



## OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

LOGISTICS AND  
MATERIEL READINESS

DLM 4000.25-1, October 23, 2015  
Change 6

### MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES CHANGE 6

I. This change to DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), 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. In all updated documents "DLA Logistics Management Standards" is changed to "Defense Logistics Management Standards Office" to reflect the most recent name change for the DLMSO office and abbreviations such as etc., e.g., and i.e. are incorporated inside the parentheses. Change 6 also includes administrative updates not marked by bold italics, to include changing "shall" to "will" per a style change for DoD issuances and updating "Defense Logistics Management System" to "Defense Logistics Management Standards."

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

A. ADC 1099 dated June 15, 2015. Realignment and Revalidation of Installation Closure Procedures in DLM 4000.25, Volume 2 and DLM 4000.25-1. This is one of a series of DLMS changes to update DLM 4000.25, Volume 2 requisitioning and issue procedures to align with the companion procedures in DLM 4000.25-1. DLM 4000.25-1, Chapter 10 outlines procedures associated with Installation Closure using legacy MILSTRIP 80 record position formats. Revises Chapter 10.

B. ADC 1116B dated July 28, 2015. Corrects and updates the contract information fields of the DoDAAD, especially as they relate to DLA's DoDAACs (S, SD, U, 2A, 2AB, 2Y, and 3B Series). Revises Chapter 2.

C. ADC 1118 dated February 5, 2015. Establishes the initial baseline requirements for a web-based project code management system (PCMS) to be hosted at DLA Transaction Services and updates project code management procedures accordingly. Adds new Appendices AP1.37 and AP1.38. Revises Appendix AP2.13.

D. ADC 1132 dated June 15, 2015. Implements a fully systemic solution for processing mass and universal cancellations and the associated DLMS enhancements. Establishes a new Chapter 27 in DLM 4000.25, Volume 2 that consolidates procedures, both DLMS enhanced and legacy, associated with mass and universal cancellation procedures into

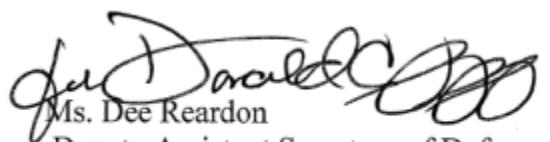
one location, and administratively aligns MILSTRIP Chapter 8 with the new DLM 4000.25, Volume 2, Chapter 27. Revises Chapter 8 and Appendices 2.1 and 3.19.

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

<u>Added or Replaced Files</u>	<u>Added or Replaced Files</u>
Table of Contents	Appendix 1 Index
Change History Page	Appendix 1.37
Chapter 2	Appendix 1.38
Chapter 8	Appendix 2.1
Chapter 10	Appendix 2.13
	Appendix 3.19

IV. This change is incorporated into the on-line MILSTRIP manual at the Defense Logistics Managements Standards Office Website

[www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm\\_pubs.asp](http://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](http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLMS/formal_changes.asp).



Ms. Dee Reardon  
Deputy Assistant Secretary of Defense  
for Supply Chain Integration

# **MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP)**

## **PROCESS CHANGE HISTORY**

ADC Number	Date	Change Description	Version
AMCL 13	2/18/2010	<b>Withdrawal of Approved Military Change Letter (AMCL) 5 and 13, Date Packed/Expiration for Subsistence Items.</b> 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	<b>Addendum 93A to include Status Code BP in Cancellation Procedures.</b> 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
102	8/15/2009	<b>Revised Service Code V Use in Routing Identifier Codes (RICs).</b> This change reassigns the use of Service and Agency Code V applicable to Routing Identifier Codes (RICs) to the Navy. Although the Service and Agency Code V belongs to the Navy for DoDAAC assignment, its use in RICs does not. The V-series when used as the RI-To is currently assigned to the National Aeronautics and Space Administration (NASA) for use in logistics transactions (NASA also used as RI-From). Under this ADC, all new RIC assignments in the V-series will belong to the Navy for use to designate Navy contractor locations. Any existing V-series RI values previously assigned for NASA will be deleted. To satisfy NASA requirements, new RICs in the appropriate G-series will be assigned in coordination with the General Services Administration (GSA).	2

ADC Number	Date	Change Description	Version
103	7/23/2003	<p><b>DAAS Processing Rules for Project Code 3AD (Supply/MILSTRIP).</b> This change requires the DLA Transaction Services to pass (instead of route) all DIC A0_ Requisitions containing Project Code 3AD to the activity identified in the Routing Identifier Code (RIC To) (record positions 4-6). This will direct the requisition to the Principal whose assets will be used for the repair as requested by the Agent (or Source of Repair) under the Depot Maintenance Inter-Service Agreement (DMISA). Revises Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups.</p>	3
224	2/21/2007	<p><b>Revised Procedures for Logistics Accountability During Maintenance.</b> This change incorporates multiple revisions to procedures for maintaining accountability during maintenance. Uses existing requisitioning procedures for the induction of reparables 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</p>	0
256	12/19/2007	<p><b>WebSDR/SDR Transaction Edits: Forwarding and Follow-up Timeframes.</b> 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.</p>	0
262	12/19/2007	<p><b>Deleted Department of Defense Activity Address Code (DoDAAC) Cited on Open Orders.</b> 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.</p>	0

ADC Number	Date	Change Description	Version
264	1/30/2008	<p><b>DLMS Enhancement for Part-Numbered Requisition Format and USAF Unique Rules for Descriptive Information including Technical Order (T.O.) Number.</b> This change will support 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).</p>	0
282	5/8/2008	<p><b>Consolidation and Containerization Points (CCP)-Originated Supply Discrepancy Reports (SDRs) including Noncompliant Wood Packaging Material (WPM) Procedures and Shipment Hold Code.</b> 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.</p>	0
285	6/10/2008	<p><b>Administrative Revision to MILSTRIP and DLMS Supplement 869C, Requisition Cancellation for Inclusion of Missing Passing Activity Identification.</b> 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.</p>	0
286B	6/2/2008	<p><b>Administrative Update for MILS/DLMS Conversion for MILSTRIP ACP/ACM Cancellation Formats.</b> 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.</p>	0

ADC Number	Date	Change Description	Version
289	10/21/2009	<p><b>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.</b> 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.</p>	0
296	8/12/2008	<p><b>Passive Radio Frequency Identifications.</b> 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.</p>	0
306	11/10/2008	<p><b>Administrative Change to Rail Transportation Mode/Method Codes and Definitions.</b> 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.</p>	0

ADC Number	Date	Change Description	Version
309	6/3/2009	<p><b>Notice of Availability (NOA) and NOA Reply Transaction Data Content/Mapping including Addition of Type Pack Code for 463L Pallets.</b> 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.</p>	0
313	12/24/2008	<p><b>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.</b> 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.</p>	0

ADC Number	Date	Change Description	Version
316	2/19/2009	<p><b>Retail Transportation and Supply Receipt and Acknowledgement Transactions.</b> 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.</p>	0
316A	6/26/2009	<p><b>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.</b> 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.</p>	0

ADC Number	Date	Change Description	Version
316B	6/26/2009	<p><b>New Distribution Code (111) for the Retail Transportation and Supply Receipt and Acknowledgement Interchange for the 940R and 945A.</b></p> <p>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.</p>	0
317	2/17/2009	<p><b>Revised Business Rules for Transshipper-Prepared.</b></p> <p>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

ADC Number	Date	Change Description	Version
324	6/24/2009	<p><b>DLMS Procedures for Materiel Returns from National Inventory Management Strategy (NIMS) Sites and Industrial Sites under Base Realignment and Closure (BRAC).</b> 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
328	7/28/2009	<p><b>“Off-Line” Requisition Processing: Internet Ordering Application Request for Component Verification of Funds Availability and Recording of the Financial Obligation.</b> 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.</p>	0
332	7/8/2009	<p><b>Intra-Navy Exchange Price Billing for Depot Level Repairables.</b> 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.</p>	0
338	9/28/2009	<p><b>New Advice Code for Surge Requirements of Mission Support Material (MSM) under Navy Base Realignment and Closure (BRAC) Inventory Management and Stock Positioning (IMSP).</b> This change was replaced in its entirety by ADC 338A.</p>	0

ADC Number	Date	Change Description	Version
338A	8/24/2010	<p><b>New Advice Code for Surge Requirements of Mission Support Material (MSM) under Navy BRAC Inventory Management and Stock Positioning (IMSP).</b> 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.</p>	0
379	6/15/2010	<p><b>New and Revised Supply Status Procedures to Support “Virtual Receipt” and Requisition Alert Processes under Navy BRAC SS&amp;D/IMSP.</b> 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.</p>	0
379A	5/4/2012	<p><b>Revised Supply Status Procedures to Support “Virtual Receipt” and Requisition Alert Processes under Navy BRAC SS&amp;D/IMSP – Intermediate Supply Status.</b> This change enhances procedures implemented under ADC 379 (Reference 3.a.) to include additional supply status requirements to Navy BRAC SS&amp;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.</p>	0

ADC Number	Date	Change Description	Version
379B	4/8/2013	<p><b>Revised Supply Status Procedures to Support Requisition and Requisition Alert Processes under Navy BRAC SS&amp;D/IMSP – Intermediate Supply Status.</b> This change enhances procedures implemented under ADC 379 to update supply status requirements to provide notification to Navy Base Realignment and Closure (BRAC) Retail Supply Storage and Distribution (SS&amp;D)/Inventory Management and Stock Positioning (IMSP) sites when materiel requisitioned by DLA (on behalf of the Navy) from another Service/Agency source of supply (SoS) has been processed for shipment. This change updates the narrative for existing supply status codes to provide more explicit explanation of their usage. This change supplements and modifies ADC 379/379A procedures; it does not replace prior ADCs. Revises Appendix 2.16, Status Codes.</p>	3
384A	4/7/2011	<p><b>Special Programs for Non-DoD/Non-Federal Agency Requisitioners; Additions in Support of DLA Disposition Services Under Reutilization Business Integration (RBI).</b> 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.</p>	0
384B	10/7/2011	<p><b>Special Programs for Non-DOD/Non-Federal Agency Requisitioners; Update to Section 1122 Program DODAAC Series.</b> 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.</p>	0

ADC Number	Date	Change Description	Version
387	7/2/2010	<b>DLMS Enhancement: DLMS Supplement 846A Asset Reclassification Transaction and Associated Procedures, and Administrative Update to DS 947I Inventory Adjustment.</b> This change expands capability of the 846A DLMS transaction, notes and procedures. Revises MILSTRIP AP2.15, Advice Codes.	0
389	8/3/2010	<b>Inventory Control Point /Integrated Item Manager (ICP/IMM)-Directed Shipments of Non-Requisitioned Government Furnished Materiel (GFM).</b> 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
395	9/1/2010	<b>Request for New Transportation Activity Processing Supply Status Code.</b> 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	<b>Deletion of the Passive RFID Reader ID Number from the Reader Registration Table.</b> This change deletes the requirement for reporting the pRFID Reader ID Number in the XML Reader Registration transaction. Revision to Chapter 3.	0

ADC Number	Date	Change Description	Version
399	3/18/2011	<p><b>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.</b> 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.</p>	0
399A	1/30/2013	<p><b>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.</b> This addendum requires that unique item identifiers (UIIs) and serial numbers identified in support of DOD policy for the application of IUID in supply business processes be encoded and linked together, when they are machine readable and readily available, or when retrievable from the system generating the form. Additional capability is provided to include batch/lot numbers in association with the UII and/or serial number. This addendum clarifies Code 39 linear bar code data format requirements and updates terminology including references to the PDF417 2D bar code (vice 2D symbol) and "DOD policy for application of IUID in supply processes" (vice serialized item management). Revises MILSTRIP Table of Contents, Chapter 5, Release and Receipt of Materiel, AP1, Forms/Message Formats Index, AP1.1, Forms/Message Formats (Introduction), AP1.6, DD FORM 1348-6, Single Line Item Requisition System Document (Manual-Long Form, AP1.35, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A) With Code 39 (Three of Nine) Bar Codes and PDF417 Two-Dimensional (2D) Bar Code, AP1.36, Issue Release/Receipt Document (IRRD)(DD Form 1348-1A or DD Form 1348-2) Continuation Page, AP3.48, Materiel Release Document DD Form 1348-1A or DD Form 1348-2,</p>	2

ADC Number	Date	Change Description	Version
		AP3.49, Transfers to DLA Disposition Services Field Office on 1348-1A or DD Form 1348-2 (Single Line-Item Turn-Ins). Delete MIL STD 1189B from the MILSTRIP References.	
400	4/17/2012	<b>Elimination of the DLMS-MILSTRAP Logistics Asset Support Estimate (LASE) Process no Longer Required by the DOD Components.</b> 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	<b>Hazardous Material/Hazardous Waste (HM/HW) Profile Transaction, DLMS 996H, in Support of Reutilization Business Integration (RBI)</b> 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	<b>Advice Code 2W for Free Issue.</b> 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	<b>Intra-Navy DLMS 511R, Requisition, Inclusion of Requested Storage Activity.</b> 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	This ADC has been superseded by ADC 427A Approved on October 2, 2012.	0
427A	10/3/2012	<b>Requisition Document Number Date Edit.</b> This change implements a permanent DAAS edit to check for an appropriate ordinal date in requisitions prior to forwarding to the source of supply. Comparable edits are authorized within source of supply requisition processing. This change replaces ADC 427 in its entirety; it retains all information previously published, additional exclusion values, and clarification of the implementation timeline. Revises MILSTRIP Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations, and Follow-ups, Chapter 3, Requisition Processing and Related Actions and MILSTRIP AP2.16 Status Codes.	2
428	5/23/2011	<b>Special Program Section 1122 DoDAACs Changed from "1" Series to "3" Series.</b> 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	<p><b>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”.</b> 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.</p>	0
436	8/4/2011	<p><b>Administrative Revisions to DLMS Supplements to Remove Obsolete Routing Identifier Code (RIC) “Streamline” Notes and Update MILSTRIP/DLMS Documentation Associated with RICs.</b> 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.</p>	0
437	9/26/2011	<p><b>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.</b> 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).</p>	0

ADC Number	Date	Change Description	Version
437	11/4/2011	<b>Correction to DOD 4000.25-1-M, Appendixes 3.48 and 3.49.</b> 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	<b>Change to DoDAAC Authority Code Assignment Process.</b> 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	<b>Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits.</b> 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	<p><b>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.)</b> Revises MILSTRIP Chapter 4, Status, Appendix AP3.10, and Appendix 3.19.</p>	0
448	9/21/2011	<p><b>Implementation of International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions.</b> 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.</p>	0
448B	10/2/2012	<p><b>Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions.</b> (Replaces ADC 448A in entirety) Due to the delayed implementation for ISO 3166-1 country code standard, this administrative ADC updates related DLMS documentation to restore the name change for Country &amp; Activity codes (Logistics Qualifier 85/85*) and to remove the previously published "September 30, 2012" implementation date established under ADC 448. Revises LOGDRMS (Qualifiers 85/*85), MILSTRIP Definitions; MILSTRIP Chapter 6, Security Assistance Program, Chapter 7, Validation of Material Obligation, AP2 Index, AP2.18 Country and Activity Codes, AP 3.3 Security Assistance Program Requisition, AP3.30, FMS Notice of Availability Key Document.</p>	2

ADC Number	Date	Change Description	Version
450	2/14/2012	<p><b>Elimination of the DLMS Request for Implementation Date Procedures for Component System Changes.</b></p> <p>The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated.</p> <p>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.</p>	0
451	11/7/2011	<p><b>Elimination of DD Form 173/2 for Message Transmission of MILSTRIP Transactions and Updated Procedures associated with DLA Transaction Services Document Mailing.</b> 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.</p>	0

ADC Number	Date	Change Description	Version
453	12/9/2011	<p><b>Component Turn-In Documentation, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2), Supporting Disposition Services.</b> 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.</p>	0
455	2/7/2012	<p><b>**ADC 455 was replaced in entirety by ADC455A. Refer to ADC 455A**</b></p> <p><b>Revisions to Procedures and Supply Status (DLMS 870S/Document Identifier Code (DIC) AE_) from DLA Disposition Services under Reutilization Business Integration (RBI).</b> 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

ADC Number	Date	Change Description	Version
455A	2/7/2011	<p><b>Revisions to Procedures and Supply Status (DLMS 870S/Document Identifier Code (DIC) AE_ ) from DLA Disposition Services under Reutilization Business Integration (RBI).</b> 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><b>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).</b> 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
466	3/28/2012	<p><b>Revisions to Procedures and DLMS 511R, Requisition, to Support Requisitioning from DLA Disposition Services under RBI.</b> 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

ADC Number	Date	Change Description	Version
473A	11/21/2012	<p><b>DLMS Revisions to Add the Associated Purchase Order (PO) Number (Supports DLA Interface with the Exchange, Navy Exchange Service Command (NEXCOM), and Marine Corps Exchange (MCX) Non-Appropriated Funds (NAF) Activities, and Non-DOD Customers) ADC 473 (Reference 3.c.) updated DLMS transactions to support the Exchange (the Army and Air Force Exchange Service).</b> This change allows the Exchange and NEXCOM customer orders to include an internal PO number in the DLMS requisition transaction. DLA will then perpetuate the PO number through shipping and billing functions. Revises Appendices 1.1, Forms/Message Formats (Introduction), and 3.48, Materiel Release Document DD Form 1348-1A or DD Form 1348-2.</p>	2
477	3/8/2011	<p><b>Component Performing Procurement/Contracting for another Component Involving Government Furnished Property (GFP).</b> 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
478	2/23/2012	<p><b>Revision to Project Code Procedures Authorizing 3H-Series Project Codes for Assignment by the Joint Material Priorities Allocation Board (JMPAB).</b> 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.</p>	0

ADC Number	Date	Change Description	Version
486	3/28/2012	<p><b>Administrative Change to Delete Document Identifier Codes QD1/QR1 Routing Identifier Code Interrogation Request/Response Transactions.</b> 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.</p>	0
1006	7/12/2012	<p><b>Exception Processing for DLA Contractor Furnished Materiel (CFM) Requisition.</b> 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.</p>	1

ADC Number	Date	Change Description	Version
1009A	8/6/2014	<p><b>DLMS Enhancements for Requisitioning to Improve Use of Mark-for Addressing, Expand Authorized Priority Designator Validation, Correct EMALL Purchase/Credit Card Format Rules, and Require Distribution of Status for Requisitions associated with Purchase/Credit Card Payment.</b> This change establishes revised procedures for formatting the DLMS requisition transactions with impact to multiple functional processes. It also eliminates authorization for the DLA Transaction Services Defense Automatic Addressing System (DAAS) to block transmission of supply and shipment status in response to requisitions originated in DOD EMALL that use purchase card/credit card payment. Revises Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations and Follow-ups, and Chapter 5, Release and Receipt of Materiel. Revises Appendix 1.1, Forms/Message Formats Introduction; Appendix 1.35, Issue Release/Receipt Document (IRRD) (1348-1A) With Three Of Nine Bar Coding and Two-Dimensional (PDF-417) Symbol; Appendix 2.10, Signal Codes; Appendix 2.14, Priority Designators, Standard And Required Delivery Dates; Appendix 2.16, Status Codes; and Appendix 3.48, Materiel Release Document DD Form 1348-1A or DD Form 1348-2.</p>	5
1011	8/13/2012	<p><b>Routing Identifier Code (RIC) Format Rule for Defense Contract Management Activity (DCMA).</b> 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.</p>	1

ADC Number	Date	Change Description	Version
1014	8/17/2012	<p><b>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.</b> 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, Appendices 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.</p>	1
1014A	11/5/2013	<p><b>Revised Procedures for Inclusion of Government-Furnished Property (GFP)/Contractor-Acquired Property (CAP) Contract Data – Updated Mapping for Concurrent Identification of the Manufacturing Directive Number (MDN) and the Contract Line Item Number (CLIN) (Supply and Contract Administration).</b> This addendum supplements the procedures authorized in ADC 1014 to further enhance the visibility of Government Furnished Materiel (GFM) and CAP in associated logistics transactions. GFM is that portion of GFP that can be obtained under MILSTRIP procedures; CFM refers to that portion of CAP that can be obtained under MILSTRIP requisitioning procedures. Under ADC 1014, DLMS transactions are able to support the inclusion of the authorizing contract number, call or order number, and either the CLIN or MDN. This addendum allows for simultaneous identification of the CLIN and the MDN when both are applicable and required by the authorizing Service/Agency and optional validation of the CLIN. All other aspects of ADC 1014 are unchanged. Revises Appendix 2.15, Advice Codes, and Appendix 2.16, Status Codes.</p>	4

ADC Number	Date	Change Description	Version
1017	9/18/2012	<p><b>Intra-DLA Change: Revisions to Procedures and to DLMS 527R Receipt and 947I Inventory Adjustment, and MILSTRIP to Support the Upgrade from Scrap Process used by DLA Disposition Services under Reutilization Business Integration (RBI).</b> This change further updates DLMS 527R and 947I to accommodate upgrading of an item from scrap for items already received as, or downgraded to, scrap that are later identified as useable items. The upgrade from scrap process in the DLA Disposition Services Field Office system is initiated by indicating specific warehouse location and entering the Local Stock Number (LSN). Revises MILSTRIP Appendix 2.7, Document Number (utilization codes).</p>	2
1020	11/2/2013	<p><b>Inter-Service Ownership Transfer of Ammunition/Ammunition Related Materiel.</b> This change documented procedures for the ownership change of Single Manager for Conventional Ammunition (SCMA) managed and non-SCMA managed materiel ammunition and ammunition-related items only, where there is no shipment or billing associated with the ownership change. Revises MILSTRIP Chapter 3, Requisition Processing and Related Actions, Appendices 2.2, Service/Agency Codes, 2.9, Supplementary Address, 2.10, Signal Codes, 2.13, Project Codes, and 3.24 Referral Order/Lateral Redistribution Order For Retail Assets.</p>	2
1023	9/6/2012	<p><b>MILSTRIP References to Requisitioning from Plant Clearance Automated Reutilization Screening System (PCARSS).</b> This change removes placeholders for data elements intended as DLMS enhancements to support transactional requisitioning from PCARSS using DLMS requisitioning transactions. DLMS requisitioning from PCARSS is not currently identified as a PCARSS modernization goal. Additionally, this change updates MILSTRIP to remove the specific code value assigned for requisitions applicable to screening via Contractor Inventory Redistribution System. Revises MILSTRIP Chapter 2, Preparation and Submission of Requisitions, Cancellations, and Follow-ups, and MILSTRIP AP2.7, Document Number (utilization codes).</p>	2

ADC Number	Date	Change Description	Version
1029	8/14/2012	<b>Establish New MILSTRIP Authorized Value for First Position of Requisition Document Number Serial Number and DLMS Utilization Code H for Military Sealift Command (MSC).</b> Revises Appendix 2.7. (Withdrawal of ADC 1029 dated September 4, 2012.)	1
1031	4/5/2013	<b>Foreign Military Sales (FMS) Repair Value.</b> This change requires shipping activities preparing the DD 1348-1A, Issue Release/Receipt Document (IRRD) or DD Form 1348-2, Issue Release/Receipt Document with Address Label, to print the repair service value on the shipment document for FMS shipments associated with a “repair and return” or “return and replace” program. To facilitate this requirement for materiel stored in a DLA Distribution Depot or other storage activity, the repair service value is added to the DLMS materiel release order (MRO) transaction so it will be available at the time the shipment document is printed. The repair value will be incorporated in the 2D bar code on the IRRD. For enhanced visibility of the repair value by the FMS customer, the supply status transaction is also updated. Revises Chapter 6, Security Assistance Program and Appendices 1.1, Forms/Message Formats, 1.35, Issue Release/Receipt Document (DD Form 1348a), and 3.48. Materiel Release Document DD Form 1348-1A or DD Form 1348-2.	3
1032	1/31/2013	<b>Assignment of Numeric Routing Identifier Codes (RIC).</b> This change allows numeric values to be used in the first position of the RIC. Revises MILSTRIP AP2.2, Service and Agency Codes.	2
1032	4/8/2014	<b>Withdrawal of Assignment of Numeric Routing Identifier Codes (RIC).</b> Withdraws the change to allow the use of a numeric value in addition to existing alphabetic values identifying the Service and Agency as identified in the first position of the RIC. Withdrawn April 8, 2014. Revises MILSTRIP AP2.2, Service and Agency Codes.	5

ADC Number	Date	Change Description	Version
1043	9/18/2013	<p><b>DLMS Revisions for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification (Finance/Supply).</b> This change adds discrete SLOA/Accounting Classification data elements to logistics transactions with financial implications to implement SLOA within DLMS. This is the first in a series of anticipated DLMS changes to accommodate SLOA requirements in logistics domain processes. This change also modifies X12 FA1 segment Qualifier DF for clarification. Revises Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations and Follow-ups, Chapter 7, Validation of Materiel Obligation, Chapter 9, Materiel Returns Programs (MRP) and Lateral Redistribution of Retail Assets, Appendix 2.16, Status Codes, and the Acronyms list.</p>	4
1043A	8/20/2014	<p><b>Revised Procedures for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification to Support Transaction Rejection Requirements.</b> Amends ADC 1043 guidance regarding rejection transactions returned when DLMS transactions include discrete SLOA data elements that do not correspond to the entries in the SFIS Fund Code to Fund Code Account Conversion Table for the Fund Code in the transaction. Revises Appendix 2.16, Status Codes.</p>	5
1048	4/25/2013	<p><b>Defense Logistics Agency (DLA) Supply Status Code for Shipped Orders.</b> This change documents a status code that is generated by DLA for use internal to DOD EMALL and other DLA systems to denote a DLA requisition has been shipped. This code is not transmitted via supply status transaction. DLA provides Status Code SS to DOD EMALL for expanded visibility by the user community. Revises Appendix 2.16, Status Codes.</p>	3

ADC Number	Date	Change Description	Version
1049	4/2/2013	<p><b>New Supply Status Code for Backorders Awaiting Engineering Support Activity (ESA) Support and First Article Testing (FAT).</b> This change establishes two new supply status codes. The first new status code will be used to inform requisitioners that their order has been placed in a backorder status while the Inventory Control Point (ICP)/Integrated Materiel Manager (IMM) seeks further information from an ESA to obtain the materiel in question. A second status code will be used to notify the requisitioner of a delay while the requisitioned item is undergoing FAT. Revises Appendix 2.16, Supply Status Codes, and Appendix 3.10, Supply Status (Issues from Stock) Format.</p>	3
1050	3/18/2013	<p><b>New DOD EMALL DoDAAAC and Supply Status Cancellation Codes for DOD EMALL Credit Card Billing.</b> Four new requisition supply status codes are established for cancellation status for DOD EMALL Government purchase card or corporate credit card billing. These codes will be used to identify the specified reasons the purchase/credit card was rejected (causing the order to be cancelled) back to the customer. These cancellations codes are unique to the purchase/credit card purchases made through DOD EMALL for Federal and non-Federal customers. The new status codes will be provided to EMALL and transmitted transactionally via DLA Transaction Services (for customers capable of receiving supply status transactions (MILSTRIP/DLMS 870S/Document Identifier Code AE_)). Additionally, cancellation status codes will also be provided to DOD EMALL customers via e-mail. In conjunction with the transition of billing to DLA's Enterprise Business System (EBS) the DoD Activity Address Code (DoDAAAC) used to recognize EMALL purchase/credit card billing will change from SP5200 to SC4210. Revises Chapter 11, Contractor Access to Government Source of Supply, and Appendix 2.16, Status Codes.</p>	3

ADC Number	Date	Change Description	Version
1062	6/20/2013	<p><b>Non-Inventory Control Point/Integrated Materiel Manager (ICP/IMM)-Directed Inter-Service Lateral Support via Retail Level Passing Order.</b> This change authorizes Military Service requiring activities to bypass standard ordering from the catalogued FLIS SoS and, instead, use requisition passing order transactions directed to the Global Combat Support System-Army (GCSS-Army) Supply Support Activities (SSA) to satisfy high priority, mission readiness requirements, thereby reducing lead-time for both deployed and non-deployed forces. Revises Chapter 9, Materiel Returns Program and Lateral Redistribution of Retail Assets.</p>	3
1065	5/16/2013	<p><b>Modification to the Required Delivery Date (RDD) Edit for Ammunition and Ammunition-Related Requisitions and Requisition Alerts under Navy Base Realignment and Closure (BRAC) Retail Supply Storage and Distribution (SS&amp;D)/Inventory Management and Stock Positioning (IMSP).</b> This change provides a revision to the business rules relating to the use of the RDD on requisition alerts, requisition alert modifications, and requisition alert follow-ups to support long lead time requirements supported by DLA under approved Navy BRAC SS&amp;D/IMSP procedures. This change includes an administrative update to clarify procedures associated with the ammunition requisition 100-day edit and expand the applicability to additional federal supply classes (FSCs) for ammunition and ammunition-related materiel. Revises Chapter 3, Requisition Processing and Related Actions.</p>	3

ADC Number	Date	Change Description	Version
1067	11/20/2013	<p><b>Update to DLMS/MILSTRIP Guidance for Status Dissemination Including Elimination of GSA Form 10050 (GSA Mailer) and Revised Media and Status Codes (Supply/MILSTRIP).</b> This change eliminates the use of GSA Form 10050 (GSA Mailer) used to provide MILSTRIP status to civil agency customers with no alternative method of communication. Although originally a valuable tool, in current times, the use of the GSA Mailer has proved to be ineffective for providing customers with the status of their requisitions and will be replaced with a web portal for viewing status. Upon completion of enhancements to GSA Advantage!, customers will view status details via the GSA requisition status web portal. The web portal will obtain supply status using standard MILSTRIP transactions/routing. MILSTRIP/DLMS guidance for the media and status code is updated to support elimination of the GSA Mailer and to more fully document its use within the DLMS (rather than relying solely on legacy 80 record position formats). Revises Appendix 1, Forms/Message Formats Index, Appendix 1.7, GSA Form 10050, Supply/Shipment Status, and Appendix 2.4, Media And Status Codes.</p>	4

ADC Number	Date	Change Description	Version
1068	10/3/2013	<p><b>Enhanced Procedures for Requisitioning via DOD EMALL and GSA Internet Ordering: Component Verification of Funds Availability and Materiel Identification using the Supplier-Assigned Part Number and/or Supplier Commercial and Government Entity (CAGE) Code (Supply/Finance).</b> This change documents enhancements and expanded implementation of the procedures established under ADC 328 and employed by DOD EMALL and GSA Advantage/GSA Global for eCommerce. It modifies the requirements for a DLMS transaction exchange for funds verification request/funds verification response prior to submission of internet "off-line" orders to the Source of Supply (SoS), ensures funds availability and establishment of the financial obligation, better accommodates part number orders, and revises the transaction flow to use DLA Transaction Services as the processing hub. The reply codes passed in the Verification of Funds Availability Reply (FV2) are expanded to accommodate additional validation by the receiving system. This change adds GCSS-Army and the Marine Corps Standard Accounting, Budgeting and Reporting System (SABRS) to the funds verification transaction exchange, and revises Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations and Follow-ups, and Appendix 2.16, Status Codes.</p>	4
1075	1/17/2014	<p><b>Implementation of Geopolitical Entities, Names, and Codes (GENC) Standard by DoD Components for the Identification of Countries and their Subdivisions.</b> Notifies the PRC members of DLMS implementation for the GENC Standard and updates related DLMS documentation and database tables at DLA Transaction Services for Country Codes. The country code tables in DoDAAD and MAPAD will also be updated as a result of this change. Revises Definitions and Appendix 2.18, Security Cooperation (SC) Customer Codes.</p>	5

ADC Number	Date	Change Description	Version
1078	7/3/2013	<p><b>Administrative Realignment of Security Assistance Procedures in DLM 4000.25, Volume 2 and DLM 4000.25-1.</b> This change establishes a new chapter in DLM 4000.25 DLMS Volume 2 that consolidates procedures, both DLMS enhanced and legacy, associated with Security Assistance into one location. This change administratively aligns the new DLMS chapter with its companion chapter, Chapter 6, Security Assistance Program, and aligns data element names with the Business Enterprise Architecture (BEA). Revises Chapter 6, Security Assistance Program, and revises Appendices 2.22, Cooperative Logistics Program Support Category Codes, 3.3, Security Assistance Program Requisition, 3.30, Foreign Military Sales Notice of Availability Key Document Format, as well as updates the Definitions and Table of Contents.</p>	3
1091	1/28/2014	<p><b>Supply Discrepancy Reports (SDRs) Requesting Replacement or Expedited Shipment.</b> Updates MILSTRIP and SDR guidance for reshipment of materiel in association with an SDR. This change authorizes Foreign Military Sales (FMS) customers to request a replacement shipment using SDR Action Code 1F on SDR submissions, updates the SDR guidance to clarify that customers requesting expedited transportation using SDR Action Code 1D (non-FMS customers only) are authorizing the use of premium transportation, and provides SDR and MILSTRIP guidance for processing SDRs and directing reshipment subsequent to a validated SDR. Revises Chapter 3, Requisition Processing and Related Actions and 4, Status.</p>	5
1096	5/29/2014	<p><b>Deviation from Mandatory Use of the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) for DLA Disposition Services Transfer of Property on a Commercial Venture (CV) Contractor Delivery Order.</b> Requests the option for DLA Disposition Services sites to utilize the Commercial Venture (CV) Workload Location List (WLL) in lieu of an IRRD. Revises Chapter 5, Release and Receipt of Materiel.</p>	5

ADC Number	Date	Change Description	Version
1097	12/20/2013	<b>Administrative Realignment of Contract Access to Government Sources of Supply Procedures in 4000.25, Volume 2 and DLM 4000.25-1 (Supply).</b> This change establishes a new chapter in DLM 4000.25, DLMS, Volume 2 that consolidates procedures, both DLMS enhanced and legacy, associated with contractor access to government sources of supply into one location. This change administratively aligns the new DLMS chapter with its companion chapter in DLM 4000.25-1 MILSTRIP Chapter 11. Revises Chapter 11, Contractor Access to Government Sources of Supply.	4
1098	11/7/2014	<b>Updates to DD Form 1348-5 Notice of Availability (NOA) and Corresponding DLMS 856N NOA and 870N NOA Reply.</b> Updates the DD Form 1348-5, Notice of Availability; updates the DLMS 856N NOA and DLMS 870N NOA Reply to align with the hard copy data content of the DD Form 1348-5; establishes the foundation for a mechanized implementation for the NOA process to provide the International Logistics Control Office (ILCO) visibility; and updates procedures for ensuring timely replies to NOAs by actively engaging the ILCOs when there is no response to a follow-up NOA. Revises Chapter 6, Security Assistance Program; Appendix 1.4, DD Form 1348-5, Notice Of Availability/Shipment; Appendix 3.30, AD1, ADR, AD3 Foreign Military Sales Notice of Availability Key Document; Appendix 3.31, AD2, AD4 Foreign Military Sales Notice of Availability Detail Document; Appendix 3.32, AD5 Foreign Military Sales Notice of Availability Reply Document.	5
1099	15-Jun-15	<b>Realignment and Revalidation of Installation Closure Procedures in DLM 4000.25, Volume 2 and DLM 4000.25-1.</b> This is one of a series of DLMS changes to update DLM 4000.25, Volume 2 requisitioning and issue procedures to align with the companion procedures in DLM 4000.25-1. DLM 4000.25-1, Chapter 10 outlines procedures associated with Installation Closure using legacy MILSTRIP 80 record position formats. DLM 4000.25, Volume 2, Chapter 15 outlines DLMS enhanced procedures for Installation Closure using DLMS formats (X12 Electronic Data Interchange (EDI) and eXtensible Markup Language(XML)). Revises Chapter 10 Installation Closure Procedures.	6

ADC Number	Date	Change Description	Version
1110	7/30/2014	<b>Administrative Update to Identify Code DPC Delivery Priority Code as an Approved X12 Migration Code and Associated DLMS Documentation.</b> Adds a new Appendix for Delivery Priority/Special Processing Codes, updates the DLMS Data Dictionary to reflect usage of this data element across applicable DLMS ICs, and updates DLMS ICs to reflect the approved migration code DPC – Delivery Priority Code. It also applies administrative updates. Adds Appendix 2.26, Delivery Priority/Special Processing Codes.	5
1111	8/28/2014	<b>Revise Procedures for Intransit Control of Materiel Turned In To DLA Disposition Services and Establish use of the DLMS 527R for a New Disposition Services Turn-In Receipt Acknowledgement (TRA) Transaction .</b> Revises the procedures for intransit control of materiel turned in to DLA Disposition Services and proposes use of the DLMS 527R for a new Disposition Services Turn-In Receipt Acknowledgement (TRA) transaction. A distinct DLMS 527R beginning segment transaction type code is being established. Revises Chapter 3, Requisition Processing and Related Actions.	5
1116B	28-Jul-15	<b>DoD Activity Address Code (DoDAAC) Contract Information Fields.</b> Corrects and updates the contract information fields of the DoDAAD, especially as they relate to DLA's DoDAACs (S, SD, U, 2A, 2AB, 2Y, and 3B Series). MILSTRIP, Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations and Follow-ups.	6
1117	7/2/2014	<b>DoDAAC Authority Code and Type Address Code (TAC) Rules.</b> Improves and refines the business rules associated with the type address codes (TAC) used in the DoDAAD and removes TAC 4. This change requires entering the specific address for the purpose for which the DoDAAC is intended to be used, based upon the DoDAAC authority code. This change is not applicable to DoDAACs already resident in the DoDAAD, but will apply to any future changes made to existing DoDAACs or when new DoDAACs are created after the implementation date of this change. Revises Chapter 2, Preparation and Submission of Requisitions, Modifiers, Cancellations and Follow-ups and Chapter 3, Requisition Processing and Related Actions.	5

ADC Number	Date	Change Description	Version
1118	5-Feb-15	<p><b>Project Code Management System Procedures (Project Codes/Supply).</b> Establishes the initial baseline requirements for a new web-based Project Code Management System (PCMS) to be hosted at DLA Transaction Services and updates project code management procedures accordingly. Revises Appendix AP1 to add new Appendices AP1.37 and AP1.38; revises Appendix AP2.13 procedures for requesting and maintaining Category C &amp; D project codes using the web-based PCMS application. New AP1.37 is reserved until PCMS application is implemented.</p>	6
1132	15-Jun-15	<p><b>Implementation of Mass/Universal Cancellation Procedures under the DLMS and Administrative Realignment of Procedures in DLM 4000.25, Volume 2 and DLM 4000.25-1.</b> Implements a fully systemic solution for processing mass and universal cancellations and the associated DLMS enhancements. Establishes a new Chapter 27 in DLM 4000.25, Volume 2 that consolidates procedures, both DLMS enhanced and legacy, associated with mass and universal cancellation procedures into one location. Administratively aligns the new Volume 2, Chapter 27 with its companion chapter in DLM 4000.25-1, MILSTRIP Chapter 8. Revises Chapter 8 Mass or Universal Cancellation of Requisitions, Appendix 2.1 Data Elements and Codes Index, and Appendix 3.19 Shipment Status.</p>	6
1142A	10/21/2014	<p><b>Update to Remove General Services Administration (GSA) from MILSTRIP Materiel Returns Program (MRP).</b> Formally withdraws GSA from the Materiel Returns Program (MRP) effective March 1, 2014. To support this change, GSA and DLA Transaction Services will reject all DLMS 180M Customer Asset Report (MILSTRIP legacy document identifier code (DIC) FTE/FTG) and Follow-Up for Inventory Control Point/Integrated Materiel Manager Reply to Customer Asset Report (MILSTRIP legacy DIC FTF) transactions directed to routing identifier code (RIC) GG0, with Status Code SN indicating that customer asset reports directed to GSA are not authorized. Revises Chapter 8, Mass or Universal Cancellation of Requisitions; Chapter 9, Materiel Returns Programs (MRP) and Lateral Redistribution of Retail Assets; Chapter 10, Installation Closure Procedures; and Appendix 2.16, Status Codes.</p>	5

# **TABLE OF CONTENTS**

	<u>Page</u>
<b>FOREWORD .....</b>	<b>1</b>
<b>CHANGE HISTORY PAGE .....</b>	<b>2</b>
<b>TABLE OF CONTENTS .....</b>	<b>37</b>
<b>REFERENCES .....</b>	<b>53</b>
<b>DEFINITIONS .....</b>	<b>55</b>
<b>ABBREVIATIONS .....</b>	<b>61</b>
 <b>CHAPTER 1. GENERAL INFORMATION</b>	
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
 <b>CHAPTER 2. PREPARATION AND SUBMISSION OF REQUISITIONS, MODIFIERS, CANCELLATIONS, AND FOLLOW-UPS</b>	
C2.1. PREPARATION OF REQUISITIONS .....	C2-1
C2.2. LIMITATION ON SUBMISSION OF EXCEPTION DATA REQUISITIONS .....	C2-4
C2.3. PREPARATION OF NOT MISSION CAPABLE SUPPLY AND ANTICIPATED NOT MISSION CAPABLE SUPPLY REQUISITIONS .....	C2-6
C2.4. RESERVED .....	C2-7
C2.5. RESERVED .....	C2-7
C2.6. PREPARATION OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS .....	C2-8

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 .....	C2-10
C2.10. RESERVED .....	C2-11
C2.11. MAINTENANCE OF REQUISITION AND DUE-IN FILES .....	C2-11
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 .....	C2-17
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.....	C2-19
C2.24. REQUISITIONING CONVENTIONAL SMALL ARMS FROM DLA DISPOSITION SERVICES.....	C2-20
C2.25. SHIPMENT TRACING .....	C2-21
C2.26. RESERVED .....	C2-21
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 .....	C3-8
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 .....	C3-9
C3.19. INITIATING PASSING OR REFERRAL ORDERS .....	C3-9
C3.20. RESERVED .....	C3-10
C3.21. PROCESSING FOLLOW-UPS .....	C3-10
C3.22. FORCE-CLOSED MATERIEL RELEASE CONFIRMATIONS .....	C3-13
C3.23. PROCESSING REDISTRIBUTION ORDERS .....	C3-14
C3.24. RESERVED .....	C3-14
C3.25. PROCESSING REQUISITION AND MATERIEL RELEASE ORDER MODIFIER TRANSACTIONS .....	C3-14
C3.26. RESERVED .....	C3-16
C3.27. PROCESSING SINGLE LINE CANCELLATION REQUESTS .....	C3-16
C3.28. SOURCE OF SUPPLY PROCESSING OF SINGLE LINE CANCELLATION REQUESTS .....	C3-18

C3.29. SOURCE OF SUPPLY SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO PROCUREMENT .....	C3-20
C3.30. RESERVED .....	C3-22
C3.31. PROCUREMENT ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/ DIVERSION REQUESTS .....	C3-22
C3.32. SOURCE OF SUPPLY PROCESSING OF CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS .....	C3-23
C3.33. SOURCE OF SUPPLY SUBMISSION OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS TO STORAGE ACTIVITIES .....	C3-24
C3.34. STORAGE ACTIVITY PROCESSING OF SINGLE LINE CANCELLATION/DIVERSION REQUESTS .....	C3-25
C3.35. REPORTING ACTIVITY PROCESSING CANCELLATION REQUESTS FOR LATERAL REDISTRIBUTION ORDERS OF RETAIL ASSETS .....	C3-28
C3.36. DIRECT VENDOR DELIVERY ON MILSTRIP REQUISITIONS ....	C3-28
C3.37. RESERVED .....	C3-29
C3.38. PREPARATION OF SHIPMENTS TO DLA DISPOSITION SERVICES FIELD OFFICES .....	C3-29
C3.39. DIRECTING MATERIEL TO THE DLA DISPOSITION SERVICES .....	C3-30
C3.40. PROCESSING MATERIEL TO THE DLA DISPOSITION SERVICES.....	C3-32
C3.41. RESERVED .....	C3-39
C3.42. SHIPMENT TRACING .....	C3-39

#### **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 .....	C4-11
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. REQUISITION FORMATS .....	C6-2
C6.3. REQUIRED AVAILABILITY DATES.....	C6-6
C6.4. REQUISITION PREPARATION AND SUBMISSION .....	C6-7
C6.5. STATUS IN GENERAL .....	C6-8
C6.6. STATUS UPON REQUISITION INITIATION OR SUBMISSION .....	C6-9
C6.7. FOLLOW-UPS AND STATUS RESPONSES .....	C6-9
C6.8. CANCELLATION AND REJECTION STATUS.....	C6-10
C6.9. STATUS ON FOREIGN MILITARY SALES NOTICE OF AVAILABILITY .....	C6-10
C6.10. MODIFICATION OF FOREIGN MILITARY SALES OFFER RELEASE OPTION OR FREIGHT FORWARDER/COUNTRY REPRESENTATIVE .....	C6-10
C6.11. RELEASE OF FOREIGN MILITARY SALES SHIPMENTS .....	C6-11
C6.12. CONSOLIDATION AND MARKING OF FOREIGN MILITARY SALES AND GRANT AID SHIPMENTS .....	C6-16
C6.13. DOCUMENT DISTRIBUTION .....	C6-17
C6.14. SPECIAL GRANT AID PROCEDURES .....	C6-18

C6.15. CANCELLATION OF REQUISITIONS .....	C6-18
C6.16. REPAIR AND REPAIR/REPLACE PROGRAM.....	C6-20
C6.17. RETURN OF DISCREPANT FOREIGN MILITARY SALES MATERIEL .....	C6-21
C6.18. FMS TRANSPORTATION .....	C6-22

## **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 .....	C7-13
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. <b>GENERAL</b> .....	C8-1
C8.2. <b>APPLICABILITY</b> .....	C8-2
C8.3. <b>INITIATION OF MASS OR UNIVERSAL CANCELLATION OF REQUISITIONS</b> .....	C8-3
C8.4. <b>CONTINUING HIGH PRIORITY DEMANDS DURING A MASS CANCELLATION</b> .....	C8-5
C8.5. <b>SOURCE OF SUPPLY</b> PROCESSING MASS OR UNIVERSAL CANCELLATION REQUESTS .....	C8-6
C8.6. <b>STORAGE ACTIVITY PROCESSING OF MASS OR UNIVERSAL REQUISITION CANCELLATIONS</b> .....	C8-7
C8.7. <b>DIRECT VENDOR DELIVERY PROCESSING OF MASS OR UNIVERSAL REQUISITION CANCELLATIONS</b> .....	C8-8
C8.8. <b>DTS PROCESSING OF MASS OR UNIVERSAL REQUISITION CANCELLATIONS</b> .....	C8-10
C8.9. DISPOSITION OF FRUSTRATED SHIPMENTS/MATERIEL .....	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) .....	C9-14
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	INTER-SERVICE LATERAL REDISTRIBUTION OF RETAIL ASSETS BY INTER-SERVICE AGREEMENT .....	C9-17
C9.21	RETURNS TO DLA FROM INDUSTRIAL SITES UNDER BRAC SS&D, and NIMS SITE CUSTOMERS .....	C9-18

## **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 <b>FOR THE</b> INVENTORY CONTROL POINT/ INTEGRATED MATERIEL MANAGER .....	C10-5

## **CHAPTER 11. CONTRACTOR ACCESS TO GOVERNMENT SOURCES OF SUPPLY**

C11.1.	GENERAL .....	C11-1
C11.2.	APPLICABILITY .....	C11-2
C11.3.	PREPARATION OF REQUISITIONS AND RELATED TRANSACTIONS FOR GOVERNMENT MATERIEL FURNISHED TO CONTRACTORS .....	C11-2
C11.4.	SUBMISSION OF GOVERNMENT-FURNISHED MATERIEL REQUISITIONS AND RELATED TRANSACTIONS .....	C11-4
C11.5.	MANAGEMENT CONTROL ACTIVITY PROCESSING OF GOVERNMENT-FURNISHED MATERIEL REQUISITIONS AND RELATED TRANSACTIONS .....	C11-4
C11.6.	SOURCE OF SUPPLY PROCESSING OF GOVERNMENT FURNISHED-MATERIEL REQUISITIONS AND RELATED TRANSACTIONS .....	C11-7
C11.7.	DEFENSE AUTOMATIC ADDRESSING SYSTEM PROCESSING OF GOVERNMENT-FURNISHED MATERIEL TRANSACTIONS .....	C11-9
C11.8.	CONTRACTOR REQUISITIONS FOR CONTRACTOR FURNISHED MATERIEL .....	C11-11
C11.9.	PREPARATION OF DOD EMAIL REQUISITIONS BY CONTRACTORS .....	C11-13
C11.10	INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER-DIRECTED SHIPMENT OF NONREQUISITIONED GOVERNMENT-FURNISHED MATERIEL BASED ON A BILL OF MATERIEL. ....	C11-15

## 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. <b>RESERVED</b> .....	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) (DD Form 1348-1A) WITH CODE 39 (THREE OF NINE) BAR CODES AND PDF417 TWO-DIMENSIONAL (2D) BAR CODE. AP1.35-1	
AP1.36. ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A or DD Form 1348-2) CONTINUATION PAGE .....	AP1.36-1
<b>AP1.37. TEMPLATES FOR PROJECT CODE MANAGEMENT SYSTEM GENERATED PROJECT CODE DISSEMINATION NOTICES. AP1.37-1</b>	
<b>AP1.38. TEMPLATE FOR SERVICE/AGENCY PROJECT CODE REPRESENTATIVE APPOINTMENT LETTER .....</b>	<b>AP1.38-1</b>

## **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. <b>SECURITY COOPERATION CUSTOMER CODES</b> .....	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
AP2.26. DELIVERY PRIORITY/SPECIAL PROCESSING CODES.....	AP2.26-1
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**

C1.T1 MILSTRIP Transaction Communication Procedance .....	C1-11
C2.T1 DoDAAC Authority Codes .....	C2-23
C3.T1 Turn-In Processing Data Requirements .....	C3-35
C3.T2 Requisition Processing and Related Actions .....	C3-40
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 .....	C11-6

## **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) .....	C5-7
C6.F1. Distribution of DD Form 1348-1A .....	C6-18

## **C2. CHAPTER 2**

### **PREPARATION AND SUBMISSION OF REQUISITIONS, CANCELLATIONS, AND FOLLOW-UPS**

#### **C2.1. PREPARATION OF REQUISITIONS**

C2.1.1. Requisitions will be prepared in one of the following formats described under Appendix AP1, Forms/Message Format (Introduction) or Defense Messaging System (DMS), using the coding structures shown in Appendix AP2.2: C2.1.1.1. [DD Form 1348](#), “DoD Single Line Item Requisition System Document (Manual).”

C2.1.1.2. [DD Form 1348M](#), “DoD Single Line Item Requisition System Document (Mechanical).”

C2.1.1.3. [SF 344](#), “Multiuse Standard Requisitioning/Issue System Document.”

C2.1.1.4. [DD Form 1348-6](#), “DoD Single Line Item Requisition System Document (Manual-Long Form).”

C2.1.1.5. [DD Form 1348-1A](#), “Issue Release/Receipt Document” (acceptable and preferred as a requisition when requesting property directly from DLA Disposition Services Field Offices).

C2.1.1.6. [DD Form 1348-2](#), “Issue Release/Receipt Document, with Address Label.”

C2.1.2. The manual form (DD Form 1348, SF 344, or DD Form 1348-6) will be used only when:

C2.1.2.1. Facilities are not available to the requisitioning activity to enable electronic transmission of documents in data pattern format, or when computer-readable machine-sensible facilities are not available to the requisitioning activity.

C2.1.2.2. The requisition coding structure does not provide sufficient data to assist the source of supply in making supply decisions. Use of exception data will cause delays in supply of materiel since each document containing such data must be withdrawn from routine processing, reviewed for the exception and continued in process after a decision has been made as a result of the review. Activities should not attempt to use exception data as a normal method for requisitioning materiel requirements. Limitations on the use of exception data are outlined in Paragraph C2.2.

C2.1.3. Requisitions for conventional ammunition will contain Advice Code 3Q, 3V, 3W, 3X, 3Y, or 3Z as applicable when usable Condition E stock is acceptable.

C2.1.4. Non-national stock number (NSN) requisitions will be prepared with document identifier code (DIC) A02 or A0B in DD Form 1348m when the contractor and Government entity (CAGE) and part number do not exceed the part number field and the item can be identified by additional data in record position (rp) 70-80 as indicated in Appendix AP3.4. Otherwise, use DD Form 1348-6. This also applies to non-NSN lumber products.

C2.1.5. The manual forms (DD Form 1348 and 1348-6) will be used as exception media when there are no available mechanical transmission methods. Use Appendix AP3, Formats (Introduction), and Appendices AP3.2, AP3.5, and AP1.8 (for messages) to prepare manual forms of requisitioning in the number of copies as specified by individual Components.

C2.1.6. The mechanical transaction will be used as the normal requisitioning medium and will be transmitted electronically to the source of supply via the Defense Automatic Addressing System (DAAS). Use the Appendix AP3.2 format to prepare the mechanical transaction.

C2.1.7. DMS may be used when:

C2.1.7.1. Data communication facilities are not available to permit document transmission by mechanized media.

C2.1.7.2. The document contains exception data and/or rapid document transmission is required under the assigned priority designator (PD).

C2.1.8. Under exception circumstances, requisitions may be prepared on DD Form 1348 or 1348m and read to the appropriate source of supply by telephone in exact record position alignment. When requisitions are relayed by telephone, confirmation copies are not required and will not be forwarded.

C2.1.9. Requisitions for perishable and nonperishable subsistence will be prepared using the following special instructions:

C2.1.9.1. All subsistence requisitions will contain the applicable type of pack in rp 21. See codes in Appendix AP2.20.

C2.1.9.2. All subsistence requisitions will contain a specific Required Delivery Date (RDD) (day of year format) in rp 62-64.

C2.1.9.3. Brand name resale item requisitions will contain DIC A04 or A0D in rp 1-3.

C2.1.9.4. Brand name resale item identification numbers will be entered in rp 8-20, using Appendix AP2.5, paragraph AP2.5.7.

C2.1.9.5. To accommodate a condition peculiar to brand name resale subsistence requisitioned by or for OCONUS (Outside the Continental United States )

activities, Advice Code 2C will be entered in rp 65-66 to convey advice to the source of supply to fill or kill an unfilled quantity which cannot be shipped by a vendor to arrive overseas within 30 days after the RDD. To implement this authority, the source of supply will contact the vendor to determine whether shipment has been made when the item has not been received at the transshipping depot by the contract delivery date plus 15 days. If shipment has not occurred, procurement/requisition cancellation action will be initiated by the source of supply and the customer will be furnished appropriate supply status. If the vendor has made shipment, cancellation of the procurement cannot be effected. Shipments that cannot be shipped to arrive at the OCONUS destination within 30 days after the RDD will be put in stock by the transshipping depot to fill future requirements. The source of supply will furnish appropriate rejection status to the customer.

C2.1.10. In the requisition document, follow-up (no supply status received) document, and cancellation (no supply status received) document, the identification code and the reference identification code will appear in documents applicable to part number requisitions (DICs A02 and A0B only). Materiel release denials (MRD) based on materiel release orders (MROs) issued by all activities will contain a fund code in rp 52-53. Referral order documents to DLA sources of supply from certain Navy stock points without computer capability may not include the date of receipt of demand in rp 67-69.

C2.1.11. The manual form ([DD Form 1149](#), Requisition and Invoice/Shipping Document) is used as a requisition and shipping document as specified by other DoD regulations. The DD Form 1149 will not be used for any processes under MILSTRIP.

C2.1.12. Requisitions for conventional ammunition that should not be delivered before a specific date or later than a specific date may contain a required delivery period (RDP)<sup>1</sup> in rp 62-64. The formula for expressing an RDP is provided in Appendix AP2.14<sup>2</sup>.

C2.1.13. Requisitions will be prepared using valid DoD activity address codes (DoDAAC) for the intended purpose(s). DoDAACs designated as the requisitioner, bill-to, or ship-to activity will be validated based upon the authority code assigned to each DoDAAC in the DoD activity address directory (DoDAAD) and business rules described below. Refer to DAAS edit of incoming requisitions below for edit rules.

C2.1.14. Conformance with single line of accounting (SLOA)/accounting classification requires any initiation of an obligation to include SLOA mandated standard financial information system (SFIS) elements.<sup>3</sup> Transition to DLMS requisition transactions is required to support inclusion of SLOA required elements. Pending full implementation of SLOA under DLMS, DLA Transaction Services will facilitate

---

<sup>1</sup> Foreign military sales (FMS) and Grant Aid requisitions are excluded from RDP procedures.

<sup>2</sup> Use of RDP for conventional ammunition last reported as not implemented by U.S. Air Force or Navy. Refer to AMCL 148.

<sup>3</sup> Refer to ADC 1043.

interoperability by updating selected SLOA data fields based upon the requisitioner's Fund Code when moving from a legacy environment to a DLMS compliant system.

## C2.2. LIMITATION ON SUBMISSION OF EXCEPTION DATA REQUISITIONS

C2.2.1. To enable sources of supply to process requisitions in a timely manner to meet issue priority group, standard delivery dates, or required delivery dates, requisitioners should attempt to limit repetitive submission of requisitions containing exception data, particularly those that are to satisfy high priority requirements.

Requisitioners should use available MILSTRIP capabilities to ensure that automated processes are used to the maximum possible extent. The processing of exception data requisitions is a resource-intensive process that is prone to errors and generally delays required support. Sources of supply receiving requisitions with unnecessary exception data such as "ship by commercial air," "do not use postal system," "ship by fastest traceable means," or "ship overnight delivery" are authorized to delete such information, change the exception DIC to a non-exception DIC, and continue processing. Sources of supply will process all requisitions under the standards of the Uniform Materiel Management and Issue Priority System (UMMIPS) (**DoDM 4140.01 DoD Supply Chain Materiel Management Procedures, February 10, 2014**

([www.dtic.mil/whs/directives/corres/pdf/414001m/414001m\\_v01.pdf](http://www.dtic.mil/whs/directives/corres/pdf/414001m/414001m_v01.pdf)). Within the UMMIPS time segment for transporting the materiel, it is the shipper's prerogative to select the mode of shipment based on time, distance, item characteristics, and economic factors. The repetitive use of the same exception ship-to address is an uneconomical way of doing business for all concerned. A separate DoDAAC assignment for this type of ship-to address should be made or the type of address code (TAC) 2 address of the involved activity should be changed and the resulting DoDAAC(s) used on applicable requisitions. Activities having multiple locations should assign a separate DoDAAC to each receiving location. It is incumbent upon the requisitioner to work with the applicable Service focal point to develop procedures to automatically process requisitions.

C2.2.1.1. Authorized conditions for use of exception ship-to addresses are listed below. Requisitions containing exception ship-to addresses other than those listed will be rejected with Status Code D6.

C2.2.1.1.1. Sales/donations/loans/issues of materiel to qualifying Federal, state, or civil organizations or individuals approved by the Service Secretaries.

C2.2.1.1.2. Issues of nuclear assets as directed by Defense Threat Reduction Agency (DTRA) Department of Energy (DOE) contractors.

C2.2.1.1.3. Materiel in Supply Condition Code L to contractors.

C2.2.1.1.4. Issues required by national emergency or natural disasters.

C2.2.1.1.5. Shipments of ammunition requiring special controls.

C2.2.1.1.6. Shipments to contractors for special testing.

C2.2.1.1.7. Requisitions from deployed Naval units with an R or V in rp 30; E, G, or W in rp 40; 01, 02, or 03 in rp 60-61; and 999 in rp 62-64.

C2.2.1.1.8. DoD EMALL-generated requisitions using a Government purchase card as the method of payment and the non-contractor ship-to location is not identified by a DoDAAC. Requisitioners must use the DoDAAC applicable to the ship-to locations when assigned. See paragraph C2.2.1. for additional guidance..

C2.2.1.2. Exception data will normally be limited to the following:

C2.2.1.2.1. Non-NSN requirements that exceed the stock or part number field and/or require additional information.

C2.2.1.2.2. Non-NSN lumber products and other commodities identified and ordered by description only.

C2.2.1.2.3. Authorization/identification for items when such requirement is imposed by the inventory control point (ICP) or by the parent Service or the requisitioning activity.

C2.2.1.2.4. NSN items in Federal supply class (FSC) 5510, 5520, and 5530 requiring specification data; such as, species and/or grade.

C2.2.1.2.5. NSN requirements needing additional identifying information (e.g., requisitions initially rejected with Status Code CG or CJ).

C2.2.1.2.6. Requisitions for the Navy's LEVEL 1/SUBSAFE program and nuclear reactor plant materiel.

C2.2.1.2.7. NSN items for chemicals for boiler water feed water analysis.

C2.2.1.2.8. Requisitions used to establish a registered user with the ICP in a primary inventory control activity/secondary inventory control activity (PICA/SICA) situation.

C2.2.1.2.9. Requisitions for Marine Corps prepositioned war reserve (PWR) or Pre-Positioning Ships Program.

C2.2.2. Commanders must approve, or delegate in writing to specific personnel to approve, the submission of exception data requisitions.

C2.2.3. Automated submissions of requisitions containing exception ship-to addresses may be authorized by agreement with the source of supply. Automated submissions must include identification of the customer via a system-generated customer identification code that cannot be overridden by the user as described under Appendix AP1.35, Customer Identification. DAAS will generate the customer identification for automated submissions (e.g., via Defense Automatic Addressing

System Automatic Message Exchange System (DAMES) of the DLA-supported DIC YRZ requisition trailer for ship-to exception data.

**C2.3. PREPARATION OF NOT MISSION CAPABLE SUPPLY AND ANTICIPATED NOT MISSION CAPABLE SUPPLY REQUISITIONS**

C2.3.1. Not mission capable supply (NMCS) is a materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to a supply shortage ([DoDI 3110.05](#), "Readiness-based Materiel Condition Reporting for Mission-Essential Systems and Equipment." September 25, 2006). Individual Service condition reporting system (e.g., Air Force mission impaired capability awaiting parts (MICAP) or Navy Casualty Reporting (CASREP)) may require the same qualifying criteria as NMCS but do not automatically generate NMCS requisitions.

**C2.3.2. Expedited Handling Signal 999**

C2.3.2.1. PDs 01-03, requisitions for items causing mission-essential systems and equipment to be NMCS, will be prepared to contain code 999 in rp 62-64 in lieu of the RDD. Code 999 will identify documents related to critical items and requiring expedited handling. When entered into requisitions, code 999 will be perpetuated on MROs and DD Form 1348-1A (or DD Form 1348-2.) This procedure applies only to materiel being shipped to U.S. Forces OCONUS and to CONUS Forces alerted for OCONUS deployment within 30 days of the date of the requisition.

C2.3.2.2. Code 999 will be used to identify the need for expedited handling only when the conditions specified below are met. (The Commanding Officer of the requisitioning activity will either personally review, or delegate in writing to specific personnel the authority to review, all requisitions identified for expedited handling to certify compliance with prescribed criteria.) The requisitioning unit must possess Force/Activity Designator (F/AD) I, II, or III and

C2.3.2.2.1. The required items or equipment are causing mission-essential systems or equipment to be incapable of performing any of their assigned missions (NMCS) or

C2.3.2.2.2. The required items or equipment have been identified during maintenance or testing as necessary to prevent mission-essential system or equipment from being unable to perform assigned operational missions or tasks within five days of the date of the requisition.

C2.3.2.3. Expedited handling signal 999 does not apply to foreign military sales (FMS) and Grant Aid requisitions.

C2.3.2.4. For NMCS conditions other than 999, the following procedures will apply:

C2.3.2.4.1. PD must be 01-08.

C2.3.2.4.2. Enter N in rp 62 of requisitions applicable to NMCS conditions originating at activities where forces in CONUS are not alerted for deployment. FMS requisitions applicable to NMCS conditions will contain an N in rp 62 that will identify transactions related to critical items and requiring expedited handling.

C2.3.2.4.3. Entries in rp 63-64 are considered non-significant on inter-Component requisitions.

C2.3.2.4.4. These documents will be processed using the PD in rp 60-61.

C2.3.2.5. Anticipated not mission capable supply (ANMCS) is a condition that is anticipated to occur within 15 days in the CONUS or 20 days OCONUS that will result in equipment becoming deadlined for parts, engines going out of commission for parts, aircraft going out of commission for parts, and a ship's capability being impaired for parts. Requisitions for materiel to prevent degradation of the mission capability of such systems/equipment will be prepared as follows:

C2.3.2.5.1. PD must be 01-08.

C2.3.2.5.2. Enter E in rp 62 of requisitions applicable to ANMCS conditions. FMS requisitions applicable to ANMCS conditions will contain an E in rp 62 that will identify transactions related to critical items and requiring expedited handling.

C2.3.2.5.3. Entries in rp 63-64 are considered non-significant on inter-Component requisitions.

C2.3.2.5.4. These documents will be processed under the PD in rp 60-61.

C2.3.2.6. NMCS and ANMCS requisitions<sup>4</sup> will be submitted only for materiel in the quantities needed to return the mission essential system or equipment to mission capable/operationally ready status or when items are not available in ready-for-issue condition at the supporting post, camp, station, or OCONUS theater. Use overnight or next day delivery service for NMCS and ANMCS shipments whenever possible.

C2.3.2.7. Commanders will approve, or delegate in writing to specific personnel the authority to approve, all NMCS/ANMCS requisitions in writing and submit the requisitions by the most expeditious means. NMCS/ANMCS requisitions will be submitted only for parts required for installation on or repair of mission-essential systems and equipment, without which the Commander is unable to perform assigned Service operation/mission.

## C2.4. RESERVED

## C2.5. RESERVED

---

<sup>4</sup> Refer to MILSTRIP, C2.2., Limitation on Submission of Exception Data Requisitions..

## C2.6. PREPARATION OF PREPOSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS

C2.6.1. Requisitions for the initial fill of prepositioned war reserve materiel stock (PWRMS) consumable item requirements will be prepared to contain Demand Code O (alpha) in rp 44 and Project Code 3AA in rp 57-59 and may be prepared as "funded" or "unfunded" requisitions except that unfunded requisitions are not to be submitted to GSA by DoD Activities. Replenishment PWRMS requisitions will contain Project Code 3PR.

C2.6.2. Funded requisitions for PWRMS requirements will contain a Signal Code other than D or M (Appendix AP2.10) in rp 51 and appropriate fund code entries in rp 52-53 (AP2.11). Normally, funded requisitions for PWRMS requirements will contain only PDs 11-15 as appropriate, except that PDs 01-03, as appropriate, may be entered when an overriding operational situation justifies immediate supply support.

C2.7. PREPARATION OF REQUISITIONS FOR ISSUE OF SERVICE-OWNED, SINGLE MANAGER FOR CONVENTIONAL AMMUNITION-MANAGED ITEMS BELOW ESTABLISHED STOCK RESERVATION LEVELS. Service owners of Single Manager for Conventional Ammunition (SMCA)-managed items may grant authority to the SMCA ICP to issue assets below all established stock reservation levels. This authority will be conveyed to the SMCA ICP online by the Service owners with Advice Code 2S entered in rp 65-66 of the requisition or referral order.

C2.8. PREPARATION/PROCESSING OF REQUISITIONS SUBMITTED VIA INTERNET ORDERING APPLICATIONS. Developers and users of internet ordering applications that permit MILSTRIP requisitions to be initiated outside the responsible DoD Component's supply system (e.g., direct customer input to DoD EMALL, GSA Global) will take precautions to ensure that only authorized personnel place orders and all standard financial and logistics procedures are followed.

C2.8.1. DoD Components authorizing the use of ordering processes external to the Component-sponsored supply system will:

C2.8.1.1. Establish internal controls to identify/approve authorized users. This may be accomplished in coordination with the ordering application program management or independently in the absence of a satisfactory registration program for the internet ordering process.

C2.8.1.2. Notify users that they are required to manually establish an obligation for requisitions dependent on interfund payment procedures prior to/concurrent with placing orders via internet ordering applications, except where an interface is established with the requisitioner's Component application to validate funds availability and establish an obligation.

C2.8.1.3. Ensure that appropriate procedures are established to record the demand and establish a due-in/pre-positioned materiel receipt under DoD MILSTRAP/DLMS-based upon status provided by either the source of supply or

delegated source. Alternative manual Component procedures may be employed pending systemic interfaces to support return of supply and shipment status by either the source of supply or delegated source.

C2.8.1.4. Ensure materiel receipt acknowledgement under DoD MILSTRAP/DLMS procedures via systemic interface or, where not available, instruct users to provide receipt notification via DoD EMALL (this includes non-EMALL originated orders).

C2.8.2. Sources of supply authorizing the use of ordering processes external to the customer's Component-sponsored supply system will:

C2.8.2.1. Coordinate with DoD Components to establish controls to ensure users are identified and authorized. If a satisfactory registration program is not available, users must be alerted to comply with Component-directed procedures.

C2.8.2.2. Support adherence to standard financial procedures via systemic interface or manual procedures as follows:

C2.8.2.2.1. Establish an interface between the external ordering application and the appropriate Component-sponsored application to validate funds availability and establish the obligation; or

C2.8.2.2.2. Pending development of automated processing, alert users to comply with Component-directed manual procedures.

C2.8.2.2.3. Procedures for real-time funds availability for on-line applications are provided under [DLM 4000.25](#), "Defense Logistics Management Standards Manual" (DLMS) Volume 4, Chapter 7<sup>5</sup>.

C2.8.2.3. Use standard requisition formats under MILSTRIP/DLMS where necessary to transmit the requisition from the external ordering application to the source of supply for further processing.

C2.8.2.4. Provide order and shipment status information to the customer and applicable status recipients in accordance with MILSTRIP/DLMS.

C2.8.2.5. Where feasible, internet ordering applications will integrate use of a replicated DoDAAC table to perform validation of requisitions for authorized ordering, bill-to, and ship-to activities according to the DoDAAC authority code. If the DoDAAC fails the authority code edits in C2.28.11., the transaction will be rejected.

---

<sup>5</sup> Refer to ADC 328, "Off-Line" Requisition Processing: Internet Ordering Application Request for Component Verification of Funds Availability and Recording of the Financial Obligation.

## C2.9. SUBMISSION OF REQUISITIONS AND RELATED TRANSACTIONS

C2.9.1. Frequency of submitting requisitions is the sole prerogative of the requisitioner and, except for subsistence items, the distribution systems will not prescribe scheduling. Requisitions will be submitted when necessary to meet requirements for stock or to meet specific requirements for immediate use. To make the system more efficient and cost-effective, activities should consider consolidating requirements to reduce the submission of low-value requisitions.

C2.9.2. Methods of submission of requisitions will be as prescribed in chapter C1. Special requirements for submitting government furnished materiel (GFM) requisitions are contained in Chapter C11<sup>6</sup>.

C2.9.3. The requisition submission time period extends from the date of the requisition to the date of receipt by the initial wholesale source of supply (e.g., ICP or stock point) that maintains any asset availability records for the purpose of filling materiel demands or ordering other supply action.

C2.9.3.1. Date of requisition (as shown in requisition document number field) will indicate the actual date of transmittal from the requisitioner to the initial source of supply. If requisitions are predicated to facilitate local processing, the requisition date will be amended (if necessary) to reflect the true date of transmittal.

C2.9.3.2. Time consumed by review/approval of intermediary control offices between the requisitioner and initial source of supply is counted in the time standard for this segment.

C2.9.4. The service/agency (S/A) implementation of this provision will provide for establishment of controls to ensure transmission of requisitions on the document number date. Controls will also be established to ensure non-duplicative transmission or receipt of requisitions.

C2.9.5. Requisitions with DICs A0E and A05 will be transmitted by methods other than data pattern or computer readable fixed length format. When these requisitions are mailed, the envelope will be conspicuously marked "MILSTRIP EXCEPTION DATA REQUISITIONS."

C2.9.6. DIC AF\_ follow-ups and DIC AC\_ cancellations on DIC A0E or A05 requisitions will not include the exception data.

C2.9.7. DIC AT\_ follow-ups and DIC AM\_ modifier transactions will include the exception data. Message follow-ups (DIC AT\_) on a requisition with exception data will be prepared as prescribed in Appendix AP1.9. Message modifier (DIC AM\_) with exception data will be prepared as prescribed in Appendix AP1.8.

---

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

**C2.10. RESERVED**

**C2.11. MAINTENANCE OF REQUISITION AND DUE-IN FILES**

C2.11.1. Procedures for maintenance of requisition and due-in files are the responsibility of each S/A.

C2.11.2. Requisitioners will ensure that status and materiel receipts are expeditiously processed to requisition and due-in files to preclude unnecessary follow-ups.

C2.11.3. Receipt take up time standards for the requisitioner are one calendar day for PDs 01-08 and three calendar days for PDs 09-15.

**C2.12. RESERVED**

**C2.13. FOLLOW-UPS**

C2.13.1. Follow ups should be submitted by the requisitioner, supplementary address (SUPADD), or the activity designated by a significant entry in rp 54, based on a need for information and criteria prescribed herein. For retail transportation and supply activities participating in the supply receipt and acknowledgement interchange, documented in DLM 4000.25, Volume 3, Chapter 2, follow-ups should be submitted to the servicing transportation activity in accordance with normal supply procedures, with the exception of follow-ups for multi-packs and assemblages (e.g., medical), which will be executed at the lead document number, assemblage identification number (AIN) respectively.

C2.13.2. Follow-up inquiries consist of five types, as follows:

C2.13.2.1. Follow-ups submitted to obtain the latest status of requisitions. These follow-up inquiries will be prepared to contain DIC AF (one through three) as prescribed in Appendix AP2.1.

C2.13.2.2. Follow-ups submitted to obtain the latest status on requisitions and which may be processed as requisitions when sources of supply have no record of receipt of the original requisitions. These follow-up inquiries will be prepared to contain DIC AT\_ (one through five and seven or A through E) as prescribed in Appendix AP2.1. When an AT\_ is submitted, the DLA Transaction Services authority code edits discussed in C.2.28.11 will be applied.

C2.13.2.3. Follow-ups submitted as requests to improve estimated shipping dates (ESD) contained in previously furnished supply status documents. These follow-up inquiries will be prepared to contain DIC AFC, as prescribed in Appendix AP2.1. These AFC follow-up inquiries will be prepared only for transactions applicable to PDs 01-08, and will be submitted only after receipt of supply status reflecting ESDs not commensurate with materiel usage or need dates.

C2.13.2.4. Follow-ups submitted to obtain latest status on previously submitted cancellation requests and which may be processed as cancellation requests provided the original requests were not received. These follow-ups will contain DICs in the AK\_ series.

C2.13.2.5. Follow-ups submitted to obtain the DoDAAC of the initial transportation shipping activity for tracing shipments under [DTR 4500.9-R](#), "Defense Transportation Regulation".<sup>7</sup>

C2.13.3. Message follow-ups will be prepared as prescribed in Appendix AP1.9.

C2.13.4. DIC AFY follow-up inquiries will be submitted to the source of supply when the initial shipment tracing action results in a negative response due to the inability to determine the initial (origin) transportation shipping activity<sup>8</sup>.

C2.13.5. DICs AF1, AF2, and AF3 and AT\_ follow-up inquiries will be submitted only under the following criteria:

C2.13.5.1. Status data is not on hand to indicate a delay in receipt of materiel beyond the SDD or RDD (not applicable to follow-up inquiries requesting improvement in ESDs).

C2.13.5.2. The UMMIPS order and shipping time standard for receipt of materiel has elapsed for requisitions on which status had not been requested.

C2.13.5.3. Timeframes for submission of follow-ups:

C2.13.5.3.1. For PD 01-08 demands - only after expiration of at least three days from date of the requisition or transaction date of the latest supply status.

C2.13.5.3.2. For PD 09-15 demands - only after expiration of at least seven days from date of the requisition or transaction date of the latest supply status.

C2.13.6. Follow-ups will be submitted to the source of supply to which the requisition was submitted, except when supply status has been received indicating that another activity is responsible for processing the demand. When supply status has been received, the follow-up will be directed to the activity indicated as currently processing the requisition (e.g., the last known source of supply).

C2.13.7. Activities initiating follow-up documents will take into consideration the fact that the source of supply may not have a record of having received the original requisition. When no positive supply status has been received and no previous cancellation request (DIC AC\_) has been submitted, the requisitioner or other authorized activity may follow up only with the appropriate document from the DIC AT\_

---

<sup>7</sup> Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

<sup>8</sup> Ibid.

series. Such DIC AT\_ series documents will contain the same character in the third position of the DIC as the original requisition and will be submitted under media and other rules applicable to such requisitions. The AT\_ series of follow-ups will be treated as requisitions if sources of supply have no record of the original requisitions. Duplicate document number edits by the source of supply will preclude duplicate processing and shipment if the original requisition is subsequently received by the source of supply.

C2.13.8. When positive supply status has been received, the requisitioner or other authorized activity may use any type of follow-up, subject to restrictions contained elsewhere in this manual.

C2.13.9. Sources of supply may follow up on a shipping activity, with the exception of follow-ups requesting improvement in ESDs, utilizing the MRO format with DIC AF6.

C2.13.10. DIC AK\_ follow-ups may be submitted 10 days after submission of the original DIC AC\_ cancellation request if no acknowledgment of receipt of the DIC AC\_ is received. If status is not received within 10 succeeding days, another DIC AK\_ follow-up may be submitted. If status is received acknowledging receipt of the DIC AC\_ or DIC AK\_, no further follow-up may be submitted until 30 days after receipt of last status.

#### C2.14. RESERVED

#### C2.15. REQUEST FOR SUPPLY ASSISTANCE

C2.15.1. Requests for supply assistance may be initiated to the source of supply on previously submitted PD 01-08 requisitions as shown in Appendix AP1.10. Authority to originate a supply assistance request will be prescribed in S/A regulations. The first line in the body of narrative messages must contain the words "Supply Assistance Request." Supply assistance includes status of requisitions, timely supply of requirements, item substitutability and interchangeability, release of cancellation of backordered requisitions, and diversion of materiel shipments. A request for assistance may be accomplished by electronic mail (computer-Global Information Grid), message, letter, or telephone to the appropriate source of supply. Telephone requests should not exceed seven lines; however, the limitation of items will be determined by the ability of the source of supply to record the items and initiate timely responses. Replies to supply assistance requests will include an information copy to each addressee included in the incoming request.

C2.15.2. The request should not be generated until supply status indicating open status has been received.

#### C2.16. RESERVED

#### C2.17. CANCELLATION OF REQUISITIONS

C2.17.1. Cancellation of requisitions may be initiated by the requisitioner, the SUPADD, the activity designated by the entry in rp 54, S/A headquarters, or by

authorized command elements. If cancellations are initiated by other than the requisitioner, the responsibility for advising other interested activities of this action is vested in the activity having initiated the cancellation. Cancellation requests can be initiated as single line transactions or by narrative message containing one or more single line cancellation transactions. For retail transportation and supply activities participating in the supply receipt and acknowledgement interchange, documented in DLM 4000.25, Volume 3, Chapter 2, cancellation requests will be submitted to the servicing transportation activity in accordance with normal supply procedures, with the exception of cancellation requests for assemblages (e.g., medical), which will be executed at the AIN.

C2.17.2. Events such as base closures, termination of special projects, ship and unit inactivation, termination of agreements, or termination of vessel outfitting or construction can necessitate the requirement for mass or universal cancellation of multiple lines. In some instances, the S/A headquarters would be aware that a total project or total requirement for a single basis is no longer required and should be canceled. Thus, the S/A headquarters element could initiate the requests for mass or universal cancellation of multiple lines. Such requests will be submitted by message to the S/A designated focal points listed in Chapter C8.

C2.17.3. Under normal circumstances, cancellation requests represent a discontinued need of specific items and quantities. Funds will not be deobligated and individual due-in records will not be updated until status has been received indicating that cancellation has been accomplished. Accordingly, single line requisition cancellation is the preferred method. Single line cancellation actions will be processed under Chapter C3, Paragraphs C3.27. through C3.34. The preparation of single line cancellation requests will be accomplished using the format reflected in Appendix AP3.7.

C2.17.4. Single line cancellation requests will be submitted to the last known source holding the applicable requisitions.

C2.17.5. Single line item cancellation requests will not be submitted under the following circumstances:

C2.17.5.1. When a CONUS activity has received notice of shipment (DIC AS\_ or DD Form 250 (Material Inspection and Receiving Report)), advising that shipment from a contractor's facility or a depot has occurred

C2.17.5.2. When an OCONUS Activity has received shipment status and

C2.17.5.2.1. the line item value of the cancellation is less than \$200, or

C2.17.5.2.2. the materiel has been shipped by air mail or parcel post, or

C2.17.5.2.3. the materiel was shipped more than:

C2.17.5.2.3.1. 10 days by air shipment to aerial port of embarkation (APOE).

C2.17.5.2.3.2. 45 days by surface shipment to water port of embarkation (WPOE).

C2.17.6 Single line item cancellation requests will normally be submitted for conditions not excluded by paragraph C2.17.5., when a discontinued need for a requisition quantity occurs regardless of line item dollar value or received status. Such submission will enable sources of supply to properly adjust demand, when appropriate, and initiate cancellation action, when feasible.

C2.17.7. Single line item cancellation requests submitted against requisitions for which Status Code BV was received may result in billing for transportation charges and/or contract termination costs in the event that the source of supply is able to effect cancellation/diversion. (See Chapter C3, Paragraph C3.28.9.)

C2.17.8. The responsibility for the utilization or disposition of materiel for which cancellation or diversion to an alternate consignee could not be effected is that of the consignee, the appropriate commander or Service headquarters.

C2.17.9. When shortages occur for previously canceled or rejected materiel, new requisitions with new document numbers, citing appropriate issue PDs, will not be submitted to sources of supply.

## C2.18. RESERVED

## C2.19. MODIFICATION OF REQUISITIONS

C2.19.1. A requisition modifier may be initiated by the requisitioner, SUPADD, or control office to modify previously submitted requisitions. Restrictions for modifying GFM requisitions and associated transactions are contained in Chapter C11<sup>9</sup>.

C2.19.2. A requisition modifier may be used to change/modify the following fields in an original requisition document:

C2.19.2.1. Media and Status, rp 7.

C2.19.2.2. Supplementary Address, rp 45-50.

C2.19.2.3. Country FMS Offer/Release Option, rp 46 (FMS requisition).

C2.19.2.4. Freight Forwarder, rp 47 (FMS requisition).

C2.19.2.5. Signal, rp 51.

---

<sup>9</sup> Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

C2.19.2.6. Fund, rp 52-53.

C2.19.2.7. Distribution, rp 54.

C2.19.2.8 Project, rp 57-59.

C2.19.2.9. Priority Designator, rp 60-61.

C2.19.2.10. Required delivery date or required delivery period (conventional ammunition only)<sup>10</sup>, rp 62-64. C2.19.2.11. Advice, rp 65-66.

C2.19.3. For requisitions that are identified for continued supply action and/or shipment processing during mass cancellation situations, modifiers (DIC AM\_) will be submitted at the earliest possible date and will contain an expedited handling signal "555" in the RDD field, rp 62-64. (See chapter C8.)

C2.19.4. A requisition modifier, DIC AM\_ will be prepared by originating activities completing all prescribed data element entries for a requisition. The requisition modifier is usually submitted when changes to existing fields are needed to expedite processing of the requisition.

C2.19.4.1. Entries in the requisition modifier may differ from that in the original requisition only to reflect changes to one or any combination of the fields identified in subparagraph C2.19.2..

C2.19.4.2. When the SUPADD (rp 45-50), the project (rp 57-59), the RDD (rp 62-64), or the advice (rp 65-66) of the DIC AM\_ is blank, these fields of the original requisition will be modified accordingly (subsistence requisitions are excluded from RDD deletion provisions).

C2.19.5. The activity initiating a requisition modifier will be responsible for furnishing notification of such action to other interested activities, such as the requisitioner and SUPADD, when modifiers are initiated by control offices. The requisition modifier will be transmitted to the last known source of supply.

C2.19.6. When the priority of a previously requisitioned item is modified and the quantity required is greater than the previously requisitioned quantity, a requisition modifier will be submitted for the original quantity and a new requisition will be submitted for the additional quantity required under the new priority. If the required quantity is less than the previously requisitioned quantity, a new requisition will be submitted for the quantity required under the new priority, and if the quantity in the original requisition will be excess to needs, a cancellation request for this requisition should be submitted.

---

<sup>10</sup> Use of RDP for conventional ammunition last reported as not implemented by U.S. Air Force or Navy. Refer to AMCL 148..

C2.19.7. When a requisition modifier is submitted to modify the supplementary address, signal code, or fund code, the DAAS DoDAAC authority code edits discussed in C2.28.11 will be reapplied.

## C2.20. RESERVED

## C2.21. REQUISITIONING DoD EXCESS PERSONAL PROPERTY FROM DLA DISPOSITION SERVICES<sup>11</sup>

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

C2.21.1.1. Requisitions from DoD Activities for excess personal property will normally be routed via DAAS to DLA Disposition Services for processing or the requisition may be hand-carried to the DLA Disposition Services Field Office for property that is selected, scheduled for pickup, or required as a result of screening at the DLA Disposition Services Field Office. The RIC of the DLA Disposition Services Field Office should be placed in rp 4-6 of DD Form 1348-1A (or DD Form 1348-2) for requisitions hand-carried to a DLA Disposition Services Field Office. Activities or units unable to submit requisitions through DAAS may forward them directly to DLA Disposition Services by mail or by narrative message but it should be understood that this is not the standard procedure and should be discontinued as soon as the ability to use DAAS is realized.

C2.21.1.2. Requisitions submitted to DLA Disposition Services will be in the format specified in Appendix AP3.2, DLA Disposition Services RIC (S9D) in rp 4-6, with K, L, R, S, or T in rp 40; Signal D or M in rp 51 to denote free issue; Advice Code 2J (fill or kill) in rp 65-66 or blank; and the appropriate supply condition code in rp 71. For a specific item, the requisition will contain the Disposal Turn-in Document (DTID) number or Excess Report Number (ERN) in rp 67-80 (DTID suffix, if applicable, in rp 21). For nonstock numbered items, the DIC must be A0D or A04. Requisitions hand-carried to the DLA Disposition Services Field Office for pickup of property will be prepared on a DD Form 1348-1A (or DD Form 1348-2), as specified in Chapter C5, Paragraph C5.3. Authorized Federal civil agencies may requisition excess/surplus property from DLA

---

<sup>11</sup> Procedures, formats, and codes for requisitioning material from disposal last reported as not implemented by DLA. Refer to AMCL 139A.

Disposition Services using [SF 122](#), "Transfer Order-Excess Personal Property," or any other transportation order form approved by GSA under the [Federal Property Management Regulation](#) (FPMR) Subchapter 4, Part 101-43. All requisitions for small arms will be submitted under Paragraph C2.24. Packing, crating, handling and transportation (PCH&T) charges will be applied using **DoDM 4140.01 DoD Supply Chain Materiel Management Procedures, February 10, 2014**.

C2.21.1.2.1. DIC A0\_ requisitions submitted through DAAS will be edited by DAAS to determine if the requisition is for excess personal property. The DAAS edit is as follows:

C2.21.1.2.1.1. If the requisition contains K, L, R, S, or T in rp 40 and a condition code is entered in rp 71, DAAS will route the requisition to DLA Disposition Services. If a condition code is not in rp 71 and a DTID number is entered in rp 67-80, DAAS will route the requisition to DLA Disposition Services.

C2.21.1.2.1.2. If a condition code is not in rp 71 and a DTID number is not in rp 67-80 and RIC S9D is entered in rp 4-6, DAAS will reject the requisition back to the message originator with a clear-text message stating, "INVALID FORMAT FOR DLA DISPOSITION SERVICES REQUISITION."

C2.21.1.2.1.3. If the conditions in Subparagraphs C2.21.1.2.1.1. and C2.21.1.2.1.2. above are false, DAAS will continue requisition processing.

C2.21.1.2.1.4. If the requisition RIC S9D in rp 4-6 and a condition code is entered in rp 71 and rp 40 does not contain K, L, R, S, or T, DAAS will route the requisition to DLA Disposition Services.

C2.21.1.2.1.5. If a condition code is not in rp 71, and rp 40 does not contain K, L, R, S, or T, and a DTID number is entered in rp 67-80, DAAS will route the requisition to DLA Disposition Services.

C2.21.1.2.1.6. If a condition code is not in rp 71 and rp 40 does not contain K, L, R, S, or T, and a DTID number is not in rp 67-80 and RIC S9D is in rp 4-6, DAAS will reject the requisition back to the message originator with a clear-text message stating "INVALID FORMAT FOR DLA DISPOSITION SERVICES REQUISITION."

C2.21.1.2.2. For validated excess personal property requisitions, DAAS will provide the requisitioner DIC AE9 supply status transaction with Status Code BM. Requisitions with DIC A0B or A02 and RIC S9D will not be processed by DAAS to obtain an NSN. DAAS will reject the requisition using a narrative message.

C2.21.1.3. Upon receipt of the requisition, DLA Disposition Services will select the requested item for issue or provide appropriate supply status if not available. If rp 65-66 are blank and the requested materiel is not available, DLA Disposition Services will place the requisition on the requisition retention file for 60 days and furnish Supply Status Code B1. If all of the requested materiel does not become available

during the 60-day retention period, the remaining unfilled quantity will be canceled using Status Code D1.

C2.21.1.3.1. If stock is available, DLA Disposition Services will transmit an MRO, DIC A5\_ (DD Form 1348-1A) to the DLA Disposition Services Field Office. In those instances where a specific item has been requisitioned, the DTID number or ERN will be perpetuated on the MRO. MROs received by a DLA Disposition Services Field Office from DLA Disposition Services will be confirmed or denied, as appropriate. Responses by DLA Disposition Services Field Offices to follow-ups (DIC AF6) will be made using the MRO with DIC AR0; MRDs with DIC A6\_ ; or the supply status document with DIC AE6, as appropriate.

C2.21.1.3.2. DLA Disposition Services will process single-line cancellation requests or requisition modifiers if the MRO has not been transmitted to the DLA Disposition Services Field Office or if the requisition is on the requisition retention file. DLA Disposition Services will not process mass cancellation requests.

C2.21.1.4. When the DLA Disposition Services Field Office issues materiel as a result of DD Form 1348-1A (or DD Form 1348-2) being hand-carried to the DLA Disposition Services Field Office , a materiel release confirmation (MRC, DIC AR0, will be prepared in the format of Appendix AP3.14 and transmitted to DLA Disposition Services.

C2.21.2. DLA Disposition Services will respond to follow-ups under procedures in Chapter C3 and furnish status as outlined in Chapter C4.

C2.21.3. Materiel will be shipped from DLA Disposition Services Field Offices to authorized requisitioners using MILSTRIP.

C2.21.4. Requisitioner requests for modification, cancellation, or follow-up to DLA Disposition Services will be processed under Paragraph C2.13, Follow-up, C2.17, Cancellation and C2.19, Modification.

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

**C2.23 REQUISITIONING REPARABLES FOR INDUCTION TO MAINTENANCE**

C2.23.1. When materiel is scheduled for organic maintenance, based on the repair schedule, the maintenance activity will requisition the materiel from the materiel owner using an A0\_ in the format specified in Appendix AP3.2. All requisitions will cite

Advice Code 2J (fill or kill) in rp 65-66, and the appropriate supply condition code in rp 71.

C2.23.2. Project Code 3AD supports requisitioning under a Depot Maintenance Inter-Service Agreement (DMISA). When used, this project code will cause the requisition to be passed directly to the activity identified by the RIC in rp 4-6. DAAS routing rules will be overridden. If the submitting Component requires use of an alternate project code, (e.g., a contingency support project code), on a requisition for which 3AD functionality is also desired, the alternate project code would have precedence over the 3AD. In this situation, the requisition may be prepared as a passing order (DIC A3\_) to preserve the proper destination while employing the Service-mandated project code.

C2.23.3. To preclude billing by the materiel owner, the A0\_ requisition will also contain the following data elements to denote free issue. For A0\_s submitted to:

C2.23.3.1. Air Force: For Air Force principals (RIC To F\*\*), use Project Code "3BB" in rp 57-59

C2.23.3.2. Navy: For Navy principals (RIC To N\*\*), use Signal Code B in rp 51 and Fund Code 26 in rp 52-53. If RIC To is N32, use N00383 in rp 45-50; if RIC TO is N35, use N00104 in rp 45-50.

C2.23.3.3. Army: For Army principals (RIC To A\*\* or B\*\*), use Project Code "3BB" in rp 57-59; Fund Code GM in rp 52-53, and Signal Code D or M in rp 51.

## C2.24. REQUISITIONING CONVENTIONAL SMALL ARMS FROM DLA DISPOSITION SERVICES

C2.24.1. Conventional small arms as identified in [DLM 4000.25-2 \(MILSTRAP\)](#) will generally fall into one of the following FSCs: 1005, 1010, 1015, 1025, 1040, 1055, 1090, and 1095. However, this list is not to be considered all inclusive. DLA Disposition Services will treat any weapon meeting the general guidelines of small arms accordingly, regardless of the FSC. This covers all weapons meeting these criteria, regardless of origin (including foreign, commercial, confiscated, and nonappropriated funds weapons and museum pieces).

C2.24.2. All DoD requisitions for small arms will be submitted by an accountable supply officer to the CONUS integrated materiel manager (IMM). Requisitions must include the following exception data: DTID number/ERN, as appropriate, and PCH&T citations. Such requisitions received directly by DLA Disposition Services or the DLA Disposition Services Field Office will be rejected to the requisitioning activity. Requisitions approved by the IMM will be mailed to DLA Disposition Services, Battle Creek, MI 49017-3092, ATTN: DLA Disposition Services-U.

## C2.25. SHIPMENT TRACING

C2.25.1. When shipment status has not been requested and materiel has not been received in normal transit time, a follow-up (DICs AF1, AF2, or AF3) will be submitted by the requisitioner.

C2.25.2. When shipment status has been received evidencing that shipment has been made, follow-ups (DICs AF1, AF2, AF3, AT\_, and AFC) will not be submitted. These actions would result only in receipt of another shipment status document with the same data.

C2.25.3. If materiel has not been received and the date of shipment cited in the shipment status transaction indicates that normal transit time has expired, a request for shipment tracing will be initiated using DTR 4500.9-R.

C2.25.4. When the shipment cannot be located or traced using information in the initial DIC AS\_ shipment status transaction, a DIC AFY follow-up transaction will be submitted to the last known supply source to request the DoDAAC of the initial (origin) transportation shipping activity using the Appendix AP3.5 format. Upon receipt of the IC ASY response, the requesting activity will furnish this DoDAAC information to its local transportation officer for shipment tracing under DTR 4500.9-R<sup>12</sup>.

## C2.26. RESERVED

## C2.27. SPECIAL GSA PROCEDURES ON NONMAILABLE ITEMS

C2.27.1. A requisition submitted to GSA with Advice Code 2A (item not available locally) will be processed regardless of possible excessive transportation costs.

C2.27.2. A requisition submitted to GSA without Advice Code 2A for an item valued at \$25 or less will be canceled (with Status Code CW) if, at time of shipment, transportation costs in excess of 50 percent of the item value would be incurred in shipping the order. GSA will notify the ordering activity when this condition exists, and the requisitioner should attempt to procure the item locally. If local procurement cannot be effected, a new requisition should be submitted with Advice Code 2A. In response, GSA will supply the item regardless of transportation costs.

C2.27.3. Grant Aid and FMS requisitions under these procedures will not be returned for local procurement.

## C2.28. DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS

C2.28.1. DAAS will edit all incoming requisitions and other MILSTRIP transactions for data errors and validity under procedures in [DLM 4000.25-4](#) DAAS Manual.

---

<sup>12</sup> Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

C2.28.2. As a result of these edits, DAAS will correct data entries or reject transactions. In the case of source of supply errors, the correct source of supply will be entered in the RIC field and the transaction rerouted, as appropriate.

C2.28.3. DAAS will reject all requisitions/EMALL orders containing GY/GZ series activity address codes (AAC) . DAAS will furnish DIC AE9 transactions with Status Code CX to advise all concerned of the rejection of the requisition.

C2.28.4.. DAAS will pass all DIC A02 and A0B transactions to the RIC present in the incoming transaction.

C2.28.5. DAAS will use AP2.13 to validate requisitions for invalid/expired Office of the Secretary of Defense/Chairman of the Joint Chiefs of Staff (OSD/CJCS) Category D project codes. DAAS will blank out the inappropriate project code and furnish DIC AE9/BK status to the customer.

C2.28.6. DAAS will validate F/AD I/UMMIPS priority usage through the requisitioning process. Requisitions containing an unauthorized priority designator according to Appendix AP2.14 will be downgraded. DAAS will furnish DIC AE9/BK status to the customer.

C2.28.7. DAAS will perform validation of requisitions (DICs A0\_, AM\_, AT\_, A3\_, A4\_, and APR) for accuracy and reasonableness of the entry in the RDD field and its compatibility with the PD. DAAS will furnish DIC AE9/BK status to advise the requisitioner of the resulting modification. For Security Assistance requisitions forwarded to the applicable International Logistics Control Office (ILCO), DAAS will not blank out customer input. DLA Transaction Services will perform PD and RDD edits according to Table C3.T2 (MILSTRIP Chapter 3).

C2.28.8. DAAS will perform validation of requisitions for authorized ordering or billing DoDAACs. DAAS will furnish DIC AE9 transactions with Status Code CX to advise all concerned of the rejection. Requisitions will be rejected if the requisitioning DoDAAC:

C2.28.8.1. First position is F followed by all numerics, FA or FY.

C2.28.8.2. May not be used for billing.

C2.28.8.3. Bill-to activity identifies a United States Air Force (USAF) DoDAAC that is not authorized for use.

C2.28.9. DAAS will identify non-appropriated instrumentalities, special program requisitioner DoDAACs (1<sup>st</sup> position numeric 2<sup>nd</sup> position alpha series), and prime vendor contractors using non contractor DoDAACs for billing and provide for billing under non interfund procedures by changing the fund code for these requisitions to XP. DAAS will furnish DIC AE9/BK status to the customer. These entities are identified as follows:

C2.28.9.1. A DoD Prime Vendor contractor is identified as a DoDAAC beginning with SD.

C2.28.9.2. A non-appropriated funded activity is identified as a DoDAAC beginning with FT or FF.

C2.28.9.3. The bill-to activity is identified by DoDAAC FG4302.

C2.28.10. DAAS will perform validation of requisitions for authorized DoDAACs. Reject requisitions when the requisitioning or bill-to-activity identifies a USAF DoDAAC that is not authorized for this use. These DoDAACs are identified by their structure: the first position is an “F,” followed by one numeric character in position two, and an alpha character in position three. DAAS will furnish DIC AE9 transactions with Status Code CX to advise all concerned of the rejection of the requisition.

C2.28.11. DAAS will perform validation of requisitions for authorized ordering, bill-to or ship-to DoDAAC according to the DoDAAC Authority Codes shown in Table C2.T1, and will reject requisitions that do not meet the DAAS DoDAAC Authority Code edits. DAAS will furnish DIC AE9 transactions with Status Code CX to advise all concerned of the rejection of the requisition. If the transaction failing the edit is DIC AM\_, DAAS will reject with supply status DIC AE\_ and status code D7.

Table C2.T1. DoDAAC Authority Codes

Code	Description	Definition
00	Requisition	Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.  Required: TAC 1, TAC 2, TAC 3  Restriction: None  Business Rules: Can be used for any business process.  DAAS DoDAAC Authority Code Edit: No additional edit.
	Ship-To Only	Can only be used as a ship-to address with no other implicit authority.
	Required: TAC 1, TAC 2	
	Restriction: Not authorized for requisition or bill-to.	
	Business Rules: Used as a ship-to designation.	

Table C2.T1. DoDAAC Authority Codes

Code	Description		Definition
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the MILSTRIP legacy requisition supplementary address field (record positions 45-50) with signal code J, L, M, X. Under DLMS, DoDAAC may not be used in N101 with codes OB, BT, and BS, and may not be used in N901 with code TN.		
02	Finance (Bill-To Only)	DoDAAC can only be used as a bill-to	
	Required: TAC 1, TAC 3		
	Restriction: Cannot requisition or be used as a ship-to designation.		
	Business Rules: Used as a bill-to designation.		
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the MILSTRIP legacy requisition supplementary address field (record positions 45-50) with signal code B. Under DLMS, DoDAAC may not be used in N101 with codes OB, ST, Z7 and BS, and may not be used in N901 with code TN.		
03	Do Not Ship-To	Cannot be used as a ship-to destination	
	Required: TAC 1, TAC 3		
	Restriction: Cannot be used as a ship-to designation.		
	Business Rules: Can requisition or be used as a bill-to designation.		
	DAAS DoDAAC Authority Code Edit: If DoDAAC used in the MILSTRIP legacy requisitioner field (record positions 30-35), it must contain signal code J, K, L, M, or X. If used in the requisition supplementary address field (record positions 45-50, it must contain signal code A, B, C, or D. Under DLMS, DoDAAC may not be used in N101 with codes ST, Z7 or BS.		
04	DLA Disposition Services Only	DLA Disposition Services Only (e.g., State agencies surplus). Used to identify Activities who have no requisition authority other than for DLA Disposition Services Only materiel.	
	Required: TAC 1, TAC 2, TAC 3		

Table C2.T1. DoDAAC Authority Codes

Code	Description	Definition
	Restriction: Cannot requisition new materiel. Only authorized to obtain materials from DLA Disposition Services (DOD excess only).	
	Business Rules: Although the material is normally provided as a free issue; in some instances a cost may be required. Consequently, TACs 1 through 3 are required to cover every possibility.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with DLA Disposition Services RIC (S9D) in record positions 4-6. Under DLMS, DoDAAC may only be used with DLA Disposition Services RIC (S9D) in RIC To.	
05	Non-Requisition	Cannot initiate a purchase or request for goods and services
	Required: TAC 1, TAC 2	
	Restriction: Cannot requisition/purchase goods/services.	
	Business Rules: Used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in the MILSTRIP legacy requisitioner field (record positions 30-35). Under DLMS, DoDAAC cannot be used as N101 code OB or N901 code TN.	
06	Free Issue	No cost option. The activity is restricted to items that are available without cost (e.g., DLA Disposition Services, NGA Maps).
	Required: TAC 1, TAC 2	
	Restriction: Cannot requisition/purchase any good/services.	
	Business Rules: Similar to DLA Disposition Services, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA)). Can be used as a ship-to designation.	
	DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M. Under DLMS, DoDAAC may only be used with PO105 code NC.	

Table C2.T1. DoDAAC Authority Codes

Code	Description	Definition
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use).
	Required: TAC 1	
	Restriction: Cannot requisition, be used as a ship-to- designation, or be used as a billing designation (TAC 2 and TAC 3 are not allowed).	
	Business Rules: Information/identification use only.	
		DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in MILSTRIP legacy requisition in record positions 30-35 or in record positions 45-50 as a “ship to” or “bill to”. Under DLMS, DoDAAC cannot be used with N101 codes OB, BT, BS, ST, or Z7 or in N901 code TN.

## C2.28.12. Reserved.

C2.28.13. Deleted DoDAACs and Requisitioning Processing. Obsolete or invalid DoDAACs are flagged for deletion and later physically removed from the **DoDAAD** to prevent improper requisition transactions from being processed through DLA Transaction Services. Once the delete date has passed, the DoDAAC will remain in the DoDAAD for **six years and three months** before the record is physically removed. New requisitions may not be processed against these **deleted** DoDAACs. However, outstanding interfund bills (with the bill-to authorized in accordance with the DoDAAC authority code) that are associated with previously processed requisitions will not reject due to invalid DoDAACs during this period. After the **six years and three months** period, deleted DoDAACs are physically removed from the **DoDAAD**, and all subsequent requisitions or bills will reject due to invalid DoDAACs.

C2.28.14. Requisition Date Edit. DAAS will edit requisitions to reject any requisitions that are greater than one calendar year old, or are more than one day in the future.<sup>13</sup> For all requisitions (DIC A01, A0B, A02, A0E, A05, A07, A04, A0D), where the requisition is not applicable to FMS Grant Aid or Navy initial outfitting (document number Service Code N, R, or V, and Fund Code equals: VO (Victor Oscar), V7 (Victor Seven), or LQ (Lima Quebec), QU (Quebec Uniform) or QZ (Quebec Zulu)), then:

C2.28.14.1. Reject requisitions that are more than one day in the future. If the document number ordinal date YDDD (rp 36-39) converted to CCYYDDD is greater

<sup>13</sup> Refer to ADC 427A, Requisition Document Number Date Edit

than the current date plus 1 (CCYYDDD + 1), reject with Supply Status CD, and if less than or equal to the current date plus 1, allow to process.

C2.28.14.2. Reject requisitions that are greater than one year old. If the document number ordinal date YDDD (rp 36-39) converted to CCYYDDD is equal to or less than the current date minus 1 year (CCYYDDD – 1000), reject with Supply Status CD, and if greater than the current date minus 1 year (CCYYDDD - 1000), allow to process.

## **C8. CHAPTER 8**

### **MASS OR UNIVERSAL CANCELLATION OF REQUISITIONS**

#### **C8.1. GENERAL**

**C8.1.1. *Purpose.*** *This chapter provides procedures for the request, generation, submission, and processing of mass and universal cancellations of requisitions. It also provides procedures for the disposition of frustrated shipments and materiel resulting from mass and universal cancellation actions.*

#### **C8.1.2. Transactions**

**C8.1.2.1. *Request for Mass Cancellation of Requisitions Transaction is identified by the MILSTRIP Mass Cancellation Message (See Appendix 1.23). There is no MILSTRIP legacy DIC equivalent.***

**C8.1.2.2. *Request for Universal Cancellation of Requisitions Transaction is identified by the MILSTRIP Universal Cancellation Message (See Appendix 1.23). There is no MILSTRIP legacy DIC equivalent.***

**C8.1.2.3. *Requisition Modification Transaction is identified by DIC AM1, AM2, AM4, AM5, AMA, AMB, AMD, and AME.***

**C8.1.2.4. *Materiel Release Order Modification Transaction is identified by DIC AM1, AM2, AM4, AM5, AMA, AMB, AMD, and AME from the source of supply (SoS) to the storage activity.***

**C8.1.2.5. *Disposal Release Order Modification Transaction is identified by the MILSTRIP legacy DIC AMJ.***

**C8.1.2.6. *Inventory Control Point Requisition Modification Transaction is identified by DIC AMP.***

**C8.1.2.7. *Universal Requisition Cancellation to Storage Activity Transaction is identified by DIC AC7.***

**C8.1.2.8. *Universal Requisition Cancellation to Procurement Activity Transaction is identified by DIC ACM.***

**C8.1.2.9. *Mass Requisition Cancellation to Storage Activity Transaction is identified by DIC AC6.***

**C8.1.2.10. Mass Requisition Cancellation to Procurement Activity Transaction is identified by DIC ACP.**

**C8.1.2.11. Reserved**

**C8.1.2.12. The Supply Status Transactions are identified as follows:**

**C8.1.2.12.1. Response to Requisition - DIC AE1, AE2, AE3, AE8, AE9, AEA, AEB, AED, and AEE.**

**C8.1.2.12.2. Notice of Response to Direct Vendor Delivery - DIC AB1, AB2, AB3, and AB8.**

**C8.1.2.13. The Reply to Cancellation Request – Shipment Status is identified by DIC AU1, AU2, AU3, AU4, AU5, and AU8.**

**C8.1.2.14. The Reply to Cancellation Request – Materiel Release Confirmation is identified by DIC AU0, AUA, and AUB.**

**C8.1.2.15. The Reply to Cancellation Request is identified by DIC AG6.**

**C8.1.2.16. The Storage Activity Supply Status is identified by DIC AE6.**

## **C8.2. APPLICABILITY**

**C8.2.1.** Events such as base closures, termination of special projects, ship and unit inactivations, termination of agreements, termination of vessel outfitting, or construction can necessitate the requirement for mass or universal cancellation.

**C8.2.2.** Although these events may ultimately require mass or universal cancellation action, they are normally known to the affected activities well in advance of the effective date of such closures or termination action. In these instances, every effort **will** be made by the requisitioning activity to minimize the continued processing of requisitions by the **sources of supply (SoS)**, and the subsequent entry of unwanted shipments into the Defense Transportation System (DTS), through initiation of single line cancellations (see Chapters 2 and 3).

**C8.2.3.** When **a total project (or total requirement for a single base) is no longer required and should be canceled and** it is known that insufficient time remains to permit continued cancellation on a single line basis, a mass cancellation or universal cancellation **may be initiated**.

**C8.2.3.1.** A mass cancellation permits continued supply action and shipment processing for selected requisitions.

C8.2.3.2. A universal cancellation serves to terminate all such processing, even requisitions previously identified for continued supply action and shipment processing under mass cancellation situations.

C8.2.3.3. **Under** extreme conditions, a mass cancellation may be superseded by a universal cancellation.

**C8.2.4.** Requisitions **that require** continued supply action and shipment processing under mass cancellation situations **must** be **identified** by the requiring activity at the earliest date through submission of a Requisition Modification (**DIC AM\_**) **citing Special Requirements Code 555.**<sup>1</sup>

**C8.2.4.1.** **The requisition** may not be **modified** to **cite Special Requirements Code 555** after the effective date of the requested mass cancellation; however, **requisition modifications** submitted to change other data elements when the **Special Requirements Code 555 was** previously entered must perpetuate the **Special Requirements Code 555.**<sup>2</sup>

**C8.2.4.2.** Requisitions containing, or modified to contain, **Special Requirement Code 555 will** receive processing precedence under Chapter 3.

**C8.2.5.** When a universal cancellation is initiated to supersede a mass cancellation and there are outstanding requisitions or **requisition modifications citing Special Requirements Code 555, the SoS will provide a Universal Requisition Cancellation to Storage Activity (DIC AC7) or a Universal Requisition Cancellation to Procurement Activity (DIC ACM)** for all outstanding requisitions, regardless of the presence of a **Special Requirements Code 555.**

### C8.3. INITIATION OF MASS OR UNIVERSAL CANCELLATION OF REQUISITIONS

**C8.3.1.** **Only designated personnel within an organization may initiate** requests for mass or universal cancellation of requisitions. **If there are any questions regarding the authenticity of a mass/universal cancellation, contact either the Component Supply PRC Representative or the customer support representative for the source of supply. Component Supply PRC Representatives are identified on the DLMSO Website**

<https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp>.

The mass or universal cancellation request **will** be accomplished **by preparation of the DLMS 869C or the message** format reflected in Appendix AP1.23.

---

<sup>1</sup> **Code 555 identified in the required delivery date field for MILSTRIP legacy transactions.**

<sup>2</sup> **Revised requisition modifier procedures last reported as not implemented by U.S. Marine Corps (USMC). Refer to Approved MILSTRIP Change Letter (AMCL) 123C.**

**C8.3.1.1.** Intra-Component dissemination of requests for mass or universal cancellations **must** be *coordinated in advance to determine if the DLMS 869C or message format will be used. If using the message format, the requesting Component must identify the authorized recipient from the Component to process the mass or universal cancellation. If it is not known, contact the Component's Supply PRC representative or the customer support representative for the source of supply to identify the point of contact.*

**C8.3.1.2.** Intra-Component dissemination of requests for mass or universal cancellations must be performed by the **authorized** Component contact point. Intra-Component dissemination **will** include all Component supply sources, storage sites, and other activities within the DoD Component processing [MILSTRIP](#) documentation or shipments with capability to cancel requisitions or divert shipments. In addition, the designated Component contact points **must** ensure that the appropriate overseas theater, force, logistics, or type commanders are cognizant of mass or universal cancellation actions affecting their areas of responsibility.

**C8.3.2.** *Due to the requirement to ensure that mass/universal cancellation requests are only initiated by authorized personnel, these cancellations must not be initiated through use of DOD EMALL, or its replacement system FEDMALL.*

**C8.3.3. Required Data Content.** Requests for mass or universal cancellation action **will** be submitted to the **applicable SoS** for cancellation of all open requisitions applicable to specific projects, or bases. The request for mass or universal cancellations **will** contain identification of the activity **submitting** the request, the effective date, and the required codes for identification of one of the following, for which cancellation of all applicable requisitions is requested:

C8.3.3.1. **One** project code and **one** ship-to **DoDAAC**

C8.3.3.2. No project code and **one** ship-to **DoDAAC**

C8.3.3.3. One project code and **multiple ship-to DoDAACs**

C8.3.3.4. No project code and **multiple ship-to DoDAACs**

C8.3.3.5. **Multiple** project codes and one **ship-to DoDAAC**

C8.3.3.6. Federal supply classification (FSC), national stock number (NSN), **local stock number (LSN)**, or **CAGE**/part number when associated with the address of the original requisition document number ship-to address and/or project **code**.

**C8.3.4.** Customers retain the authority to submit single line-**item** cancellation requests (DICs AC1, AC2, and AC3) at any time before, during, or after the mass cancellation effective date.

#### **C8.4. CONTINUING HIGH PRIORITY DEMANDS DURING A MASS CANCELLATION**

**C8.4.1.** A need may exist to continue the processing of certain requisitions and shipments during mass cancellations such as high priority demands to satisfy not mission capable supply (NMCS) conditions (identified by **Special Requirements Code 999** or N). In addition, a need may exist to allow continued processing **of** requisitions for materiel required to effect base closure. In these instances, **submit a requisition modification citing Special Requirements Code 555 to the SoS prior to the submission of the mass cancellation request. Sources of supply will not cancel requisitions that have been modified to contain Special Requirements Code 555 during a mass cancellation process. If submitting the mass cancellation request via offline message, then cite** one of the following selective criteria in the special instructions segment **of the message:**

C8.4.1.1. Project code(s) when associated with the ship-to **DoDAAC** being canceled

C8.4.1.2. **Special Requirements Code 999 or N** when associated with the ship-to **DoDAAC** being canceled

C8.4.1.3. FSC, NSN, or **CAGE**/part number when associated with the ship-to **DoDAAC** being canceled

C8.4.1.4. Specific requisition document number(s) and routing identifier code (RIC)-**From** the status received or the RIC-**To** which the requisition has been transmitted if status has not been received

C8.4.1.5. Specific priority designator (PD) when associated with the ship-to **DoDAAC** being canceled

C8.4.1.6. Required delivery period (RDP) when associated with the ship-to **DoDAAC** being canceled - conventional ammunition only<sup>3</sup>

**C8.4.2.** Upon **receipt of Requisition Modifications citing continued processing action during a mass cancellation, SoS**, storage activities, and procurement sources **must** annotate the affected requisition(s) and all associated transactions/records, with **Special Requirements Code 555**.<sup>4</sup>

**C8.4.3.** Upon **receipt of either the Requisition Modification citing Special Requirements Code 555 or the offline Mass Cancellation message citing selective criteria for continued processing action in the special instructions segment the**

---

<sup>3</sup> Use of RDP for conventional ammunition last reported as not implemented by U.S. Air Force (USAF). Refer to AMCL 148.

<sup>4</sup> Ibid.

**SoS must** review all prospective cancellations to identify those for which continued processing has been requested. **For continued processing of requisitions at storage activities, the SoS will pass the Requisition Modification to the Storage Activity.** In the case of items scheduled for direct **vendor** delivery, the **SoS must** forward **ICP Requisition Modifications** (DIC AMP) to procurement sources.

C8. 4.4. The **Defense Transportation System** (DTS) **will** continue movement of materiel to which **Special Requirements Code** 555 has been applied except when a universal cancellation has been announced.

#### **C8.5. SOURCE OF SUPPLY PROCESSING MASS OR UNIVERSAL CANCELLATION REQUESTS**

C8.5.1. Sources of supply are responsible for **ensuring** that requisition processing, procurement, and storage activities exercise the fullest practical resourcefulness in preventing the issue and shipment of unwanted materiel. The practical considerations involved in the processing of cancellation requests include such factors as time, packing and handling, related costs, and location of materiel for which cancellation is requested.

C8.5.2. **The SoS must** cancel all requisitions dated on or prior to the effective date announced in mass or universal cancellation requests for which materiel release orders (MROs), **and/or** purchase requests have not been submitted to storage or procurement activities. **Provide a Supply Status transaction citing Status Code** BQ or B4 as appropriate, **as notice of accomplished cancellations** to all eligible status recipients under Chapter 4 within the timeframe for furnishing status.

C8.5.3. **The SoS will** furnish supply status **transactions citing** Status Code B9 to all eligible recipients under Chapter 4 within the timeframes for furnishing status for:

C8.5.3.1. Unconfirmed **cancellation of open** MROs and **open procurement actions**.

C8.5.3.2. Materiel release confirmations (MRCs) **that indicate** shipment to OCONUS activities within 45 days of the effective date of the mass cancellation.

C8.5.4. **Provide subsequent Supply Status transactions citing Status Codes BQ, B4, or B6 as notification** for each line-item canceled **or** diverted. **Cite** Status Code B8 for each line-item that was **not** canceled **or** diverted.

C8.5.5. **The SoS will** provide storage activities with **mass requisition cancellation transactions (DIC AC6)** and **universal requisition cancellation transactions (DIC AC7)** for all unconfirmed MROs and MRCs that indicate shipment to OCONUS activities within 45 days of the effective date of the mass or universal cancellation.

**C8.5.6. The SoS will provide procurement activities with mass requisition cancellation transactions (DIC ACP) and universal requisition cancellation transactions (DIC ACM) for all open procurement actions.** These transactions are mandatory when purchase requests have been issued to another Component. **If processed within an integrated Component system, equivalent internal transactions may be used.**

**C8.5.7. The SoS will** not provide storage and procurement activities with cancellation requests when:

C8.5.7.1. in receipt of MRCs that **show** shipment has been accomplished by parcel post (**USPS**),

C8.5.7.2. in receipt of MRCs that **show** shipment to CONUS activities has been accomplished, and

C8.5.7.3. in receipt of MRCs that **show** shipment to OCONUS customers was accomplished more than 45 days prior to the receipt of the mass or universal cancellation request.

**C8.5.8. The SoS will follow-up with the procurement or storage activity, as applicable, via offline means (e.g., email, phone) (there is no MILSTRIP legacy equivalent) when no response to the original universal or mass requisition cancellation request has been received within three days.**

## **C8.6. STORAGE ACTIVITY PROCESSING OF MASS OR UNIVERSAL REQUISITION CANCELLATIONS**

C8.6.1. Upon receipt of the mass or universal **requisition** cancellation **transaction(s)** from the **SoS**, the storage activity **will** identify all affected MROs where the items have not been released to a carrier for delivery to the consignee.

C8.6.1.1. For mass cancellation, the storage activity **will** not suspend processing of MROs identified for continued processing under **paragraph C8.4**.

C8.6.1.2. For universal cancellation, the storage activity **will** suspend further processing of all MROs, including any **citing Special Requirements Code 555**.

**C8.6.2. For CONUS shipments, storage activities will accomplish cancellation for all items for which **mass or universal requisition** cancellation **transactions** are received from the **SoS** and the items have not been released to a carrier for delivery to the consignee.**

**C8.6.3. Storage activities will advise the **SoS** of actions taken in response to cancellation requests. When a shipment has not been released to the carrier for**

delivery to consignee and cancellation is accomplished, ***the storage activity will send the SoS a Reply to Cancellation Request transaction (DIC AG6) citing Status Code BQ.***

**C8.6.4. For shipments already released to a carrier for delivery to the consignee not meeting the criteria stipulated in paragraph C8.5.7. , the storage activity will generate a Reply to Cancellation Request – Shipment Status (DLMS 856S/DIC AU\_) for routing by DLA Transaction Services under standard MILSTRIP procedures for shipment status. It will also generate the Storage Activity Supply Status (DLMS 945A/DIC AE6) to the SoS.**

**C8.6.4.1. For CONUS shipments and those OCONUS shipments that meet the mass or universal cancellation criteria and have entered the DTS within 45 calendar days of the date of the mass or universal requisition cancellation request, the storage activity will generate the Reply to Cancellation Request – Shipment Status (DIC AU\_).**

**C8.6.4.2. The Storage Activity Supply Status transaction to the SoS will cite Status Code B9 indicating that action is being taken to cancel/divert the shipment.**

**C8.6.5. When storage activities do not accomplish cancellation, the source of supply will be furnished a Storage Activity Supply Status transaction (DIC AE6), citing Status Code B8.**

**C8.6.6. Storage activities in receipt of transportation confirmation of shipment diversion transactions will send to the appropriate SoS a Reply to Cancellation Request transaction (DIC AG6) citing Status Code B6 for each requisition contained within the shipment unit. The transaction will also cite the DoDAAC of the new consignee.**

**C8.6.7. Storage activities in receipt of transportation denial of shipment diversion transactions will generate a Reply to Cancellation Request – Materiel Release Confirmation (DIC AU0/AUA/AUB to the appropriate source of supply. This transaction will be prepared under Appendix AP3.14.**

**C8.6.8. Upon receipt of a follow-up request, the storage activity will respond with the appropriate transaction as outlined in the preceding procedures for storage activity processing of these cancellation requests.**

## **C8.7. DIRECT VENDOR DELIVERY PROCESSING OF MASS OR UNIVERSAL REQUISITION CANCELLATIONS**

**C8.7.1. All rules governing the single-line cancellation of shipments from procurement also apply to requests for mass or universal requisition cancellation,**

except as modified herein. Where DIC transactions are identified for exchange of reporting events between the SoS and the procurement activity, internal system or offline communications (e.g., email, phone), are authorized when procurement systems are not capable of supporting the MILSTRIP transactions.

**C8.7.2.** The **SoS** **will** initiate **universal requisition cancellation transactions** (DIC ACM) **and mass requisition cancellation transactions** (DIC ACP) for all items scheduled for direct delivery, and for which purchase requests have been submitted, regardless of materiel costs, unless continued processing has been requested under **paragraph C8.4**.

**C8.7.2.1.** Mass cancellation **will** not be requested for requisitions **citing Special Requirements Code** 555.

**C8.7.2.2.** Universal cancellation **will** be requested regardless of the entry in the **Special Requirements** field.

**C8.7.3.** **Procurement activities** **will advise the SoS of actions taken in response to cancellation requests. When a shipment has not been released to the carrier for delivery to consignee and cancellation is accomplished, the procurement activity will send the SoS a Reply to Cancellation Request transaction** (DIC AG6) **citing Status Code BQ or B4.** Procurement activities **will** not initiate actions with the DTS to cause diversion of shipments at terminals.

**C8.7.4.** **For shipments already released to a carrier for delivery to the consignee not meeting the criteria stipulated in paragraph C8.5.7., the procurement activity will generate the Storage Activity Supply Status (DIC AE6) to the SoS. The SoS will generate, on behalf of the procurement activity, a Reply to Cancellation Request – Shipment Status (DIC AU\_) for routing by DLA Transaction Services under standard MILSTRIP procedures for shipment status.**

**C8.7.4.1. Reserved.**

**C8.7.4.2. The Storage Activity Supply Status transaction to the SoS will cite Status Code B9 indicating that action is being taken to cancel/divert the shipment. This status will be perpetuated by the SoS in a Supply Status transaction to the requesting activity.**

**C8.7.5.** Procurement activities in receipt of confirmation of shipment diversion transactions **will send to the appropriate SoS a Reply to Cancellation Request transaction** (DIC AG6) **citing Status Code B6** for each requisition contained within the shipment unit. **The transaction will also cite** the DoDAAC of the new consignee.

**C8.7.6.** Procurement activities in receipt of denial of shipment diversion transactions ***will send*** to the appropriate ***SoS a Reply to Cancellation Request – Materiel Release Confirmation transaction (DIC AU0/AUA/AUB)***.

**C8.7.7.** *If the procurement activity is unable to transmit either the confirmation of shipment diversion or the denial of shipment diversion, it will be presented to the SoS via internal system communication or offline means (e.g., email, phone), at which time the SoS will update its records accordingly.*

**C8.7.8.** *Upon receipt of a follow-up request, the procurement activity will respond with the appropriate transaction or via offline means (e.g., email, phone) as outlined in the preceding procedures for procurement activity processing of these cancellation requests.*

**C8.8. DTS PROCESSING OF MASS OR UNIVERSAL REQUISITION CANCELLATIONS**

**C8.8.1. *Diverting Outside the Continental U.S. Shipments.*** When outside the continental U.S. (OCONUS) shipments have already departed from continental U.S. (CONUS) ports, the responsibility for diversion or disposition is that of the consignee or the appropriate theater, force, logistics, or type commander. Notice to the latter ***will*** be the transportation lift data provided by the DTS clearance authority. (See **paragraph C8.9.4.**)

**C8.8.2. *Diverting Continental U.S. Shipments.*** No attempt ***will*** be made to divert materiel destined to CONUS customer activities beyond the point of shipment.

**C8.8.3. *Designated Storage Points.*** All shipping ***DoD*** Components ***will*** designate storage points within their distribution system to receive shipments redirected as a result of mass or universal cancellation. Fund citations for bill of lading (BL) preparation ***must*** also be provided. These designated points and fund citations ***will*** be provided to Air Mobility Command (AMC), Military Surface Deployment and Distribution Command (SDDC), or theater commanders and ***will*** serve as predesignated consignees for any announced mass or universal cancellation. If more than one storage point is designated, instructions ***will*** be furnished to specify on a geographical basis the storage point designation in relation to each range of water and aerial ports (e.g., west, gulf, and east coasts). In addition, canceling ***DoD*** Components ***will*** designate a contact point(s) to provide disposition instructions on materiel that does not meet the automatic diversion conditions specified in **paragraph C8.9.** Designated points ***of contact*** ***will*** provide requested disposition instructions to DTS within 24 hours on materiel located at air terminals and within 48 hours on materiel located at water terminals.

**C8.9. DISPOSITION OF FRUSTRATED SHIPMENTS/MATERIEL**

C8.9.1. The disposition of frustrated shipments at water ports of embarkation (WPOE)/aerial ports of embarkation (APOE) that are the result of mass or universal cancellation action **will** be as follows:

C8.9.1.1. Shipments from DoD storage points or from commercial vendors acting under the direction of a DoD procuring activity **will** be diverted to the predesignated storage sites of the shipping/procuring **DoD** Component.

C8.9.1.2. Shipments from General Services Administration (GSA) from commercial vendors acting under the direction of a GSA procuring activity **will** be **disposed under normal excess/surplus/donation procedures. The shipments will not be diverted to GSA facilities.**<sup>5</sup>

C8.9.1.3. DTS attempts to divert/frustrate shipments **will** terminate 45 **calendar** days from the effective date of the mass or universal cancellation request.

C8.9.2. Certain strategic and tactical operations or political considerations may dictate that all shipments for a given consignee be stopped or diverted. In these most restrictive of shipment diversion situations and economic considerations (e.g., the comparison of accessorial cost of stopping, holding, and returning the materiel to storage activities), the value of the canceled materiel and the costs of the receiving activity to perform the necessary processing or reprocessing of the materiel are not controlling factors. In most situations; however, the strategic, tactical, or political environment is such that complete disregard of these economic considerations is not warranted.

**C8.9.3. Transportation diversion procedures are established to permit diversion only if the materiel being shipped can be identified and located by TCN.**

**C8.9.3.1. Non-Consolidated Shipment Units. Shipment units eligible for cancellation that have not been consolidated into a container with other shipments will be stopped and diverted by the port of embarkation (POE) up to the point of lift. Diversion of cancellation eligible shipments at or beyond the port of debarkation (POD) will be the responsibility of the appropriate theater, force, logistics, or type commander.**

**C8.9.3.2. Consolidated Multiple Shipment Units. Individual line-items will not be removed from multiple-line shipment units (consolidated packs), nor will a shipment unit container be removed from a multi-container shipment (SEAVAN) type device. Shipment units cannot be diverted in the DTS if stuffed or loaded with other shipment units or on multiple shipment unit devices; such as,**

---

<sup>5</sup> Refer to ADC 1142, Update to Remove General Services Administration (GSA) from MILSTRIP Materiel Returns Program (MRP)

***SEAVANS, container express (CONEX), MILVANS (Military Van), and Aircraft 463L pallets.***

C8.9.4. For mass or universal cancellation requests that specify FSC, NSNs/**LSNs**, or part number data, the DTS **will** stop and frustrate, for **the DoD** Component review, all shipments of the canceling **DoD** Component for the affected consignees. Disposition of cancellation eligible shipments at or beyond the POD **will** be the responsibility of the appropriate theater, force, logistics, or type commander.

C8.9.5. The DTS **will** generate specified documentation for the following shipment categories:

C8.9.5.1. For all shipments that are diverted as a result of mass or universal cancellation, the DTS **will contact the shipper to** confirm shipment diversion. The confirmation of shipment diversion **will** contain complete Transportation Control and Movement Document (TCMD) data for each shipment unit and, if available, the contract number. In addition:

C8.9.5.1.1. For shipments that are diverted under pre-positioned instructions, the DTS **will** generate appropriate DTR 4500.9R, "Defense Transportation Regulation" transactions to the new consignee.

C8.9.5.1.2. For shipment units that are frustrated **and were not diverted to a specific site**, the DTS **will send** a request for disposition instructions to the appropriate Component contact points. In situations where the designated **DoD** Component contact point is a collocated liaison office, the request for disposition instruction transactions **will** be listed and provided to the contact point directly. After receipt of disposition instructions for such frustrated shipments, the DTS **will** prepare appropriate DTR transactions for the new consignee.

C8.9.5.1.3. For shipments in transit to, at, or between the POD and the OCONUS consignee, OCONUS DTS activities **will** request disposition instructions from the appropriate theater, force, logistics, or type commander's designated contact point.

C8.9.5.2. For shipments in transit between the WPOE/APOE and the OCONUS consignee less than 30 days, the DTS **will generate** a listing of the manifest shipment unit data, vessel/aircraft identification and departure date, water ports of debarkation (WPOD)/aerial ports of debarkation (APOD) and estimated time of arrival (ETA). This listing **will** be **sent** to the affected OCONUS command component, the appropriate WPOD/APOD, and to the designated contact point, if requested.

C8.9.6. Storage sites in receipt of diverted shipments **will** report the receipt to the appropriate **SoS** under DLM 4000.25-2 (MILSTRAP). Reconsignment/disposition **will** be as directed.

**C8.9.7.** Specific instructions concerning materiel transportation charges and credit allowances are contained in the [DoD 7000.14-R](#), “Department of Defense Financial Management Regulations (FMRS),” (Vol 11B), Federal Property Management Regulation [\(FPMR\) 101-26.311](#), and [FPMR 101-27.505](#). The Component initiating the cancellation requests applicable to U.S. Forces requisitions ***will*** be charged with the following:

**C8.9.7.1.** Transportation and terminal costs associated with holding, stopping, and returning materiel to storage,

**C8.9.7.2.** Procurement termination costs when it is determined that termination is in the best interest of the Government, and

**C8.9.7.3.** Excess transportation costs that may be incurred when moving cargo that is unaffected by the mass or universal cancellation action.

## **C10. CHAPTER 10**

### **INSTALLATION CLOSURE PROCEDURES**

#### **C10.1. GENERAL**

C10.1.1. **Purpose.** This chapter provides procedures and specifies timeframes for installation closures. ***They*** are intended to systematically curtail supply support, transfer mission-essential materiel, transfer materiel that is no longer required, and redirect mission-essential requisitions for or from activities affected by installation closures. ***Included are*** procedures for reporting all installation-owned property not ***to*** be transferred with the mission to new location(s).

**C10.1.2. Transactions.** *This chapter addresses the procedures associated with the following [MILSTRIP](#) legacy 80 record position transactions.*

**C10.1.2.1. *The Requisition Cancellation Transaction is identified by the DIC AC1, AC2, AC3, AC4, and AC5.***

**C10.1.2.2. *The Request for Mass Cancellation of Requisitions is identified by the [MILSTRIP](#) Mass Cancellation Message (See Appendix 1.23). There is no DIC equivalent.***

**C10.1.2.3. *The Request for Universal Cancellation of Requisitions is identified by the [MILSTRIP](#) Universal Cancellation Message (See Appendix 1.23). There is no [MILSTRIP](#) DIC equivalent.***

**C10.1.2.4. *The Customer Asset Report (Stock Numbered Items) Transaction is identified by the DIC FTE.***

**C10.1.2.5. *The Reply to Customer Asset Report Transaction is identified by the DIC FTR.***

**C10.1.2.6. *The Disposal Release Order is identified by the DIC A5J.***

C10.2. **APPLICABILITY AND SCOPE.** These procedures and timeframes are applicable to all DoD installations, both Continental U.S. (CONUS) and Outside the Continental U.S. (OCONUS); DoD tenant and satellite activities; DoD inventory control points (***ICP***); ***and*** DoD integrated materiel managers (***IMM***) processing reports for materiel no longer required as a result of an installation closure.

C10.3. **EXCLUSIONS.** In addition to the exclusions cited in Chapter 9, the procedures ***in this chapter do not apply*** to the following:

**C10.3.1. *bulk petroleum;***

**C10.3.2. *inter-Departmental and intra-Departmental purchasing operations;***

**C10.3.3. *forms and publications;***

**C10.3.4. *communications security (COMSEC) equipment, COMSEC aids (keying materiel), and all items including classified components, individual elements and repair parts that are classified and designated “crypto”, or are normally handled through crypto channels;***

**C10.3.5. *coal and coke;***

**C10.3.6. related personal property *reportable* to GSA as a part of a real estate package. Related personal property is classified as any property *that is*:**

**C10.3.6.1. an integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property and removal of this personal property would significantly diminish the economic value of the real property. Normally, common use items including, but not limited to, general purpose furniture, utensils, office machines, office supplies, or general purpose vehicles are not considered to be related personal property;**

**C10.3.6.2. determined by GSA to be related to the real property;**

**C10.3.7. installed property (Class II Plant Property);**

**C10.3.8. real property.**

#### **C10.4. INSTALLATION CLOSING PROCEDURES**

**C10.4.1. Stratification of Inventory**

**C10.4.1.1. Installation Procedures. *Do an* inventory of all installation-owned property *upon receipt of* a confirmed closure date. The inventory *will* include, but not be limited to, nonconsumable items (recoverable/ capitalized assets and assets on table of allowances) and consumable items (assets on working capital fund records). Each designated account *must* maintain its identity. *Stratify the* inventory applicable to each designated account into three classes of property:**

**C10.4.1.1.1. Mission-essential and is to be transferred to a new location with the mission.**

**C10.4.1.1.2. Not mission-essential but is required for local operations during the period prior to closure.**

**C10.4.1.1.3. Materiel that is no longer required for operational needs.**

**C10.4.1.2. Tenant and Satellite Activities. Each tenant and/or satellite activity having custody of installation-owned property *must* return that property to the**

installation. Accountable records **must** reflect the returns. **Use procedures in subparagraph C10.4.1.1 to inventory and stratify tenant**-owned and satellite-owned property.

C10.4.1.3. **Working Capital Fund.** **Relocate the DoD Component** managed working capital fund items with the mission, if mission-essential, or redistributed within the **DoD Component** working capital fund. **Relocate** IMM items with the mission, if mission essential, or report to the IMM for disposition instructions.

#### C10.4.2. In-Process Requisitions

C10.4.2.1. **Initial Requisition Review.** **Simultaneously with doing the inventory, do a** review of installation requisitions. **Identify requisitions that will** be:

C10.4.2.1.1. continued for shipment to the unit's relocation site.

C10.4.2.1.2. continued for operational requirements until closure.

C10.4.2.1.3. **cancelled if materiel** is no longer required for operational needs. Cancellations **will** be performed by single-line cancellation if time permits. **See Chapter 2 for requisition cancellation procedures.**

C10.4.2.2. **Sixty-Day Review.** Sixty **calendar** days prior to closure date, **review** all requisitions again for need. If required, **identify** requisitions for shipment to the relocation site. **Use single-line requisition cancellation procedures to cancel requisitions** not required. When time is insufficient to effect single-line cancellations, **use the** mass **or universal** cancellation procedures under Chapter 8. **Universal** cancellation procedures do not provide for continuation of requisitions for shipment to a new location site.

#### C10.4.3. Disposition of Inventory

C10.4.3.1. **Time-Phased Closing Schedule.** The activity being closed **will** develop a time-phased schedule to transfer mission-essential property to the new mission location(s). The schedule **will** plan the movement of such property at the earliest date without impairing mission capability prior to the transfer. **Transfer mission-essential property to the new location(s)** after transfer of the mission only in those circumstances where mission-essential items are required, up to and including the last day prior to the mission transfer.

C10.4.3.2. **Review of Non-Mission-Essential Items.** In actions involving an installation closure, **review and process** all non-mission-essential items under the provisions of [DoD Directive 5410.12](#), "Economic Adjustment Assistance to Defense-Impacted Communities", July 5, 2006. **Begin** initial review of installation-owned items under the provision of DoD Directive 5410.12 immediately upon completion of the inventory, including items identified as no longer required and items identified as being necessary for operation of the installation prior to closure. **Using these item lists as**

**the basis, make** preliminary identification of related personal property as defined by DoD **Directive** 5410.12.

C10.4.3.3. **Review of Host Country Agreements.** In actions involving the closure of OCONUS installations, **review and process** all items that are not mission-essential and/or **items that** will not be transferred with the activity under agreements between the United States and the host country. **Begin the** review immediately upon completion of the inventory, including **those** items identified as necessary for installation operations prior to closure.

C10.4.3.4. **Reporting Excess Materiel.** Immediately upon completion of the inventory and, if time permits, not less than six months prior to the announced date of closure, **report to the appropriate ICP/IMM under Chapter 9 procedures** all property identified as no longer needed by the installation and not included in the preliminary list of related personal property. **Do not report excess property to GSA under Chapter 9 procedures; disposition of property that would normally apply to GSA should be redistributed per Service guidance, or alternatively, revert to normal excess/surplus/donation processes.**

C10.4.3.5. **Stratification of Property for Installation Operations.** **Stratify all** property that is not mission-essential, but is required to operate the installation for all or a portion of the time remaining until closure, and is not included in the preliminary list of related personal property. **Stratify items** in **date** order **when they will** become excess to operational needs. Sixty **calendar** days prior to the date that each item becomes excess, **report** the items to the ICP/IMM under **Chapter 9** procedures.

C10.4.3.6. **Reporting Personal Property Items.** **Report items** identified as related personal property (See C10.3.6.) to the ICP/IMM using **the Customer Asset Report** (DIC FTE) and **cite** Project Code 3QQ. Project Code 3QQ informs the ICP/IMM that the item has been placed on the preliminary inventory of related personal property designated to be transferred to the local community at the time of installation closure. If there is a DoD requirement, **delete** the item(s) from the inventory of related personal property. **Do not report related** personal property to GSA under materiel returns program (MRP) procedures.

C10.4.3.7. **Processing Excess Materiel.** **When items** that have been reported to ICPs/IMMs as no longer needed under the above guidance and **Chapter 9** procedures and for which the ICPs/IMMs have indicated a requirement, process **those items** using ICP/IMM materiel return instructions.

C10.4.3.8. **Excess Item Disposal.** All items reported to the ICPs/IMMs as no longer needed and for which the ICPs/IMMs provided **a Reply to Customer Asset Report (DIC FTR) citing Supply Status Code TC**, plus items that are not reportable to ICPs/IMMs (**e.g.**, locally purchased non-national stock number (NSN) items) **will** be disposed under **DoD Component** procedures. All items identified as related personal property (See C10.3.6.) and for which there is no DoD requirement **will** remain with the installation.

C10.4.3.9. ***Inactive NSNs.*** Distribution centers having obsolete or inactive coded NSNs on record (***items*** without an ***active*** item manager record), ***will*** locally prepare a DRO (DIC A5J) ***citing Utilization Code M.***

#### **C10.5 PROCEDURES FOR THE INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER**

C10.5.1. ICPs/IMMs ***will*** process customer asset reports (DIC FTEs) for property received ***resulting from*** installation closure using ***Chapter 9*** procedures. ICPs/IMMs ***will*** not direct ***the*** return of related personal property identified by Project Code 3QQ unless the item is required to meet an approved force acquisition objective and/or approved prepositioned war reserve requirement.

C10.5.2. When appropriate, ICPs/IMMs ***will*** direct disposal of materiel resulting from base realignment and closure (BRAC) under ***DLM 4000.25, Volume 2, Chapter 16*** procedures for directing materiel to DLA Disposition Services. The resulting DRO (DIC A5J) ***will cite Utilization Code M.***

## **AP1. APPENDIX 1**

### **FORMS/MESSAGE FORMATS INDEX**

Number	Title
AP1.	FORMS/MESSAGE FORMATS INDEX
AP1.1.	FORMS/MESSAGE FORMATS INTRODUCTION
AP1.2.	DD FORM 1348, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)
AP1.3.	DD FORM 1348M, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)
AP1.4.	DD FORM 1348-5, NOTICE OF AVAILABILITY/SHIPMENT
AP1.5.	STANDARD FORM 344, MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT
AP1.6.	DD FORM 1348-6, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL-LONG FORM)
AP1.7.	RESERVED
AP1.8.	MILSTRIP MESSAGE REQUISITION
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
AP1.14.	RESERVED
AP1.15.	MESSAGE REQUEST FOR SPECIAL MATERIEL OBLIGATION VALIDATION
AP1.16.	MESSAGE REPLY TO SPECIAL MATERIEL OBLIGATION VALIDATION REQUEST
AP1.17.	REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO)
AP1.18.	FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO)
AP1.19.	REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs)
AP1.20.	FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs)
AP1.21.	REPORT OF VALIDATION OF MATERIEL OBLIGATIONS

Number	Title
AP1.22.	ABBREVIATED MESSAGE ASSET REPORT, ETC. (MATERIEL RETURNS PROGRAM)
AP1.23.	MASS OR UNIVERSAL CANCELLATION MESSAGE
AP1.24.	DEFENSE LOGISTICS MANAGEMENT STANDARDS/LEGACY MILSTRIP REVISION IMPLEMENTATION REPORT
AP1.25.	ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING
AP1.26.	RESERVED
AP1.27.	ISSUE RELEASE/RECEIPT DOCUMENT PREPRINTED FORM WITHOUT LOGMARS BAR CODING DATA
AP1.28.	RESERVED
AP1.29.	ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING FOREIGN MILITARY SALES
AP1.30.	RESERVED
AP1.31.	ISSUE RELEASE/RECEIPT DOCUMENT WITH ADDRESS LABEL
AP1.32.	MESSAGE REQUEST FORM DEFENSE AUTOMATIC ADDRESSING SYSTEM MATERIEL OBLIGATION VALIDATION RESPONSE
AP1.33.	QUARTERLY INTRANSIT TO DLA DISPOSITION SERVICES FIELD OFFICE REPORT
AP1.34.	UNAUTHORIZED PRIORITY DESIGNATOR ASSIGNMENT REPORT
AP1.35.	ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A) WITH CODE 39 (THREE OF NINE) BAR CODES AND PDF417 TWO-DIMENSIONAL (2D) BAR CODE
AP1.36	ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A or DD Form 1348-2) CONTINUATION PAGE
<b>AP1.37</b>	<b>TEMPLATES FOR PROJECT CODE MANAGEMENT SYSTEM GENERATED PROJECT CODE DISSEMINATION NOTICES</b>
<b>AP1.38</b>	<b>APPOINTMENT LETTER TEMPLATE FOR SERVICE/AGENCY PROJECT CODE REPRESENTATIVE</b>

## **AP1.37. APPENDIX 1.37**

### **Templates For Project Code Management System** **Generated Project Code Dissemination Notices**

AP1.37.1. The message templates of this appendix support the procedures of MILSTRIP Appendix 2.13, Project Codes.

AP1.37.1.1. The notices are automatically generated by the Project Code Management System (PCMS) and distributed to subscribers to announce new project codes, note when the termination date is extended, or project code(s) close either by reaching the current termination date or by intent to close the project code earlier than the last announced termination date.

AP1.37.1.2. In the following templates **yellow highlight** indicates pseudo-code logic to generate the notice content based on system data and **grey highlight** is for example data. Within the highlighted areas, braces “{...}” encapsulate logic expressions, brackets “[...]” contain PCMS data fields to populate the report, and parentheses “(...)” identify data formatting to be applied.

AP1.37.2. New Project Code Notice. This template is used by PCMS to generate notifications of new project codes.

{Notice generation date (Month DD, YYYY)}

TO: MILSTRIP PROJECT CODE CONTACTS  
SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Project Code [PROJECT\_CODE], [PROJECT\_CODE\_NAME]

This notice promulgates Project Code [PROJECT\_CODE]. New Project Code [PROJECT\_CODE] is assigned by the {Full name for [CODE\_OWNER]} for use by the Military Services and DOD Agencies in support of [PROJECT\_CODE\_NAME].

Policy and procedures for project codes are contained in DLM 4000.25-1, Military Standard Requisition Issue Procedures (MILSTRIP) Appendix 2.13. A listing of Category C and D Project Codes may be accessed from the Project Code Management System maintained at DLA Transaction Services or:

[https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/ProjCodes/FOUO\\_CD\\_ProjCd.pdf](https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/ProjCodes/FOUO_CD_ProjCd.pdf) (For Official Use Only (FOUO) version, including point of contact information), or  
[http://www2.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm\\_pubs.asp](http://www2.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp) (general access).

Project Code [PROJECT\_CODE] is assigned as follows:

Code	Duration	Use/Reference	Monitor/Coordinator
[PROJECT_CODE]	[DUR_BEGIN_DATE] (Month DD, YYYY) + {If DUR_END_DATE is null, Then " to Continuing", Else " to " [DUR_END_DATE] (Month DD, YYYY) }  <u>Examples:</u> 1) October 13, 1976 to Continuing  2) August 29, 2013 to August 31, 2014	[PROJECT_CODE_NAME] + [PROJECT_CODE_DESC] {If SC_EXCLUDE_IND is True, Then "This project code may not be used by foreign countries."  {If NATO_ONLY is True, Then "This project code is for NATO use only."  [REFERENCE]}	[ORGANIZATION] "Comm: " + [POC_COMM] (###-###-####) "DSN: " + [POC_DSN] (###-###-####)

Addressees may direct their questions to the DoD MILSTRIP Administrator. All others please contact your Component Supply PRC Representative.

AP1.37.3. Project Code Extension Notice. This template is used by PCMS to generate notifications when the project code(s) owner extends the termination date.

{Notice generation date (Month DD, YYYY)}

TO: MILSTRIP PROJECT CODE CONTACTS  
SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Project Codes C and D Updates

This notice promulgates the extension of Project Code [PROJECT\_CODE].

Policy and procedures for project codes are contained in DLM 4000.25-1, Military Standard Requisition Issue Procedures (MILSTRIP) Appendix 2.13. A listing of Category C and D Project Codes may be accessed from the Project Code Management System maintained at DLA Transaction Services:

[https://www.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/ProjCodes/CD\\_ProjCd.docx](https://www.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/ProjCodes/CD_ProjCd.docx)  
(For Official Use Only (FOUO) version, including point of contact information), or  
[www.dla.mil/j-6/dlmso/eLibrary/ServicePoints/CD\\_ProjCd\\_nopoc.docx](http://www.dla.mil/j-6/dlmso/eLibrary/ServicePoints/CD_ProjCd_nopoc.docx) (general access).

Project Code [PROJECT\_CODE] is updated as follows:

Code	Duration	Use/Reference	Monitor/Coordinator
PROJ ECT_C ODE]	[DUR_BEGIN_DAT E (Month DD, YYYY)] + “ <i>Extended to</i> ” + [DUR_EXTENSION DATE] (Month DD, YYYY)	[PROJECT_CODE_NAME] + [PROJECT_CODE_DESC] {If SC_EXCLUDE_IND is True, Then “This project code may not be used by foreign countries.” {If NATO_ONLY is True, Then “This project code is for NATO use only.” [REFERENCE]	[ORGANIZATION] “Comm: “ + [POC_COMM] (###-###- ###) “DSN: “ + [POC_DSN] (###-###-####)

Addressees may direct their questions to the DOD MILSTRIP Administrator. All others please contact your Component Supply PRC Representative.

AP1.37.4. Closing of a Project Code Notice. This template is used by PCMS to generate notifications when the project code(s) reaches the current termination date or the project code owner decides to close use of the code earlier than the last announced termination date.

{Notice generation date (Month DD, YYYY)}

TO: MILSTRIP PROJECT CODE CONTACTS  
SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Project Codes C and D Updates

This notice promulgates the expiration of Project Code [PROJECT\_CODE].

Policy and procedures for project codes are contained in DLM 4000.25-1, Military Standard Requisition Issue Procedures (MILSTRIP) Appendix 2.13. A listing of Category C and D Project Codes may be accessed from the Project Code Management System maintained at DLA Transaction Services:

[https://www.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ProjCodes/CD\\_ProjCd.docx](https://www.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/ProjCodes/CD_ProjCd.docx)

(For Official Use Only (FOUO) version, including point of contact information), or

[www.dla.mil/j-6/dlms0/eLibrary/ServicePoints/CD\\_ProjCd\\_nopoc.docx](http://www.dla.mil/j-6/dlms0/eLibrary/ServicePoints/CD_ProjCd_nopoc.docx) (general access).

Project Code [PROJECT\_CODE] is updated as follows:

Code	Duration	Use/Reference	Monitor/Coordinator
PROJ ECT_C ODE	[DUR_BEGIN_DATE] (Month DD, YYYY) + {If DUR_EXTENSION_DATE is not null, Then “ - Extended to” + [DUR_EXTENSION_DATE] (Month DD, YYYY), Or If DUR_END_DATE is null, Then “ to Continuing”, Else “ to ” [DUR_END_DATE] (Month DD, YYYY) }  <i>Expired on</i> [ACTUAL_EXPIRED_DATE] (Month DD, YYYY)  <u>Examples:</u> 1) April 08,	[PROJECT_CODE_NAME] + [PROJECT_CODE_DESC] {If SC_EXCLUDE_IND is True, Then “This project code may not be used by foreign countries.”} {If NATO_ONLY is True, Then “This project code is for NATO use only.”} [REFERENCE]	[ORGANIZATION] “Comm: “ + [POC_COMM] (###-###-####) “DSN: “ + [POC_DSN] (###-###-####)

	<p>2008 <del>Extended to July 31, 2014</del></p> <p><b><i>Expired on October 25, 2013</i></b></p> <p>2) October 13, 1976 to <del>Continuing</del></p> <p><b><i>Expired on October 25, 2013</i></b></p> <p>3) August 29, 2013 to <del>August 31, 2014</del></p> <p><b><i>Expired on October 25, 2013</i></b></p>		
--	---	--	--

Addressees may direct their questions to the DOD MILSTRIP Administrator. All others please contact your Component Supply PRC Representative.

## **AP1.38. APPENDIX 1.38**

### **Template for Service/Agency Project Code Representative Appointment Letter**

[ AGENCY LETTERHEAD ]

MEMORANDUM FOR: Defense Logistics Management Standards Office,  
DLA Transaction Services PCMS Administrator

SUBJECT: Service/Agency Project Code Representative Letter of Appointment

REFERENCES: (a) DLM 4000.25-1, Military Standard Requisitioning and Issue  
Procedures (MILSTRIP), Appendix 2.13

In accordance with Reference (a), Primary and Alternate Service/Agency Project Code  
Representatives are appointed on behalf of the **OSD/CJCS/Service/Agency** as follows:

Primary Project Code Representative:

Ms. XXXXX XXXX  
Email: [XXXXXX.XXXX@](mailto:XXXXXX.XXXX@)  
Comm: 703-607-XXXX  
DSN: 327

Alternate Project Code Representative:

Mr. XXXXXXXX XXXXXX,  
Email: [XXXXXXX.XXXXXX@](mailto:XXXXXXX.XXXXXX@)  
Comm: 703-607-XXXX  
DSN: 327

These representatives are responsible for the currency and accuracy of our project  
codes and for maintaining records to support the assignment, modification or deletion of  
each project code.

If there are any additional questions or concerns, please contact me at **XXX-XXX-XXXX**.

**XXXXX X. XXXXX**  
Authorized Agency Representative

## **Instructions/Information**

1. Service/Agency Project Code Service Representatives may not appoint themselves.
2. Send your letter as a PDF attachment to a digitally signed email to MILSTRIP Project Code Support.<sup>1</sup>
3. A new letter listing all Service/Agency Project Code Service Representatives is required promptly for any additions or deletions.
4. Service/Agency Project Code Representatives are shown at: <https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp>.

***Additional Requirements for PCMS Users (Required for: OSD/CJCS representatives and DoD MILSTRIP Administrator; Optional for: Project Code Service Representative read only access):***

5. Send a copy of your digitally signed appointment letter to DLA Transaction Services.<sup>2</sup>
6. To submit a System Access Request (SAR) to the DLA Transaction Services PCMS application following appointment, visit [https://www.daas.dla.mil/sar/sar\\_menu.html](https://www.daas.dla.mil/sar/sar_menu.html).<sup>3</sup>
7. Deleted Service/Agency Project Code Representative accounts for the PCMS at DLA Transaction Services will be immediately deactivated.

---

<sup>1</sup> Email to be provided when available.

<sup>2</sup> Ibid.

<sup>3</sup> Project Code Management System (PCMS) will be operational at a future date.

## **AP2.1. APPENDIX 2.1**

### **DOCUMENT IDENTIFIER CODES**

AP2.1.1. Document Identifier Codes (DIC) (located in record position (rp) 1-3 of transactions) provide a means of identifying a given product (for example, a requisition, referral action, status transaction, follow-up, or cancellation) to the system to which it pertains and further identify such data as to the intended purpose, usage, and operation dictated. DIC enables automatic data processing (ADP) equipment to select the appropriate program(s) and to mechanically perform operations dictated by the data element or code and performs a similar function in manual operations. (All A\_\_ and FT\_\_ series DICs that are not listed in this appendix are reserved for future use and are not to be used unless authorized and disseminated by the DoD Military Standard Requisitioning and Issue Procedures (MILSTRIP) Administrator.)

AP2.1.2. DIC is a mandatory entry on all documents entering and leaving the supply distribution systems under MILSTRIP; therefore, each transaction shall be identified by an appropriate code.

AP2.1.3. Control of assignments of the first character of the DIC is a responsibility of the DoD. Alphabetic characters A and B have been assigned to the supply distribution system(s) for requisitioning and issue. Alphabetic characters FT are assigned to the Materiel Returns Program (MRP). In addition, alphabetic characters X, Y, and Z have been provided as variable codes usable in any or all systems but under the restrictive conditions hereafter indicated.

AP2.1.4. The following rationale is applicable only to DICs pertaining to MILSTRIP supply distribution system(s)

AP2.1.4.1. First Position (rp 1):

AP2.1.4.1.1. Alphabetic A in rp 1 identifies requisitioning/issue systems transactions.

AP2.1.4.1.2. Alphabetic U in lieu of A in rp 1 identifies mobilization exercise requisitioning/issue transactions which shall not automatically be processed as real documents. Whether such transactions are created for simulation purpose only, or require action by elements of supply distribution system(s), they shall be explicated by the Component activity responsible for conducting the particular exercises. The following code blocks are reserved in the transaction formats for the legacy 80 record position logistics transactions for mobilization purposes:

LOGISTICS SYSTEMS		EXERCISE CODE BLOCK
MILSTRIP	A - series	U - series
MILSTRAP	D - series	E - series
Transportation <sup>1</sup>	T - series	R - series
MILSBILLS	F - series	H - series

AP2.1.4.1.3. RESERVED:

AP2.1.4.1.4. Alphabetic B and X are provided to identify transactions relating to inventory control system(s) within the Components. Each Component may develop and assign these DICs but they will be confined to intra-Service use only.

AP2.1.4.1.5. Alphabetic C is provided to identify transactions relating to the inventory control system of the Defense Logistics Agency (DLA).

AP2.1.4.1.6. Alphabetic characters Y and Z are provided to facilitate assignment of DICs by Components that are necessary to internal depot, source of supply, or base operations when they cannot be identified directly to the preceding subparagraphs AP2.1.4.1.2. and AP2.1.4.1.4., when they are not universal in scope and application. Transactions containing codes Y or Z in the first position of the DIC may never appear on any transactions passed beyond the confines of a base, depot, Inventory Control Point (ICP), or equivalent.

AP2.1.4.2. Second position (rp 2) may contain alphabetic or numeric entries.

AP2.1.4.3. The third position (rp 3) may be either alphabetic or numeric. When used with alphabetic A in the first position of requisitions, passing orders, referral orders, redistribution orders, and MROs, any numeric in rp 3 shall signify that shipment of materiel is intended for an Outside Continental United States (OCONUS) consignee. Conversely, when rp 3 is any alphabetic character, it shall mean shipment to a domestic recipient. The actual character (regardless of whether numeric or alphabetic) will indicate the content of the stock or part number field.

AP2.1.5. The alphabetic FT\_ series DICs are applicable to reporting and return of materiel to a distribution system.

AP2.1.5.1. First two positions (rp 1 and 2): Alphabetic FT shall identify transactions relating to the reporting and return of materiel to distribution systems irrespective of Component or systems within a Component.

AP2.1.5.2. Third position (rp 3) may be alphabetic or numeric.

---

<sup>1</sup> See DTR 4500.9-R. "Defense Transportation Regulation."

AP2.1.6. Document identifier codes are listed below:

#### DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS:	Three	
TYPE OF CODE:	Alpha/Numeric	
EXPLANATION:	Provides means for identifying a transaction as to the system to which it pertains and further identifies such transaction as to its intended purpose and usage	
<u>RECORD POSITION(S):</u>	1 through 3	
<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
A01	Requisition	For overseas shipment/with national stock number (NSN)/North Atlantic Treaty Organization (NATO) stock number
A02	Requisition	For overseas shipment/with part number
A04	Requisition	For overseas shipment/with other
A05	Requisition	For overseas shipment/with exception data <sup>2</sup>
A07	Requisition	For overseas shipment/Overseas Dependent School System Requirement
A0A	Requisition	For domestic shipment/with NSN/NATO stock number
A0B	Requisition	For domestic shipment/with part number
A0D	Requisition	For domestic shipment/with other
A0E	Requisition	For domestic shipment/with exception data <sup>3</sup>

<sup>2</sup> Processing activity shall, by screening of documents, determine whether the incoming requisition type document contains NSN/NATO Stock Number, part number, or other. If item identifying data can be acted upon without need for further exception data, the code in rp 3 shall be changed, as appropriate, to correspond to the NSN/NATO Stock Number, part number, or other in rp 8-22.

<sup>3</sup> Ibid.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
A21	Redistribution Order	For overseas shipment/with NSN/NATO stock number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (Defense Logistics Manual (DLM) 4000.25, Volume 3, Chapter 2).
A22	Redistribution Order	For overseas shipment/with part number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A24	Redistribution Order	For overseas shipment/with other. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A25	Redistribution Order	For overseas shipment/with exception data <sup>4</sup> . Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A27	Redistribution Order	For overseas shipment/Overseas Dependent School System Requirement. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).

---

<sup>4</sup> Ibid.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
A2A	Redistribution Order	For domestic shipment/with NSN/NATO stock number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A2B	Redistribution Order	For domestic shipment/with part number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A2D	Redistribution Order	For domestic shipment/with other. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A2E	Redistribution Order	For domestic shipment/with exception data <sup>5</sup> . Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A31	Passing Order	For overseas shipment/with NSN/NATO stock number
A32	Passing Order	For overseas shipment/with part number
A34	Passing Order	For overseas shipment/with other
A35	Passing Order	For overseas shipment/with exception data <sup>6</sup>
A37	Passing Order	For overseas shipment/Overseas Dependent School System Requirement
A3A	Passing Order	For domestic shipment/with NSN/NATO stock number

<sup>5</sup> Ibid.<sup>6</sup> Ibid.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
A3B	Passing Order	For domestic shipment/with part number
A3D	Passing Order	For domestic shipment/with other
A3E	Passing order	For domestic shipment/with exception data <sup>7</sup>
A41	Referral Order/Lateral Redistribution Order for Retail Assets	For overseas shipment/with NSN/NATO stock number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A42	Referral Order/Lateral Redistribution Order for Retail Assets	For overseas shipment/with part number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A44	Referral Order/Lateral Redistribution Order for Retail Assets	For overseas shipment/with other. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A45	Referral Order/Lateral Redistribution Order for Retail Assets	For overseas shipment/with exception data <sup>8</sup> . Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A47	Referral Order/Lateral Redistribution Order for Retail Assets	For overseas shipment/Overseas Dependent School System Requirement. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).

<sup>7</sup> Ibid.<sup>8</sup> Ibid.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
A4A	Referral Order/Lateral Redistribution Order for Retail Assets	For domestic shipment/with NSN/NATO stock number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A4B	Referral Order/Lateral Redistribution Order for Retail Assets	For domestic shipment/with part number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A4D	Referral Order/Lateral Redistribution Order for Retail Assets	For domestic shipment/with other. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A4E	Referral Order/Lateral Redistribution Order for Retail Assets	For domestic shipment/with exception data <sup>9</sup> . Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A51	Materiel Release Order	For overseas shipment/with NSN/NATO stock number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A52	Materiel Release Order	For overseas shipment/with part number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).

<sup>9</sup> Ibid.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
A54	Materiel Release Order	For overseas shipment/with other. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A55	Materiel Release Order	For overseas shipment/with exception data <sup>10</sup> . Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation ( DLM 4000.25, Volume 3, Chapter 2).
A57	Materiel Release Order	For overseas shipment/Overseas Dependent School System Requirement. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A5A	Materiel Release Order	For domestic shipment/with NSN/NATO stock number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A5B	Materiel Release Order	For domestic shipment/with part number. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A5D	Materiel Release Order	For domestic shipment/with other. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).

<sup>10</sup> Ibid.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
A5E	Materiel Release Order	For domestic shipment/with exception data <sup>11</sup> . Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A5J	Disposal Release Order	From ICP to storage activity (may also be used by local generating activity). Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
A61	Materiel Release Denial	For overseas shipment/with NSN/NATO stock number
A62	Materiel Release Denial	For overseas shipment/with part number
A64	Materiel Release Denial	For overseas shipment/with other
A65	Materiel Release Denial	For overseas shipment/with exception data <sup>12</sup>
A67	Materiel Release Denial	For overseas shipment/Overseas Dependent School System Requirement
A6A	Materiel Release Denial	For domestic shipment/with NSN/NATO stock number
A6B	Materiel Release Denial	For domestic shipment/with part number
A6D	Materiel Release Denial	For domestic shipment/with other
A6E	Materiel Release Denial	For domestic shipment/with exception data <sup>13</sup>

<sup>11</sup> Ibid.<sup>12</sup> Ibid.<sup>13</sup> Ibid.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
A6J	Disposal Release Denial	From storage activity to ICP
AB1 <sup>14</sup>	Direct Delivery Notice	To requisitioner (rp 30-35)
AB2 <sup>15</sup>	Direct Delivery Notice	To SUPADD (rp 45-50)
AB3 <sup>16</sup>	Direct Delivery Notice	To rp 54
AB8 <sup>17</sup>	Direct Delivery Notice	To Defense Automatic Addressing System (DAAS) from S/A for distribution by DAAS of Direct Delivery notice, DICs, AB1, AB2, and/or AB3, under MILSTRIP status distribution rules
AC1	Cancellation	By requisitioner (rp 30-35)
AC2	Cancellation	By SUPADD (rp 45-50)
AC3	Cancellation	By rp 54
AC4	Cancellation	By rp 55 (for intra-Service use only)
AC5	Cancellation	By rp 56 (for intra-Service use only)
AC6	Cancellation	From ICP/IMM to Storage Activity or Reporting Activity. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
AC7	Cancellation	From ICP/IMM to Storage Activity. Results from the receipt of a universal cancellation request.
ACJ	Disposal Release Cancellation	From ICP to storage activity. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).

<sup>14</sup> Use of DIC AB\_ changed from intra- to inter-Service for direct delivery from procurement last reported as not implemented by Government Services Administration (GSA). Refer to AMCL 155.

<sup>15</sup> Ibid.

<sup>16</sup> Ibid.

<sup>17</sup> Ibid.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
ACM	Cancellation	From ICP to procurement activity. Results from the receipt of a universal cancellation request
ACP	Cancellation	From ICP to procurement activity. Cancellation for indicated quantity of the item listed on the procurement instrument or procurement document designated by the number in rp 62-74
AD1	FMS Notice of Availability (initial key document)	To designated CR/FF. Will accompany the FMS NOA Initial Detail document
AD2	FMS Notice of Availability (initial detail document)	To designated CR/FF. Will accompany the FMS NOA Initial Key document
AD3	FMS Notice of Availability (delay key document)	To designated CR/FF. Will accompany the FMS NOA Delay Detail document
AD4	FMS Notice of Availability (delay detail document)	To designated CR/FF. Will accompany the FMS NOA Delay Key document
AD5	FMS Notice of Availability (reply document)	To the activity originating the NOA
ADR	FMS Notice of Availability (export release Required)	To designate CR/FF. Will accompany the FMS NOA Initial Detail document
AE1	Supply Status	To requisitioner (rp 30-35) in U.S. requisition. To Grant Aid country status recipient from ILCO/monitoring activity
AE2	Supply Status	To SUPADD (rp 45-50) in U.S. requisition. To FMS country status recipient from ILCO/monitoring activity
AE3	Supply Status	To rp 54 activity in U.S. requisition. Also used from source of supply to ILCO/monitoring activity on Security Assistance requisitions
AE4	Supply Status	To rp 55 (for intra-Service use only)
AE5	Supply Status	To rp 56 (for intra-Service use only)

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
AE6	Supply Status	To ICP/IMM from storage or reporting activity in response to a DIC AF6, AC6, <b>AC7</b> , DIC A4_ series with Distribution Code 2, or A5_ series when a DIC AR_ series or DIC AS6, does not apply. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from transportation to retail supply activity to provide status, unsolicited, for cargo incheck, hold/delay status, supply status, and cancellation responses (DLM 4000.25, Volume 3, Chapter 2).
AE8	Supply Status	To DAAS from S/A for distribution by DAAS of supply status DIC AE1, AE2, and/or AE3 under MILSTRIP status distribution rules
AE9	Supply Status	<p>From DAAS:</p> <ul style="list-style-type: none"> <li>a. To activities identified by M&amp;S (rp 7), and/or distribution code (rp 54) to advise of the rerouting or change to a MILSTRIP requisition transaction as reflected by the status code (rp 65-66)</li> <li>b. To activity in rp 30-35 when the M&amp;S is 0, and rp 54 is blank or invalid to advise of rerouting or change to a MILSTRIP requisition transaction as reflected by the status code (rp 65-66)</li> <li>c. To activities in rp 30-35, 45-50, and 54 to advise of rejection of a MILSTRIP requisition transaction as reflected by supply status code (rp 65-66)</li> <li>d. To "From" RIC (rp 74-76) to advise of the rerouting of a DIC A3_ (passing order), or DIC A4_ (referral order)</li> <li>e. From DAAS on behalf of an identified internet ordering application with Supply Status CX to all status recipients (identified in rp 30-35, 45-50, and 54) to advise of rejection due to lack of available funds or other criteria associated with the funds verification process. The internet ordering application used by the customer for submission of the requisition/referral order is identified as the RIC-From (rp 4-6). Rejection is the result of the DoD Component responding to the funds verification request and not the DAAS or source of supply.<sup>18</sup></li> </ul>

<sup>18</sup> Used by internet ordering applications on requisitions, modifications, and follow-ups for subsequent rejection by DAAS. Refer to ADC 328.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
AEA	Supply Status	For Service prepared Security Assistance requisitions with NSN/NATO Stock Number
AEB	Supply Status	For Service prepared Security Assistance requisitions with part number
AED	Supply Status	For Service prepared Security Assistance requisitions/with other
AEE	Supply Status	For Service prepared Security Assistance requisitions/with exception data
AEJ	Disposal Supply Status	From storage activity to ICP. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from transportation to retail supply activity to provide status, unsolicited, for cargo in-check, hold/delay status, supply status, and cancellation responses (DLM 4000.25, Volume 3, Chapter 2).
AF1	Follow-up	By requisitioner (rp 30-35)
AF2	Follow-up	By SUPADD (rp 45-50)
AF3	Follow-up	By rp 54
AF4	Follow-up	By rp 55 (for intra-Service use only)
AF5	Follow-up	By rp 56 (for intra-Service use only)
AF6	Follow-up	By ICP to storage or reporting activity. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
AFC	Follow-up (request for improved ESD)	Furnished by requisitioning activities as requests to sources of supply to initiate actions which will improve estimated availability dates provided in supply status transactions

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
AFJ	Disposal Release Follow-up	From ICP to storage activity. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
AFT	Request for Shipment Tracing-Registered, Insured, and Certified Parcel Post	From consignee (based on signal code) to source of supply and ILCO to source of supply unless business firm or civilian contractor not required to process follow-ups received from Military sources. In this case, from consignee to ICP and ILCO to ICP
AFX <sup>19</sup>	Disposal Shipment/Receipt Confirmation Follow-up	From DLA Disposition Services to rp 30-35 or from ICP/IMM to rp 4-6
AFY <sup>20</sup>	Follow-up (Request for DoDAAC of Initial Transportation Shipping Activity)	A request to source of supply to obtain the DoDAAC of the initial (origin) transportation shipping activity for tracing shipments.
AFZ	Disposal Shipment Confirmation Follow-up (DIC ASZ not received)	From DLA Disposition Services to rp 30-35 or from ICP/IMM to rp 4-6
AG6	Reply to Cancellation Request	To ICP from storage <b>activity</b>
AGJ	Reply to Disposal Release Cancellation	From storage activity to ICP
AK1	Follow-up on Cancellation Request (process as cancellation if original cancellation not received)	By requisitioner (rp 30-35)

<sup>19</sup> Establishing intransit control procedures for shipments to DLA Disposition Services Field Offices last reported as not implemented by USAF and USMC. Refer AMCL 158B.

<sup>20</sup> Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
AK2	Follow-up on Cancellation Request (process as cancellation if original cancellation not received)	By SUPADD (rp 45-50)
AK3	Follow-up on Cancellation Request (process as cancellation if original cancellation not received)	By rp 54
AK4	Follow-up on Cancellation Request (process as cancellation if original cancellation not received)	By rp 55 (for intra-Service use only)
AK5	Follow-up on Cancellation Request (Process as cancellation if original cancellation not received)	By rp 56 (for intra-Service use only)
AK6	Follow-up on Cancellation Request (process as cancellation if original cancellation not received)	From ICP to storage activity
AKJ	Disposal Release Cancellation Follow-up	From ICP storage activity
AM1	Document Modifier (process as requisition if original document not received)	For overseas shipment/with NSN/NATO stock number

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
AM2	Document Modifier (process as requisition if original document not received)	For overseas shipment/with part number
AM4	Document Modifier (process as requisition if original document not received)	For overseas shipment/with other
AM5	Document Modifier (process as requisition if original document not received)	For overseas shipment/with exception data <sup>21</sup>
AMA	Document Modifier (process as requisition if original document not received)	For domestic shipment/with NSN/NATO stock number
AMB	Document Modifier (process as requisition if original document not received)	For domestic shipment/with part number
AMD	Document Modifier (process as requisition if original document not received)	For domestic shipment/with other
AME	Document Modifier (process as requisition if original document not received)	For domestic shipment/with exception data <sup>22</sup>
AMF <sup>23</sup>	Document Modifier (process only to change SUPPADD and signal code)	From ICP to procurement activity. Changes SUPPADD and signal code.

<sup>21</sup> Processing activity shall, by screening of documents, determine whether the incoming requisition type document contains NSN/NATO Stock Number, part number, or other. If item identifying data can be acted upon without need for further exception data, the code in rp 3 shall be changed, as appropriate, to correspond to the NSN/NATO Stock Number, part number, or other in rp 8-22.

<sup>22</sup> Ibid.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
AMJ	<i>Disposal Release Order Modification</i>	<b><i>To storage activity from ICP (Not applicable for MILSTRIP legacy formatted transactions; used for DLMS transaction exchange only).</i></b>
AMP	Document Modifier (process only to change RDD field)	From ICP to procurement activity. Changes RDD field (rp 62-64) to Expedite Handling Signal 555.
AN1	Materiel Obligation Validation Request	To requisitioner (rp 30-35)
AN2	Materiel Obligation Validation Request	To SUPADD (rp 45-50)
AN3	Materiel Obligation Validation Request	To rp 54
AN4	Materiel Obligation Validation Request	To rp 55 (for intra-Service use only)
AN5	Materiel Obligation Validation Request	To rp 56 (for intra-Service use only)
AN9	Materiel Obligation Validation Control Document	Header document used when forwarding request documents by DMS or mail
ANZ	Materiel Obligation Validation Request Follow-up Control	Header document used when following up on request documents previously forwarded (DIC AN9) by DMS or mail
AP1	Materiel Obligation Validation Response	From requisitioner (rp 30-35)
AP2	Materiel Obligation Validation Response	From SUPADD (RP 45-50)
AP3	Materiel Obligation Validation Response	From rp 54
AP4	Materiel Obligation Validation Response	From rp 55 (for intra-Service use only)
AP5	Materiel Obligation Validation Response	From rp 56 (for intra-Service use only)

<sup>23</sup> Revised requisition modifier procedures last reported as not implemented by USMC. Refer to AMCL 123C.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
AP8 <sup>24</sup>	Materiel Obligation Validation Response	DAAS transaction to effect MOV response for specified activities. Also used by activities to have DAAS provide responses for validated MOV requests (Chapter 7, C7.1.11.2.)
AP9	Receipt Confirmation for Materiel Obligation Validation Requests	Return document for acknowledgment of documents transmitted either by DMS or mail
APR <sup>25</sup>	Materiel Obligation Validation Reinstatement Request	Notification to source of supply requesting reinstatement of a requisition canceled under MOV
APX	Notice of Non-receipt of Total Batch of MOV Documents	Notification to DAAS or the source of supply that the total number of documents indicated in the control document was not received
AR0	Materiel Release Confirmation	To ICP from storage. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
ARA	Materiel Release Confirmation	For release of quantity greater than requested (due to unit pack). Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
ARB	Materiel Release Confirmation	For release of quantity less than requested (due to unit pack). Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).

<sup>24</sup> Use of revised MOV temporary suspension procedures for selected activities last reported as not implemented by USMC. Refer to AMCL 37.

<sup>25</sup> Established procedures to reinstate canceled requisitions last reported as not implemented by USN. Refer to AMCL 150C.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
ARH	Force Closed Materiel Release Confirmation	For use by ICPs and storage activities to force close open MRO records. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
ARJ	Disposal Release Confirmation	From storage activity to ICP. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
ARK	Disposal Release Confirmation	From storage activity to ICP for release of quantity greater than requested. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
ARL	Disposal Release Confirmation	From storage activity to ICP for release of quantity less than requested. Also for use in support of the Retail Transportation and Supply Receipt and Acknowledgment Interchange (transactions identified by a Distribution Code = 111) from retail supply to transportation (DLM 4000.25, Volume 3, Chapter 2).
AS1	Shipment Status	To requisitioner (rp 30-35) in U.S. requisition. To Grant Aid country status recipient from ILCO/monitoring activity
AS2	Shipment Status	To SUPADD (rp 45-50) in U.S. requisition. To Security Assistance country status recipient from ILCO/monitoring activity
AS3	Shipment Status	To rp 54 activity in U.S. requisition. Also used from source of supply to ILCO/monitoring activity on Security Assistance requisitions
AS4	Shipment Status	To rp 55 (for intra-Service use only)
AS5	Shipment Status	To rp 56 (for intra-Service use only)

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
AS6	Shipment Status	To ICP/IMM from reporting activities for LRO shipments of retail assets
AS8	Shipment Status	To DAAS from S/A for distribution by DAAS of AS_ shipment status under MILSTRIP distribution rules
ASH	Pseudo Shipment Status for Unconfirmed Materiel Release Orders	From ICP to DAAS for distribution under MILSTRIP rules. This transaction shall be used by the ICP as shipment status for unconfirmed MROs
ASY <sup>26</sup>	Shipment Status (DoDAAC of Initial Transportation Shipping Activity)	The source of supply response to the request for DoDAAC of the initial (origin) transportation shipping activity
ASZ	Disposal Shipment Confirmation	From shipping activity to DLA Disposition Services
AT1	Follow-up (process as requisition if original requisition not received)	For overseas shipment/with NSN/NATO stock number
AT2	Follow-up (process as requisition if original requisition not received)	For overseas shipment/with part number
AT4	Follow-up (process as requisition if original requisition not received)	For overseas shipment/with other
AT5	Follow-up (process as requisition if original requisition not received)	For overseas shipment/with exception data <sup>27</sup>

<sup>26</sup> Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

<sup>27</sup> Processing activity shall, by screening of documents, determine whether the incoming requisition type document contains NSN/NATO Stock Number, part number, or other. If item identifying data can be acted upon without need for further exception data, the code in rp 3 shall be changed, as appropriate, to correspond to the NSN/NATO Stock Number, part number, or other in rp 8-22.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
AT7	Follow-up (process as requisition if original requisition not received)	For overseas shipment/Overseas Dependent School System Requirement
ATA	Follow-up (process as requisition if original requisition not received)	For domestic shipment with NSN/NATO stock number
ATB	Follow-up (process as requisition if original requisition not received)	For domestic shipment with part number
ATD	Follow-up (process as requisition if original requisition not received)	For domestic shipment with other
ATE	Follow-up (process as requisition if original requisition not received)	For domestic shipment with exception data <sup>28</sup>
AU1	Reply to Cancellation Request-Shipment Status	To requisitioner (rp 30-35)
AU2	Reply to Cancellation Request-Shipment Status	To SUPADD (rp 45-50)
AU3	Reply to Cancellation Request-Shipment Status	To rp 54
AU4	Reply to Cancellation Request-Shipment Status	To rp 55 (for intra-Service use only)
AU5	Reply to Cancellation Request-Shipment Status	To rp 56 (for intra-Service use only)

---

<sup>28</sup> Ibid.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
AU8	Reply to Cancellation Request-Shipment Status	To DAAS from S/A for distribution by DAAS of status (AU_) under MILSTRIP distribution rules
AU0	Reply to Cancellation Request-Materiel Release Confirmation	To ICP. Release of quantity same as requested
AUA	Reply to Cancellation Request-Materiel Release Confirmation	To ICP. Release of quantity greater than requested (due to unit pack)
AUB	Reply to Cancellation Request-Materiel Release Confirmation	To ICP. Release of quantity less than requested (due to unit pack)
AX1 <sup>29</sup>	Inventory Control point Government-Furnished Materiel Validation Request	From ICP to MCA to validate GFM transactions to a valid contract. May be intercepted by DAAS when applied to contractor requisitions submitted via DoD EMALL indicating payment by corporate credit card.
AX2 <sup>30</sup>	Management Control Activity Government-Furnished Materiel Validation Response	From MCA to ICP. Response to ICP validation request of GFM transactions. Also used by DAAS when applied to contractor requisitions submitted via DoD EMALL indicating payment by corporate credit card.
FTA	Automatic Return Notification	Customer Notification to a source of supply of an automatic return
FTB	Reply to Follow-up for Materiel Return Program Credit	Reserved for DLM 4000.25, Volume 4 (MILSBILLS Procedures)
FTC	Cancellation of Customer Asset Report	Customer Cancellation of previously submitted asset report
FTD	Disposition Instructions	ICP/IMM status to customer advising of delay in response to asset report

<sup>29</sup> Procedures to control access to DoD materiel inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

<sup>30</sup> Processing activity shall, by screening of documents, determine whether the incoming requisition type document contains NSN/NATO Stock Number, part number, or other. If item identifying data can be acted upon without need for further exception data, the code in rp 3 shall be changed, as appropriate, to correspond to the NSN/NATO Stock Number, part number, or other in rp 8-22..

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
FTE	Customer Asset Report	Customer report of available assets
FTF	Follow-up for ICP/IMM Reply to Customer Asset Report	Customer follow-up to ICP/IMM
FTG <sup>31</sup>	Customer Asset Report (Part-numbered items)	Customer report of available assets for part-numbered items. (Not authorized for asset reports directed to DLA.)
FTL	Materiel Returns Program Supply Status	Customer Status to ICP/IMM indicating estimated date of shipment
FTM	Shipment Status	Customer status to ICP/IMM indicating release of shipment to carrier
FTP	Follow-up for Materiel Return Program Credit	Reserved for DLM 4000.25, Volume 4 (MILSBILLS Procedures)
FTQ	DAAS Customer Asset Report Information Status	DAAS status to customer indicating actions on reports of assets
FTR	Reply to Customer Asset Report	ICP/IMM reply to customer asset report
FTT	Follow-up for ICP/IMM Materiel Receipt Status	Customer follow-up due to non-receipt of ICP/IMM receipt acknowledgment
FTZ	ICP/IMM Materiel Receipt Status	ICP/IMM advice to customer of receipt or non-receipt of materiel
FT6	ICP/IMM Follow-up	ICP/IMM follow-up materiel authorized to be returned

<sup>31</sup> Use of part-numbers in the Materiel Returns Program last reported as not implemented by USMC. Refer to AMCL 167.

## **AP2.13. APPENDIX 2.13**

### **PROJECT CODES**

NUMBER OF CHARACTERS: Three.

TYPE OF CODE: Alpha/Numeric.

EXPLANATION: Identifies requisitions and related documentation as to special programs, exercises, projects, operations, or other purposes.

**LEGACY RECORD** 57-59.

POSITION(S):

**DLMS SEGMENT/QUALIFIER:** *LQ Segment, LQ01 Qualifier 78<sup>1</sup>*

AP2.13.1. Project codes are used to distinguish requisitions and related documentation and shipments, and to accumulate Service/Agency (**S/A**) performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. If no project code is applicable, **leave blank in the applicable transaction**.

AP2.13.2. Project codes, other than Office of the Secretary of Defense (OSD)/Chairman of the Joint Chiefs of Staff (CJCS) assigned codes, do not provide nor imply any priority or precedence for requisition processing or supply decisions. Project codes are not related to priority in any respect and, when used, do not alter nor override the priority assigned to a requisition or shipment. Requisitions containing project codes and shipments related thereto will be processed strictly under the assigned priority designator and implied/requested preferential treatment to the contrary will be disregarded.

AP2.13.3. Project codes will be perpetuated in all related documentation and will appear as a part of shipping container markings. Recognition of project codes by suppliers in another S/A and the resultant special handling afforded requisitions and shipments will be limited to:

AP2.13.3.1. Shipment Consolidation. Criteria for consolidation of project code materiel is published in [DTR 4500.9-R](#).

AP2.13.3.2. Container Marking. Shipments will be marked as prescribed in MIL-STD-129, as amended.

---

<sup>1</sup> *ADC 1043 added the Standard Line of Accounting (SLOA) requirement for a project code element in the FA2 segment, but also noted that the SLOA project code may or may not be the same as the supply project code.*

AP2.13.3.3. Shipment Release/Movement Control. At the time of project announcement for contingencies and similar rapid response situations, the initiating S/A will provide the instructions as to procedures to be followed on requisitions which must arrive at destinations within specified time periods.

AP2.13.4. Project codes are categorized into four groups and the authority to assign project codes varies by category. The following paragraphs provide the definitions of each category of project codes and identify the S/A which is authorized to assign each category of project code. ***The authoritative source for each category of project codes is either maintained with the Services or the Project Code Management System (PCMS) as part of DLA Transaction Services logistics transaction processing infrastructure.***<sup>2</sup>

AP2.13.4.1. Category A. For use when no meaning of the code will be perpetuated outside the originating S/A. The code will be perpetuated in all related documentation and will appear as a part of the shipping container markings. Project codes in **Category A** may be assigned by those S/As identified in Appendix 2.2 by a distinct S/A code, Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) activity address code (AAC), and by those Agencies using the multiuse Service Code H. ***Category A project codes are managed by the Services and are not included in the PCMS.***<sup>3</sup>

AP2.13.4.2. Category B. For use when recognition and exceptional processing actions have been prearranged between specified S/As. Category B project codes will be announced ***by the managing S/A*** only to participating S/As, ***with the information described below in AP2.13.6.3.*** Assignment authority is the same as for **Category A**. ***Category B project codes are managed by the Services and are not included in PCMS.***<sup>4</sup>

AP2.13.4.3. Category C (3/alpha*numeric*/alpha*numeric*). Assigned for common purpose use by all or specified S/As. ***Category C project code(s) are assigned for a specified period of time, not to exceed two years initially, with an exception for project codes assigned to ongoing MILSTRIP procedures. The project code monitor/coordinator will evaluate the need to extend and update Category C project codes prior to expiration.*** All Category C codes are ***managed in PCMS by OSD, Office of CJCS, or the DoD Military Standard Requisition and Issue Procedures (MILSTRIP) Administrator.***<sup>5</sup>

---

<sup>2</sup> ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the authoritative source for Category C & D project codes is MILSTRIP Appendix 2.13, posted to the DLMSO website: [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp)

<sup>3</sup> Addition of Category A and/or B project codes may be addressed as a future enhancement to PCMS based on S/A requirements.

<sup>4</sup> Ibid.

<sup>5</sup> ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the authoritative source for Category C & D project codes is MILSTRIP Appendix 2.13, posted to the DLMSO website: [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp).

AP2.13.4.3.1. Assignment of **Category C** project codes may be requested by OSD/CJCS or by S/As. S/A requests will be forwarded **by the Supply Process Review Committee (SPRC) representative** to the DoD Military Standard Requisition and Issue Procedures (MILSTRIP) Administrator. Such requests **must**.

AP2.13.4.3.1.1. Include a statement of the intended use.

AP2.13.4.3.1.2. Indicate the S/As which will be involved (including designator of applicable S/A codes).

AP2.13.4.3.1.3. Provide the effective date and termination date of the code.

***AP2.13.4.3.1.4. Identify at least one monitor/coordinator.***

***AP2.13.4.3.1.5. Note any references.***

AP2.13.4.3.2. Project Codes **CYK**, **JZC**, **JZM**, **JZO**, and **RBB** are designated as **Category C** and are authorized exceptions to the normal **Category C 3/alpha****numeric/alpha****numeric** structure.

AP2.13.4.4. **Category D (9/alpha****numeric/alpha****numeric)**. OSD/CJCS project codes. Requisitions and materiel releases with **Category D** project codes will be ranked above all other requisitions with the same priority designators for processing purposes. **Authorization for use of Category D project code(s) will be for a specified period of time, not to exceed two years initially. OSD/CJCS will evaluate the need to extend and update Category D project codes prior to expiration. All Category D codes are managed in PCMS by OSD and CJCS.**<sup>6</sup>

#### AP2.13.4.5. OSD and CJCS Assignment Requests

AP2.13.4.5.1.. **OSD project codes will be assigned only to projects and programs clearly of direct interest to the Secretary of Defense (SECDEF).** Requests for assignment of OSD project code(s) will be submitted to the DASD (L&MR) SCI. An information copy of the request will be provided to the DoD MILSTRIP Administrator. **Upon approval of the request by the DASD (L&MR) SCI, OSD will complete assignment of the project code in PCMS, or may request CJCS record the project code in PCMS on behalf of OSD**<sup>7</sup>.

AP2.13.4.5.2. **CJCS project codes will be assigned only to projects and programs clearly of direct interest to the CJCS acting on behalf of the SECDEF. The Force/Activity Designators (F/AD) to be used in conjunction with the CJCS project code should be designated in the authorization.** Requests for assignment of CJCS project code(s) will be submitted to the JMPAB, an agency of the Chairman,

---

<sup>6</sup> Ibid.

<sup>7</sup> Ibid.

Joint Chiefs of Staff, and approved through the appropriate office listed below **to authorize CJCS to complete assignment of the project code in PCMS**<sup>8</sup>:

AP2.13.4.5.2.1. Service Headquarters.

AP2.13.4.5.2.2. Unified or Service Command Headquarters.

AP2.13.4.5.2.3. The Joint Staff.

AP2.13.4.5.2.4. OSD.

**AP2.13.5. Dissemination.** *When Category C & D project codes are initially assigned, extended, or cancelled prior to the current expiration date, PCMS will distribute announcements to the listed monitor(s)/coordinator(s) for the project code and all those subscribed to receive project code announcements.*<sup>9</sup>

**AP2.13.5.1. The following are required to subscribe in PCMS to receive project code updates:**

**AP2.13.5.1.1. Designated OSD project code representatives,**

**AP2.13.5.1.2. Designated CJCS project code representatives,**

**AP2.13.5.1.3. DoD MILSTRIP Administrators,**

**AP2.13.5.1.4. Designated S/A project code representatives,**

**AP2.13.5.1.5. S/A representatives of the Supply Process Review Committee.**

**AP2.13.5.2.** Initial dissemination of Category C and D project codes will be accomplished as follows:

**AP2.13.5.2.1. For OSD/CJCS project codes,** OSD/CJCS **are responsible for** electronically disseminating the **authorizing** project code message (or the Execute Order containing project code assignment) to S/A Headquarters and other activities as appropriate.

**AP2.13.5.2.2. The approved project code is finalized and made active in PCMS, which** electronically forwards an **unclassified** project code assignment letter to **subscribers.** Also, **PCMS will push notification of the new code to eligible systems.**<sup>10</sup>

---

<sup>8</sup> Ibid.

<sup>9</sup> **ADC 1118 initiated the development of PCMS. Until PCMS is implemented, DoD MILSTRIP Project Code Support will disseminate project code notices to the representatives listed under AP2.13.6.1. and other interested parties.**

<sup>10</sup> **ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the authoritative source for Category C & D project codes is MILSTRIP Appendix 2.13, posted to the DLMSO**

AP2.13.5.2.3. S/A project code **representatives** electronically disseminate the project code **notice** to all involved S/A activities.

AP2.13.5.3. Announcements of project code assignments, **updates, and terminations** will provide the information listed below:

TITLE	EXPLANATION
Project Code	Code assigned under the provisions of this manual.
Effective Date	Indicate the date when supply sources should commence required action relative to the code.
Termination Date <i>or Continuing</i>	<b><i>Identify the last calendar day that the project code will be active, or indicate that the project code is continuing indefinitely for project codes integrated with ongoing MILSTRIP processes. After</i></b> a specified termination date is <b>passed</b> , inter-S/A recognition of the code <b>will</b> stop and categories C and D project codes will be <b>removed</b> from the active project code listing. Unfilled requisitions (which have not been canceled) containing a <b>terminated</b> project code (Category B, C, or D) will be processed in the same manner that requisitions with <b>Category A</b> project codes are processed. No mass cancellation of CJCS project coded requisitions is authorized without prior approval of the JMPAB.
Service Code(s)	All or specified S/A code(s) which will be used in conjunction with the project code. <b><i>This information is to be included as part of the Project Code Description field of PCMS.</i></b>
Use/References	<p>1. <b>Use</b> - Use a clear-text statement defining the intended use of the code and indicating those to whom it applies (unless the use is classified). Also, if applicable, provide an abbreviated project name.</p> <p>2. <b>References</b> - Cite inter-S/A agreements and other documents when establishing or specifying special controls for the project. The S/A establishing the project is responsible for ensuring that suppliers are provided copies of these documents, if not available on an inter-S/A basis. If a joint regulation is cited, all S/A numbers will be included in the project code announcement. An assembly point for shipment may be designated in this column by use of the DoDAAC for the assembly point. The DoDAAC of the assembly point will be entered in requisitions by requisitioners as the ship-to address. Shipping activities are not required to use project code announcements to determine the ship-to address unless inter-S/A agreements are negotiated for special routing of shipments. Only one assembly point per project code may be assigned.</p>

---

website: [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp). The MILSTRIP Project Code Support will disseminate project code notices based on the formats of MILSTRIP Appendix 1.37. Push notifications to Component systems is a planned enhancement of PCMS.

TITLE	EXPLANATION
Monitor/Coordinator	Identify the activity within the S/A or OSD/CJCS which is monitoring or coordinating the project, point of contact, telephone number (DSN and commercial, as applicable), and email address.

**AP2.13.5.3.1. As per AP2.13.6.2.2. above, PCMS will distribute project code announcements when a new project code is activated.<sup>11</sup> Refer to Appendix 1.37 for the format of the generated announcement.**

**AP2.13.5.3.2. When an active project code is extended, PCMS will distribute a project code update announcement indicating the new termination date.<sup>12</sup> Refer to Appendix 1.37 for the format of the generated announcement.**

**AP2.13.5.3.3. When an active project code is cancelled early (i.e., before the currently published termination date) or reaches its termination date PCMS will distribute a project code cancellation announcement.<sup>13</sup> The prior termination date is to be crossed out and the actual expiration date distinctly displayed. Refer to Appendix 1.37 for the format of the generated announcement.**

**AP2.13.5.4. Following the initial dissemination of the project code assignment, PCMS will include the code in reports and relevant queries of active project codes.<sup>14</sup>**

**AP2.13.5.4.1. For those without PCMS accounts, reports containing all Category C and D codes will be published electronically on the **Defense** Logistics Management Standards **Office** Website [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrip\\_pubs.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrip_pubs.asp) unless prohibited by security classification. The report includes active project codes and those that have expired in the six months prior of the report generation date.**

**AP2.13.5.4.2. Those with access to PCMS can access system generated reports and perform ad hoc queries. See AP2.13.9.1. below for information on who, and how individuals obtain PCMS accounts.<sup>15</sup>**

**AP2.13.6. Maintenance of Project Code Assignments.** The **designated S/A** project code **representatives** (and the initiator or requestor of the project code, if different from the **S/A** project code **representatives** referenced under paragraph AP2.13.7., below)

<sup>11</sup> ADC 1118 initiated the development of PCMS. Until PCMS is implemented, the MILSTRIP Project Code Support will disseminate project code notices based on the formats of MILSTRIP Appendix 1.37.

<sup>12</sup> Ibid.

<sup>13</sup> Ibid.

<sup>14</sup> ADC 1118 initiated the development of PCMS. Until PCMS is implemented, reports of Category C & D project codes can be accessed as described in AP2.13.6.4.1..

<sup>15</sup> Ibid.

will ensure that the status of the project code remains current. The initiator or requestor of a project code will provide the current information of the monitor/coordinator **and requests for extension up to two years to the OSD/CJCS or DoD MILSTRIP Administrator as appropriate. When informed of project code assignment changes, the appropriate PCMS user will record the changes in PCMS, which in turn will notify all subscribers as referenced in AP2.13.6.3.**<sup>16</sup>

#### **AP2.13.7. Service/Agency MILSTRIP Project Code Representatives**

**AP2.13.7.1. OSD/CJCS, Services, and DLA will formally designate a primary representative, and may designate up to three alternates. Appointment letters adding or removing individuals as representatives are to be signed by the designating OSD/CJCS/Component governing authority for project codes and sent to the MILSTRIP Project Code Support at Defense Logistics Management Standards Office and to the DLA Transaction Services PCMS Administrator.**<sup>17</sup> Refer to Appendix 1.38 for an appointment letter template.

**AP2.13.7.2.** The S/A designated project **representatives** are published electronically on the Defense Logistics Management Standards **Office** Website <https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp> (**CAC required**).

#### **AP2.13.8. Project Code Management System**

##### **AP2.13.8.1. System Administration**<sup>18</sup>

**AP2.13.8.1.1. DLA Transaction Services maintains the PCMS application for updating Category C & D project code data.**<sup>19</sup> It facilitates project code lifecycle management, automated notification to designated recipients, and real-time project code validation for supply transactions processed through DLA Transaction Services. Access to the PCMS application is controlled in accordance with DoD Public Key Infrastructure (PKI)/Common Access Card (CAC) requirements and requires an appointment letter submitted to the MILSTRIP Administrator, and a System Access Request (SAR) submitted to DLA Transaction Services at <https://www.transactionservices.dla.mil/daashome/customerassistance.asp>.

---

<sup>16</sup> ADC 1118 initiated the development of PCMS. Until PCMS is operational, the authoritative source for Category C & D project codes is MILSTRIP Appendix 2.13, posted to the DLMSO website: [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp). MILSTRIP Project Code Support will disseminate project code notices based on the formats of MILSTRIP Appendix 1.37.

<sup>17</sup> ADC 1118 initiated the development of PCMS. Until PCMS is operational, a copy of the appointment letter does not need to be sent to the DLA Transaction Services PCMS Administrator.

<sup>18</sup> ADC 1118 initiated the development of PCMS. Until PCMS is operational, procedures of AP2.13.9.1. are on hold.

<sup>19</sup> Addition of Category A and/or B project codes may be addressed as a future enhancement to PCMS based on S/A requirements.

**AP2.13.8.1.2. DLA Transaction Services deactivates accounts when an account holder is no longer authorized or when the account has not experienced activity for a period of time determined by DLA Transaction Services. OSD/CJCS and MILSTRIP Administrator accounts are restricted through access controls to project code categories appropriate to their role authorized in their appointment letter. S/A Project Code Representatives and SPRC representatives may submit a SAR to obtain a read-only access account to perform ad hoc queries.**

**AP2.13.8.2. Validation.** *Using project code data in PCMS*, DLA Transaction Services **will** edit all requisitions and related transactions (**DLMS 511R / MILSTRIP** Document Identification Code (DIC) A0, AM, **DLMS 869F / MILSTRIP DIC** AT, and **DLMS 517M / MILSTRIP DIC** APR) for invalid/expired Category C & D project codes.<sup>20</sup>

**AP2.13.8.2.1. The edit check for valid project codes compares the project code in the transaction to the project codes recorded in PCMS and verifies the project code is present and currently active.**

**AP2.13.8.2.2. If the edit check determines the project code exists but has expired, PCMS compares the ordinal date from the requisition document number in the transaction to the beginning date and actual expiration date of the project code in PCMS to determine if the project code was active at the time of the original requisition.**

**AP2.13.8.2.3. If an invalid code is present **or a project code is used on a requisition issued outside the active period for the project code**, DLA Transaction Services **will** blank the project code, forward the requisition for processing, and report this action back to the requisitioner in a **supply status transaction** (**DLMS 870S / MILSTRIP DIC** AE9) with BK status.**

**AP2.13.8.3. PCMS will track which project codes are reserved, pending active, and expired.**<sup>21</sup>

**AP2.13.8.3.1. PCMS users may reserve a project code within their authority to assign for up to one year. If the project code is not made active or given a pending date to become active within the year it was reserved, then PCMS will no longer reserve the project code. During the time that a project code is reserved, it is only discoverable within PCMS by other users who could have been assigned the same code.**

**AP2.13.8.3.2. PCMS users can set a project code to automatically become active on a date up to 30 days in the future. In order to set a project code for future activation, the project code must have the required information**

<sup>20</sup> ADC 1118 initiated the development of PCMS. Until PCMS is operational, DLA Transaction Services will maintain the current validation/expiration edit check for Category D project codes.

<sup>21</sup> ADC 1118 initiated the development of PCMS. Until PCMS is operational, procedures of AP2.13.9.3. are on hold and MILSTRIP Project Code Support will continue to track and disseminate project codes.

*for disseminating the project code as called for in AP2.13.6.3.. During the time that a project code is pending activation, it is only discoverable within PCMS by other users who could have assigned the same code.*

**AP2.13.8.3.3. PCMS will not offer a previously expired project code to be reused for another purpose until at least five years after the project code expired. When a user requests to create a new project code, PCMS will first offer the project code that has gone the longest since being used. The user will be able to request a specific project, so long as it is not already active or within five years since expiring.**

**AP3.19. APPENDIX 3.19****SHIPMENT STATUS****RECORD**

FIELD LEGEND	POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier Code	1-3	Enter the DIC applicable to the shipment status (DIC AS1-6, AS8, or ASY) or reply to cancellation request-shipment status (AU1-5 or AU8). <sup>1</sup>
Routing Identifier Code <sup>2, 3</sup>	4-6	Enter the RIC of the source of supply that generated the lateral redistribution order (LRO)/materiel release order (MRO)/cancellation request/disposal release order (DRO)/DIC FTR or the shipping activity if the shipment was not initiated by a supply source LRO/MRO cancellation request/DRO/DIC FTR. If a disposal shipment was not initiated by a source of supply DRO/DIC FTR and the shipping activity has no RIC, leave blank. If used as a DIC AS6, indicate the RIC of the inventory control point (ICP)/integrated materiel manager (IMM) to which the transaction will be sent.
Media and Status	7	Use the M&S code from the MRO/LRO/DRO or cancellation request.
Stock or Part Number	8-22	Enter the NSN or part number of the item supplied.
Unit of Issue	23-24	Enter the U/I.

<sup>1</sup> Procedures requesting and/or providing the DoDAAC of the initial shipping activity last reported as not implemented by GSA. Refer to AMCL 5.

<sup>2</sup> See Appendix AP3.1 - Formats Introduction, Paragraph AP3.1.3

<sup>3</sup> Intra-Service ammunition and ammunition related orders following the ammunition storage site selection utilize the storage depot being transacted against instead of the Inventory Control Point when providing supply and shipment status in order to maintain traceability of ammunition and ammunition related items shipped. Refer to ADC 441/441A, Clarification of Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits.

RECORD		
FIELD LEGEND	POSITION(S)	ENTRY AND INSTRUCTIONS
Quantity	25-29	<p>a. Enter the quantity shipped.</p> <p>b. For ammunition federal supply group (FSG) 13 and for Federal supply classification (FSC) 1410, 1420, 1427, 1440, 5330, 5865, 6810 or 8140 items only, 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	Use the document number from the MRO/LRO/DRO or cancellation request.
Suffix	44	Use the suffix code from the MRO/LRO/DRO or cancellation request. If no suffix code, leave blank.
Supplementary Address	45-50	Use SUPADD from the MRO/DRO or cancellation request. The shipping activity will all enter the DoDAAC of the predesignated DLA Disposition Services Field Office for shipments to DLA Disposition Services Field Offices. If used as a DIC AS6, enter the DoDAAC of the activity to which the credit for the materiel and reimbursement for the packing, crating, handling and transportation (PCH&T) costs is to be provided.
Hold	51	If used as a DIC AS6, enter Signal Code B. Otherwise, enter the shipment hold code, when applicable.
Fund	52-53	Enter the fund code as shown in the MRO/DRO or cancellation request. If used as a DIC AS6, enter the fund code to which the credit for the materiel and reimbursement for the PCH&T costs is to be provided.
Distribution	54-56	Enter the distribution code as shown in the MRO/LRO/DRO or cancellation request.
Release Date	57-59	Enter the date the materiel is released to the carrier.

RECORD		
FIELD LEGEND	POSITION(S)	ENTRY AND INSTRUCTIONS
Transportation Control Number	60-76	Enter the shipment unit TCN as prescribed in DTR 4500.9-R, "Defense Transportation Regulation".
Mode of Shipment	77	Enter the code identifying the mode of shipment. <sup>4</sup> (Leave blank when transmitting DIC AS3 through DAAS to DLA Disposition Services.)
Port of Embarkation	78-80	<p>a. CONUS. Leave blank.</p> <p>b. OCONUS:</p> <p>(1) For shipments moving to OCONUS designations through the DTS, GBL/CBL, parcel post (except APO/FPO); and small package carrier shipments entering the DTS at the POE, enter the POE or SEAVAN CCP. (See DTR 4500.9-R, Part II, Appendices CC, MM, and PP.)</p> <p>(2) Leave blank for parcel post movement through an APO or FPO.</p> <p>(3) Enter the POE for Security Assistance Program transactions moving through the DTS; otherwise, leave blank.</p>

#### ENTRIES REQUIRED FOR DoDAAC INFORMATION – DIC ASY TRANSACTIONS<sup>5</sup>

Blank	57-64	Leave blank.
Status Code	65-66	Enter Status Code DY if the DIC AFY follow-up transaction is being rejected; otherwise, leave blank.
Blank	67-74	Leave blank.
DoDAAC of Initial Transportation Activity	75-80	Enter the DoDAAC of the initial (origin) transportation shipping activity. If the DIC AFY follow-up transaction is being rejected with Status Code DY, leave blank.

<sup>4</sup> Refer to the TRDM for available code list at <https://trdm.c2.amc.af.mil/trdm/index.jsp> (DTR Data)

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

## RECORD

## FIELD LEGEND

## POSITION(S) ENTRY AND INSTRUCTIONS

ENTRIES REQUIRED FOR SHIPMENTS TO DISPOSAL

Unit Price	62-68	Enter the unit price of the item identified in rp 8-22. Enter an estimated unit price if pricing information is not available. If the value for a part-numbered item exceeds the seven-position unit price field, enter the price manually on the DIC AS3 shipment status transaction and forward off-line to the DLA Disposition Services for manual processing.
Blank	69-76	Leave blank.