.1.6.4.2.10. Priority Designator

AP1.1.6.4.3. Supply Status

AP1.1.6.4.3.1. Document Identifier Code

AP1.1.6.4.3.2. Stock or Part Number

AP1.1.6.4.3.3. Unit of Issue

AP1.1.6.4.3.4. Quantity

AP1.1.6.4.3.5. Requisition Document Number

AP1.1.6.4.3.6. Suffix, when applicable; otherwise, leave blank.

AP1.1.6.4.3.7. Priority Designator

AP1.1.6.4.3.8. Status

AP1.1.6.4.3.9. Estimated Shipping Date

AP1.1.6.4.4. Shipment Status

AP1.1.6.4.4.1. Document Number Code

AP1.1.6.4.4.2. Quantity

AP1.1.6.4.4.3. Requisition Document Number

AP1.1.6.4.4.4. Suffix, when applicable; otherwise, leave blank.

AP1.1.6.4.4.5. Date Shipped or Estimated Shipping Date

AP1.1.6.4.4.6. Priority Designator

AP1.1.6.4.4.7. Transportation Control Number (TCN).

AP1.1.6.4.4.8. Mode-of-Shipment

AP4.2.6.4.4.9. If available, any of the following may also be provided: GBL Number, Registered Parcel Post Number, or other shipment number.

AP1.1.6.5. Materiel Obligation Validation Form Letters and Messages. Form letter requests, followup requests, message requests, and replies are provided in AP1.15 through AP1.20 and AP1.32 for use in connection with Materiel Obligation Validation (MOV) procedures under chapter C7.

AP1.1.6.6. DD Form 1348-1A, Issue Release/Receipt Document (AP1.25, AP1.27, AP1.29, AP1.31, and AP1.35).

AP1.1.6.6.1. Non-Preprinted Issue Release/Receipt Document. A single line item, single part form produced on plain stock paper (see example, AP1.25). The size may vary within a range of 7-3/4 to 9 inches long (side to side) and 4 to 5 inches high (top to bottom) (see chapter C5). Data to be entered in the data blocks are shown in appendices AP3.48 and AP3.49. Blocks 24, 25, and 26 shall contain bar coded data except for DLA Disposition Services Field Office documents. DLA Disposition Services Field Office documents shall not contain bar coding in Block 26. Block 27 shall contain a two-dimensional (2D) symbol (Portable Data File (PDF) 417) encompassing the linear bar code data elements plus additional elements to improve automated information technology (AIT) efficiencies and to facilitate unique item identification (IUID) when applicable.

AP1.1.6.6.2. The Issue Release/Receipt Document data elements, configuration and locations are as follows:

<u>DATA ELEMENT NAME</u>	<u>LENGTH</u>	<u>RECORD POSITION(S)</u>
Document Identification Code	3	1-3
Routing Identifier Code (From)	3	4-6
Media and Status	1	7
Unit of Issue	2	23-24

<u>DATA ELEMENT NAME</u>	<u>LENGTH</u>	<u>RECORD POSITION(S)</u>
Quantity	5	25-29
Service	1	45
Supplementary Address	5	46-50
Signal	1	51
Fund	2	52-53
Distribution	3	54-56
Project	3	57-59
Priority	2	60-61
Required Delivery Date	3	62-64
Advice	2	65-66
Routing Identifier	3	67-69
Ownership/Purpose	1	70
Condition	1	71
Management	1	72
	1	73
Unit Price ¹²	7	74-80

<u>BLOCK ELEMENT NAME</u>	<u>BLOCK SIZE/ NO. OF CHARACTERS</u>	<u>BLOCK NUMBER</u>
Total Price	12 ¹³	1
Ship-From	10	2
Ship-To	9	3
Mark-For	19	4
Doc Date	5	5
NMFC	9	6
Freight Rate	8	7
Type Cargo	10	8

¹²Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size shall reflect the unit price as 9 digits for dollars and 2 digits for cents. Refer to ADC 221.

¹³Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size shall reflect the unit price as 9 digits for dollars and 2 digits for cents. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221.

<u>BLOCK ELEMENT NAME</u>	<u>BLOCK SIZE/ NO. OF CHARACTERS</u>	<u>BLOCK NUMBER</u>
Physical Security	4	9
Quantity	7	10
Unit Pack	3	11
Unit Weight	10	12
Unit Cube	7	13
UFC	6	14
Shelf Life	3	15
Freight Classification Nomenclature	36	16
Item Nomenclature	36	17
Type Container	5	18
No. of Containers	8	19
Total Weight	13	20
Total Cube	10	21
Received By	26	22
Date Received	10	23
Document Number and Suffix (30-44)	44	24
National Stock Number and Additional (8-22)	44	25
RIC (4-6) UI (23-24) QTY (25- 29) COND Code (71) Dist (55- 56) UP (74-80) ¹⁴	80	26

¹⁴ Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size shall reflect the unit price as 9 digits for dollars and 2 digits for cents. Refer to ADC 221.

Additional Data

Variable

27

For shipments of GFP, include the GFP contract number (and call order number when provided). This includes shipments from DOD to contractors and contractor shipment of GFP to DOD activities. The contract number shall be prefaced by "GFP" to clarify the usage.

For IUID to support UIT/serialized item management, include the following:¹⁵

Field size and characteristics of item unique identification data content and specific policy guidance is available at:

Unique Item Identifier and/or Serial Number

<http://www.acq.osd.mil/dpap/pdi/uid/index.html>

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.

AP1.1.6.6.3. The Issue Release/Receipt Document is used as:

AP1.1.6.3.1. An issue document from distribution point to consignee resulting from a requisition.

AP1.1.6.3.2. A release document for retrograde materiel or inter base (post, camp, station, etc.) movements.

AP1.1.6.3.3. A materiel return document from base to depot.

AP1.1.6.3.4. A receipt document by the consignee.

¹⁵ Capability to support IUID data content within the 2D symbol has been approved for staggered and phased implementation under ADC 44B. Components have not reported implementation at this time.

AP1.1.6.3.5. Disposal turn-in document.

AP1.1.6.3.6. Local requisition on DLA Disposition Services Field Office.

AP1.1.6.6.4. The Issue Release/Receipt Document is designed to accommodate the various elements of data used by any of the Services as source information for preparing other documentation. The document enables supply sources to use a single method of documentation for all requisitions and provide a standard receiving document that shall accommodate both manual and automated requisitioners and consignees.

AP1.1.7. DD Form 1348-2, Issue Release/Receipt Document with Address Label (AP1.31)

AP1.1.7.1. The Service/Agencies have the option to stock or print the DD Form 1348-2. The DD Form 1348-2 configuration is a DD Form 1348-1A with a perforated address label attached to the outer right edge. The length of the DD Form 1348-2 is 13 inches. The DD Form 1348-2 may be configured for printing as continuous forms. For continuous forms configuration, pin-fed strips of one-half inch on each side may be added. The length of the DD Form 1348-2 with pin-fed strip shall not exceed 14 inches. The address label dimensions of the DD Form 1348-2 are 4-1/4 inches long and 5-1/2 inches high. Use of the address label with preprinted postage data is only authorized for shipments by the U.S. Postal Service. The address label shall contain the following elements.

AP1.1.7.1.1. Postage Data

AP1.1.7.1.2. TCN Data

AP1.1.7.1.3. Weight Data

AP1.1.7.1.4. Type Service Data

AP1.1.7.1.5. From Data

AP1.1.7.1.6. Ship-to Data

AP 1.1.7.2. Data shall be entered on the address label as follows:

AP1.1.7.2.1. Postage Data. A shipment through the U.S.P.S. must contain the following phrase, "OFFICIAL BUSINESS." This phrase shall be printed on the bottom line of the postage block.

AP1.1.7.2.2. Transportation Control Number. Enter the TCN applicable to the shipment.

AP1.1.7.2.3. Weight. Enter the weight of the item being shipped.

AP1.1.7.2.4. Type Service. Enter the appropriate type of delivery service; for example, first-class-priority, express mail, and Military Official Mail (MOM).

AP1.1.7.2.5. Ship-to. Enter the applicable in-the-clear address of the activity that shall receive the shipment. If mark-for data is required, enter the mark-for data above the city/state/zip code data. If the Port of Embarkation (POE) is required, enter the POE in this block.

AP1.1.8. IRRD (DD Form 1348-1A or DD Form 1348-2) Continuation Page. This is a mandatory document for serialized shipments containing machine readable bar code symbols for the encoded content information to include the serial numbers and unique item identifiers (UII) as required by DoD or intra-Component policy or for Unique Item Tracking (UIT). The continuation page is intended to expedite supply and distribution processes by providing a means to automate the capture of data using automatic identification technology (AIT) devices. The continuation page is free form. The data elements and preferred format are shown in AP1.36.

AP2.2. APPENDIX 2.2

SERVICE AND AGENCY CODES¹

MILSTRIP SERVICE CODES

NUMBER OF CHARACTERS:	One or two
TYPE OF CODE:	Alpha
EXPLANATION:	<p>Services/Agency (S/A) codes are designed to accommodate S/A identity in Military Standard Requisitioning and Issue Procedures (MILSTRIP) documentation. For this purpose, these codes are used in conjunction with other codes to identify the parent S/A of requisitioners and other addressees. The S/A codes shall be used in rp 4, 30, 31, 45, 46, 67, and 74 of the DD Form 1348 series of documents according to the following MILSTRIP record position key:</p> <ul style="list-style-type: none"> 4 First position of the Routing Identifier Code (RIC) 30 First position of the Document Number 31 Second position of the Document Number 45 First position of Supplementary Address 46 Second position of Supplementary Address 67 First position of RIC for U.S. storage activity preparing the DD Form 1348-1A or DD Form 1348-2 74 First position of the RIC <p>By exception, two position combination codes using the authorized S/A code and a specified second position are authorized to identify contractor DoDAACs.² FEDSTRIP provides for the use of the two position codes, defined as civil Agency codes, to be entered in rp 30-31 and 45-46 of the Government Services Administration (GSA) Form 1348 series of documents. The MILSTRIP Service codes³ and the Federal Standard Requisitioning and Issue Procedure (FEDSTRIP) Agency codes⁴ are listed below:</p>
RECORD POSITION:	4, 30, 31, 45, 46, 67, and/or 74

¹ Refer to the Treasury Financial Manual Supplement--FAST Book (Part II link to Independent Agencies) for listing of Federal Civil Agency codes <http://www.fms.treas.gov/fastbook/> used as the first two positions of the activity address code (AAC).

² Combination codes authorized for USCG and DLA. Refer to ADC 319.

³ Mandatory usage rules for Service and Agency Codes are established for the assignment of DoD Activity Address Codes (DoDAACs) and Routing Identifier Codes (RICs). Further stratification for DoDAAC assignment usage rules may be found at: www.dla.mil/j-6/dlms/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=71

⁴ Refer to the Treasury Financial Manual Supplement--FAST Book (Part II link to Independent Agencies) for listing of Federal Civil Agency codes <http://www.fms.treas.gov/fastbook/> used as the first two positions of the activity address code (AAC).

SERVICE CODES												REMARKS
CODE	4	5	30	31	45	46	67	68	74	75	S/A	
A	A		A		A		A		A		Army	
B	B						B		B		Army	
B			B		B						Army	Security Assistance Use Only ⁵
C	C						C		C		Army	
C			C		C						Army	Contractor Use Only
D	D						D		D		Air Force	
D			D		D						Air Force	Security Assistance Use Only ⁶
E	E						E		E		Air Force	
E			E		E						Air Force	Contractor Use Only
F	F		F		F		F		F		Air Force	
G	G		G		G		G		G		GSA	
H	H		H		H						Other DoD Activities	Note: To designate other ⁷ DoD Activity contractors, you must use Service Code H with G. When code HG is used, rp 30-31 or 45-46 shall contain the HG code, as appropriate ⁸ .
H			H	G	H	G					Other DoD Activity Contractors	
H							H		H		Not Assigned	
I			I								Missile Defense Agency	Security Assistance Use Only
J	J										Air Force	On Base Use Only
J			J								Air Force	
J					J		J		J		Not Assigned	
K	K						K		K		Not Assigned	
K			K		K						Marine Corps	Security Assistance Use Only ⁹
L							L		L		Not Assigned	

⁵ On Grant Aid requisitions, rp 45 shall contain S/A Code Y.

⁶ Ibid.

⁷ Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

⁸ Mandatory usage rules for Service and Agency Codes are established for the assignment of DoD Activity Address Codes (DoDAACs) and Routing Identifier Codes (RICs). Further stratification for DoDAAC assignment usage rules may be found at www.dla.mil/j-6/dlms/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=71.

⁹ On Grant Aid requisitions, rp 45 shall contain S/A Code Y.

SERVICE CODES

CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS
L	L		L		L						Marine Corps	Contractor Use Only
M	M		M		M		M		M		Marine Corps	
N	N		N		N		N		N		Navy	
O											Not Assigned	
P	P						P		P		Navy	
P			P		P						Navy	Security Assistance Use Only ¹⁰
Q	Q						Q		Q		Navy	
Q			Q		Q						Navy	Contractor Use Only
R	R		R		R		R		R		Navy	
S	S		S		S		S		S		DCMA	See footnote¹¹
S	S		S		S		S		S		DLA	See footnote¹²
S			S	D	S	D					DLA	Contractor Use Only
T	T						T		T		DLA	
T			T								DLA	Security Assistance Use Only ¹³
T					T						(See Footnote ¹⁴)	
U	U						U		U		Not Assigned	
U			U		U						DLA	Contractor Use Only
V	V										NASA	
V			V		V						Navy	
V							V		V		Not Assigned	
W	W		W		W		W		W		Army	
X											Reserved	(Used internally by DLA Transaction Services)
Y											Reserved	(Nonsignificant)
Z	Z	Z	Z		Z		Z		Z		Coast Guard	
Z			Z	0	Z	0					Coast Guard	Contractor Use Only

¹⁰Ibid.

¹¹ **DCMA: DoDAACs begin with S and end with A; any character is allowed in between. RICs are in the format S-numeric-alpha, where the numeric value is 6, 7, or 8 only.**

¹² **DLA: S-series excluding those values that fall within the DCMA format rules identified in the previous footnote for DCMA.**

¹³ On Grant Aid requisitions, rp 45 shall contain S/A Code Y.

¹⁴ S/A Code T entered in rp 45 may be used for any Foreign Military Service (FMS) country Defense organization which is not designated as an element of that country's Army, Navy, Air Force, or Marine Corps.

FEDSTRIP CIVIL AGENCY CODES¹⁵

NUMBER OF CHARACTERS: Two.
TYPE OF CODE: Numeric, Numeric.
EXPLANATION: Identifies civil agencies under FEDSTRIP
RECORD POSITION(S): 30-31 and 45-46.

SPECIAL PROGRAM ACTIVITY CODES¹⁶

NUMBER OF CHARACTERS: Two.
TYPE OF CODE: First-position Numeric, Second-position Alpha.
EXPLANATION: Identifies special program activities that are neither
DoD or Federal Agencies
RECORD POSITION(S): 30-31 and 45-46.

¹⁵ Refer to the Treasury Financial Manual Supplement – FAST Book (Part II link to Independent Agencies) for listing of Federal civil Agency codes <http://www.fms.treas.gov/fastbook/> used as the first two positions of the AAC.

¹⁶ Request for Implementation Date for Approved DLMS Change (ADC) 384, Special Programs for NonDoD/No-Federal Agency Requisitioners and Administrative Change for Contractor DoDAACs, January 18, 2011

AP2.3. APPENDIX 2.3

ROUTING IDENTIFIER CODES

AP2.3.1. Routing Identifier Codes (RIC) (located in rp 4-6, 67-69, and 74-76 of transactions) are assigned by Service/Agencies (S/A) for processing inter-S/A, and intra-S/A logistical transactions. The codes serve multiple purposes in that they are supply source codes, intersystem routing codes, intrasystem routing codes and consignor (shipper) codes. DLA Transaction Services maintains an electronic database of these codes; users with accounts¹ can access the database from the DLA Transaction Services portal: <https://www2.transactionservices.dla.mil/portal/portal.asp>. Those without accounts can access the database, with limited functionality at <https://www.transactionservices.dla.mil/DAASINQ/>.

AP2.3.2. To qualify for assignment of a RIC, the facility/activity must be an integral and predetermined element of an established logistical system and must perform a general logistical control, distribution and/or storage mission (to include bases, posts, camps, and stations, when applicable).

AP2.3.3. The use of a RIC on any one document does not infer, imply, or intend that follow-on documentation resulting from there must contain the same RIC or any element thereof. It is a fundamental premise of Military Standard Requisitioning and Issue Procedures (MILSTRIP) that any RIC serves as only one of the following:

AP2.3.3.1. An address to indicate the intended recipient of the document for logistical actions.

AP2.3.3.2. Identification of the actual consignor (shipper) on supply type release/receipt transactions originated within the distribution system(s).

AP2.3.4. All authorized RICs shall contain one of the characters depicting Service assignment as listed in MILSTRIP AP2.2., Service and Agency Codes, in the first position.

AP2.3.5. The second and third positions may be in any combination of alphanumerics, **except as noted in MILSTRIP AP2.2.** These positions may identify either a facility or activity of the S/A depicted by the first position.

AP2.3.6. Each S/A is responsible for the assignment of RICs to its facilities and activities. An S/A that has activities located at another S/A facility shall assign its own RIC to the activity. An S/A which has assets located at another S/A facility shall use the RIC assigned by the S/A owning/operating the facility. (An appropriate RIC may be

¹ DLA Transaction Services requires a user authorization to obtain information from their website. Users without approved access to DAAS (user id and password), must complete a request for access available on the DLA Transaction Services Website https://www.transactionservices.dla.mil/sar/sar_menu.asp.

assigned to identify these assets when requested by the S/A owning the assets.) Washington Headquarters Service (WHS) shall make RIC H_ series assignments for "Other DoD Activities."

AP2.3.7. Each S/A shall designate a coordinator with the responsibility to control, monitor, and submit/validate all RIC additions, revisions, and deletions relative to its S/A. In most cases the DoDAAC and RIC coordinators (or monitors) are the same. S/A coordinators established for assignment of RICs are available at https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC_DOD_Monitors.pdf.

AP2.3.8. DLA Transaction Services maintains the RIC database and serves as the focal point for receipt of all RIC database revisions. DLA Transactions Services shall monitor RIC code assignment for compliance with the above assignment rules. RIC database is published electronically and updated from requests for additions, changes, and/or deletions as submitted by the Component RIC coordinators. Interested parties may interrogate the RIC database through the DLA Transaction Services Website² at <https://www.transactionservices.dla.mil/DAASINQ/>.

² DLA Transaction Services requires a user authorization to obtain information from their website. Users without approved access to DAAS (user id and password), must complete a request for access available on the DLA Transaction Services Website https://www.transactionservices.dla.mil/sar/sar_menu.asp.

AP3.2. APPENDIX 3.2

REQUISITION

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)		ENTRY AND INSTRUCTIONS
Send to	Block A ¹	Not Applicable	Enter the appropriate in-the-clear name and address corresponding to the RIC, if applicable.
Requisition Is From	Block B	Not Applicable	Enter the appropriate in-the-clear name and address of the requisitioner, if applicable.
Document Identifier Code	Block 1	1-3	Enter DIC A0_ or AM_.
Routing Identifier Code	Block 2	4-6	Enter RIC indicating the source of supply to which the document is being submitted.
Media and Status	Block 3	7	Enter the M&S code.
Stock Number ²	Blocks 4, 5, 6	8-22	Enter the stock or part number of the item being requisitioned. For subsistence items, enter the type of pack in rp 21.
Unit of Issue	Block 7	23-24	Enter the unit of issue.
Quantity	Block 8	25-29	Enter the quantity requisitioned. For ammunition and ammunition related requisitions only (items in Federal supply group (FSG) 13 and for Federal supply classification (FSC) 1410, 1420, 1427, 1440, 5330, 5865, 6810 or 8140), enter an M in rp 29 to express in thousands any quantity exceeding 99,999. Example: A quantity of 1,950,000 will be expressed as 1950M (1950 in rp 25-28 and an M in rp 29).

¹ See the AP2 series of appendices for an explanation of the data fields.

² Requisitions to DLA Disposition Services (RIC S9D) cannot reflect an entry in rp 21-22..

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
Document Number	Blocks 9-12 30-43	Enter document number as assigned by the preparing activity.
Demand ³	Block 13 44	Enter the demand code; otherwise, leave blank.
Supplementary Address	Blocks 14-15 45-50	When applicable, enter the coded SUPADD of the ship-to or bill-to activity; otherwise, leave blank. When coded data is not significant to the source of supply (other than an activity address code (AAC)), enter an alphabetic Y in rp 45.
Signal	Block 16 51	Enter the signal code.
Fund	Block 17 52-53	Enter the fund code as directed by the Component.
Distribution	Block 18 54	When applicable, enter the distribution code of the activity to receive status information in addition to the requisitioner or the SUPADD.
	55-56	Enter the code as directed by the Components.
Project	Block 19 57-59	When applicable, enter the appropriate project code under Component instructions.
Priority	Block 20 60-61	Enter priority designator.
Required Delivery Date/Required Delivery Period ⁴	Block 21 62-64	Enter data requirements from AP2.14, as applicable; otherwise, leave blank.
Advice	Block 22 65-66	Enter advice code to convey instructions to the source of supply; otherwise, leave blank.

³ On an Intra-Army basis a suffix code entry is authorized for identification of post-post partial issues of materiel by Army Single Stock Fund Activities. These requisitions will contain Army Edit Action Code IV in rp 74-75.

⁴ Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
Date of Receipt of Requisition ^{5,6,7}	Block 23 67-69	Leave blank.
Blank	Block 23 70-80	Leave blank on inter-Component requisitions forwarded to the DLA and Government Services Administration (GSA) sources of supply. a. This field is optional for intra-Component use. ^{8, 9, 10, 11, 12, 13,14} b. This field may be used for internal purposes on retained copies of requisitions.

⁵ Processing Points passing DIC AM_ transactions to another source of supply for continued processing will enter their RIC in rp 67-69.

⁶ The DLA Distribution Mapping System (DDMS) will enter the DDMS RIC SD7 in A0_ transactions returned to Mapping Enterprise Business System (MEBS)(HM8) for processing. This will indicate to MEBS that this is not the initial processing of the requisition (requisition was previously reviewed and forwarded to DDMS, which was unable to fulfill).

⁷ On Intra-Army basis a RIC entry is authorized for identification of the storage site related to post-post issues of materiel by Army Single Stock Fund Activities. These post-post requisitions will contain Army Edit Action Code IV in rp 74-75.

⁸ On Intra-Army requisitions rp 70 will contain the ownership/purpose code and rp 71 will contain the supply condition code of the material post-post issued by Army Single Stock Fund Activities. These post-post requisitions will contain Army Edit Action Code IV in rp 74-75.

⁹ On Intra-Army basis both post-post and image Single Stock Fund Activity requisitions may contain a management code in rp 72 to facilitate processing.

¹⁰ On Intra-Army basis requisitions may contain an Army Edit Action Code in rp 74-75 to indicate the actions required by the receiving system in order to process transactions and direct authorized follow-on actions. This code is meaningful to the Army only and is used on both post-post and image requisitions.

¹¹ On Intra-Army basis requisitions may contain the date generated in rp 77-80. This date is required to accurately process transactions relative to image, post-post and working requisitions submitted by Army Single Stock Fund activities.

¹² For intra-Air Force lateral requisitions, the source of supply identified in rp 4-6 is another Air Force base, the RIC of the requisitioner is identified in rp 73-75, and the RIC of the DoD source of supply is identified in rp 78-80. Refer to ADC 266.

¹³ For intra-Air Force requisition modification, the unit price may be identified in rp 71-80. Refer to ADC 263.

¹⁴ For intra-Navy organic maintenance requisitions (citing Project Code Z5X), used to identify the storage activity from which the requisitioned item is requested in rp 74-76.

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
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GOVERNMENT-FURNISHED MATERIEL REQUISITION ENTRIES.¹⁵

Manufacturer's Directive Number	54-56	If required by the Component contracts, enter the MDN.
Contract Call Order Number	69-72	If required by the Component contracts, enter the appropriate contract call order number.
Contract Identification	73-80	Enter the last eight positions of the procurement instrument identification number (PIIN). This entry is mandatory. ¹⁶

MANAGEMENT CONTROL ACTIVITY ENTRIES: Entries Required for Requisitions for
Government-Furnished Materiel.¹⁷

Routing Identifier Code	4-6	Enter the RIC of the source of supply.
Distribution	54-56	Enter the distribution code of the Management Control Activity (MCA) validating the transaction or the MDN consisting of the MCA's distribution code in rp 54 and two other alpha/numeric characters in rp 55-56.

¹⁵ Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

¹⁶ **Abbreviated contract number is mandatory, regardless of inclusion of the MDN. Refer to ADC 1014.**

¹⁷ Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A

FIELD LEGEND	TYPE REQUISITION BLOCK NUMBER(S) (MANUAL) RECORD POSITION(S) (MECHANICAL)	ENTRY AND INSTRUCTIONS
Routing Identifier Code	74-76	If required by the Component, enter the RIC of the validating MCA in rp 74-76.
<u>DLA DISPOSITION SERVICES ENTRIES: Entries Required When Requisitioning a Specific Item From Disposal.</u> ¹⁸		
Disposal Turn-in Document Number	67-80	This entry is optional on DIC A01/A0A/A05/A0E requisitions and is mandatory on DIC A04/A0D requisitions. If applicable, the DTID suffix will be entered in rp 21.
<u>DLA DISPOSITION SERVICES ENTRIES: Entries Required on Requisitions to Disposal When a Specific Item is Not Required.</u> ¹⁹		
Blank	70	Leave blank.
Condition Code	71	Enter lowest acceptable supply condition code under Component criteria furnished to DLA Disposition Services. See Chapter C2, Paragraph C2.21., for requirement.
Blank	72-80	Leave blank.

¹⁸ Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

¹⁹ Ibid.

AP3.23. APPENDIX 3.23

PASSING ORDER¹

<u>FIELD LEGEND</u>	<u>RECORD</u> <u>POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC A3_.
Routing Identifier Code	4-6	Enter the RIC of the activity to which the document is being passed.
All Fields	7-66	Enter data as shown in the requisition.
Date of Receipt of Demand	67-69	Leave blank on submission. Processing points shall enter date of receipt when received from another distribution system.
Blank	70-71	Leave blank.
Cooperative Logistics Program Support Code	72	Enter data as shown in the requisition, if applicable.
Blank	73	Leave blank.
Routing Identifier Code	74-76	Enter the RIC of the activity from which the document is being passed.
Blank	77-80	Leave blank.

GOVERNMENT-FURNISHED MATERIEL PASSING ORDER ENTRIES.²

<i>Manufacturer's Directive Number</i>	<i>54-56</i>	<i>If required by the Component contracts, enter the MDN.</i>
<i>Contract Call Order Number</i>	<i>69-72</i>	<i>If required by the Component contracts, enter the appropriate contract call order number.</i>
<i>Contract Identification</i>	<i>73-80</i>	<i>Enter the last eight positions of the procurement instrument identification number (PIIN). This entry is mandatory.</i> ³

¹ Entries from the remarks field shall be made only when it is necessary to report that data when it is entered on the requisition. In all such instances, rp 3 of the DIC shall identify the document as containing exception data and the passing order shall not be transmitted.

² Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

³ ***Abbreviated contract number is mandatory, regardless of inclusion of the MDN. Refer to ADC 1014.***

RECORD

FIELD LEGEND

POSITION(S)

ENTRY AND INSTRUCTIONS

MANAGEMENT CONTROL ACTIVITY ENTRIES. *Entries Required for passing orders for Government-Furnished Materiel.⁴*

<i>Routing Identifier Code</i>	<i>4-6</i>	<i>Enter the RIC of the source of supply.</i>
<i>Distribution</i>	<i>54-56</i>	<i>Enter the distribution code of the management control activity (MCA) validating the transaction or the MDN consisting of the MCA's distribution code in rp 54 and two other alpha/numeric characters in rp 55-56.</i>
<i>Routing Identifier Code</i>	<i>74-76</i>	<i>If required by the Component, enter the RIC of the validating MCA in rp 74-76.</i>

⁴ Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

AP3.24. APPENDIX 3.24

REFERRAL ORDER/LATERAL REDISTRIBUTION ORDER FOR RETAIL ASSETS

RECORD		
FIELD LEGEND	POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier Code	1-3	Enter DIC A4_.
Routing Identifier Code	4-6	Enter the RIC of the source of supply to which the transaction is being sent.
Media and Status	7	Enter the M&S code as shown in the original requisition.
Stock or Part Number	8-22	<p>a. When no change or substitution is made, enter the stock or part number shown in the requisition.</p> <p>b. When a change or substitution is made, enter the corrected stock or substituted stock or part number.</p>
Unit of Issue	23-24	Enter U/I.
Quantity	25-29	<p>a. Enter the quantity.</p> <p>b. For ammunition and ammunition related items only (items in Federal supply group (FSG) 13 and for Federal supply classification (FSC) 1410, 1420, 1427, 1440, 5330, 5865, 6810 or 8140), enter an M in rp 29 to express in thousands any quantity exceeding 99,999. Example: Express a quantity of 1,950,000 as 1950M (1950 in rp 25-28 and an M in rp 29).</p>
Document Number	30-43	Enter document number as shown in the requisition.
Suffix	44	<p>a. Enter the suffix code applicable to quantity in rp 25-29 when the requisitioned quantity is divided into separate actions.</p> <p>b. When the requisitioned quantity is not divided, leave this field blank.</p>
Supplementary Address	45-50	Enter data from the original requisition.
Signal	51	Enter data from the original requisition.

FIELD LEGEND	RECORD	
	POSITION(S)	ENTRY AND INSTRUCTIONS
Fund	52-53	Enter data from the original requisition.
Distribution	54-56	When used to effect lateral redistribution of retail assets, enter 2 for consumables and 3 for reparable in rp 54; otherwise, enter data from the original requisition.
Project	57-59	Enter data from the original requisition.
Priority	60-61	Enter data from the original requisition.
Required Delivery Date/Required Delivery Period ¹	62-64	Enter data from the original requisition.
Advice	65-66	Enter data from the original requisition.
Date of Receipt of Demand	67-69	Enter the date of receipt of the demand document as recorded in that document by the initial recipient in the supply distribution system. Note: Referral orders generated as a result of backorder releases and submitted to the (Single Manager for Conventional Ammunition) SMCA shall contain code 888 in rp 67-69.
Management Data	70-71	Enter management data, as authorized.
Demand Code/ ² Management Data ³	72	Enter demand code from rp 44 of original requisition or management data, as authorized. Note: Intra-Air Force Foreign Military Service (FMS) DIC A4_ transactions may use a Cooperative Logistics Program Support Code (CLPSC) (program/non-program) code in rp 72.
Management Data	73	Enter Management data, as authorized.

¹ Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

² Deferred implementation authorized. The revised format of the referral order to include the demand code of the original requisition may be deferred for DLMS/logistics systems modernization.

³ On an Intra-Navy basis, a management code may be used to identify the reason a requisition is referred to the Navy Inventory Control Point (ICP) when the requisition cannot be filled by the referring system. Refer to ADC 363.

RECORD		
FIELD LEGEND	POSITION(S)	ENTRY AND INSTRUCTIONS
Routing Identifier Code	74-76	Enter RIC applicable to the activity generating the transaction.
Management Data	77-80	Enter management data, as authorized.

LATERAL REDISTRIBUTION ORDER ENTRIES: Entries applicable when rp 54 equals 2 or 3:

Purpose code	70	Enter the purpose code of the materiel being issued if required based on Component agreement (derived from DIC DZF, Asset Status Reporting Transaction); otherwise leave blank.
Condition Code	71	Enter the applicable condition code.
Blank	72-73	Leave Blank.

GOVERNMENT-FURNISHED MATERIEL REFERRAL ORDER ENTRIES.⁴

Manufacturer's Directive Number	54-56	<i>If required by the Component contracts, enter the MDN.</i>
Contract Call Order Number	69-72	<i>If required by the Component contracts, enter the appropriate contract call order number.</i>
Contract Identification	73-80	<i>Enter the last eight positions of the procurement instrument identification number (PIIN). This entry is mandatory.</i> ⁵

MANAGEMENT CONTROL ACTIVITY ENTRIES. ***Entries Required for referral orders for Government-Furnished Materiel.***⁶

Routing Identifier Code	4-6	<i>Enter the RIC of the source of supply.</i>
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⁴ Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

⁵ ***Abbreviated contract number is mandatory, regardless of inclusion of the MDN. Refer to ADC 1014.***

⁶ Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

RECORD		
FIELD LEGEND	POSITION(S)	ENTRY AND INSTRUCTIONS
<i>Distribution</i>	<i>54-56</i>	<i>Enter the distribution code of the management control activity (MCA) validating the transaction or the MDN consisting of the MCA's distribution code in rp 54 and two other alpha/numeric characters in rp 55-56.</i>
<i>Routing Identifier Code</i>	<i>74-76</i>	<i>If required by the Component, enter the RIC of the validating MCA in rp 74-76.</i>

AP3.48. APPENDIX 3.48

MATERIEL RELEASE DOCUMENT

DD FORM 1348-1A OR DD FORM 1348-2

FIELD LEGEND	RECORD	
	POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier Code	1-3 ¹	Perpetuate from requisition or source document unless otherwise indicated.
Routing Identifier Code (From)	4-6 ²	Enter the RIC of the shipping activity.
Media and Status	7	Enter the M&S code assigned to the requisition or source document.
Stock or Part Number	8-22	Indicate the NSN or part number being released. See Block 25.
Unit of Issue	23-24	Indicate the U/I of the NSN or part number being released.
Quantity	25-29	Indicate the quantity being released. See Block 26.
Document Number	30-43	Enter the document number of requisition. See Block 24.
Suffix Code	44	Leave blank if the document represents release of the total quantity requisitioned. Indicate the appropriate suffix code assigned to indicate a partial quantity release. See Block 24.
Supplementary Address	45-50 ³	Perpetuate from the original requisition or source document. See Block 26.
Signal	51 ⁴	Perpetuate from the original requisition or source document.
Fund	52-53 ⁵	Perpetuate from the original requisition or source document.

¹ Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

² Ibid.

³ Ibid.

⁴ Ibid.

⁵ Ibid.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Distribution	54-56 ⁶	Perpetuate from the original requisition or source document.
Project	57-59 ⁷	Perpetuate from the original requisition or source document.
Priority	60-61 ⁸	Perpetuate from the original requisition or source document.
Required	62-64 ⁹	Perpetuate from the original requisition or source document.
Advice	65-66 ¹⁰	Perpetuate from the original requisition or source document.
Routing Identifier Code	67-69 ¹¹	Perpetuate from the original requisition or source document.
Management	70-73	Perpetuate from the original requisition or source document.
Unit Price ¹²	74-80	Indicate the unit price of item being released. See Block 26.

⁶ Ibid.

⁷ Ibid.

⁸ Ibid.

⁹ Ibid.

¹⁰ Ibid.

¹¹ Ibid.

¹² Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size will reflect the unit price as 9 digits for dollars and 2 digits for cents. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221.

BLOCK(S)	ENTRIES
1	Total price (10 digits dollars and 2 digits cents). ¹³
2	Department of Defense Activity Address Code (DoDAAC) of shipping activity/DLA Disposition Services Field Office. If reduced print is used, in-the-clear address may be entered in addition to the DoDAAC.
3	DoDAAC of the activity to receive the shipment, if applicable. If reduced print is used, in-the-clear address may be entered in addition to the DoDAAC.
4	DoDAAC of the MARK FOR recipient, if applicable. If reduced print is used, in-the-clear address may be entered in addition to the DoDAAC.
5	Document preparation date (enter numerical day of year).
6	National motor freight classification commodity code.
7	Freight rate for the shipment.
8	Type of cargo code (See DTR 4500.9-R "Defense Transportation Regulation)
9	Enter applicable controlled inventory item code (CIIC) that describes the classified and/or sensitive or pilferage classification of the shipment from DoD 4100.39-M (FLIS Procedures Manual), Volume 10, Chapter 4, Table 61. (Mandatory Entry) ¹⁴
10	Actual quantity received.
11	Unit pack of item shipped.
12	Unit weight of item shipped.
13	Unit cube of item shipped.
14	Uniform freight classification (UFC) commodity code.
15	Shelf life of item shipped. Enter SL (for shelf life) followed by applicable shelf-life code from DoD 4100.39-M (FLIS Procedures Manual) Volume 10, Chapter 4, Table 50. (Mandatory Entry) ¹⁵
16	Freight classification nomenclature.
17	Item nomenclature.
18	Type of container used for the shipment.
19	Number of containers that make up the shipment.
20	Total weight of all containers that make up the shipment.
21	Total cube of all containers that make up the shipment.

¹³ Ibid.

¹⁴ Mandatory requirement to enter the controlled inventory item code (CIIC) and shelf-life code on the DD Form 1348-1A for issues from stock last reported as not implemented by USN. Refer to AMCL 32.

¹⁵ Ibid.

BLOCK(S)	ENTRIES
22	Received by, signature of receiver, or call sign/code of individual authorized access to the automated file.
23	Date received, date shipment was received.
24	<u>Document Number</u> - The document number assigned to the requisition. ¹⁶ <u>Suffix Code</u> - Blank if the document represents release of the total quantity requisitioned. If partial shipment, the appropriate suffix code assigned to indicate partial quantity released.
25	<u>National Stock Number</u> - Enter the stock or part number being released. <u>Add</u> - For subsistence items, enter the type of pack code in position 21.

FOR OTHER THAN FMS SHIPMENTS

26	<u>Routing Identifier Code</u> - The RIC code of the shipping activity. <u>Unit of Issue</u> - The unit of issue of the stock or part number being released. <u>Quantity</u> - The quantity being released. <u>Condition Code</u> - The supply condition code of materiel being released. <u>Distribution</u> - Perpetuate from record positions 55 and 56. <u>Unit Price</u> ¹⁷ - The unit price for the NSN/part number being released.
27	This block may contain additional data including bar coding for internal use. This block may contain a 2D symbol that contains information for serially tracked items and repeats bar coded data content. Data entered in this block is as required by shipping activity by commodity. When data is entered in this block, it will be clearly identified. <i>For shipments of GFP, include the GFP contract number (and call order number when provided). This includes shipments from DOD to contractors and contractor shipment of GFP to DOD activities. The contract number shall be prefaced by "GFP" to clarify the usage.</i> 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>DTID</u> - On issues from DLA Disposition Services Field Office, enter Disposal Turn-In Document (DTID). ¹⁸

¹⁶ Prepare data from blocks 24-26 in two configurations: (1) three-of-nine bar code and (2) in-the-clear. When prepared manually, do not include bar code.

¹⁷ Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size will reflect the unit price as 9 digits for dollars and 2 digits for cents. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221.

¹⁸ Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

BLOCK(S) ENTRIES

27 For Issues of DLA Disposition Services-owned property :

(Continued) Warehouse/Shipping Instructions:

Exception Shipping Address: If the ship to address is an exception address, print the exception address (up to five lines).

Special Shipping Instructions: 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.

Foreign Military Sales Proceeds Information: For FMS shipments, print "FMS PROCEEDS".

Type of Property Being Shipped: Indicate if the property is either "Hazardous Property" or a "Small Arms Issue".

Other Instructions:

Instructions for Return of Unneeded Property: 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.

USML Items - This block will contain clear-text information to identify shipments of USML items which may require filing of export licenses and shipper export declarations (SED) per 22CFR126.4 and 22CFR123.22 as follows: "USML item—may need SED."

For IUID to support UIT/serialized item management:¹⁹

Unique Item Identifier (UII) and/or Serial Number

The following additional data elements may be included in support of IUID:

Manufacturer's commercial and Government entity (CAGE)

Current Part Number (PN)

Batch/Lot (BT/LT)

Clear text labeling of IUID information must be provided using the following acronyms: CAGE, P/N, BT/LT, S/N, and UII.

¹⁹ Capability to support IUID data content within the 2D symbol has been approved for staggered and phased implementation under ADC 44B. Components have not reported implementation at this time.

BLOCK(S) ENTRIES**FOR FMS SHIPMENTS**²⁰

- 26 Unit of Issue - two positions - the unit of issue of the stock or part number being released.
- Quantity - five positions - the quantity being released.
- Condition - one position - the supply condition code of materiel being released.
- Unit Price²¹ - the unit price for the NSN/part number being released.
- Supplementary Address - the first position and last three positions of the supplementary address.
- 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. Data entered in this block is as required by shipping activity by commodity. When data is entered in this 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.
- USML Items – This block will contain clear-text information to identify shipments of United States Munitions List (USML) items which may require filing of export licenses and Shipper Export Declarations (SED) per 22CFR126.4 and 22CFR123.22 as follows: “USML item—may need SED.
- For IUID to support UIT/serialized item management:²²
- Unique Item Identifier (UII) and/or Serial Number (S/N)
- 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.

²⁰ Requirement to add bar-coded Foreign Military Sales data to the Issue Release/Receipt Document last reported as not implemented by United States Marine Corp (USMC). Refer to AMCL 8.

²¹ Unit prices obtained via electronic interfaces which are not constrained by the MILSTRIP field size will reflect the unit price as 9 digits for dollars and 2 digits for cents. If total price exceeds available space for display on the printed form, the generating application may leave blank. Refer to ADC 221.

²² Ibid.