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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25, Volume 2, October 23, 2015
Change 6

DEFENSE LOGISTICS MANAGEMENT STANDARDS
VOLUME 2, SUPPLY STANDARDS AND PROCEDURES
CHANGE 6

I. This change to DLM 4000.25, Defense Logistics Management Standards, Volume 2, 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. Change 6 also includes administrative updates: 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) Change (ADC) published by Defense Logistics Management Standards Office memorandum:

A. ADC 1043C dated December 22, 2014. Corrections for SLOA Data in the 810L Logistics Bill and related administrative fixes to other DLMS Implementation Conventions. Revises DLMS Implementation Conventions 140A, 180M, 511M, 511R, 517G, 517M, 527D, 527R, 536L, 567C, 650A, 650C, 810L, 812L, 812R, 824R, 830D, 830R, 830W, 842 A/W, 842P, 846A, 846C, 846D, 846F, 846I, 846P, 846R, 846S, 856N (4010 & proposed 4030 versions), 856R (4010 & 4030 versions), 856S, 867D, 867I, 869A, 869C, 869F, 870L, 870M, 870N, 870S, 888A, 888I, 888W, 940R, 945A (4010 and 4030 versions), and 947I (4010 and 4030 versions).

B. ADC 1066A dated June 30, 2014. Updated DOD WebSDR processing to enable source of supply (SoS) systems to properly process transactions used for SoS notification of relevant SDR information. Revises Chapter 17.

C. ADC 1085 dated April 22, 2015. Revises procedures for end of day processing to clarify programmed research of imbalances using transaction history data and authorizes up to seven work days to complete programmatic research portion of the end of day reconciliation process. This change does not affect the transactional flow or data elements required to complete end of day processing. It restates procedures to include: closing balance comparisons at end of day; and, for imbalances, the programmatic research elements

to be considered to include in-float, suspended, and duplicate transactions prior to adjusting the total item property record (TIPR). Revises Chapter 6.

D. ADC 1099 dated June 15, 2015. Realigns and revalidates the Installation Closure Procedures in this manual and DLM 4000.25-1 (MILSTRIP). 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. Once all the DLM 4000.25-1 chapters are fully aligned into DLMS Volume 2, then DLM 4000.25-1 will be cancelled. Chapter 15 outlines DLMS enhanced procedures for Installation Closure using DLMS formats (X12 Electronic Data Interchange (EDI) and eXtensible Markup Language (XML)). Revises Chapter 15.

E. ADC 1102A dated April 13, 2015. Amends procedures established under ADC 1102 for unauthorized/discrepant Air Force returns to DLA Distribution Centers. Establishes specific guidance to report DLA Distribution Center receipts and SDRs for unauthorized/unexpected consumable item returns to the returning Service (rather than the item manager) using a pre-designated routing identifier code (RIC) when the returning Service is an Air Force activity. Revises Chapter 13 and Chapter 17.

F. ADC 1118 dated February 5, 2015. 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. Adds new Appendices AP6.40, AP6.41 and revises Appendix AP7.13.

G. ADC 1124 dated April 7, 2015. Revises time standards for receipt processing to support DODM 4140.01, Volume 5 policy that states receiving activities will "record receipts no later than 5 business days from date materiel received". This change also clarifies the requirement to make associated assets visible from the point of inspection and acceptance within 24 hours. Revises Chapters 13, 16 and 20.

H. ADC 1126 dated December 16, 2015. Revises Supply Discrepancy Report (SDR) routing rules for non-manager owned suspended stock identified at the time of receipt at DLA Distribution Centers and improved identification of owner and manager on SDR transactions. Revises Chapter 17 and Appendix 7.28. Revises DLMS 842A/R and 842 A/W.

I. ADC 1127 dated October 20, 2015. Provides enhanced SDR guidance for Foreign Military Sales, SDR time standards for controlled inventory items, SDR Forwarding after Logistics Reassignment, Packaging SDRs, and administrative updates. Revises Chapter 17 and Appendix 7.28. Revises DLMS 842A/R and 842A/W.

J. ADC 1128 dated April 23, 2015. Updates the DLMS 527D Prepositioned Materiel Receipt (PMR) and 527R Receipt and Associated procedures to support Marine Corps base realignment and closure storage and distribution interface to communicate enhanced DLMS data between the Marine Corps Maintenance Centers (MCMC) and DLA at the Distribution Centers operating under the Distribution Standard System (DSS). Revises DLMS 527D and 527R.

K. ADC 1132 dated June 15, 2015. Implements a fully systemic solution for processing mass and universal cancellations and the associated DLMS enhancements. This change also 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. This change administratively aligns the new Volume 2, Chapter 27 with its companion chapter in DLM 4000.25-1, and MILSTRIP Chapter 8. Adds new Chapter 27, revises Chapter 4 and updates Appendices 7.1 and 8.19. Revises DLMS 856S, 869C, 940R.

L. ADC 1138 dated April 15. 2015. Revises the DLMS 830D Demand Data Exchange (DDE) projected supply plan to provide a date representing the start date of forecast bucket that incorporates the use of the actual forecast date, aligned to the forecast quantity for that date, in the DDE Projected Supply Plan (DLMS 830D) transaction. Revises DLMS 830D.

M. ADC 1149 dated July 6, 2015. Requires that Service ammunition systems include ownership code in DLMS 947I Inventory Adjustment for dual supply condition code change transactions (legacy DAC functionality). Revises the DLMS 947I dual inventory adjustments for clarity on use of ownership, purpose and supply condition codes with dual inventory adjustments. Revises DLMS 947I.

N. ADC 1150 dated November 18, 2014. Modifies the mapping of the DLMS 940R Materiel Release Order/Disposal Release Order Exception Data to allow 12 iterations of the NTE segment for pick/pack data in support of Army Logistics Modernization Program (LMP) and DLA Distribution Standard System (DSS) processing. No change to manuals or DLMS Implementation Conventions.

O. ADC 1153 dated April 16, 2015. Includes four supply discrepancy report enhancements to improve visibility of discrepancies involving hazardous materiel shipments and clarifies guidance for the selection of the appropriate SDR action code by transshippers. Revises Chapter 17 and Appendix 7.28. Revises DLMS 842A/W, and 842A/R.

P. ADC 1164.dated July 6. 2-15. Revise DLMS 940R Materiel Release and DLMS 945A Materiel Release Confirmation for carrier account data associated with directed return of discrepant/deficient materiel and procedures for use of the DLMS 940R when directing shipment of discrepant/deficient materiel via a supply discrepancy report reply. Revises Chapter 4 and Chapter 17. Revises DLMS 940R and 945A (Versions 4010 and 4030).

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

Added or Replaced Files	**Added or Replaced Files**
Change History Page	Appendix 6
Table of Contents	Appendix 6.40
Chapter 4	Appendix 6.41
Chapter 6	Appendix 7.1

Added or Replaced Files	Added or Replaced Files
Chapter 13	Appendix 7.13
Chapter 15	Appendix 7.28
Chapter 16	Appendix 8.19
Chapter 17	Appendix 10
Chapter 20	

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

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for Supply Integration

Volume 2 – SUPPLY STANDARDS AND PROCEDURES

PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Change Number
93A	08/29/12	**Addendum 93A to include Status Code BP in Cancellation Procedures.** This change corrects an administrative oversight in documented procedures for source of supply processing of single line requisition cancellation requests to check for Status Code BP. Revises Chapter 4, Requisitioning.	1
102	8/15/2009	**Revised Service Code V Use in Routing Identifier Codes (RICs).** 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
103	07/23/2003	**DAAS Processing Rules for Project Code 3AD (Supply/MILSTRIP) (Staffed as PDC 99).** This change requires the Defense Automatic Addressing System (DAAS) to pass (instead of route) all DIC A0_ requisitions containing Project Code 3AD to the activity identified in the Routing Identifier Code (To). 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 4, Requisitioning.	4

ADC Number	Date	Change Description	Change Number
221A	8/3/2011	**Revised Procedures associated with the DLMS Enhancement for Communication of Unit Price.** This change supplements ADC 221 with enhanced business rules for conversion mapping from DLMS to legacy 80 record position formats to block the perpetuation of any price exceeding seven positions (five digits dollars and two digits cents), and block the perpetuation of any price consisting of all "9"'s. Revises DLMS 511R, 511M, 527D, 527R, 536L, 810L, 812L, 812R, 846D, 856S, and 869F.	0
237	4/25/2007	**Rename Location Audit Program to Record Reconciliation Program.** This change renames the Location Audit Program to the Record Reconciliation Program. Revises DLMS Volume 2, Chapter 7 Physical Inventory Control.	0
242B	7/8/2009	**Inclusion of Additional Customers under Material Processing Center (MPC) Shipment Status Distribution Rules.** This change allows for the inclusion of additional customers, regardless of Service/Agency, to receive a copy of the DLMS 856S to support MPC processing. Revises Chapter 5, Status Reporting.	0
245C	7/21/2011	**Notification for Distribution Depot Product Quality Deficiency Report (PQDR) Exhibit Receipt - Product Data Reporting and Evaluation Program-Automated Information System (PDREP-AIS) Interface.** This change expands DoD WebSDR business rules associated with ADC 245. Under the updated procedures, WebSDR routes action and information copies of the DLMS 842A/W SDR containing a Discrepancy Code Q11 (Returned PQDR Exhibit Deficiency) from the distribution depot to the PDREP-AIS to update the related PQDR's exhibit information. Revises Chapter 17, Supply Discrepancy Reporting, and DLMS 842A/W.	0

ADC Number	Date	Change Description	Change Number
256	12/19/2007	**WebSDR/SDR Transaction Edits: Forwarding and Follow-up Timeframes.** This change approves two new edit processes for DoD WebSDR that improve data quality and enforce existing business rules. Under this change follow-up transactions are edited to ensure that an appropriate time has elapsed before follow-ups are submitted. A new edit is established in DoD WebSDR to block forwarding of SDRs where the historical record does not contain sufficient data to establish a basic SDR. Revises Chapter 17, Supply Discrepancy Reporting.	0
264	1/30/2008	**DLMS Enhancement for Part-Numbered Requisition Format and USAF Unique Rules for Descriptive Information including Technical Order (T.O.) Number.** This change adds capability to provide technical/ descriptive data for part-numbered requisitions. 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 and removes screening code Z from DAAS maps. Revises DLMS 511R, 511M, and 869F.	0
278	9/22/2008	**Establish New DLMS 830D, Version 4030, for Demand Data Exchange (DDE) Projected Supply Plan.** Establishes DLMS 830D Demand Data Exchange (DDE) Projected Supply Plan.	0
282	5/8/2008	**Consolidation and Containerization Points (CCP)-Originated SDRs including Noncompliant Wood Packaging Material (WPM) Procedures and Shipment Hold Code.** This change supports generation of SDRs at the CCP for shipments using noncompliant WPM to OCONUS sites. Revises Chapter 17, Supply Discrepancy Reporting.	0

ADC Number	Date	Change Description	Change Number
282A	7/16/2008	**CCP-Originated SDRs including Noncompliant WPM Procedures with Cost Breakdown and New Procedures for Closing WPM and Passive RFID SDRs.** This change identifies two additional DLMS SDR transaction data elements to report material and labor costs for repackaging to be used optionally when reporting packaging discrepancies. This change also establishes procedures for closing SDRs with passive Radio Frequency Identification (pRFID) and WPM discrepancies thereby reducing manual workload. It establishes an option for forwarding CCP-originated transshipment SDRs to the action activity by email. Revises Chapter 17, Supply Discrepancy Reporting, as well as DLMS 842A/W.	0
284A	5/13/2008	**Revisions to DLMS Supplements to Add Shop Service Center for BRAC Inventory Management and Stock Positioning (IMSP).** This change adds a new DLMS data element for Shop Service Center, also known as Shop Store Identifier. Revises DLMS 511R, 511M, 869F, 869A, 940R, 945A, 870S, 856S, 830D, 830R, and 867D.	0
285	6/10/2008	**Administrative Revision to MILSTRIP and DLMS Supplement 869C, Requisition Cancellation for Inclusion of Missing Passing Activity Identification.** This change updates the MILSTRIP/DLMS procedures, the DLMS 869C, and Defense Automatic Addressing System (DAAS) conversion mapping for MILSTRIP DIC AC_/AK_ transactions to permit inclusion of the party passing the transaction in the cancellation and cancellation follow-up. Revises Chapter 4, Requisitioning, as well as DLMS 869C.	0
286B (replaces 286)	6/2/2008	**Administrative Update for MILS/DLMS Conversion for MILSTRIP ACP/ACM Cancellation Formats.** This change updates the DLMS 869C and DIC ACP/ACM maps at DLA Transaction Services to add a code for the party to receive the transaction. Revises DLMS 869C.	0
287	6/24/2008	**Special Program Requirements (SPR) Status and Corresponding DLMS Manual Procedures; Administrative Update to DLMS 830R, SPR.** This change revises SPR procedures in the DLMS manual to bring the DLMS procedures in line with corresponding Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) procedural requirements and the existing SPR process.	0

ADC Number	Date	Change Description	Change Number
288	6/23/2008	**Local Delivery Manifesting Shipment Status.** This change authorizes expanded use of the CCP shipment status format to include other consolidation processes performed subsequent to creation of shipment status, such as local delivery manifesting, for the purpose of providing pRFID and updated status. Revises Chapter 5, Status Reporting, as well as DLMS 856S.	0
289	10/21/2009	**Revisions to Security Assistance Program Procedures, Modification of the Definition of the Security Assistance Type of Assistance and Financing Codes and Policy Change to Billing Procedures.** This change revises procedures applicable to: the timeframe for shipments using a required availability date, the use of extended required delivery dates, storage charges for materiel awaiting notice of availability responses, and makes minor changes to program names and acronyms. Revises Chapter 4, Requisitioning.	0
292	7/23/2008	**Administrative Update to Chapter 14, and DLMS 846F, Ammunition Freeze/Unfreeze Transaction.** This change addresses the DLMS Accredited Standards Committee (ASC) X12 transactions beginning segment report type codes, and their correlation to MILSTRAP DIC functionality. Revises Chapter 14, Issue, Loan, Demand, and Ammunition Freeze/Unfreeze.	0
293	8/13/2008	**Revised Time Standards, Codes, and Procedures for Reporting and Processing of Supply Discrepancies.** This change identifies revisions to SDR procedures and time standards for customers (Security Assistance and U.S.), International Logistics Control Offices, and action activities. Additionally, this change updates SDR code lists, adds SDR transaction data elements for Controlled Inventory Item Code for the wrong item received and Demilitarization Code for the requisitioned item and the wrong item received, and consolidate guidance for SDRs submitted by Security Assistance customers. Revises Chapter 17, Supply Discrepancy Reporting, as well as DLMS 842A/W.	0

ADC Number	Date	Change Description	Change Number
295	8/6/2008	**Use of DLMS Qualifier for Local Stock Number/Management Control Numbers.** This change is intended to insure that all systems operating in a DLMS environment must recognize and process materiel identification Qualifier ZZ in all applicable DLMS transactions. This unique qualifier accommodates an existing requirement for data covered under the Defense Logistics Standard System (DLSS) 'stock or part number field and supports interfaces in a mixed DLSS/DLMS environment. Revises DLMS 527D, 527R, 846P, 846R, 867D, 867I ,888I, and 947I.	0
296	8/12/2008	**Passive Radio Frequency Identification (pRFID) Transactions.** This change adds two new values, Delivered and Undelivered/Attempted Delivery, to the Reader Function Code data element in the XML Visibility transaction in support of local delivery processing. Revises Chapter 24, Passive Radio Frequency Identification. NOTE: This chapter was subsequently moved to DLMS Volume 3 per ADC 305.	0
305	10/23/2008	**Revision to DoD 4000.25-M, DLMS Manual, Volume 3, Transportation.** This administrative change moves Volume 2, Chapter 24, Passive Radio Frequency Identification to DLMS Volume 3, Chapter 3, Transportation to better align it with other related procedures associated with the interchange of information between the logistics and transportation domains.	0
306	11/10/2008	**Administrative Change to Rail Transportation Mode/Method Codes and Definitions.** This change updates the DoD codes, definitions, X12 conversion and appendix references to synchronize with the United States Transportation Command's Authorized Data Source for transportation mode/method codes. Revises AP8.14, AP8.15, AP8.19, AP8.30, and AP8.39.	0

ADC Number	Date	Change Description	Change Number
307	11/10/2008	**Administrative Update to Chapter 6, Physical Inventory Control, and DLMS 846P, 846R, and 888I.** This change correlates between the ASC X12 beginning segment Report Type Code for DLMS 846P and 846R, and Transaction Type Code for DLMS 888I, as well as the functionality of the corresponding MILSTRAP legacy DICs. Additionally, the chapter uses a generic name for the transactions so that the procedures are format neutral and lend themselves to both DLMS and MILSTRAP use. Revises Chapter 6, Physical Inventory Control, DLMS 846P Physical Inventory, DLMS 846R, Location Reconciliation, and DLMS 888I.	0
308	1/12/2009	**Update to DLMS Chapter for Asset Status Reporting and Migration of Army Single Stock Fund (SSF) Asset Balance Reporting Transaction, DIC BSS, to DLMS 846I, Asset Status.** This change established a separate chapter in DLMS for Asset Status Reporting, rather than have it included in the chapter addressing supply and shipment status. In addition, the change migrates Army DIC Code BSS data requirements into DLMS 846I to support Army's migration to DLMS, and updates the chapter to address intra-Army requirements for the DLMS 846I associated with DIC BSS. Adds Chapter 22, Asset Reporting Status.	0
309	6/3/2009	**Notice of Availability (NOA) and NOA Reply Transaction Data Content/Mapping including Addition of Type Pack Code for 463L Pallets.** This change updates the data content for the NOA and NOA Reply, resolves a DLMS/MILS conversion issue between the DIC AD5 and DLMS 870N, adds NOA submitter as a new data element, and modifies the location of the type pack code in the DLMS 856N. Revises the DLMS 856N, and 870N.	0
311	5/13/2009	**SDR Attachment Interface.** This change allows the Services and Agencies interfacing with the DoD WebSDR to transmit and receive attachments via a standard process. Revises Chapter 17, Supply Discrepancy Reporting, as well as DLMS 842A/W, and 842A/R.	0

ADC Number	Date	Change Description	Change Number
313	2/02/2012	**Revisions to DLMS 527R to Add Code for MILSTRAP DRB Functionality and to Address Enhancement for Advice Codes Used with 527R Receipt and Response to Inquiry for Materiel Receipt.** Provides a new DLMS 527R beginning segment action code to provide functionality of MILSTRAP DIC DRB-MRA Reply to Follow-up. Revises Chapter 13, Receipt; Chapter 10, Material Receipt Acknowledgement; and Correlation of MILSTRAP DIC Functionality to DLMS Tables.	0
314	12/22/2008	**Administrative Update to Appendix 5, Instructions for Submission of DoD UIT Program Candidates.** Updates AP5, Instructions for Submission of DoD UIT Program Candidates.	0
316	2/19/2009	**Retail Transportation and Supply Receipt and Acknowledgement Transactions.** This change approves a standardized interchange and set of business processes between retail transportation and supply activities through the use of the standard DLMS 940R and DLMS 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 DLMS 940R and 945A.	0
316A	6/26/2009	**USAF Requirements for Item Record Data and Unique Item Tracking (UIT) using the Materiel Release (DLMS 940R) under Transportation and Supply Receipt and Acknowledgement Interchange.** This change added the UIT program code for Positive Inventory Control Nuclear Weapon Related Materiel UIT and identified the DLMS 940R as having UIT capability. Revises Chapter 19, Unique Item Tracking.	0

ADC Number	Date	Change Description	Change Number
316B	6/26/2009	**New Distribution Code (111) for the Retail Transportation and Supply Receipt/ Acknowledgement Interchange Transaction. T**his change revises the distribution code from 1 to 111 to clearly identify the transactions used for the Retail Transportation and Supply Receipt and Acknowledgement Interchange. Revises DLMS 940R and 945A.	0
316C	1/15/2010	**Revise DLMS 940R Material Release and DLMS 945A Material Release Advice, to Support Unique Item Tracking for Air Force Positive Inventory Control (PIC) under the Retail Transportation and Supply Receipt and Acknowledgement Interchange.** This addendum authorizes the generation of DLMS 940R and 945A information copies to the Air Force PIC Fusion. Revises Chapter 19, Unique Item Tracking.	0
316D	8/3/2010	**Air Force-Unique Document Identifier Code Mappings to 940R under the Retail Transportation and Supply Receipt and Acknowledgement Transactions.** This change adds DAAS mappings for the Air Force unique DICs XAA and XAR to the DLMS 940R. Revises DLMS 940R and DLMS 945A.	0
317	2/17/2009	**Revised Business Rules for Transshipper-Prepared SDRs.** This change establishes new procedures associated with reporting supply 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. Revises Chapter 17, Supply Discrepancy Reporting.	0

ADC Number	Date	Change Description	Change Number
317A	9/15/2009	**Approved Addendum to Transshipper-Prepared SDRs for Documentation and Labeling Discrepancies.** This change provides additional discrepancy codes to specifically target high volume discrepancies encountered by transshippers. In addition, this change modifies the text names associated with existing documentation discrepancy codes so that they may be used for various types of documentation, including vendor shipment documentation. Revises Chapter 17, Supply Discrepancy Reporting, as well as, Appendix 3.	0
317B	6/1/2011	**Action Activity Replies to Transshipper-Prepared SDRs.** This change further enhances the business process associated with transshipper SDRs by clarifying appropriate responses to be provided by action activities. Revises Chapter 17, Supply Discrepancy Reporting.	0
320	6/15/2009	**Revised DLMS 846P to Add Transaction Creation Date; and for Intra-Navy Changes to Migrate Navy BZA/BZC Data Requirements to 846P End of Day Transaction Count Function.** This change adds the 'transaction creation date to 846P, maps Navy DIC BZA and BZC data to DLMS 846P. Revises Chapter 6, Physical Inventory Control, and DLMS 846P.	0
322	5/7/2009	**Addition of Local Catalog ID qualifier to Support Requirements for Theater Enterprise-Wide Logistics System (TEWLS) Requisitions.** This change adds the capability to identify a local catalog ID in requisitions and supply status transactions enabling communication of this data between Army Medical Material Agreement sites and DLA. Revises DLMS 511R, 511M, 869F, 842A/W, and 842A/R.	0
324	6/24/2009	**DLMS Procedures for Materiel Returns from National Inventory Management Strategy (NIMS) Sites and Industrial Sites under Base Realignment and Closure (BRAC).** This change documents procedures for materiel returns to DLA under the NIMS and BRAC, along with establishing new procedures for authorizing and processing customer credits. Revises Chapter 11, Material Returns, and Redistribution of Assets, and Chapter 12, Due-In and Advance Receipt Information.	0

ADC Number	Date	Change Description	Change Number
326	8/31/2009	**DLMS 869A, Requisition Inquiry/Supply Assistance Request, Correction and Clarification of Data Mapping, Administrative Updates, and Coordination of Procedures for Transaction-Based Supply Assistances Requests.** This change standardizes the procedures for implementation of the DLMS enhancements associated with the supply assistance requests for planned implementation during modernization. Revises Chapter 4, Requisitioning, and DLMS 869A.	0
328	7/28/2009	**"Off-Line" Requisition Processing: Internet Ordering Application Request for Component Verification of Funds Availability and Recording of the Financial Obligation.** This change provides guidance for an interface to be established between the various internet ordering applications and the applicable Service/Agency financial application. The purpose of the interface is to ensure funds availability before allowing the requisition to be processed, and, as a separate, subsequent action, to establish the required obligation within the financial system. Revises Chapter 4, Requisitioning, and DLMS 511R.	0
333	8/5/2009	**Revision to DLMS, Volume 2, Chapter for Logistics Asset Support Estimate (LASE).** This change made administrative updates to the DLMS LASE chapter. ADC 333 is overcome by ADC 400 which eliminates the LASE process.	0
334	8/31/2009	**SDR Process for AF Retail Storage Activity Denials.** This change documents the process by which the Air Force will identify a supply discrepancy and request credit as the result of storage activity denials after DLA assumes support functions at the three Air Logistics Centers under BRAC. The Air Force will submit a DLMS 842A/W SDR to DLA in response to a storage activity denial. This change requires identification of the denial document number in the SDR using the customer-assigned SDR number field. Revises Chapter 17, Supply Discrepancy Reporting, as well as DLMS 842A/W and 842A/R.	0
338	9/28/2009	**New Advice Code for Surge Requirements of Mission Support Material (MSM) under Navy Base Realignment and Closure (BRAC) IMSP.** This change was replaced in its entirety by ADC 338A.	0

ADC Number	Date	Change Description	Change Number
338A	8/24/2010	**New Advice Code for Surge Requirements of Mission Support Material (MSM) under Navy BRAC Inventory Management and Stock Positioning (IMSP).** This change republishes ADC 338 to replace the previously assigned advice code with a new management code for use on DLMS transactions associated with requisitioning to identify surge requirements for Mission Support Material (MSM) under DLA-Navy BRAC IMSP. Revises the DLMS Data Dictionary.	0
347	10/27/2009	**Revise DLMS 527R Receipt, 867I Issue, 945A Materiel Release Advice, and 947I Inventory Adjustment to Support Unique Item Tracking for Air Force Positive Inventory Control (PIC).** This change adds a new action code to clearly identify the copy of the transaction as an "image" transaction that does not affect the accountable records when the balance-affecting accountable transaction bypassed the normal DLA Transaction Services transaction flow. Revises DLMS 527R, 867I, 945A, and 947I.	0
352	2/18/2010	**Management Code for Product Quality Deficiency Report (PQDR) Replacement Requisitions.** This change authorizes the assignment of a new management code for use on requisitions, requisition alerts, and selected follow-on transactions. The new code will indicate the materiel is being re-requisitioned upon determination that the originally requisitioned materiel was deficient and subsequent to submission of a PQDR. The management code alerts procurement personnel not to purchase the replacement material from the vendor identified in the PQDR. Revises Chapter 4, Requisitioning, and DLMS 511R, 511M, 869F, and 870S.	0

ADC Number	Date	Change Description	Change Number
353A	8/25/2010	**Revised Procedures for Pre-positioned Materiel Receipt (PMR) and Shipment Status for Retrograde and Directed Discrepant/Deficient Materiel Returns Including Corrected Time Standard for Security Assistance/Foreign Military Sales.** This change modifies business rules and associated transactions to discretely identify the type of materiel return (discrepant/deficient, retrograde), to provide a matching PMR and materiel returns shipment status, and to require assignment of a unique transportation control number to eliminate duplicate numbers. Revises Chapter 11, Materiel Returns, Redistribution of Assets, Directed Discrepant/Deficient Materiel Returns, and Retrograde Returns, Chapter 12, Due-In and Advance Receipt Information, and Chapter 17, Supply Discrepancy Reporting, as well as DLMS 527D, 856R, and 842A/R.	0
356	2/5/2010	**Revise DLMS 846I, Asset Status Report to Address Intra-Navy Requirements for Navy DIC BA7, Cyclic Asset Status Report - Mobile Activities.** Maps Navy legacy DIC BA7 to DLMS 846I. Revises Chapter 22, Asset Status Reporting, as well as DLMS 846I.	0
358	4/28/2010	**SDR Transaction Content/Business Rule Revisions/Clarification and Administrative Updates.** This change addresses multiple issues associated with the content of SDR transactions and associated guidance. Changes include: updated mapping and guidance for types of materiel identification, removal of obsolete data elements, inclusion of vendor shipment number on SDR reply, expanded field length for reply remarks, a new reply code value, revised meaning fort Discrepancy Code T8, revised business rules for Action Code 3B, and clarification of "pseudo shipment numbers" identified on SDRs. Revises Chapter 17, Supply Discrepancy Reporting, as well as DLMS 842A/W and 842A/R.	0

ADC Number	Date	Change Description	Change Number
359	2/23/2010	**Perpetuation of the Denial Management Code to the DLMS Requisition, and Modification of USAF BRAC IMSP SDR Procedures.** This change perpetuates existing management codes on a DLMS requisitioning transaction to indicate a denial has occurred on a prior requested release of materiel purchased by the Air Force from DLA; it also includes the original document number/suffix to enable DLA to support the new requirement from an alternate source in lieu of where the original denial occurred. Revises Chapter 17, Supply Discrepancy Reporting. Revises DLMS 511R, 511M, and 869F.	0
360	1/5/2010	**Procedures and Content Requirements for Catalog Data Support under Navy and Marine Corps BRAC.** This change establishes catalog data support procedures and transactional interface for Navy and Marine Corps BRAC usage. Revises Chapter 23, Catalog Data Support and establishes DLMS 832N.	0
360A	10/6/2011	**Revised Catalog Data Support under Navy BRAC to Add Catalog Transaction Purpose Codes and Drawing CAGE.** This change added two new values (response delayed and manual action required) to the catalog transaction purpose code data element in the DLMS 832N. It also added a new data element (drawing CAGE) to associate the CAGE with a part drawing number. Revises Chapter 23, as well as DLMS 832N.	0
361A	4/6/2010	**Requirement for Exception Distribution of a Minimal Content SDR via Electronic Mail (E-mail).** This change publishes updated procedures for SDR processing to ensure compliance with HQ DLA guidance for proper labeling and dissemination of “For Official Use Only (FOUO)” documents via e-mail. Revises Chapter 17, Supply Discrepancy Reporting.	0

ADC Number	Date	Change Description	Change Number
372	5/21/2010	**Request for Discrepancy Indicator Code to Identify 527R MRA Generated Based on "Virtual Receipt" to Support Navy BRAC SS&D/IMSP**. This change request is for the assignment of a new Discrepancy Indicator code for use on DLMS 527R standard transactions indicating the MRA is the result of a virtual receipt being posted in a Navy Maintenance system (Material Access Technology (MAT), or Material Resource Planning (MRP) II (MRPII)). This change allows 527R MRA transactions which are generated from the Navy 'virtual' receipt process to include an MRA Discrepancy Indicator code to facilitate recognition by external parties (e.g., logistics response time). Revises the DLMS Data Dictionary.	0
379	6/15/2010	**New and Revised Supply Status Procedures to Support "Virtual Receipt" and Requisition Alert Processes under Navy BRAC SS&D/IMSP.** This change establishes new supply status codes for materiel arrival at the local Industrial Activity worksite and delivery when materiel is processed on a local manifest. This change also establishes procedures to provide supply and shipment status on requisition alerts to the Navy Shipyard or Fleet Readiness Center sites as the order is updated by the ICP. Revises DLMS 870S.	0
379A	5/4/2012	**Revised Supply Status Procedures to Support "Virtual Receipt" and Requisition Alert Processes under Navy BRAC SS&D/IMSP – Intermediate Supply Status.** This change enhances procedures implemented under ADC 379 to include additional supply status requirements to Navy BRAC SS&D sites. The new supply status procedures will provide greater visibility to the Naval Shipyard or Fleet Readiness Center in response to Navy requisition alert transactions in three situations: Pre-shipment Notification, Pre-protection Notification, and Mission Support Materiel (MSM) Allocation Notification.	0

ADC Number	Date	Change Description	Change Number
379B	4/8/2013	**Revised Supply Status Procedures to Support Requisition and Requisition Alert Processes under Navy BRAC SS&D/IMSP – Intermediate Supply Status.** 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&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 7.16, Supply Status.	3
381A	11/1/2010	**Procedures and Additional Data Content supporting Unit of Use Requirements under Marine Corps BRAC.** This change authorizes a data field on multiple DLMS transactions to provide a cross reference to the assigned local stock number (LSN) when a unit of use requirement applies to that materiel. Revises DLMS 527R, 842A/W, 842A/R, 842C/I, 842C/R, 842S/Q, 842S/R, 846P, 846R, 867I, 943A, 945A, 947I.	0
381B	5/6/2011	**Administrative Revision to Identify Delivery Location Position in Transactions.** This administrative addendum clearly identifies the inclusion of delivery location in the DLMS. Revises 511R, 511M, 527D, 869F.	0
384A	4/7/2011	**Special Programs for Non-DoD/Non-Federal Agency Requisitioners; Additions in Support of DLA Disposition Services Under Reutilization Business Integration (RBI).** This change amends ADC 384 to establish procedures for additional Special Programs in support of DLA RBI, where the requisitioner is neither a Federal Agency nor a DoD entity. Revises Chapter 4, Requisitioning.	0
387	7/2/2010	**DLMS Enhancement: DLMS 846A Asset Reclassification Transaction and Associated Procedures, and Administrative Update to DLMS 947I Inventory Adjustment.** This change expands capability of the 846A DLMS transaction, notes, and procedures. Revises Chapter 7, Inventory Adjustment, DLMS 846A, and DLMS 947I.	0

ADC Number	Date	Change Description	Change Number
389	8/3/2010	**Inventory Control Point /Integrated Item Manager (ICP/IMM)-Directed Shipments of Non-Requisitioned Government Furnished Materiel (GFM).** This change authorizes an alternative process based on a bill of materiel enabling the source of supply to “push" GFM from the supply system, without initializing the requirement via a requisition (per current MILSTRIP "pull" for GFM). Revises Chapter 4, Requisitioning.	0
395	9/1/2010	**Request for New Transportation Activity Processing Supply Status Code.** This change adds Status Code BX to enable the transportation activity to report a more detailed supply status in response to a follow-up inquiry from supply. Revises DLMS Data Dictionary.	0
399	3/18/2011	**Automated Data Capture for Serialized Item Shipments and Preparation of the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page.** This change provides enhanced procedures in support automated data capture and establishes a mandatory continuation page for DD forms 1348-1A or 1348-2. Additionally, this change removes MILSTRIP guidance for an automated packaging list.	

ADC Number	Date	Change Description	Change Number
399A	1/30/2013	**Automated Data Capture for Serialized Item Shipments and Preparation of the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page.** This 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 DLMS Volume 2 Table of Contents, AP 6, Forms/Message Formats Index, AP 6.1, Forms/Message Formats (Introduction),AP 6.6, DD FORM 1348-6, DoD Single Line Item Requisition System Document (Manual-Long Form), AP 6.35, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A) With Code 39 (Three of Nine) Bar Codes and PDF417 Two-Dimensional (2D) Bar Code, 6.36, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page, AP 8.48, Materiel Release Document DD Form 1348-1A or DD Form 1348-2, and AP 8.49, Transfers to DLA Disposition Services Field Office on 1348-1A or DD Form 1348-2 (Single Line-Item Turn-Ins).	2
400	4/11/2012	**Elimination of the DLMS-MILSTRAP Logistics Asset Support Estimate (LASE) Process No Longer Required by the DoD Components.** This change eliminates the DLMS-MILSTRAP LASE process as recommended by the DoD Components. This change documented that DLA and Army were not implementing LASE in their respective enterprise resource planning systems. The remaining DoD Components agreed to DLA and Army's elimination of the LASE process. The Navy, Air Force, and Marine Corps concurred with the elimination of LASE. Deletes Chapter 24, LASE, and removes LASE from the DLMS Acronyms, Definitions and Terms. DLMS 842L, LASE Transaction is cancelled and DLMS 870L was revised.	0

ADC Number	Date	Change Description	Change Number
401	2/17/2012	**Procedures and Data Content for DLMS Warehouse Service Request (940S) and Warehouse Service Advice (943A) under Navy and Marine Corps BRAC.** This change establishes procedures and new DLMS transactions to communicate a Warehousing Service Request (DLMS 940S) for re-warehousing and/or protection, staging, or picklist/callout actions to the Distribution Depot and a new DLMS transaction and to communicate a Warehouse Service Advice (DLMS 943A) to provide positive or negative status on the requested warehousing action. Establishes the DLMS 940S and 943A.	0
402	10/29/2010	**Revise DLMS 947I Inventory Adjustment Transaction and Associated Procedures to Support Marine Corps BRAC Storage and Distribution Interface.** This change provides new procedures and updates to a DLMS transaction to communicate DLMS 947I Inventory Adjustment Quantity or Status Adjustment Reason (QSAR) Code 'AG-Ownership Change' for a new (second) purpose specific to USMC BRAC to identify a gain or loss resulting from ownership change associated with re-warehousing. This ownership change can be requested by the Marine Corps or can occur as a result of material identified as discrepant upon receipt. Revises DLMS 947I Inventory Adjustment.	0
404	12/9/2010	**Revision to Small Arms and Light Weapons (SA/LW) Procedure to Address Reporting Foreign Weapon Serial Numbers and Definition Updates.** This change provides new procedures for assignment of serial numbers for foreign weapons with unrecognizable serial number character. Revises Chapter 18, SA/LW Serial Number Registration and Reporting.	0
405	12/28/2010	**DLMS Mapping for Air Force Unique Transactions Used between Air Force Locations and Expeditionary Combat Support System (ECSS).** This change establishes DLMS mapping to applicable unique Air Force transactions (e.g., BF7, BL0, and B7A) used between Air Force locations and ECSS. Revises DLMS 940R and 945A.	0

ADC Number	Date	Change Description	Change Number
407	12/27/2010	**Requirements for Unique Item Tracking (UIT) in the DLMS Supply Status (870S) Supporting the Cargo Movement Operations System (CMOS) Interface.** This change allows for the inclusion of UII and/or Serial Number data in DLMS 870S in support of the retail supply transportation interchange, authorizes the generation of an information copy of the DLMS 870S to Air Force PIC Fusion as applicable, and adds a new qualifier to identify the retail supply activity generating the supply status. Revises Chapter 5, Status Reporting, Chapter 19, Unique Item Tracking, as well as DLMS 870S.	0
409	2/14/2011	**Intra-DLA Revisions to DLMS 867I Issue and Associated Procedures to Support Relocation of Material between DLA Disposition Services Field Offices under RBI.** The DLMS 867I Issue transaction will be used to track the material issues between DLA Disposition Service Field Offices for disposal items. Revises Chapter 16, Disposition Services, as well as DLMS 867I.	0
410	2/25/2011	**Intra-DLA Revisions to Procedures and DLMS 527D Pre-Positioned Materiel Receipt (PMR) to Add Disposition Container ID for use with Relocation of Material between DLA Disposition Field Offices Under RBI.** This change revises DLMS 527D, to add the DTID number as a secondary reference number for PMRs associated with relocation. Revises Chapter 16, Disposition Services.	0
410 Adden-dum	10/12/2011	**Intra-DLA Revision to Procedures and DLMS 527D PMR to Add Disposition Container ID for use with Relocation of Material between DLA Disposition Services Field Offices Under RBI – Addendum Adds DTID Number.** This change adds the DTID number to DLMS 527D for PMRs associated with relocation. Revises Chapter 16, Disposition Services.	0
411	4/12/2012	**Update Functionality for DLMS 856S Shipment Status and DLMS 945A Material Release Advice.** This change establishes procedures for the originating activity to generate an update to the DLMS 856S and 945A in the event the outbound shipment details change from what was originally transmitted. Revises Chapter 4, Requisitioning, and Chapter 5, Status Reporting, as well as DLMS 856S and 945A.	0

ADC Number	Date	Change Description	Change Number
412	2/21/2012	**Intra-DLA Change - Establish New DLMS 846C, DLA Disposition Category Update Transaction and Procedures for use by DLA Disposition Services under RBI.** This change establishes new DLMS Disposition Category Update transaction for communication of disposition category between DLA Disposition Services ICP and Field Offices. The disposition category serves as an input to the stow process and determines which system will process the property. Revises Chapter 16, Disposition Services, and creates new DLMS 846C.	0
413	9/01/2011	**Intra-DLA Revisions to Procedures and DLMS 846A Asset Reclassification Transaction to Add Disposition Services Container ID Number Change Functionality for use by DLA Disposition Services Under RBI.** This change adds 'Disposition Container ID Change' functionality to DLMS 846A Asset Reclassification transaction. In order to maintain disposition services container synchronization between EBS and DSS, this change will account for the removal or switching of an item from one container to another container. Revises Chapter 16, Disposition Services, and DLMS 846A.	0
414	3/28/2011	**Revisions to DLMS and MILSTRAP Procedures to Address Owner/Manager Research of Inventory Adjustments (Accounting Error).** This change addresses owners/managers research requirements for 'Inventory Adjustments (Accounting Error)' by adding a section on "Research of Potential or Actual Inventory Adjustments (Accounting Errors) – DIC D8B/D9B". In addition, a code list is added to clearly identify the inventory adjustment error classification codes that apply to the inventory adjustments (accounting error). Revises Chapter 6, Physical Inventory Control, as well as DLMS 947I.	0

ADC Number	Date	Change Description	Change Number
415	11/29/2011	**Revise the DoD Inventory Control Effectiveness (ICE) Report (General Supplies) and Revise Type Physical Inventory/Transaction History Code C and Add Code Z.** This change realigns the ICE Report information to enhance data analysis to provide meaningful performance data for the varied range of line items managed by the Components and the depth of inventories, including the Monetary Values related to Record Reconciliation and end of day processing. Revises Definitions and Chapter 6, Physical Inventory Control.	0
416	10/25/2011	**Hazardous Material/Hazardous Waste (HM/HW) Profile Transaction, DLMS 996H, in Support of RBI.** This change established an interface through DLA Transactions Services to electronically convey HM/HW Profile Sheet (HWPS) and shipment status information for shipments to DLA Disposition Service Field Offices. The interchange accommodates a three-way mapping between the existing Generator Communication Standard v5.0 in either pipe-delimited or XML schema formats and a new DLMS 996H. Revises Chapter 16, Disposition Services, and creates new DLMS 996H.	0
417	4/26/2011	**Shipment Status for Local Delivery Manifested, Outbound MILS Shipments on Behalf of On-Base Customers, Re-Warehousing Actions between Distribution Depots, and non-MILS Shipments to Off-Base Customers, with Passive RFID.** This change establishes procedures for use of the DLMS shipment status for pRFID tagging for shipments that are either local delivery manifesting to base customers, outbound MILS shipments on behalf of on-base customers, re-warehousing actions/transshipments between Distribution Depots in support of industrial activity home and forward site materiel requirements, or non-MILS (DD1149) shipments to off-base customers. Revises Chapter 5, Status Reporting, as well as DLMS 856S and 856R.	0
418	4/06/2011	**Advice Code 2W for Free Issue.** This change authorizes Navy and Marine Corps use of Advice Code 2W when requisitioning on a free fill or kill basis where the requisition is satisfied through Navy-owned residual end-use assets managed under Navy ERP. Revises the DLMS Data Dictionary.	0

ADC Number	Date	Change Description	Change Number
420	4/5/2011	**Administrative Update to Eliminate Unique Item Tracking Designator Code (UITDC) Value 'UID' in Favor of a new cataloging code for Item Unique Identification (IUID) under Serialized Item Management (SIM).** This change removes the unused code value 'UID' and associated guidance from the UITDC. The unused code was established as a placeholder that will not be used in light of evolving IUID logistics policy that has shifted to development of a separate and distinct Federal Logistics Information System (FLIS) code for IUID that focuses on two specific levels of intensity: Standard and High. Removes mention of UID in Chapter 19, Unique Item Tracking.	0
422	10/6/2011	**Supply Shipment Status Updated to Support RBI Turn-Ins.** This change updates the DLMS shipment status to add data elements in support of new containerization business process and the turn-in of Hazardous Material/Hazardous Waste. Revises Chapter 16, Disposition Services, and DLMS 856S, Shipment Status.	0
423	9/29/2011	**Revise DLMS 527D to Allow Use of Supply Condition Code (SCC) with Due-In (Procurement Instrument Source) and Specifically with Logistics Reassignment Memorandum Due-In (MILSTRAP DDX).** This change allows Use of SCC with Due-In (Procurement Instrument Source) transactions and specifically with Logistics Reassignment (LR) Memorandum Due-In (MILSTRAP DIC DDX functionally). DLA uses SCC in LR Memorandum Due-In transactions (Procurement Instrument Source). Revises DLMS 527D.	0
425	10/4/2011	**Revised SDR Codes and Procedures including Incorrect Part Number Discrepancy Codes and DoD WebSDR Data Edits and Forwarding Enhancements.** This change clarifies and revises SDR codes and procedures, including incorrect part number reporting. This change establishes procedures for improving data integrity and facilitating proper identification of activities and discrepant materiel. Revises Chapter 17, Supply Discrepancy Reporting, as well as DLMS 842A/W and 842A/R.	0

ADC Number	Date	Change Description	Change Number
426	5/10/2011	**Intra-Navy DLMS 511R, Requisition, Inclusion of Requested Storage Activity.** This change revises the DLMS 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 DLMS 511R.	0
427	11/28/2011	**Requisition Document Number Date Edit.** This change establishes DAAS edits to check for an appropriate ordinal date in requisitions prior to forwarding to DLA for processing and to reject those that are greater than one year old or are more than one day in the future. Revises Chapter 4, Requisitioning.	0
427A	10/3/2012	**Requisition Document Number Date Edit.** 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 DLMS Volume 2, Chapter 4 Requisitioning and AP7.16 Status Codes.	2
428	5/23/2011	**Support to Missile Defense Agency (MDA) as a foreign Military Sales (FMS) Implementing Agency and Assignment of New Service and Agency Code I.** 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 the DLMS Data Dictionary.	0
428A	6/09/2011	**Approved Addendum Support to MDA as a FMS Implementing Agency and Assignment of New Service and Agency Code I.** This addendum issues administrative corrections to the approved change documentation and documents additional requirements for a new distribution code and fund codes to support MDA.	0

ADC Number	Date	Change Description	Change Number
430	6/13/2011	**Timeframe Change for Security Assistance SDR Requests for Reconsideration.** This change established an exception to the 45 day reconsideration timeframe for FMS customers who are receiving a returned exhibit item as a result of their previous SDR submission. This change re-instates the 90 day reconsideration timeframe where materiel/exhibits must be returned to the customer, thereby allowing additional time for the return-to-customer transportation and the customer's re-evaluation of their returned property. Revises Chapter 17, Supply Discrepancy Reporting.	0
431	7/19/2011	**Map Intra-Army DIC BZE, Consumption Report (Government Furnished Materiel (GFM)), to the DLMS 846I.** This change provides DLMS mapping for the Army DIC BZE. This will allow contractors to submit their GFM consumption data to the Management Control Activity using a DLMS formatted transaction. Revises DLMS 846I.	0
433	6/24/2011	**Requirements for Estimated Shipment Date in the DLMS Shipment Status (856S) Supporting the Estimated Shipment Date.** This change adds the estimated shipment date to the DLMS shipment status for transfers to DLA Disposition Services Field Offices, when the retail supply system has offline confirmation of shipment, but no actual transportation data. Revises Chapter 5, Status Reporting, as well as DLMS 856S.	0
434	11/09/2011	**Intra-DLA Revisions to the DLMS 940R, Materiel Release, and Associated Procedures to Support Directed Release of Materiel under RBI.** This change enhances the DLMS 940R to support the new DLA Disposition Services business process of containerization and other new data requirements. It provides procedures for use of the DLMS 940R when property is ready to be released to a customer and to communicate cancellation and follow-up requests, all to be done at the DTID level. Revises DLMS 940R, Materiel Release.	0

ADC Number	Date	Change Description	Change Number
435	10/03/2011	**Use of Referential Data to Support Standard Financial Information Structure (SFIS).** This change authorizes the Component and Agency preferred solution of exchanging SFIS accounting data elements using referential data keyed on a fund code. This change expands the fund code table to include additional SFIS data elements and modifies DLMS transactions to add Business Partner Number as an authorized DLMS enhancement. Revises DLMS 511R, 511M, 869F, 180M, 517M, 867I, 940R, 856S, 842 A/W, 810L, 517G, 527D, 527R, 812L, 812R, 842A/R, 867D, 869A, 869C, 945A, and 947I.	0
436	8/4/2011	**Administrative Revisions to DLMS Supplements to Remove Obsolete Routing Identifier Code (RIC) "Streamline" Notes and Update MILSTRIP/DLMS Documentation Associated with RICs.** This change updates the RIC field note in the DLMS to remove obsolete references to future streamlining. Revises DLMS 140A, 180M, 511M, 511R, 517G, 517M, 527R, 527D, 536L, 650A, 650C, 810L, 812L, 812R, 824R, 830D, 830R, 830W, 846A, 846D, 846F, 846I, 846P, 846R, 846S, 856R, 856S, 867D, 867I, 869C, 869F, 870L, 870M, 870N, 870S.	0
437	9/26/2011	**Additional Data Element Requirements for the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page Supporting RBI.** This change authorizes additional data and label requirements to the DD Form 1348-1A or DD 1348-2 to support issue of DLA Disposition Services property. Revises Chapter 16, Disposition Services.	0
438	7/6/2011	**Revise Advance Shipment Notice (ASN) (DLMS 856) to add the Purchase Request (PR) Number supporting the Electronic Document Access (EDA)/Wide Area Workflow (WAWF) Interface.** This change adds the purchase request number to the DLMS 856 to enable pre-population of that data from EDA to WAWF. Revises DLMS 856.	0

ADC Number	Date	Change Description	Change Number
439	7/6/2011	**Revise Advance Shipment Notice (ASN) (DLMS 856) for Additional Content for Defense Medical Logistics Standard Support (DMLSS)/Wide Area Workflow (WAWF) Interface.** This change adds new data elements to the DLMS 856 in support of DMLSS. The change adds new codes for materiel identification; allows notification that the contents require special handling due to perishable, refrigerated, or hazardous items; and includes additional characteristics relevant to these items including batch/lot information. Revises DLMS 856.	0
441	8/22/2011	**Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits.** This change authorizes DLA Transaction Services to split large quantities for ammunition communicated via a DLMS transaction into two legacy 80-record position transactions without creating or changing the suffix code. Legacy systems receiving the resulting two transactions are required to accumulate the identified quantities under existing unique ammunition processing rules, rather than interpreting them as duplicate or replacement transactions. Revises DLMS 856S, 870S, and 846R.	0
441A	1/20/2012	**Clarification to Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits.** This change added Federal Supply Group 6810 and RIC B38 to the conditions triggering the DAAS maps associated with ADC 441.	
442	1/6/2012	**Intra-DLA Revisions DLMS 527R Receipt and Associated Procedures for Use by DLA Disposition Services under RBI.** The DLMS 527R Receipt transaction will be used for the receipt of items that have been turned into the DLA Disposition Services Field Offices. Additionally, the DLA Disposition Services Field Office will use the Receipt (Relocation) transaction for the receipt of items that have been moved from one DLA Disposition Services Field Office to another on a Redistribution Order (RDO). Revises Chapter 16, Disposition Services, as well as DLMS 527R.	0

ADC Number	Date	Change Description	Change Number
443	11/15/2011	**Intra-DLA Revisions to Procedures and to 527R Receipt and 947I Inventory Adjustment for the Downgrade for Scrap Process for use by DLA Disposition Services under RBI.** This change revises Receipt and Inventory Adjustment (Loss) transactions to clearly identify those transactions associated with the DLA Disposition Services downgrade of materiel to scrap subsequent to the initial receipt of the materiel from the customer. Revises Chapter 6, Physical Inventory Control, as well as DLMS 527R and 947I.	0
444	12/1/2011	**Revise Asset Status Report Transactions, DLMS 846I and MILSTRAP DZA, to Document Ammunition Systems Use by Agreement of Nine Digit Quantity On-Hand.** This change revises procedures so that, at the end of each day, LMP will send an 846I Asset Status Report transaction to the Air Force, Marine Corps, and Navy to report asset balances for their owned assets stored in an LMP storage location. Revises DLMS 846I.	0
445	9/08/2011	**Adopt Navy Serial Number and Lot Number Transactions (DIC BG1/BG2) to Air Force and Marine Corps Ammunition System Use for DLMS.** The Army Logistics Modernization Program (LMP), supporting ammunition, migrated the non-DLSS Navy DIC BG1/BG2 serial/lot number data to DLMS 527R (Receipt), 867I (Issue), and 947I (Inventory Adjustment) and DLMS 846R (location reconciliation) to support an existing interface between Army LMP and the Naval Operational Logistics Support Center Ordnance Information System. As the Single Manager for Conventional Ammunition, Army manages conventional ammunition for all Services. As a result of this, the Navy DIC BG1/BG2 data was also required to be sent to the Air Force Combat Ammunition System and the Marine Corps Ordnance Information System – Marine Corps system. This change authorizes DLA Transaction Services mapping to accommodate the LMP interface with Navy be expanded to include Air Force and Marine Corps. Revises DLMS 527R, 846R, 867I, and 947I.	0

ADC Number	Date	Change Description	Change Number
446	11/15/2011	**Proposed New Supply Condition Code T, Serviceable (Ammunition Suitable for Training Use Only).** This change established a new Supply Condition Code (SCC) T for 'Serviceable (Ammunition Suitable for Training Use Only)'. SCC T is authorized for Intra-Service use and authorized for staggered implementation for inter-Service use by agreement of impacted trading partners. SCC T is scheduled for October 2012 implementation in the Ordnance Information System used by Navy, Marine Corps, and Coast Guard. For Army, further analysis is required to determine supportability of SCC T in Logistics Modernization Program. Air Force does not use SCC T. Revises the DLMS Data Dictionary.	0
447	11/7/2011	**Intra-DLA Revisions to the DLMS 832N, Catalog Data Support and Associated Procedures under RBI.** This change expands the DLMS 832N to support DLA Disposition Services cataloging of an LSN when a DLA Disposition Services item cannot be identified by a NSN or when an item is turned into a DLA Disposition Services Field Office as a quantity less than the FLIS unit of measure. Revises Chapter 16, Disposition Services.	0
448B	10/2/2012	**Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions.** (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 & Activity codes (Logistics Qualifier 85/85*) and to remove the previously published "September 30, 2012" implementation date established under ADC 448. Revises Volume 2AP 7.18 Country and Activity Codes, AP 8.3 Security Assistance Program Requisition, and AP 8.30 Foreign Military Sales Notice of Availability Key Document. Revises DLMS Supplements 511M, 511R, 842A/R, 842A/W, 856, ASN, 856R, 856S, 869F, 940R, 810L, 870S, and 870N.	2

ADC Number	Date	Change Description	Change Number
449	11/21/2011	**Intra-DLA Revisions to the DLMS 945A, Materiel Release Advice, Cancellation Reason Code, Management Codes, and Associated Procedures under RBI.** This change revises the DLMS 945A to include passing reasons for rejection in response to a Materiel Release Order that had been sent from EBS to DSS. This reason for rejection will be utilized by EBS either to cancel the sales order in its entirety by sending separate transactions for each Disposal Turn In Document (DTID) or to cancel a specific line item based on the DTID Number passed in the transaction. Revises Chapter 16 as well as the DLMS 945A.	0
452	12/19/2011	**Implementation of DoD WebSDR Automated SDR Rejection Capability.** This change revises requirements within the DoD WebSDR to edit and reject transactions systemically based upon the pre-established business rules. Revises Chapter 17, Supply Discrepancy Reporting.	0
452A	10/9/2012	**Additional Criteria for DoD WebSDR Automated Supply Discrepancy Report (SDR) Rejection Capability.** This addendum establishes SDR processing rules to prohibit submission of an SDR transaction for correction or follow-up, when there is no corresponding SDR record in the DoD WebSDR database or the corresponding original SDR was rejected. The original record may have been rejected by DoD WebSDR or by the action activity processing the SDR. Updates Reply Code 907. Revises Volume 2, Chapter 17, Supply Discrepancy Reporting and Appendix 3, Supply Discrepancy Report Relevant Data Elements.	2
453	12/9/2011	**Component Turn-In Documentation, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2), Supporting Disposition Services.** This change clarifies funding information required for reimbursement of scrap proceeds and obligation for hazardous waste disposal costs. It also reduces the number of paper DD Form 1348-1A or DD Form 1348-2 documents required at time of turn-in. Revises Chapter 16, Disposition Services.	0

ADC Number	Date	Change Description	Change Number
454	11/14/2011	**Automated Distribution of New Air Force SDR Management Report and Enhanced Query by Major Command (MAJCOM).** This change revises DoD WebSDR functionality to automatically generate and disseminate a monthly report using pre-established criteria. Additionally, the DoD WebSDR management report capability is revised to support ad hoc queries using the SDR submitter or action activity MAJCOM as selection criteria.	0
455A	2/6/2012	**Revisions to Procedures and Supply Status (DLMS 870S/ DIC AE_) from DLA Disposition Services under RBI.** This change documents procedures for generating suffix codes in customer requisitions submitted to RTD Web from customer supply systems, when the customer does not assign a specific DTID in the requisition. It also adds new status codes to support status reporting from the RTD Web. Revises Chapter 16, Disposition Services.	0
456	11/23/2011	**Intra-DLA Sales Contract Catalog Data Support Transaction under RBI.** This change allows sales contract data to be pre-positioned at the DLA Disposition Services Field Office. Transmitting this data from EBS to DSS will provide the DLA Disposition Services Field Offices with sales contract information specific to their location. Revises Chapter 16, Disposition Services, as well as DLMS 832N.	0
457	12/21/2011	**Intra-DLA Revisions to Procedures and DLMS 511R Requisition to Support Directed Release of Materiel (Post-Post Action) by DLA Disposition Services Field Offices under RBI.** This change documents the procedures for DLA-directed materiel release orders in support of designated disposal categories and sales categories. It also adds new data elements: disposal consolidation number, disposition category code, and disposition sub-category code. Revises Chapter 16, Disposition Services, as well as DLMS 511R.	0

ADC Number	Date	Change Description	Change Number
458	12/12/2011	**Documentation of Intra-Army Use of Army Data Elements for MILSTRAP DZA and DLMS 846I Asset Status Transactions.** This change updates the DIC DZA format multi-use fields to reflect the Amy's use of a stockage list code and project code. It updates DLA Transaction Services mapping between MILSTRAP legacy DZA and DLMS 846I. Revises DLMS 846I.	0
459	11/28/2011	**DLMS Transactions, Discrepancy Codes, SDR Type/Disposition Services Type Codes, and Associated Procedures to Support SDRs under RBI.** This change establishes new procedures for reporting discrepancies identified in shipments between the Recycling Control Pont (RCP) and the DLA Disposition Services Field Office, between RCP and the customer, between the two DLA Disposition Services Field Offices, and between the DLA Disposition Services Field Office and the customer. Revises Chapter 17, Supply Discrepancy Reporting, Chapter 16, Disposition Services, as well as DLMS 842A/W and 842A/R.	0
460	2/21/2012	**Revises DLMS Supplement 869C, Requisition Cancellation, and Associated Procedures in Support of RBI.** This change adds the DTID number to the DLMS 869C. It also provides unique procedures required to ensure that the document number used for a cancellation submitted from a Component supply system matches the document number employed by DLA Disposition Services. Revises Chapter 16, as well as the DLMS 869C.	0
461	12/01/2011	**Revision for Commercial Asset Visibility-Organic Repairables Module Estimated Completion Date on MILSTRAP DIC DAC/DLMS 947I.** Navy Commercial Asset Visibility-Organic Repairables Module requires the capability to accept and pass a repair item's estimated completion date and updated estimated completion date. This capability was added to DLMS 947I, Inventory Adjustment, for Commercial Asset Visibility use by ADC 343. This change expands the applicability to Commercial Asset Visibility-Organic Repairables Module. Revises DLMS 947I, as well as, administrative updates to DLMS 527D, 527R, 856S, and 867I.	0

ADC Number	Date	Change Description	Change Number
463	11/23/2011	**Intra-DLA Change to Revise DLMS 940R, Release Order, to Support Directed Release of Materiel in Support of RBI Public Sales Process.** This change documents the public sales process and specific data content for the DLMS release order. Revises Chapter 16, Disposition Services, as well as DLMS 940R.	0
464	3/02/2012	**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 RBI.** This change adds a new shipment hold code for receipt in place and establishes new utilization code to recognize turn-ins processed outside the Service's supply system when ICS follow-up procedures are required. Revises Chapter 16, AP6.33, AP7.17, and DLMS 940R.	0
465	2/23/2012	**Additional Contract-Related Data for 870S with BV Status.** This change adds contract-related data to the DLMS supply status transaction when the status indicates that the item is procured and on contract for direct shipment to the consignee. Revises DLMS 870S.	0
466	3/28/2012	**Revisions to Procedures and DLMS 511R, Requisition, to Support Requisitioning from DLA Disposition Services under RBI.** This change identifies new procedures for transmission of DLMS 511R by GSA Personal Property for Reuse and Sale and RTD to DLA Disposition Services. The change also updates DLMS to accommodate inclusion of the controlling document number suffix code and/or a DTID number suffix code when either or both are applicable. Revises Chapter 16, Disposition Services, as well as DLMS 511R, 511M, 527D, 527R, 842A/W, 856S, 869C, 869F, 870S, 940R, and 945A.	0
470	1/10/2012	**Revise DLMS 846R, Location Reconciliation Request in Support of RBI.** This change modifies the 846R Location Reconciliation Request transaction to include passing a DTID number, and the Demilitarization Code. DLA Disposition Services use the DTID number to uniquely identify individual property, as well as performing all inventories and accounting processes. Revises Chapter 16, Disposition Services, as well as DLMS 846R.	0

ADC Number	Date	Change Description	Change Number
471	1/13/2012	**Administrative Update to DLMS 824R Reject Advice.** This change identifies administrative updates to DLMS 824R, Reject Advice transaction.	0
473	1/13/2012	**DLMS Revisions to Add the Associated Purchase Order Number in Support of the Defense Logistics Agency (DLA) Interface with the Exchange.** This change adds the purchase order number to the Exchange customer order and perpetuates it through shipping and billing functions. Revises DLMS Dictionary entry for purchase order number, as well as the DLMS 511R, 511M, 856S, 869F, and 940R.	0
473A	11/21/2012	**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).** This change allows the Exchange and NEXCOM customer orders (and others by agreement with DLA) to include an internal PO number in the DLMS requisition transaction. DLA will then perpetuate the PO number through shipping and billing functions. Revises AP 6.1, Forms/Message Formats Introduction, and AP 8.48, Materiel Release Document DD Form 1348-1A or DD Form 1348-2, as well as, DLMS Supplements 511M, 511R, 869F, 940R, and 856S.	2
474	4/4/2012	**New Materiel Receipt Acknowledgment (MRA) Discrepancy Indicator Code.** This change creates a new MRA discrepancy code for use with Navy ships to indicate that an MRA is being submitted in response to a follow-up request, but that there has not yet been an opportunity to pick-up/stow the order due to deployment or extended transit times. Revises Chapter 10, MRA.	0

ADC Number	Date	Change Description	Change Number
477	3/8/2012	**Component Performing Procurement/Contracting for another Component Involving Government Furnished Property (GFP).** This change clarifies procedures when one Component is performing the procurement/contracting service for another Component to ensure that the requesting Component's Management Control Activity 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. Revises Chapter 4, Requisitioning.	0
481	2/22/2012	**Revise DLMS 846I Asset Status Report to Provide for a Transaction Count to Support Asset Status Report Transaction Reconciliation under DLA-Navy BRAC SS&D IMSP.** Updates the Asset Status Report requires to allow the receiving system to reconcile whether all files and balances sent by the inventory manager have been received. Supports BRAC Retail Supply, Storage and Distribution (SS&D)/IMSP. Revises DLMS 846I.	0
482	4/12/2012	**Revision Documenting Changes to the Materiel Receipt Acknowledgment (MRA) Report.** Revises the manual to document the changes to the on-line MRA Management Information Report structure agreed to by the Supply Process Review Committee, updates the report descriptions, and provide additional information regarding the capability to save the reports to a spreadsheet for additional analysis. Revises Chapter 10, MRA.	0
485	3/14/2012	**DoD Physical Inventory Control Program** **Chief Financial Officers Act (CFOA) of 1990** **Statistical Sampling Requirements and Procedures.** This change amends the DoD Physical Inventory Control Program to include the requirements and procedures to conduct the annual CFO Statistical Sample. Revises Chapter 6, Physical Inventory Control.	0

ADC Number	Date	Change Description	Change Number
488	4/24/2012	**Republication of DLMS SDR Guidance.** This change consolidates documentation associated with SDR guidance in preparation for re-issuance of the DLMS Manual. Additionally, this change deletes obsolete Appendix 3, SDR Distribution, and integrates SDR distribution rules within the chapter guidance, as well as, establishing a new DLMS Manual appendix for SDR-relevant data element code sets. It clarifies requirements for cancelation of the DLAI 4140.55, AR 735-11-2 SECNAVINST 4355.18A, AFJMAN 23-215, Reporting of Supply Discrepancies, concurrent with re-issuance of the DLMS manual. Revises Chapter 17, Supply Discrepancy Reporting, replaces Appendix 3, and revises Appendix 4.	0
489	4/25/2012	**Administrative Change to Maintain Inventory Control Effectiveness (ICE) Report Ammunition Procedures.** This change updates procedures for ICE Report Ammunition to provide explicit procedures specific to the ICE Report Ammunition (rather than using references to the ICE Report General Supply procedures). Revises Chapter 6, Physical Inventory Control.	0
1005	7/17/2013	**SDR Distribution to the Defense Contract Management Agency (DCMA).** This change establishes automated procedures for SDR distribution to DCMA. Business rules and WebSDR processing are required to provide information copies of SDRs to DCMA and forward SDR replies, where applicable, to DCMA for investigation. Revises Chapter 17, Supply Discrepancy Reporting, and Appendix 3, Supply Discrepancy Report Relevant Data Elements.	3
1006	7/12/2012	**Exception Processing for DLA Contractor Furnished Materiel (CFM) Requisition.** This change documents an exception/deviation to the current requirements under MILSTRIP procedures for contractor access to Government supply sources. It establishes an automated DLA Transaction Services Defense Automatic Addressing System (DAAS) edit/interface to provide management control activity (MCA) validation for requisitions submitted by DLA contractors for contractor-furnished materiel (CFM). Revises Chapter 4, Requisitioning.	1

ADC Number	Date	Change Description	Change Number
1007	10/1/2012	**Approved Defense Logistics Management System (DLMS) Change (ADC) 1007, New DLMS 842P, Product Quality Deficiency Report (PQDR) Data Exchange and Enhanced Exhibit Tracking via Standard Logistics Transactions.** This change establishes a new standard transaction format for exchanging PQDR data between systems. This change also establishes enhanced exhibit tracking procedures using standard logistics transactions. This is accomplished by including the PQDR Report Control Number (RCN) in applicable DLMS transactions and providing information copies to the PDREP-AIS. Revises Chapter 4, Requisitioning, Chapter 5, Status Reporting, and Chapter 13, Materiel Receipt, and adds Chapter 24, Product Quality Deficiency Report Program, as well as, revisions to DLMS Supplements 527R, 940R, and 856S. Adds 842P.	2
1007A	2/27/2013	**Enhanced Pre-positioned Materiel Receipt (PMR) Data for Product Quality Deficiency Report (PQDR) Exhibit Tracking.** This change further enhances the procedures established under ADC 1007 for exhibit tracking using standard logistics transactions. PQDR exhibit tracking is facilitated by including the PQDR Report Control Number (RCN) in applicable DLMS transactions and providing information copies of the receipt and shipment status to the Product Data Reporting Evaluation Program-Automated Information System (PDREP-AIS) for further dissemination, if needed. Revises DLMS 527D. Revises Chapter 12, Due-In And Advance Receipt Information.	3
1007B	7/18/2013	**Administrative Update to the DLMS 842P Product Quality Deficiency Report (PQDR) Data Exchange.** This change documents administrative updates to the DLMS 842P as previously approved by ADC 1007. This change allows expands capability and guidance for identification of deficient materiel. Other changes include correction of typographic errors resulting in the wrong field length being provided for the national item identification number (NIIN) and PQDR record control number. Clarification is provided for appropriate use of specific data elements and additional revisions are made to update status of data maintenance actions for approval of new X12 qualifier codes. Revises DLMS 842P.	3

ADC Number	Date	Change Description	Change Number
1007C	7/31/2014	**Code Updates to the DLMS 842P Product Quality Deficiency Report (PQDR) Data Exchange.** Documents new and revised codes for use in processing Product Quality Deficiency Reports (PQDR) and updates the DLMS Implementation Convention (IC) 842P as approved for implementation. This change also establishes the DLMS as the authoritative code source for selected PQDR-related data elements. Adds Appendix 7.27, Product Quality Deficiency Report Relevant Data Elements and revises DLMS 842P.	5
1009A	8/6/2014	**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.** 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 4, Requisitioning; Chapter 5, Status Reporting; and Chapter 16. Disposition Services. Revises DLMS 511M, 511R, 856S, 869A, 869F, 870S, 940R, and 945A.	5
1011	8/13/2012	**Routing Identifier Code (RIC) Format Rule for Defense Contract Management Activity (DCMA).** This change modifies business rules for Routing Identifier Code (RIC) assignment for the purpose of establishing a business rule supporting a machine-readable method of distinguishing between RICs representing Defense Logistics Agency (DLA) and those representing Defense Contract Management Agency (DCMA) activities. Revises Appendices AP7.2, Service and Agency Codes, and AP7.3, Routing Identifier Codes.	1

ADC Number	Date	Change Description	Change Number
1012	7/6/2012	**Accommodation of Disposition Services Local Stock Number (LSN) in Generator Communication (GENCOMM).** Due to the use of Materiel Groups of SCRP (for scrap) and SPSV (for special services) items throughout the warehousing and distribution processes within RBI, the Federal Supply Classification (FSC) field of the Hazardous Waste Profile Sheet (HWPS) Disposal Turn-In Document (DTID) Record must be repurposed as the FSC or Materiel Group field. Establishes Appendix 9, Generator Communications Interface Standard 5.0.0.	1
1013	6/15/2012	**Intra-DLA Change: Disposal Turn-In Document (DTID) Number Suffixing for DLMS 846C and DLMS 846R for use by DLA Disposition Services under RBI.** This change updates DLMS 846C Disposition Category Update and DLMS 846R Location Reconciliation to accommodate inclusion of the controlling document number suffix code and/or a DTID number suffix code when either or both of these are applicable. Revises DLMS Supplements 846C and 846R.	1
1014	8/17/2012	**Revised Procedures for Inclusion of Contract Data in Transactions Associated with Government Furnished Property (GFP) and Management Control Activity (MCA) Validation of Contractor Furnished Materiel (CFM) Requisitions.** This change updates DLMS procedures and multiple DLMS transactions to enhance the visibility of GFP through associated logistics transactions. It perpetuates the DFARS contract number through the requisitioning and MCA validation processing and establishes a mandatory requirement for inclusion of the applicable GFP contract number in relevant requisitions, redistribution/materiel release orders, and shipment status, thereby providing capability to monitor GFP through enterprise visibility/accountability program. Revises Chapter 4, Requisitioning, Chapter 5, Status Reporting. Revises Appendices AP6.1 Forms/Message Formats Introduction, AP8.2, Requisition, AP8.23, Passing Order, AP8.24, Referral Order/Lateral Redistribution Order for Retail Assets, AP8.48, Materiel Release Document DD Form 1348-1A or DD Form 1348-2. Revises DLMS Supplements 511R, 511M, 517G, 856S, 856R, 867I, 869C, 869F, 870S, and 940R	1

ADC Number	Date	Change Description	Change Number
1014A	11/5/2013	**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).** 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 Chapter 4, Requisitioning. Revises Appendices 7.15, Advice Codes, and 7.16, Status Codes. Revises DLMS Implementation Conventions 511M, 511R, 517G, 869C, and 869F.	4
1016	6/12/2012	**Intra-DLA Change: New Disposition Services Indicator for Controlled Property Branch Verified, for DLA Disposition Services use with DLMS 527R Receipt Transactions under RBI.** This Intra-DLA change adds a new Disposition Services Indicator, for use with DLMS 527R Receipt, identifying that materiel has been verified as non-controlled. This change satisfies a DLA Disposition Services business requirement under RBI. Revises Chapter 16, Disposition Services. Revises DLMS Supplement 527R.	1

ADC Number	Date	Change Description	Change Number
1017	9/18/2012	**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).** This change further updates DLMS 527R and 947I to accommodate upgrading of an item from scrap for items already receipted 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. Revises Chapter 16 Disposition Services, AP 7.7, Document Number, and DLMS Supplement 527R and 947I.	2
1019	12/17/2012	**Small Arms/Light Weapons (SA/LW) Local Stock Number (LSN) Assignment for use by DLA Disposition Services in DLMS 511R, 527R, 846C, 846R, 947I, under Reutilization Business Integration (RBI).** This change is required to allow for two Stock Numbers (one being the DoD SA/LW Serialization Program authoritative LOGSA-generated Management Control Number (MCN) and the other being the EBS Materiel Master Disposition Local Stock Number (LSN) for Small Arms) to be passed on the materiel receipt and to identify which stock number is the LOGSA-generated MCN and which is the Disposition LSN. This ADC similarly applies the LOGSA-generated MCN and Disposition LSN to the DLMS supplements that the DLA Disposition Services Field Office will use to apprise DLA Disposition Services as these weapons process through to demilitarization. The Disposition LSN is only for DLA internal purposes, and is not used in lieu of the MCN. Revises DLMS Supplements 511R, 527R, 846C, 846R, and 947I without revision to the manual.	2

ADC Number	Date	Change Description	Change Number
1020	11/2/2012	**Inter-Service Ownership Transfer of Ammunition/Ammunition Related Materiel.** This change documented procedures for the ownership change of Single Manager for Conventional Ammunition (SMCA) managed and non-SMCA managed materiel ammunition and ammunition-related items only, where there is no shipment or billing associated with the ownership change. Revises DLMS Volume 2, Chapter 4, Requisitioning, Appendices 7.2, Service/Agency Codes, 7.9, Supplementary Address, 7.10, Signal Codes, 7.13, Project Codes, 8.24 Referral Order/Lateral Redistribution Order For Retail Assets, as well as, DLMS Supplements 511R, 511M, 867I, 869F, 870S, 940R, 945A.	2
1021	7/17/2012	**Intra-DLA Revision to Procedures and DLMS 527D Pre-Positioned Materiel Receipt to Add Container Detail Supporting Relocation of Materiel between DLA Disposition Services Field Offices under RBI.** The 527D PMR (Relocation) transaction requires an additional data element (Disposition Services Complete Container Count) to allow for enhanced processing of container transfers between DLA Disposition Services Field Offices. Revises Chapter 16, Disposition Services. Administrative Update to DLMS 511R, 527R, and 940R	1
1022	10/19/2012	**Procedures for Processing Depot Returns (including Receipt, Supply Discrepancy Report (SDR), and Revision to Time Standard for Reclassification of Supply Condition Code J and K Assets).** This change documents revises receipt, inventory, and SDR procedures to support DLA Distribution Depot processing and automatic disposal of materiel categorized as Supply Condition Code (SCC) H, Unserviceable (Condemned). This change also revises the dollar value associated with automatic disposal, and revises the time standard for providing disposition on materiel identified in SCC J Suspended (In Stock) and K, Suspended (Returns). ADC 1022 also addresses administrative updates and revisions to MILSTRAP to clarify procedures for storage activity receipt of discrepant/unauthorized returns retrograde. Revises Chapters 7, Inventory Adjustment, 13, Materiel Receipt, 17, Supply Discrepancy Reporting, as well as DLMS Supplement 842A/W Nonconformance Report.	2

ADC Number	Date	Change Description	Change Number
1022A	9/4/2014	**Procedures for Processing Depot Returns - Revised Exclusions from Automatic Disposal Procedures.** Amends procedures as originally approved under ADC 1022. This change revises MILSTRAP procedures to support DLA Distribution Center processing and automatic disposal of materiel categorized as Supply Condition Code (SCC) H, Unserviceable (Condemned), with specific exceptions identified including exclusion of materiel from an FMS customer or owned by the Air Force. Revises Chapter 13, Materiel Receipt.	5
1023	10/24/2012	**MILSTRIP References to Requisitioning from Plant Clearance Automated Reutilization Screening System (PCARSS).** This change removes placeholders for data elements intended as DLMS enhancements to support transactional MILSTRIP requisitioning from PCARSS using DLMS requisitioning transactions. DLMS requisitioning from PCARSS is not currently identified as a PCARSS modernization goal. Additionally, this change updates MILSTRIP to remove the specific code value assigned for requisitions applicable to screening via Contractor Inventory Redistribution System (CIRS). Revises Chapter 4, Requisitioning and Appendix 7.7, Document Number, as well as, DLMS Supplements 511M, 511R, 869F.	2
1026	10/10/2012	**Optional WebSDR Acknowledgment to Submitting System Providing WebSDR-Assigned Control Number.** This ADC enables customer SDR systems to automatically receive the WebSDR Control Number for a SDR created and submitted through Service-sponsored SDR system. The design provides both a quick fix and a long-term method for meeting the requirement, and is implementable for any Service/Agency upon request. Revises Chapter 17, Supply Discrepancy Reporting.	2

ADC Number	Date	Change Description	Change Number
1030	2/21/2013	**Implementation of Item Unique Identification (IUID) in the DLMS Shipment Status Supporting DoD IUID Supply Procedures and Associated Supply Discrepancy Report (SDR) Procedures.** Defines procedures and establishes a coordinated implementation of IUID in accordance with DoD IUID Supply Policy. This change identifies procedures for the activity providing shipment status to incorporate available IUID content when the National Stock Number (NSN) has an IUID Indicator Y (Yes) and the DLMS 856S Shipment Status is generated in support of DoD IUID Supply Policy. Additionally, this change identifies procedures for the receiving activity to submit an SDR identifying a mismatch between the shipment status and the UII and/or serial number for the materiel received, as well as, requires that shipments containing IUID content and requiring more than one freight piece to execute the movement must have a unique Transportation Control Numbers (TCN) assigned to each freight piece by using a partial indicator in the 16th position of the TCN. Multiple freight piece shipments using the same TCN for all related freight pieces are not authorized when IUID content is required. Revises Chapter 5, Status Reporting, Chapter 17, Supply Discrepancy Reporting and Appendix 3, Supply Discrepancy Report Relevant Data Elements, Discrepancy Codes. Revises DLMS 842A/W and 856S.	3

ADC Number	Date	Change Description	Change Number
1031	4/5/2013	**Foreign Military Sales (FMS) Repair Value.** 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. Revisions to Chapter 4, Requisitioning, were moved to the new Chapter 25, Security Assistance Program (See ADC 1078). Revises Appendices 6.1, Forms/Message Formats, 6.35, Issue Release/Receipt Document (DD Form 1348a), 8.48. Materiel Release Document DD Form 1348-1A or DD Form 1348-2. Revises DLMS 870S and 940R.	3
1032	1/31/2013	**Assignment of Numeric Routing Identifier Codes (RIC).** This change allows numeric values to be used in the first position of the RIC. Revises Appendix 7.2, Service and Agency Codes.	2
1032	4/8/2014	**Withdrawal of Assignment of Numeric Routing Identifier Codes (RIC).** 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 Appendix 7.2, Service and Agency Codes.	5

ADC Number	Date	Change Description	Change Number
1034	10/23/2013	**Intra-DLA Revision to Procedures to Support DLMS 945A, Materiel Release Advice, Cancellation Reason Code and Denial Management Code for Redistribution Orders Associated with DLA Disposition Services under Reutilization Business Integration (RBI).** This change establishes a new Cancellation Reason Code YJ for use on the DLMS 945A Reply to Cancellation Request (Document Identifier Code (DIC) AG6) and a new Denial Management Code N for use on the DLMS 945A Disposal Release Denial (DIC A6J) for proper financial processing of Redistribution Orders cancellations and denials within DLA Disposition Services systems under RBI. Revises Chapter 16, Disposition Services.	2
1034A	3/12/2013	**Administrative Correction to DLMS 945A, Materiel Release Advice, Cancellation Reason Code for Redistribution Orders Associated with DLA Disposition Services under Reutilization Business Integration (RBI).** Updates the DLMS Supplement 945A to add Cancellation Reason Code YJ as an authorized code to the 2/LQ01/100 = Z (Cancellation Reason). Revises DLMS 945A.	3
1034B	7/5/2013	**Intra-DLA Revision to Procedures to Support DLMS 945A, Materiel Release Advice, Cancellation Reason Code and Denial Management Code for Redistribution Orders Associated with DLA Disposition Services under Reutilization Business Integration.** This change establishes a new Cancellation Reason Code YJ for use on the DLMS 945A (Document Identifier Code (DIC) AG6) and a new Denial Management Code N for use on the DLMS 945A (DIC A6_) for proper financial processing of Redistribution Orders (RDO) cancellations and denials within DLA Disposition Services systems under RBI. Replaces ADC 1034 and 1034A. Revises Chapter 16, Disposition Services. Revises DLMS 945A.	3

ADC Number	Date	Change Description	Change Number
1040	3/4/2013	**Migrate Inter-Service Ammunition Serial Number and Lot Number Transactions (NAVSUP P-724 Document Identifier Code (DIC) BG1/BG2) to DLMS 945A Materiel Release Advice.** This change updates the DLMS 945A to incorporate data contained in Navy NAVSUP P-724 Serial Number and Lot Number Reports for Inter-Service Ammunition. It requires DLA Transaction Services' Defense Automatic Addressing System (DAAS) conversion mapping to move the data from the DLMS format to the legacy format in support of legacy ammunition systems. Revises DLMS 945A.	3
1042	1/7/2013	**Revise Wide Area Workflow (WAWF) Advance Shipment Notice (ASN) to Accommodate DLA Interface for Reparable Government Furnished Property (GFP).** This change establishes interim interface procedures to document property movement of GFP from a contractor's repair location to a DLA receiving activity. Use of DLMS transaction sets and mapping of data passed between the WAWF system and Distribution Standard System will provide source data updates to WAWF and the DoD IUID Registry, including the GFP module. These changes support Financial Improvement Audit Readiness efforts to improve DoD property accountability. Revises DLMS Supplement 527R and 856 ASN.	2

ADC Number	Date	Change Description	Change Number
1043	9/18/2013	**DLMS Revisions for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification (Finance/Supply).** 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 4, Requisitioning, Chapter 8, Materiel Obligation Validation, Chapter 11, Materiel Returns, Redistribution of Assets, Directed Discrepant/Deficient Materiel Returns and Retrograde Returns, Chapter 14, Issue, Loan, Demand, And Single Manager For Conventional Ammunition Freeze/Unfreeze Actions, Chapter 16, Disposition Services, and Chapter 17, Supply Discrepancy Reporting. Revises Appendix 7.16 Status Codes. Revises DLMS Implementation Conventions 180M, 511M, 511R, 517M, 810L, 842A/W, 856S, 867I, 869F, and 940R.	4
1043A	8/20/2014	**Revised Procedures for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification to Support Transaction Rejection Requirements.** 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 Chapter 4, Requisitioning; Chapter 8, Materiel Obligation Validation; Chapter 11, Materiel Returns, Redistribution of Assets, Directed Discrepant/Deficient Materiel Returns and Retrograde Returns; Chapter 14, Issue, Loan, Demand, And Single Manager For Conventional Ammunition Freeze/Unfreeze Actions, Chapter 16, Disposition Services; and Chapter 17, Supply Discrepancy Reporting. Revises Appendix 7.28, Supply Discrepancy Report Relevant Data Elements. Revises DLMS ICs 824R, 180M, 511M, 511R, 517M, 810L, 842A/W, 856S, 867I, 869F, and 940R.	5

ADC Number	Date	Change Description	Change Number
1043B	10/1/2014	**Revised Procedures for Department of Defense (DOD) Standard Line of Accounting (SLOA)/Accounting Classification to Modify Business Rules for Beginning Period of Availability Fiscal Year Date.** Amends ADC 1043 to revise the business rules within the DLMS and the Web Fund Code Application to allow the SLOA data element, Beginning Period of Availability Fiscal Year Date, to be used in DLMS transactions to represent Program Year when the Availability Type Code is X, which indicates No Year, non-expiring funds. Revises DLMS 180M, 511M, 511R, 517M, 810L, 842A/W, 856S, 867I, 869F, and 940R.	5
1043C	12/22/2014	**Administrative Corrections for SLOA Data the 810L Logistics Bill and other DLMS ICs.** Amends ADC 1043 to remove SLOA data element Budget Line Item from the header, as it has no apparent applicability to the header (summary bill), corrects DLMS notes erroneously applying or omitting references to the line of accounting data elements being modifiable in certain ICs, and changes DLMS 810L loop 2/FA1/350 from mandatory to used, as non-interfund bills may not provide SLOA data and lack of data would cause the transactions to fail. Revises the DLMS 511R, 517M, 810L, 842A/W, 867I, 869F, and 940R ICs. Also accomplishes administrative changes to the DLMS 140A, 180M, 511M, 511R, 517G, 517M, 527D, 527R, 536L, 567C, 650A, 650C, 810L, 812L, 812R, 824R, 830D, 830R, 830W, 842P, 846A, 846C, 846D, 846F, 846I, 846P, 846R, 846S, 856N (4010 & proposed 4030 versions), 856R (4010 & 4030 versions), 856S, 867D, 867I, 869A, 869C, 869F, 870L, 870M, 870N, 870S, 888A, 888I, 888W, 940R, 945A (4010 and 4030 versions), and 947I (4010 and 4030 versions). ICs removing an obsolete reference to an Accounting Classification Appendix.	6

ADC Number	Date	Change Description	Change Number
1044	1/22/2013	**Enhanced Interim Supply Discrepancy Report (SDR) Reply Capability, Status Update, and Completion Notification. This change enhances communication of SDR information between the Inventory Control Point (ICP) and the storage activity.** The change includes several administrative updates to the DLMS guidance and: clarifies required distribution of SDRs between the ICP and the storage activity for each phase of the interim reply process; establishes specific business rules for the use of completion notification; requests DoD WebSDR add new SDR reply code values to support enhancement of the interim reply process; provides specific timeframes used for various scenarios applicable to the interim reply, and establishes specific business rules for use of the status update SDR format. Revises Chapter 17, Supply Discrepancy Reporting, Appendix 3, Supply Discrepancy Report Relevant Data Elements, as well as, DLMS Supplements 842A/W and 842A/R.	2
1044A	9/9/2014	**Clarification of Business Rules associated with Supply Discrepancy Report (SDR) Replies for Status Update and Completion Notification.** Supplements ADC 1044 and provides updates to published procedures. The purpose of this change is to clarify business rules associated with ADC 1044. It defines use of the completion notice and status update as implemented by DLA Distribution Centers for SDRs prepared by the storage activity. It expressly states that completion notices are not applicable to information only SDRs and may not be used to revise SDR data content. Revises Chapter 17, Supply Discrepancy Reporting.	5
1048	4/25/2013	**Defense Logistics Agency (DLA) Supply Status Code for Shipped Orders.** 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 7.16, Status Codes.	3

ADC Number	Date	Change Description	Change Number
1049	4/2/2013	**New Supply Status Code for Backorders Awaiting Engineering Support Activity (ESA) Support and First Article Testing (FAT).** 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 7.16, Supply Status Codes, and Appendix 8.10, Formats. Revises DLMS 870S.	3
1050	3/18/2013	**New DoD EMALL DoDAAC and Supply Status Cancellation Codes for DoD EMALL Credit Card Billing. 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 (DoDAAC) used to recognize EMALL purchase/credit card billing will change from SP5200 to SC4210. Revises Chapter 4, Requisitioning. Revises Appendix 7.16, Supply Status Codes. Revises DLMS 511R, 511M, and 869F.	3

ADC Number	Date	Change Description	Change Number
1052	5/3/2013	**DoD Web Supply Discrepancy Report (WebSDR) Processes Enhancement and Interface with Electronic Document Access (EDA) System.** This change establishes an interface between the EDA System and the DoD WebSDR application to obtain essential information for populating SDR records. This interface will make available to WebSDR the identification of the contract administration office (CAO) DoD Activity Address Code (DoDAAC) and the vendor/contractor commercial and government entity (CAGE) Code for the discrepant shipment when the contract number is provided in the SDR by the submitter or action activity. WebSDR will then have the functionality to transmit SDRs to the CAO regarding new procurement, type 9, packaging supply discrepancies in an effort to manage vendor performance by contracted suppliers. Revises Chapter 17, Supply Discrepancy Reporting, and Appendix 3, Supply Discrepancy Report Relevant Data Elements. Updates DLMS 842 A/W and 842 A/R.	3
1054	23-Apr-13	**Intra-DLA Revisions to Procedures and DLMS 945A Materiel Release Advice, Denial Management Code for Credit to Commercial Venture (CV) Contract Associated with DLA Disposition Services under Reutilization Business Integration (RBI).** A new Denial Management Code is added to the DLMS 945A (MILSTRIP Legacy Document Identifier Code (DIC) A6_, that represents a denial of an unauthorized Commercial Venture (CV) delivery order line item. Revises Chapter 16, Disposition Services.	3
1059	3/12/2013	**Mandatory Use of Four-Character Packaging Discrepancy Codes on Supply Discrepancy Reports (SDRs) and Storage Quality Control Reports (SQCRs).** This change established a mandatory requirement for the use of four-character packaging discrepancy codes when packaging discrepancies are reported via SDR or SQCR under DLMS procedures. Additionally, several new packaging discrepancy codes are established. SDR applications must make it mandatory for users to provide remarks text in conjunction with packaging discrepancy codes. Revised Chapter 17, Supply Discrepancy Reporting, as well as, Appendix 3, Supply Discrepancy Report Relevant Data Elements. Revises the DLMS 842A/W and 842A/R.	3

ADC Number	Date	Change Description	Change Number
1062	6/20/2013	**Non-Inventory Control Point/Integrated Materiel Manager (ICP/IMM)-Directed Inter-Service Lateral Support via Retail Level Passing Order.** This change authorizes Military Service requiring activities to bypass standard ordering from the cataloged 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 11, Materiel Returns, Redistribution of Assets, Directed Discrepant/Deficient Materiel Returns and Retrograde Returns, and Chapter 17, Supply Discrepancy Reporting, as well as, Appendix 3, Supply Discrepancy Report Relevant Data Elements. Updates DLMS 511R.	3
1063	5/23/2013	**Use of Appropriate Supply Condition Code (SCC) for Receipt of Suspended Critical Safety Items (CSIs).** This change revises SDR procedures to eliminate an exception authorizing storage activity use of SCC J for suspended CSI resulting from stock screening during receipt processing. SCC J will be replaced by the appropriate use of SCC K in receipt and SDR transactions. Revises Chapter 17, Supply Discrepancy Reporting, and Appendix 3, Supply Discrepancy Report Relevant Data Elements.	3
1065	5/16/2013	**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&D)/Inventory Management and Stock Positioning (IMSP).** 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&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 4, Requisitioning.	3

ADC Number	Date	Change Description	Change Number
1066	1/9/2014	**Follow-up Time Standards, SDR Forwarding, Source of Supply (SoS) Notification, Missing Quality Assurance Representative (QAR) Signature, use of Unique Item Tracking (UIT) Designator Code for Management Report Selection Criteria, and Administrative Updates (DLMS/SDR).** This change, clarifies procedures for submission of SDR follow-ups, establishes a timeframe for submission of late follow-ups, clarifies business rules for DLA Distribution Depots forwarding SDRs to the SoS and updates associated reply codes, designates a discrepancy code and associated procedures specifically for reporting of procurement source materiel suspended upon receipt due to lack of a QAR signature in Wide Area Workflow (WAWF), revises DOD WebSDR business rules to provide SDR corrections, rather than a second original SDR, to the SoS when an information copy is generated by WebSDR after forwarding an SDR to a new action activity subsequent to Reply Code 504, establishes a new requirement to notify the originally identified SoS (to which an information copy was provided systemically by WebSDR) that the SDR record for that SoS should be administratively closed because the SoS routing identifier code (RIC) was in error and has been updated by a later transaction, establishes an interface with the DLA Logistics Information Services Master Data Capability (MDC) to retrieve the unit item tracking (UIT) designator code for applicable discrepant item national stock numbers (NSNs) to improve management report selection criteria, and provides administrative updates to the DLMS transaction formats to remove obsolete data content and provide clarification where needed. Revises Chapter 17, Supply Discrepancy Reporting and Appendix 3, Supply Discrepancy Report Relevant Data Elements. Revises DLMS Implementation Conventions 842A/R and 842A/W.	4

ADC Number	Date	Change Description	Change Number
1066A	6/30/2015	**SDR Process Enhancements for Source of Supply (SoS) Notification of SDR Updates.** This addendum updates DOD WebSDR processing to enable SoS systems to properly process transactions used for SoS notification of relevant SDR information. WebSDR will be required to suppress the distribution copy of the SDR reply (Transaction Purpose Set Code 11) when an SDR is forwarded to a new action activity (which is other than the SoS) via Reply Code 504 (SDR forwarded to new action activity) and perform an edit check to determine if the new SoS has already received and information copy of the SDR and if not, send. Revises Chapter 17 Supply Discrepancy Reporting.	6
1067	11/20/2013	**Update to DLMS/MILSTRIP Guidance for Status Dissemination Including Elimination of GSA Form 10050 (GSA Mailer) and Revised Media and Status Codes.** 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 Appendices 6 Forms/Message Formats Index and 7.4 Media and Status Codes. Deletes Appendix 6.7 GSA Form 10050 Supply/Shipment Status.	4

ADC Number	Date	Change Description	Change Number
1068	10/3/2013	**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.** 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. DLM 4000.25, DLMS. This change adds GCSS-Army and Marine Corps SABRS to the funds verification transaction exchange. Revises Appendix 7.16 Status Codes. Revises DLMS Implementation Conventions 511M, 511R, 527D, 527R, 842A/W, 842A/R, 856s, 869A, 869C, 869F, 870S.	4
1070	9/12/2014	**Revised MILSTRAP Procedures for Logistics Accountability during Maintenance - Disallows Logistics Use of Inventory Adjustment Transaction (DAC) for Physical Movement of Materiel from a Storage Activity to a Maintenance Activity, and Incorporate DODM 4140.01 Policy for In-Repair Accountability.** Eliminates procedures for use of an Inventory Adjustment – Supply Condition Code Change (DLMS 947I/legacy DAC), as a mechanism to move assets into, or out of, maintenance. Revises Chapter 7, Inventory Adjustments; Chapter 13, Materiel Receipt; and Chapter 14, Issue, Loan, Demand, And Single Manager For Conventional Ammunition Freeze/Unfreeze Actions.	5

ADC Number	Date	Change Description	Change Number
1071	3/26/2014	**Implementation of DOD Item Unique Identification (IUID) Supply Policy in Version 4030 DLMS 856R Shipment Status Materiel Returns.** Implements inclusion of the IUID data content in the Version 4030 DLMS 856R Shipment Status Materiel Returns when the National Stock Number (NSN) has a Federal Logistics Information System (FLIS) IUID Indicator Y (Yes). Revises Chapter 11, Materiel Returns, Redistribution of Assets, Directed Discrepant/Deficient Materiel Returns and Retrograde Returns and DLMS 856R.	5
1075	1/17/2014	**Implementation of Geopolitical Entities, Names, and Codes (GENC) Standard by DoD Components for the Identification of Countries and their Subdivisions.** 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 Chapter 4, Requisitioning; Chapter 5, Status Reporting; and Chapter 11, Materiel Returns, Redistribution of Assets, Directed Discrepant/Deficient Materiel Returns and Retrograde Returns. Revises Appendix 7.18, Security Cooperation Customer Codes. Revises DLMS 511M, 511R, 842A/R, 842A/W, 856, 856N, 856R, 856S, 869F, and 940R.	5
1078	7/3/2013	**Administrative Realignment of Security Assistance Procedures in DLM 4000.25, Volume 2 and DLM 4000.25-1.** 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 in DLM 4000.25-1 MILSTRIP Chapter 6, and aligns data element names with the Business Enterprise Architecture (BEA). Adds a new Chapter 25, Security Assistance Program, and revises Chapter 4, Requisitioning and Chapter 5, Status Reporting. Revises Appendix 7.22, Cooperative Logistics Program Support Category Codes, 8.3, Security Assistance Program Requisition Format, and 8.30, Foreign Military Sales Notice of Availability Key Document Format. Updates the Table of Contents.	3

ADC Number	Date	Change Description	Change Number
1079	6/21/2013	**Administrative Update to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 2, Supply Standards and Procedures, to add New Appendix 10, MILSTRAP Legacy Transactions.** This change captures MILSTRAP legacy transaction information. This update is part of an ongoing initiative to incorporate the MILSTRAP manual into Volume 2.	3
1080	10/17/2013	**Intra-Air Force Requirement for use of Priority Designator in DLMS 527D Prepositioned Materiel Receipt (PMR) (Supply/MILSTRAP).** This change authorizes intra-Air Force use of the Priority Designator in DLMS 527D PMR. Revises DLMS IC 527D.	4
1082	6/28/2013	**Administrative Update to DLMS 830D, Demand Data Exchange (DDE) Projected Supply Plan.** Revises DLMS 830D.	3
1085	4/22/2015	**Revise Procedures for End of Day Processing to Include and Clarify Programmed Research of Imbalances using Transaction History Data and Authorize Up to Seven Work Days to Complete Programmatic Research**. Extends the time standard to a maximum of seven work days for the completion of the programmatic research portion of the end of day reconciliation process. This change does not affect the transactional flow or data elements required to complete end of day processing. Restates procedures to include: closing balance comparisons at end of day; and, for imbalances, the programmatic research elements to be considered to include in-float, suspended, and duplicate transactions prior to adjusting the total item property record (TIPR). Revises Chapter 6 Physical Inventory Control.	6

ADC Number	Date	Change Description	Change Number
1086	6/18/2014	**Create New Materiel Receipt Acknowledgement (MRA) Source of Supply Report, Create Requisition/Initial Supply Transaction Download File and Eliminate the Shipment Discrepancy Report by Depot.** Eliminates the MRA 04, Shipment Discrepancy Report by Depot; creates a new MRA Report by Source of Supply to enable wholesale inventory control points (ICP) to report metrics on how well the Services acknowledge receipt of materiel the wholesale ICP shipped out of wholesale assets, for a given Component; and creates a requisition data download file capability after accessing the MRA Report Detail page for all reports. Revises Chapter 10, Materiel Receipt Acknowledgement.	5
1087	6/12/2012	**Revise Materiel Receipt Acknowledgement (MRA) Report Selection Criteria to Reflect the MRA Process Exclusion for Receipt Transaction Reporting.** Revises the MRA Report selection criteria to exclude intra-Component shipments of wholesale assets when those assets are reported by a Materiel Receipt (aka Receipt) transaction to the issuing wholesale Inventory Control Point (ICP), rather than by an MRA transaction. Revises Chapter 10, Materiel Receipt Acknowledgement.	5
1088	10/1/2014	**Joint Supply/Logistics Metrics Analysis Reporting System (LMARS) Changes to the Materiel Receipt Acknowledgement (MRA) Report Criteria and Documentation of MRA Report Business Rules.** Identifies changes required to update the LMARS and corresponding MRA Report business rules; updates MRA Report selection criteria by MILSTRIP legacy document identifier code (DIC) (and corresponding DLMS transaction); and aligns the MRA exclusions identified in the DLM 4000.25-2, DLM 4000.25, and DLM 4000.25-4 Manuals. Revises Chapter 10, Materiel Receipt Acknowledgement.	5

ADC Number	Date	Change Description	Change Number
1091	1/28/2014	**Supply Discrepancy Reports (SDRs) Requesting Replacement or Expedited Shipment.** 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 4, Requisitioning; Chapter 5, Status Reporting; and Chapter 17, Supply Discrepancy Reporting. Revises Appendix 7.28, Supply Discrepancy Report Relevant Data Elements.	5
1093	12/20/2013	**Intra-DLA Change for DLA Disposition Services Accumulation Number Update Transaction and Procedures using DLMS 846C (Supply/Logistics).** A modified DLMS 846C transaction will allow the automatic update/synchronization of a Disposal Turn-In Document's (DTID) disposition services accumulation number from the Enterprise Business System (EBS) to the Distribution Standard System (DSS). This change adds a new transaction type to the DLMS 846C for Accumulation Number Update. Revises Chapter 16, Disposition Services. Revises DLMS IC 846C.	4
1095	5/29/2014	**Enhanced Guidance for Submitting Supply Discrepancy Reports (SDRs) for Item Unique Identification (IUID) Discrepancies.** Provides amplifying guidance for the preparation of SDRs for discrepancies involving unique item data discrepancies for serially-managed/tracked materiel. This specifically refers to missing or mismatched Unique Item Identifiers (UIIs) and/or serial numbers where required for item unique identification or tracking under a Unique Item Tracking (UIT) program. SDR discrepancy code definitions are modified to better conform to the current guidance. Revises Chapter 17, Supply Discrepancy Reporting and Appendix 3, Supply Discrepancy Report Relevant Data Elements.	5

ADC Number	Date	Change Description	Change Number
1096	5/29/2014	**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.** Authorizes the option for DLA Disposition Services sites to utilize the Commercial Venture (CV) Workload Location List (WLL) in lieu of an IRRD. Chapter 16, Disposition Services.	5
1097	12/20/2013	**Administrative Realignment of Contract Access to Government Sources of Supply Procedures in 4000.25, Volume 2 and DLM 4000.25-1 (Supply).** 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 4, Requisitioning and adds Chapter 26, Contractor Access to Government Sources of Supply.	4
1098	11/7/2014	**Updates to DD Form 1348-5 Notice of Availability (NOA) and Corresponding DLMS 856N NOA and 870N NOA Reply.** 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 25, Security Assistance Program; Appendix 8.30, Foreign Military Sales Notice of Availability Key Document; Appendix 8.31, Foreign Military Sales Notice of Availability Detail Document; Appendix 8.32, Foreign Military Sales Notice of Availability Reply Document; and Appendix 6.4, DD Form 1348-5, Notice Of Availability/Shipment. Revises DLMS 856N and 870N.	5

ADC Number	Date	Change Description	Change Number
1099	6/15/2015	**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. Once all the DLM 4000.25-1 chapters are fully aligned into DLMS Volume 2, then DLM 4000.25-1 will be cancelled. At that time, DLM 4000.25, Volume 2 will serve as the single guidance for requisitioning and issue procedures, business rules, data standards, and transaction formats. 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 15 Installation Closure Procedures.	6
1102	6/5/2014	**Enhanced SDR Guidance including SDR Routing for Army-Directed DLA Distribution Center Shipments and Procedures for Discrepant or Unauthorized Returns to the Distribution Centers.** Establishes specific guidance to report DLA Distribution Center receipts and SDRs for unauthorized consumable item returns to the returning Service using a pre-designated routing identifier code (RIC) (rather than the item manager); revises DOD WebSDR routing rules to require distribution of an information copy to the DLA Distribution Center when the shipment was directed by the Army and the materiel was shipped from the Distribution Center; and updates the SDR transaction format and discrepancy code list for clarification and as a corrective action for identified gaps in data transmission. Revises Chapter 13 and Materiel Receipt; Chapter 17, Supply Discrepancy Reporting. Appendix 3 marked as Reserved and moved to Appendix 7.28, Supply Discrepancy Report Relevant Data Elements and Appendix 4 marked as Reserved and moved to Appendix 6.39, Instructions For Preparation Of Standard Form 364. Revises DLMS 842A/R.	5

ADC Number	Date	Change Description	Change Number
1102A	4/13/2015	**Procedures for Unauthorized/Discrepant Air Force Returns to DLA Distribution Centers.** Amends the procedures approved under ADC 1102 to establish specific guidance to report DLA Distribution Center receipts and SDRs for unauthorized/unexpected consumable item returns to the returning Service (rather than the item manager) using a pre-designated routing identifier code (RIC) when the returning Service is an Air Force activity. Supplements ADC 1102; all procedures approved under the original document are unchanged. Revises Chapter 13 Materiel Receipt and Chapter 17 Supply Discrepancy Reporting.	6
1103	8/20/2014	**Revise DLMS 824R, Reject Advice, to Include Rejections of Logistics Bills and Clarify use for Rejection of DLMS MILSTRIP Transactions.** Modifies the DLMS 824R to expand the scope to include rejection of logistics bills and make administrative adjustments to convert the supplement into an implementation convention (IC) and to reflect current element use by DLA Transaction Services. Revises Chapter 1, Introduction and DLMS 824R.	5
1104	4/2/2014	**Intra-DLA Change for DLA Disposition Services Warehouse Storage Location Update Transaction using DLMS 943A Warehouse Service Advice.** Revises the DLMS 943A Warehouse Service Advice transaction to add a warehouse storage location update function to be passed from the DLA Disposition Services Field Office to the DLA Disposition Services, and then from EBS to Reutilization Transfer Donation Web (RTD Web), and subsequent to a DTID re-warehousing action. Revises Chapter 16, Disposition Services and DLMS 943A.	5

ADC Number	Date	Change Description	Change Number
1105	4/17/2014	**Revise DLMS 830D Demand Data Exchange (DDE) Projected Supply Plan Requirements to Clarify Data and Associated Procedures.** Revises Defense Logistics Management Standards (DLMS) 830D implementation convention (IC) to clarify use of organization DOD activity address codes (DoDAAC), the FST segment forecast timing qualifiers, and the SDQ segment. DLA is also revising the procedures to recommend that DDE projected supply plans have 60 month plan periods, with zero filling those months with no plan data. Revises Chapter 2, Special Program Requirements and Demand Data Exchange Projected Supply Plan and DLMS 830D.	5
1106	4/10/2014	**Intra-DLA Change: New Disposition Services Term Sales Code to use with DLMS 527R Receipt for Commercial Venture (CV) and Modification of DLMS 940R Materiel Release Order for Associated Delivery Order Term Sales Contract Number.** Establishes a new DLA Disposition Services Term Sales code to be used by the DLA Disposition Services Field Office personnel to indicate specific item characteristics based on receipt examination and pre-established business rules. The field office will use the DLMS 527R Receipt transaction to pass the Disposition Services Term Sales code to DLA Disposition Services. Revises Chapter 16, Disposition Services and DLMS 940R and 527R.	5
1109	3/26/2014	**Intra-DLA Change: Revise DLA Disposition Services Upgrade from Scrap Procedures and DLMS 527R Receipt to Allow use of Local Stock Number.** Revises the DLA Disposition Services Upgrade from Scrap process, and associated DLMS 527R, to recognize a local stock number (LSN) item in the DLMS 527R Receipt, with LIN01 Source of Materiel Received/Returned Code V, when upgrading items from a scrap LSN. This change revises the current procedure to recognize either an NSN or an LSN in the DLMS 527R Receipt when upgrading items from a scrap LSN. Revises Chapter 4, Requisitioning; Chapter 5, Status Reporting; and Chapter 16, Disposition Services. Revises DLMS 511M, 511R, 856S, 869A, 869F, 870S, 940R, and 945A.	5

ADC Number	Date	Change Description	Change Number
1110	7/30/2014	**Administrative Update to Identify Code DPC Delivery Priority Code as an Approved X12 Migration Code and Associated DLMS Documentation.** 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 7.26, Delivery Priority/Special Processing Codes and revises Appendix 7.13, Project Codes. Revises DLMS 511M, 511R, 856S, 869A, 869F, 870S, 945A, 940R, and 940S.	5
1111	8/27/2014	**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.** 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 16, Disposition Services and DLMS 527R.	5
1115	4/4/2014	**Administrative Update to add New Appendix for Correlation of MILSTRAP Legacy DIC Functionality to DLMS Implementation Convention Coding.** Makes an administrative update to DLM 4000.25, Volume 2, adding Appendix 11 to identify the correlation of MILSTRAP legacy document identifier code (DIC) functionality to DLMS implementation convention (IC) coding. DLMSO has an ongoing initiative to incorporate the MILSTRAP manual into the DLM 4000.25, Volume 2. This change better positions DLM 4000.25, Volume 2 and MILSTRAP for future movement to a combined manual. Adds Appendix 11, Correlation of MILSTRAP Legacy DIC Functionality to DLMS Implementation Convention Coding.	5

ADC Number	Date	Change Description	Change Number
1117	7/2/2014	**DoDAAC Authority Code and Type Address Code (TAC) Rules.** 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 4, Requisitioning.	5
1118	2/5/2015	**Project Code Management System Procedures (Project Codes/Supply).** 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. Revises Appendix AP6 Index to add new Appendices AP6.40, Templates for Project Code Management System Generated Project Code Dissemination Notices and AP6.41 Appointment Letter Template for Service/Agency Project Code Representative. Revises Appendix AP7.13, Project Codes	6
1124	4/7/2015	**Revise Time Standards for Receipt Processing to Support DODM 4140.01 Policy.** Revises MILSTRAP and DLMS, Volume 2 time standards for processing receipts to reflect the DODM 4140.01, Volume 5 policy that receiving activities will “record receipts no later than 5 business days from date materiel received”. Also clarifies the requirement to make associated assets visible from the point of inspection and acceptance within 24 hours in context of MILSTRAP/DLMS. Revises Chapter 13 Materiel Receipt, Chapter 16 Disposition Services, and Chapter 20 Medical Unit Assembly Program.	6

ADC Number	Date	Change Description	Change Number
1126	12/16/2015	**Revised Supply Discrepancy Report (SDR) Routing Rules for Non-Manager Owned Suspended Stock Identified at Time of Receipt at DLA Distribution Centers and Improved Identification of Owner and Manager on SDR Transactions.** This change revises routing rules and provides improved procedures for processing "receipt notification" SDRs for materiel suspended upon receipt based upon manager-provided screening criteria. These SDRs do not report a supply discrepancy; they instead report receipt of materiel meeting specific quality-related criteria identified by the three-position Q-series discrepancy codes. Additionally, this change modifies SDR transaction formats to support data fields to identify the owner and manager as distinct organizations separate from the current mixed use data field used for owner, item manager, or source of supply dependent upon the document type code/scenario. Revises Chapter 17 Supply Discrepancy Reporting and Appendix 7.28 Supply Discrepancy Report Relevant Data Elements. Revises DLMS 842A/R and 842 A/W.	6

ADC Number	Date	Change Description	Change Number
1127	10/30/2014	**Enhanced SDR Guidance for Foreign Military Sales (FMS), SDR Time Standards for Controlled Inventory Items, SDR Forwarding after Logistics Reassignment (LR), Packaging SDRs, and Administrative Updates.** Establishes forwarding procedures to support transactional forwarding of SDRs by the losing item manager (LIM) to the gaining item manager (GIM) subsequent to a logistics reassignment (LR), and clarifies reporting procedures for procurement source receipts after LR where the LIM issued the contract including directing the SDR to the LIM (owner) as the action activity when a prepositioned materiel receipt (PMR) is provided. This change also specifies the allowable number of International Logistics Control Office (ILCO) rejections per SDR, removes the current FMS restriction on using Discrepancy Code Z2 (repetitive discrepancy), specifies the allowable number of International Logistics Control Office (ILCO) rejections per SDR, eliminates the DLM exclusion for SDR reporting by activities using non-appropriated funds to requisition wholesale materiel, updates the time standards for SDRs associated with materiel classified secret and above, and nuclear weapons-related materiel (NWRM) to require accelerated response, updates procedures to prescribe business rules for routing of packaging discrepancy SDRs resulting from redistribution of stock between storage activities, updates procedures for submission of information only (vice action) SDRs for packaging discrepancies, revises business rules associated with resubmission of an SDR after customer cancellation of the original submission or storage activity completion notice, and adopts multiple administrative changes to support the above updates. Revises Chapter 17 Supply Discrepancy Reporting and Appendix 7.28 Supply Discrepancy Report Relevant Data Elements. Revises DLMS 842A/R and 842A/W.	6
1128	4/23/2015	**Revise DLMS 527D Prepositioned Materiel Receipt (PMR) and 527R Receipt and Associated Procedures to Support Marine Corps BRAC Storage and Distribution Interface (SDI).** Updates DLMS 527D PMR and 527R Receipt to communicate enhanced DLMS data between the Marine Corps Maintenance Centers (MCMC) and DLA at the Distribution Centers operating under the Distribution Standard System (DSS). Revises DLMS 527D and 527R.	6

ADC Number	Date	Change Description	Change Number
1132	6/15/2015	**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.** This change implements a fully systemic solution for processing mass and universal cancellations and the associated DLMS enhancements. This change also 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. This change administratively aligns the new Volume 2, Chapter 27 with its companion chapter in DLM 4000.25-1, MILSTRIP Chapter 8. This changed adds new Chapter 27 Mass or Universal Cancellation or Requisitions; revises Chapter 4 Requisitioning, Appendix 7.1 Data Elements and Codes Index, and Appendix 8.19 Shipment Status. Revises DLMS 856S, 869C, 940R. Revises DLMS Data Dictionary.	6
1135	11/19/2014	**DLMS 832N Catalog Data Support Mapping Update at DLA Transaction Services to Support Navy Fleet Readiness Center (FRC).** Updates the data mapping of the DLMS 832N Catalog Data Support for successful use by the Navy Fleet Readiness Center (FRC). This addendum supplements, but does not replace the original ADC 360 as revised by ADC 360A. This change also contains updates to the DLMS manual guidance for use of the Catalog Data Support transaction. Revises Chapter 23, Catalog Data Support and DLMS 832N.	5

ADC Number	Date	Change Description	Change Number
1136	12/9/2014	**Revise Unique Item Tracking (UIT) Procedures to support DODM 4140.01 UIT Policy and Clarify Requirements.** Updates UIT procedures to support DODM 4140.01, Volume 9 policy updates, which eliminated the charter for the UIT Committee and directed that the DOD Components will not establish any new UIT programs; clarifies UIT procedures; documents DLMS transactions with IUID and/or UIT placeholders; documents the requirement to assign Federal Logistics Information System (FLIS) IUID Indicator value Y (yes) for UIT program items; deletes references to specific record retention periods for documents/transactions. Revises Chapter 19, Unique Item Tracking and marks Appendix 5 as Reserved. Revises DLMS 140M, 180M, 511M, 511R, 527D, 527R, 842A/W, 842P, 842S/Q, 842S/R, 846R, 856, 856R, 856S, 861, 867I, 869F, 870M, 870S, 940R, 4010 945A, 4030 945A, 4010 947I, 4030 974I, 810L, 824R, 864A, 846C, 846F, 846I, 4010 856N, 4030 856N, and 856R.	5
1138	4/15/2015	**Revise DLMS 830D Demand Data Exchange (DDE) Projected Supply Plan to provide an FST04 Date Representing the Start Date of Forecast Bucket.** Incorporates the use of the actual forecast date, aligned to the forecast quantity for that date, in the DDE Projected Supply Plan (DLMS 830D) transaction. The Army will continue populating the forecast date associated with the monthly forecast bucket, with the understanding that DLA will implement the same when DLA implements DLMS 830D. Until DLA implements DLMS 830D, DLA Transaction Services will continue to ignore that date populated by Army in the translation to DLA's legacy format, and only read the currently populated date of the beginning of the entire forecast. Revises DLMS 830D.	6
1139	7/16/2014	**Administrative Revision to Federal Implementation Convention (IC) 856 Ship Notice/Manifest to Provide Additional E-mail Notifications.** Adds the functionality to provide additional e-mail addresses for notifications in the WAWF Receiving Report (RR) transactions, which will match the currently available web capability to send additional e-mails when web transactions are submitted. Revises Federal IC 856.	5

ADC Number	Date	Change Description	Change Number
1140	7/16/2014	**Administrative Revision to Federal Implementation Convention (IC) 856 Ship Notice/Manifest.** Adds the functionality to WAWF to ensure compliance with DFARS requirements for IUID that must be satisfied before the WAWF Receiving Report (RR) can be created either via direct web input or Electronic Data Interchange (EDI). Revises Federal IC 856.	5
1142A	10/21/2014	**Update to Remove General Services Administration (GSA) from MILSTRIP Materiel Returns Program (MRP).** 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 4, Requisitioning; Chapter 11, Material Returns, and Redistribution of Assets; and Chapter 15, Installation Closure Procedures.	5
1149	7/6/2015	**Revise DLMS 947I Inventory Adjustment for use of Ownership Code with Ammunition Systems (Optional for non-Ammunition Systems); and Clarify MILSTRAP/DLMS use of Ownership, Purpose and Supply Condition Codes in Dual Inventory Adjustment.** Requires that Service ammunition systems include ownership code in DLMS 947I Inventory Adjustment for dual supply condition code change (legacy DAC functionality). The DLMS 947I already contains the ownership code data element in 2/LQ/1000 segment. Additionally, this change updates the MILSTRAP legacy DIC DAC/DAD format to correct information regarding the ownership/purpose code data elements and revises the corresponding DLMS 947I dual inventory adjustments for clarity on use of ownership, purpose and supply condition codes with dual inventory adjustments. Revises DLMS 947I.	6

ADC Number	Date	Change Description	Change Number
1150	11/18/2014	**Update Mapping for DLMS 940R, Materiel Release Order/Disposal Release Order Exception Data, to Expand Field Size of Pick/Pack/Delivery Instructions Field for Army Orders.** This change modifies the mapping of the DLMS 940R Materiel Release Order/Disposal Release Order Exception Data to allow 12 iterations of the NTE segment for pick/pack data in support of Army Logistics Modernization Program (LMP) and DLA Distribution Standard System (DSS) processing. No change to manuals or DLMS Implementation Conventions.	6
1153	4/16/2015	**SDR Enhancements for Visibility of Discrepancies in Hazardous Materiel Shipments.** Includes four enhancements to improve visibility of discrepancies involving hazardous materiel shipments and clarifies guidance for the selection of the appropriate SDR action code by transshippers; 1) establishes a mandatory requirement for use of four-character transportation documentation discrepancy codes on SDRs, 2) establishes a new packaging discrepancy code for improper unitization/palletization/containerization of hazardous materiel (including ammunitions/explosives), 3) establishes a new data field in SDR reports and replies to identify hazardous materiel shipments, and 4) provides an administrative revision to SDR procedures for SDR action code selection to eliminate the notion that trans-shipper SDRs prepared for information only do not involve a frustrated shipment. Revises Chapter 17 Supply Discrepancy Reporting and Appendix 7.28, Supply Discrepancy Report Relevant Data Elements. Revises DLMS 842A/W, and 842A/R.	6

ADC Number	Date	Change Description	Change Number
1164	7/6/2015	**Revise DLMS 940R Materiel Release and DLMS 945A Materiel Release Confirmation for Carrier Account Data Associated with Directed Return of Discrepant/Deficient Materiel and Procedures for use of the DLMS 940R when Directing Shipment of Discrepant/Deficient Materiel via Supply Discrepancy Report (SDR) Reply.** This change approves incorporation of carrier and associated account data in the DLMS 940R Materiel Release Order (MRO) for the purpose of communicating return shipping instructions to the storage activity. This change also updates SDR Reply procedures to clarify that disposition instructions for discrepant/deficient materiel provided to DLA distribution centers for the purpose of directing shipment of the discrepant materiel to another location, (e.g., return to the vendor) requires concurrent transmission of a DLMS 940R Materiel Release. Revises Chapter 4 Requisitioning and Chapter 17, Supply Discrepancy Reporting. Revises DLMS 940R and 945A (Versions 4010 and 4030).	6

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C4. CHAPTER 4

REQUISITIONING

C4.1. GENERAL. This chapter prescribes procedures for the preparation and submission of requisitions with specific requisitioning requirements involving Not Mission Capable Supply (NMCS), Anticipated NMCS (ANMCS), Pre-Positioned War Reserve Materiel Stock (PWRMS), conventional ammunition, subsistence, and GSA non-mailable items. This chapter also provides procedures for requisition cancellations, modifications, and inquiries. In addition, this chapter prescribes the source of supply and storage activity processing procedures of the aforementioned transactions including the preparation and processing of the materiel release, materiel release advice, and DAAS edits associated with requisition processing. Specific requisition requirements involving Government Furnished Materiel and Contractor Furnished Materiel are identified in DLM 4000.25 Volume 2, Chapter 26.

C4.2. PREPARATION OF REQUISITIONS. Requisitioning organizations must use the DLMS 511R, Requisition, to submit requisitions for all materiel requirements. Conformance with standard line of accounting (SLOA)/accounting classification requires any initiation of a financial business event to include SLOA mandated standard financial information system (SFIS) elements.[1] DLMS requisition transactions support inclusion of SLOA required elements. Pending full implementation of SLOA, DLA Transaction Services will facilitate interoperability by updating selected SLOA data fields based upon the requisitioner's Service/Agency and Fund Code. If discrete values for the SLOA data elements in the transaction do not match data elements from the SFIS Fund Code to Fund Account Conversion Table for the Fund Code in the transaction, reject with the DLMS 870S Supply Status citing Status Code CF.

C4.2.1. Document Number. The document number uniquely identifies each requisition within the supply system as follows:

C4.2.1.1. Identification Code. This consists of the first six positions of the document number and is a six-position constructed code for identification purposes. Use the applicable DoD activity address code (DoDAAC) (AAC for Federal Civil Agencies).

C4.2.1.2. Transaction Control Date. This is a four-position ordinal date (one position year of century and three-position day of year) to identify the requisition preparation date. It is located in the seventh through tenth positions of the document number.

C4.2.1.3. Serial Number. This is the assigned four-position line item code for each requisition within the transaction set. It is located in the eleventh through

[1] Refer to ADC 1043***/1043A***.

fourteenth positions of the document number. Use the Utilization Code in the LQ segment to identify the purpose of the requisition.

C4.2.2. Priority Designators and Required Delivery Dates

C4.2.2.1. Assignment of PD. The priority designator (PD) is based upon a combination of factors that relate the relative importance of the requisitioner's mission, expressed by its Force or Activity Designator (F/AD) (a Roman numeral) and the urgency of need of the end use expressed by the Urgency of Need Designator (UND). The F/AD is assigned by the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or a DoD Component authorized by the Chairman of the Joint Chiefs of Staff, to assign F/ADs for their respective forces, activities, programs, or projects. The criteria for assignment of an appropriate F/AD is in DoDM 4140.01. The requisitioning activity determines the UND (an alphabetic character).

C4.2.2.2. Commanding Officer Responsibilities. Commanding officers of requisitioning installations are responsible for the accurate assignment of PDs consistent with the F/AD and UND, and the validity of required delivery dates (RDDs) when assigned to requisitions. Commanding officers of ILCOs, receiving requisitions from SA requisitioners, are responsible for review of assigned PDs and delivery dates. Commanding officers must accomplish the following reviews prior to sending requisitions to the source of supply:

C4.2.2.2.1. Commander Requirements Review. Commanders (or acting commanders during absences) must personally review all requirements based on UND A to certify an inability to perform the mission.

C4.2.2.2.2. Designation of Reviewers. Commanders must designate, in writing, specific personnel who will personally review all requirements based on UND B to certify that the urgency has been accurately determined.

C4.2.2.3. Accurate assignment of the PD is a key element in ensuring that potentially scarce resources are appropriately allocated. To preclude abuse or misuse of the PD, the Office of the Secretary of Defense has directed the DLA Transaction Services to validate use of the PDs 01, 04, and 11, which are associated with special programs and top national priorities. Inappropriate assignments are identified for management review or automatic downgrading based upon Service/Agency guidance. To pass validation, requisitions reflecting PD 01, 04, or 11 must identify the DoDAAC of the activity authorized use of F/AD I in the document number, ship-to, bill-to, or mark for party.[2]

C4.2.2.4. Determining UND. Determine the appropriate UND as follows:

C4.2.2.4.1. UND A. Use UND A in requisitioning materiel that is:

[2] Refer to ADC 1009A. Automatic downgrade for PD 01 requisitions will not be authorized pending implementation of the mark-for party as an alternate location for the authorized activity DoDAAC.

C4.2.2.4.1.1. Required for immediate end-use and without which the force or activity is unable to perform its assigned operational mission or without which the force or activity will be unable to perform its assigned operational mission within 15 calendar days (20 calendar days if the force or activity is located outside continental United States (OCONUS)).[3]

C4.2.2.4.1.2. Required for immediate installation on, or repair of, mission-essential materiel and without which the force or activity is unable to perform its assigned operational mission.

C4.2.2.4.1.3. Required for immediate end-use for installation on, or repair of, direct support equipment (such as ground support and firefighting) necessary for the operation of mission-essential materiel.[4]

C4.2.2.4.1.4. Required for immediate end-use in the replacement or repair of mission-essential training materiel and without which the force or activity is unable to perform its assigned training missions.

C4.2.2.4.1.5. Required for immediate end-use to effect the replacement or repair of the essential physical facilities of an industrial or production activity and without which that activity is unable to perform its assigned missions.

C4.2.2.4.1.6. Required for immediate end-use to eliminate an existing work stoppage at an industrial or production activity that is engaged in manufacturing, modifying, or maintaining mission-essential materiel.

C4.2.2.4.1.7. Required for immediate end-use to eliminate an existing work stoppage on a production line that is performing repair and maintenance of unserviceable items having a Military Mission Essentiality Code of 1 or 2.

C4.2.2.4.2. UND B. Use UND B in requisitioning materiel that is:

C4.2.2.4.2.1. Required for immediate end-use and without which the capability of the force or activity to perform its assigned operational mission is impaired.

C4.2.2.4.2.2. Required for immediate installation on, or repair of, mission-essential materiel and without which the capability of the force or activity to perform its assigned operational missions is impaired.[5]

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[3] Materiel requirements of this nature affect the readiness of mission-essential materiel and actually result in a report of casualty in accordance with equipment readiness information systems authorized by the Office of the Secretary of Defense (OSD), the Chairman of the Joints Chief of Staff, or the DoD Component headquarters.
[4] Ibid.
[5] Materiel requirements of this nature directly affect the capability of the force or activity to perform its mission; it can temporarily accomplish assigned missions and tasks but with effectiveness and efficiency below the DoD Component Headquarters-determined level of acceptable readiness.

C4.2.2.4.2.3. Required for immediate end-use for installation on, or repair of, auxiliary equipment. Auxiliary equipment is defined as equipment that supplements mission-essential materiel or takes the place of such materiel should it become inoperative.

C4.2.2.4.2.4. Required for immediate end-use in the replacement or repair of mission-essential or auxiliary training equipment and without which the capability of the force or activity to perform its assigned missions is impaired.

C4.2.2.4.2.5. Required for immediate end-use to effect replacement or repair of the essential physical facilities of an industrial or production activity and without which the capability of that activity to perform its assigned missions is impaired.

C4.2.2.4.2.6. Required to preclude an anticipated work stoppage at an industrial or production activity that is engaged in manufacturing, modifying, or maintaining mission-essential materiel.

C4.2.2.4.2.7. Required to preclude an anticipated work stoppage on a production line performing repair and maintenance of unserviceable intensive management or critical items.

C4.2.2.4.2.8. Required for the immediate replacement of the safety level quantity of mission-essential items on allowance and load lists (such as, prescribed load lists, spares kits, station sets, or coordinated shipboard allowance lists) when the last item has already been issued.

C4.2.2.4.2.9. Required for immediate stock replenishment at overseas forward area supply activities when a customer's mission-essential stock level goes below the safety level and stock due in is not anticipated to arrive prior to stock on hand reaching a zero balance. The quantity ordered should be the minimum amount sufficient to ensure the maintenance of a positive stock balance until materiel that is due in actually arrives.

C4.2.2.4.3. UND C. Use UND C in requisitioning materiel that is:

C4.2.2.4.3.1. Required for on-schedule repair, maintenance, manufacture, or replacement of all equipment.

C4.2.2.4.3.2. Required for replenishment of stock to meet authorized stockage objectives.

C4.2.2.4.3.3. Required for purposes not specifically covered by any other UND.

C4.2.2.5. Deriving PDs. Refer to Table C4.T1 to derive the PD from the F/AD and UND.

Table C4.T1. Derivation of Priority Designators (Relating F/AD to UND)

FORCE OR ACTIVITY DESIGNATOR	URGENCY OF NEED DESIGNATOR		
	A	B	C
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14
V	08	10	15

C4.2.2.6. Validation of F/AD Activities. By direction of the Office of the Secretary of Defense, the DLA Transaction Services will validate F/AD I usage through the requisitioning process. DLA Transaction Services will maintain an edit table consisting of authorized F/AD I activities. To preserve accuracy and timely update, the Joint Chiefs of Staff (JCS) will forward to DLA Transaction Services and GSA all Office of Secretary of Defense (OSD) approved assignments of F/AD I immediately upon approval. Telephonic or electronic communication, to include online update, with DLA Transaction Services and GSA is authorized for time-sensitive updates; however, formal documentation will be forwarded to DLA Transaction Services and GSA to support inclusion of all F/AD I authorized activities. In order to maintain unclassified communication, the JCS contact points are advised to identify authorized activities by DoDAAC only (no clear-text activity names) and make no reference to the associated F/AD. F/AD I requisitions (DLMS 511R or DLMS 511M, Modification, Transaction Type Codes A0, BM, BN, AM) that do not identify an authorized activity in the document number, ship-to, bill-to, or mark-for fields will be identified for investigation without interruption of normal requisition processing. In addition, DLA Transaction Services will assess the validity of transactions that bypass the F/AD I validation process as a result of alternative requisition submission, (e.g., Defense Supply Expert System (DESEX)) input, using the requisition image transaction. Suspected abuse will be output to the Unauthorized Priority Designator Assignment Report.

C4.2.2.6.1. The Unauthorized Priority Designator Report produced by DLA Transaction Services identifies suspected abuse of PD assignment. This report also provides visibility of requisitions downgraded automatically by DLA Transaction Services during requisition processing based upon the DoD Component authorization. The report is prepared monthly. Summary sections , Parts I, II, IV, and V, are also available quarterly and annually. The report is in seven parts as follows:

C4.2.2.6.1.1. Part I – Service/Agency Summary of Requisitions Submitted Through DAAS,

C4.2.2.6.1.2. Part II – DoDAAC Summary by Service/Agency of Requisitions Submitted Through DAAS,

C4.2.2.6.1.3. Part III – Requisition Detail by DoDAAC of Requisitions Submitted Through DAAS,

C4.2.2.6.1.4. Part IV – Service/Agency Summary of Requisitions not Submitted Through DAAS,

C4.2.2.6.1.5. Part V – DoDAAC Summary by Service/Agency of Requisitions not Submitted Through DAAS,

C4.2.2.6.1.6. Part VI – Requisition Detail by DoDAAC of Requisitions not Submitted Through DAAS,

C4.2.2.6.1.7. Part VII – Requisition Detail by DoDAAC for Requisitions Downgraded to a Lower Priority by DAAS.

C4.2.2.6.2. RESERVED.

C4.2.2.6.3. GSA Requisitions. DLMS requisitions submitted directly to GSA for GSA managed items will be reviewed for appropriate PD assignment prior to further processing. Any requisitions with PD 04 or PD 11 will be downgraded as follows: if the PD is 01 (for USCG, USAF JM accounts and SA only) then DAAS will change to PD 03; if PD 04, DAAS will change to PD 06; and if PD 11, DAAS will change to PD 13.[6] PD 01 requisitions may be downgraded with the exception of Air Force (Service Code F) requisitions.[7] GSA will notify the requisitioner of the downgrade by generating a Supply Status Transaction with BK Status, and route to DAAS for distribution to the correct recipient(s) depending on the Media/Status and Distribution Codes in the transaction. The modified requisition will be forwarded within GSA for processing based on the new PD. GSA will report downgrading action to DAAS via the DLMS 511R (future enhancement) Transaction. Action will allow DLA Transaction Services to merge GSA priority abuse data into the Unauthorized Priority Designator Assignment Report on a monthly basis.

C4.2.2.6.4. DoD EMALL Requisitions. DAAS will apply automatic downgrading to DoD EMALL prepared requisitions unmatched to the Authorized DoDAAC List with exception of Air Force PD 01 and MILSTRIP Order Entry Program (MOES) PD 01.

C4.2.2.6.5. Participating Service/Agency Points of Contact Responsibilities. DoDM 4140.01, Appendix 9, requires the DoD Components to

[6] Effective November 3, 2003, DLA Transaction Services implemented logic change to allow requisitions with DoDAAC N00421 in rp 30-35, Document Number Serial Numbers FQ and GQ (in rp 40-41) and PDs 04 and 11 to pass through DLA Transaction Services processing without being downgraded. Requisitions with DoDAAC N00421, document number serial numbers beginning with FQ and GQ for PDs 01, 04, and 11 will not be included in the monthly Priority Designator Reports.
[7] Refer to ADC 279, Automated Downgrade for Priority Abuse and Reporting Procedures. The exception for the Air Force is an interim waiver pending better methodology for identification of the F/AD 1 authorized activity in AF requisitions.

designate a single office of primary responsibility to act as focal point for Uniform Materiel Movement and Issue Priority System (UMMIPS) matters. To provide clear visibility of such points of contact, the JCS, the Military Services, DLA (if needed), and GSA, will provide contact information to the Defense Logistics Management Standards Office for publication in the DLM 4000.25-1, MILSTRIP, Appendix 2.14. Contact information will include office name/symbol and communications numbers. Primary and alternate information should be included. The DoD Component responsibilities for monitoring F/AD assignments and conducting annual reviews are prescribed in DoDM 4140.01.

C4.2.2.6.6. The Service/Agency F/AD Points Of Contact: Refer to the Defense Logistics Management Standards Office Website for the list of contacts www.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp.

C4.2.2.7. Special Circumstance Precedence. In the following special circumstances, use the stated PD, irrespective of F/AD, but do not use for the routine replenishment of stocks to meet authorized stockage objectives:

C4.2.2.7.1. Emergency Medical/Disaster Supplies. Use PD 03 for medical or disaster-relief supplies or related items of equipment that are required immediately for:

C4.2.2.7.1.1. Prolonging life, relieving avoidable suffering, or expediting recovery in case of injury, illness, or disease.

C4.2.2.7.1.2. Avoiding or reducing the impact of epidemics or similar potential mass illnesses or diseases when in the opinion of medical professionals the probability of epidemics or similar potential mass illnesses is imminent.

C4.2.2.7.2. Emergency Civil Disturbance Equipment. Use PD 03 for emergency supplies or items of equipment that are required immediately for controlling a civil disturbance, civil disorder, or rioting.

C4.2.2.7.3. Individual Emergency Supplies Precedence. Use PD 06 for emergency supplies of individual and organizational clothing required immediately to provide a minimum of essential clothing to active duty military personnel who are actually without their required clothing.

C4.2.2.8. Specific End-Use Requisitions. If local stocks are exhausted and the local supply activity must requisition a specific immediate end-use requirement for a supported activity with a higher F/AD, the supply activity may assign a PD, commensurate with the F/AD of the supported unit, to the specific requirement. Do not use this authority for the routine replenishment requirements of the supported unit.

C4.2.2.9. Commercial Contractor GFM Requisitions. Whenever a DoD Component executes a contract that provides that a commercial contractor will requisition GFM from the DoD distribution system, the DoD contracting officer will

advise the contractor of the PDs to use in such contractor-prepared requisitions. The advice will be aware of the F/AD of the national priority program, force or activity for which the contract is executed, and the potential urgencies of need.

C4.2.2.10. Issue Priority Groups. PDs are grouped into Issue Priority Groups (IPGs) as follows:

C4.2.2.10.1. PDs 01, 02, and 03 form IPG I

C4.2.2.10.2. PDs 04, 05, 06, 07, and 08 form IPG II

C4.2.2.10.3. PDs 09, 10, 11, 12, 13, 14, and 15 form IPG III.

C4.2.2.11. Required Delivery Dates (RDD)

C4.2.2.11.1. Response Time Requirements. Requisitioning activities, after determining the appropriate PD applicable to requisitions, will determine the appropriate entry for the RDD data field. The combination of the PD and the designation or nondesignation of an RDD or other allowable entry[8] will determine the supply and transportation system response time requirements. The response times (UMMIPS time standards) are displayed in DoDM 4140.01.

C4.2.2.11.2. Nonstandard Delivery Times. When an RDD shorter than the UMMIPS time standards is assigned, the appropriate PD, consistent with the activity's F/AD and UND, must be cited in the requisition.

C4.2.2.11.3. Customer Unspecified Delivery Date. If the customer does not specify a delivery date, the customer should expect the total time from order placement to delivery to be within the total order and ship time specified by the UMMIPS time standards.

C4.2.2.11.4. Mandatory RDD Data Field Requirements. For subsistence, the RDD is mandatory in all requisitions, with the assigned PD prescribing the precedence of internal supply processing actions for requisitions showing identical RDDs. To ensure delivery on the RDD, the Inventory Control Point (ICP)/storage activity may bank the requisitions until the correct processing date; computed by subtracting number of days needed for depot processing and transit time from the RDD. Submit all requisitions using schedules established by the ICP.

C4.2.2.11.5. Collocated Stock. If the customer is collocated with the storage activity issuing the materiel, or has, through local negotiations, obtained collocated customer status and does not require the fastest possible service of the supply and transportation system, the customer should cite Special Requirements Code 444 in the LQ segment and not indicate an RDD.

[8] Non-date entries in the RDD field, (i.e., Codes E, F, N, R, 444, 555, 777, and 999), are referenced as Special Requirement Codes under the DLMS.

C4.2.2.12. Expedited Handling and Expedited Transportation. Requisitioners may request expedited handling and transportation by citing Special Requirements Code 777.

C4.2.3. Nonreimbursable Materiel. Use the no-charge indicator in non-excess personal property requisitions to identify the requisitions for nonreimbursable materiel. Use the utilization code in requisitions to the DLA Disposition Services for excess personal property requisitions to denote free issue. See Chapter 16 for reutilization and marketing requisitioning procedures.

C4.2.4. Requisitioning from DLA Disposition Services. See Chapter 16, Disposition Services, for requisitioning procedures.

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

C4.2.6. Exception Data. Requisitioners must limit repetitive exception data to aid timely source of supply processing of requisitions to meet IPG processing times, standard delivery dates (SDDs), or RDDs, particularly those that satisfy high priority requirements. Use available requisitioning capabilities to ensure maximum utilization of automated processes. Processing exception data requisitions is resource intensive, prone to errors, and generally delays required support. The sources of supply will disregard all unnecessary exception data (such as ship by commercial air, do not use postal system, ship by fastest traceable means, or ship overnight delivery) and continue processing. Sources of supply will process all requisitions under UMMIPS (see DoDM 4140.01). 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 Transportation Account 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 DoD Component focal point to develop procedures to automatically process requisitions.

C4.2.7. Limitation on Use of Exception Data

C4.2.7.1. Applicability. Exception data will normally be limited to the conditions listed below. Commanders must approve, or delegate in writing to specific personnel the authority to approve, the submission of exception-data requisitions.

C4.2.7.2. Authorized Conditions. 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. As of April 1, 2014, the inclusion of a country code not valid with the current Geopolitical Entities, Names, and Codes (GENC) Standard will result in a DAAS reject. For requisitions (DLMS 511R, 511M, 869F) and materiel release orders (DLMS 940R), DAAS will reject using the DLMS 824R Reject Advice citing Reject Advice Code AU.[9]

C4.2.7.2.1. Sales/donations/issues of materiel to qualifying Federal, state, or civil organizations or individuals approved by the Service Secretaries.

C4.2.7.2.2. Issues of nuclear assets as directed by Defense Threat Reduction Agency to Department of Energy contractors.

C4.2.7.2.3. Materiel in Supply Condition Code (SCC) L to contractors.

C4.2.7.2.4. Issues required by national emergency or natural disasters.

C4.2.7.2.5. Shipments of ammunition requiring special controls.

C4.2.7.2.6. Shipments to contractors for special testing.

C4.2.7.2.7. Requisitions from deployed naval units with an R or V in the first position of the document number; Utilization Code E, G, or W; PD 01, 02, or 03; and Special Requirements Code 999.

C4.2.7.2.7 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 C4.2.4. for additional guidance.

C4.2.7.3. Limitations. Exception data will normally be limited to the following:

C4.2.7.3.1. Non National Stock Number (NSN) lumber products identified and ordered by description only or other commodities that require additional descriptive information.

C4.2.7.3.2. Authorization/identification for items when such requirement is imposed by the ICP, by the parent Component, or by the requisitioning activity.

C4.2.7.3.3. NSN requirements needing additional identifying information; for example, requisitions initially rejected with Status Code CG or CJ.

C4.2.7.3.4. Requisitions for LEVEL 1/SUBSAFE and nuclear reactor plant materiel.

[9] Refer to ADC 1075.

C4.2.7.3.5. NSN items for chemicals for boiler water and feed water analysis.

C4.2.7.3.6. Requisitions used to establish a registered user with the ICP in a Primary Inventory Control Activity (PICA)/Secondary Inventory Control Activity (SICA) situation.

C4.2.7.3.7. Requisitions for Marine Corps Pre-Positioned War Reserve (PWR) or Pre-Positioning Ships Program.

C4.2.7.4. Automated submissions of requisitions containing exception ship-to addresses may be authorized by agreement with the source of supply. Exception ship-to addressing is only authorized where the ship-to location is not identified by a DoDAAC. This exception cannot be applied to requisitioning for shipment to a contractor. 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 MILSTRIP 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.

C4.2.8. Special Program Requirements. Requisitions resulting from special program requirements (SPRs) must cite the associated SPR transaction number to establish an audit trail between the draw-down requisition and the SPR against which the requirement was established.

C4.2.9. Nonstandard Materiel. The requisitioner may cite an estimated unit price to advise the source of supply of a reasonable expectation of the cost of the item. The source of supply may contact the requisitioner, if in its estimation, the price incongruity between estimated price and quoted price warrant further clarification relative to the item being ordered. Requisitioners should use the last price paid as their estimate if they have previously ordered the item or use the price of a similar item ordered if they have not previously ordered the item.

C4.2.10. Reserved

C4.2.11. Reserved

C4.2.12. Not-Mission-Capable Supply and Anticipated Not-Mission-Capable Supply Requisitions

C4.2.12.1. General

C4.2.12.1.1. Approval Authority. Commanders will approve, or delegate in writing to specific personnel the authority to approve, all NMCS/ANMCS requisitions and submit the requisitions by the most expeditious means. Commanders of the DoD Component ILCOs will approve, or delegate in writing to specific personnel the authority to approve, all FMS CLSSA requisitions applicable to NMCS or ANMCS conditions.

C4.2.12.1.2. Priority Requirements. Submit NMCS and ANMCS requisitions only for the quantities of materiel 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.

C4.2.12.2. Not-Mission-Capable Supply Conditions Meeting Special Requirements Code 999

C4.2.12.2.1. Use. Use Special Requirements Code 999 in PD 01-03 requisitions for materiel that will cause an NMCS condition to occur in mission-essential systems and equipment. Special Requirements Code 999 identifies transactions related to critical items as requiring expedited handling. Any special requirements code used in the requisition must appear in the materiel release order (MRO) and the shipping documentation. This procedure applies only to NMCS materiel shipped to U.S. Forces OCONUS or to Forces alerted for deployment within 30 calendar days of the date of the NMCS requisition. Special Requirements Code 999 does not apply to SA.

C4.2.12.2.2. Purpose. Special Requirements Code 999 identifies the need for expedited handling of the NMCS materiel when meeting the specific conditions listed below. (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 the prescribed criteria.)

C4.2.12.2.2.1. The requisitioning unit must possess F/AD I, II, or III, and,

C4.2.12.2.2.2. The items or equipment required are causing mission-essential systems or equipment to be incapable of performing any of their assigned missions (NMCS) or,

C4.2.12.2.2.3. The items or equipment required have been identified during maintenance or testing as necessary to prevent mission-essential systems or equipment from being unable to perform assigned operational missions or tasks within five calendar days of the date of the requisition.

C4.2.12.3. NMCS Conditions Meeting Special Requirements Other Than Special Requirements Code 999. Apply the following to requisitions for NMCS conditions other than Special Requirements Code 999 originating from activities where Forces in CONUS are not alerted for deployment:

C4.2.12.3.1. Use PDs 01-08 only.

C4.2.12.3.2. Cite Special Requirements Code N. Note: FMS requisitions applicable to NMCS conditions will cite Special Requirements Code N, which identifies transactions related to critical items and requiring expedited handling.

C4.2.12.3.3. Indicate short RDDs.

C4.2.12.3.4. Use the PD to process these requisitions.

C4.2.12.4. ANMCS Conditions. Prepare requisitions for materiel to prevent degradation of the mission capability of such systems/equipment as follows:

C4.2.12.4.1. Use PDs 01-08 only.

C4.2.12.4.2. Cite Special Requirements Code E. Note: FMS requisitions applicable to ANMCS conditions must cite Special Requirements Code E, which identifies transactions related to critical items and requiring expedited handling.

C4.2.12.4.3. Indicate short RDDs.

C4.2.12.4.4. Use the PD to process these requisitions.

C4.2.13. Pre-Positioned War Reserve Material Stock (PWRMS) Requisitions

C4.2.13.1. Initial Fill. Use Demand Code O and Project Code 3AA to identify requisitions for the initial fill of PWRMS consumable item requirements. Use Project Code 3PR in PWRMS replenishment requisitions. DoD organizations cannot submit non-reimbursable requisitions to GSA.

C4.2.13.2. Reimbursements. Use the appropriate treasury symbol number and fund purpose code in all reimbursable requisitions for PWRMS requirements. Only use PDs 11-15 in reimbursable requisitions for PWRMS requirements; however, if overriding or operational situations justify immediate supply support, use PDs 01-03.

C4.2.14. Conventional Ammunition Requisitions

C4.2.14.1. DoD Component owners of single manager for conventional ammunition (SMCA) managed items may grant authority to the SMCA ICP to issue assets below established stock reservation levels. The Component owner must convey this authority to the SMCA ICP by using Advice Code 2S in a DLMS 511R transaction.

C4.2.14.2. Use Advice Code 3Q, 3V, 3W, 3X, 3Y, or 3Z, as applicable, when usable SCC E materiel is acceptable.

C4.2.15. Special GSA Procedures on Non-Mailable Items

C4.2.15.1. Advice Code 2A Processing. GSA will process requisitions received with Advice Code 2A (item not available locally) regardless of the possible excessive transportation costs.

C4.2.15.2. Low Item Value. GSA will cancel requisitions (with Status Code CW) when received without Advice Code 2A for an item valued at $25 or less if, at the time of shipment, transportation costs incurred for shipping that order is in excess of 50

percent of the item value. 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, submit a new requisition with Advice Code 2A. In response, GSA will supply the item regardless of the transportation costs.

C4.2.15.3. Non-Applicability. These procedures do not apply to SA requisitions.

C4.2.16. Special Procedures Associated with Industrial/Maintenance Site Requisitions

C4.2.16.1. Industrial/Maintenance Site Requisitions Subsequent to Receipt of Product Quality Deficient Materiel. Under approved procedures for Base Realignment and Closure (BRAC) Supply, Storage and Distribution (SS&D) Inventory Management and Stock Positioning (IMSP) industrial/maintenance sites, the requiring activity is authorized to submit requisitions or requisition alerts (Navy IMSP only) citing Management Code P to request the DLA source of supply satisfy the specified requirement for an alternative source. These replacement requisitions will also include the original funded requisition document number/suffix for cross-reference. This is applicable when timely replacement is required subsequent to receipt of a quality deficient item for which a Product Quality Deficiency Report (PQDR) has been submitted. Use of Management Code P ensures materiel received is not subject to the same quality deficiency as previously supplied materiel and avoids delays while existing wholesale stock is screened for quality.

C4.2.16.2. Industrial/Maintenance Requisitions Subsequent to Receipt of Storage Activity Denial For Release of Materiel Purchased From DLA. Under approved procedures for BRAC Inventory Management and Stock Positioning (Navy IMSP only) industrial/maintenance sites, the requiring activity is authorized to requisition citing Management Code 3 or 9 to request the DLA source of supply satisfy the specified requirement from an alternative storage location or new procurement, if no stock is available. This is applicable only when re-requisitioning subsequent to purchase of materiel that was sourced from a collocated depot without visual inspection of the materiel. Use of the Management Code 3 will indicate that purchased materiel did not satisfy shelf-life requirements. Management Code 9 will indicate that the materiel was not available in one continuous length. The prior (original) requisition document number and shipment suffix code (if applicable due to split shipment), must be included on the new requisition. The originally purchased materiel will be returned to DLA via BRAC returns procedures.

C4.2.17. Timeframes and Submission of Requisitions

C4.2.17.1. Frequency. The frequency of submitting requisitions is the sole prerogative of the requisitioner and, except for subsistence items; the distribution systems will not prescribe scheduling. Submit requisitions 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.

C4.2.17.2. Effective Time Period. The requisition submission time period extends from the date of the requisition to the date of receipt by the initial wholesale source of supply; for example, the ICP or stock point that maintains any asset availability records for the purpose of filling materiel demands or ordering other supply action.

C4.2.17.2.1. Requisition Date. The date of requisition will indicate the actual date of transmittal from the requisitioner to the initial source of supply. Do not predate requisitions to facilitate local processing. The transaction set process will reflect the true date of transmittal.

C4.2.17.2.2. Approval Time. Time consumed by review/approval of control offices that are intermediary between the requisitioner and the initial source of supply is counted in the time standard for this segment.

C4.2.18. Maintenance of Requisition History and Due-In Files

C4.2.18.1. Requirement. All DoD Components must maintain a requisition history and due-in file for each transaction processed.

C4.2.18.2. Expeditious Processing. Requisitioners must expeditiously process transaction status and materiel receipts to requisition and due-in files to preclude the unnecessary generation of follow-ups.

C4.2.19. Special Army Single Stock Fund (SSF) Procedures for Image, Working, and Post-Post Requisitions and Authorization of Edit Action Codes (EACs) for Both SSF and non-SSF Army Activities. The following procedures are restricted to use by the Army on an intra-Service basis.

C4.2.19.1. These procedures include Army-unique data elements required to accurately process transactions in the Army wholesale system that originate from the Army retail system for SSF activities. For both Army retail replenishment orders for authorized stock listed items and for dedicated customer orders for non-stock listed items, an image of the order containing a special EAC, management code, and date generated is created and passed to the wholesale system. For these replenishment and dedicated customer orders, the EAC indicates that the order is to be held until either post-post issue requisitions are received equaling the image requisition quantity or a live/working requisition is received for the total or residual quantity of the image requisition. Additionally, customer/consumer orders for authorized stock listed items that cannot be filled by the retail system are backordered at the retail level and an image of the consumer requisition containing an EAC, management code, and date generated is created and passed to the wholesale system. For these backordered consumer requisitions, the EAC indicates that the order is to be held until either post-post issue requisitions are received equaling the image requisition quantity, or a cancellation is received. Based on business rule parameters, these EAC codes

facilitate the Army process, that searches for assets at multiple retail levels, prior to requiring a wholesale asset search to fill the retail and consumer level requisitions. The post-post issue requisition also contains an EAC, management code, and date generated. Additionally, the post-post requisition contains the SSF routing identifier code (RIC) of the activity issuing the assets and codes indicating the ownership, purpose and condition of these assets, as well as a suffix code, if it is only a partial issue of the image requisition quantity. The following are the types of requisitions included in this process:

C4.2.19.1.1. Image Request Order Number Requisition. An image of the customer's original requisition containing an EAC, management code and the date generated date is submitted by the SSF site to the Army wholesale source of supply. Upon receipt, the wholesale source of supply builds a document control file, creates a demand record, and freezes the requisition on backorder. The only action that can clear the frozen backorder is a post-post requisition or a cancellation request from the SSF site.

C4.2.19.1.2. Image Document Order Number Requisition. An image of the original replenishment requisition containing an EAC, management code, and the date generated is submitted by the SSF site to the Army wholesale source of supply. Upon receipt, the wholesale source of supply establishes a document control file with a requisition quantity control, creates a demand record, and takes no further action until receipt of a post-post or working requisition.

C4.2.19.1.3. Working Document Order Number Requisition. Upon receipt of a working document order number requisition by the wholesale source of supply, action will be taken to support the requisition quantity. The document number on both the working and image requisitions are the same; however, the working requisition does not contain an EAC or management code.

C4.2.19.1.4. Image Dedicated Requisition. An image of a dedicated requisition containing an EAC, management code, and the date generated is submitted by the SSF site to the Army wholesale source of supply. Upon receipt, the source of supply establishes a document control file with a requisition quantity control, creates a demand record, and takes no further action until receipt of a post-post or working requisition.

C4.2.19.1.5. Working Dedicated Requisition. Upon receipt of a working dedicated requisition by the wholesale source of supply, action will be taken to support the requisition quantity. The document number on both the working and image requisitions are the same; however, the working requisition does not contain an EAC or management code.

C4.2.19.1.6. SSF Post-Post Requisition. A post-post requisition containing an EAC, management code and storage site RIC is submitted by the SSF site to the Army wholesale source of supply when assets are issued from an SSF site in

support of a previously provided image requisition. Upon receipt, the source of supply creates internal issue transactions and creates an audit trail.

C4.2.19.2. Post-Post Requisition Processing. When the requisition is satisfied by an SSF site, the wholesale system will receive a post-post requisition containing a special EAC and management code, as well as the RIC of the SSF site issuing the assets, and codes indicating the ownership, purpose, and condition of these assets. If the post-post issue requisition is for a partial quantity, it will also contain a suffix code. The wholesale system may receive post-post requisitions with the same document number and suffix code, but with different storage activity RICs. These will not be considered duplicates. Based upon receipt of the post-post requisition, the wholesale system will internally generate a materiel release order (MRO), materiel release confirmation (MRC) and a materiel receipt acknowledgement (MRA). The wholesale system receives post-post requisitions in order to record shipments and generate appropriate bills.

C4.2.19.3. Working Requisition Processing. If the SSF site can fill the total requisition through post-post issues, the wholesale source of supply will not receive a working requisition. However, if the SSF site is unable to satisfy the total demand quantity of the requisition, the wholesale site will receive either a working requisition for the residual quantity or a cancellation on the same document number as the image requisition. Upon receipt of the working requisition the wholesale source of supply will initiate normal support actions. Any actions taken by the wholesale source of supply on the working requisition will always begin with Suffix Code L. The total quantity of all post-post requisitions and all working requisitions received on a single document number should not exceed the quantity on the original image requisition.

C4.2.19.4. EAC Authorization. In addition to the use of the EAC in the above SSF procedures, for both Army SSF and non-SSF activities, the EAC is authorized to be used for requisition reinstatement and other varied purposes.

C4.2.20. Requisitioning Reparables for Induction to Maintenance

C4.2.20.1. When materiel is scheduled for organic maintenance, based on the repair schedule the maintenance activity will requisition the materiel from the materiel owner using a DLMS 511R Requisition . All requisitions will cite Advice Code 2J (fill or kill), and the appropriate supply condition code.

C4.2.20.2. Project Code 3AD supports requisitioning under a DMISA. When used, this project code will cause the requisition to be passed directly to the activity identified by the Routing Identifier Code (RIC) To (MILSTRIP Legacy 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 DLMS 511R Passing Order (MILSTRIP Legacy Document Identifier Code (DIC) A3_) to preserve the proper destination while employing the Service-mandated project code.

C4.2.20.3. To preclude billing by the materiel owner, the requisition will also contain the following data elements to denote free issue. For requisitions submitted to:

C4.2.20.3.1. Air Force: For Air Force principals (RIC TO of F**), use Project Code 3BB.

C4.2.20.3.2. Navy: For Navy principals (RIC TO of N**), use Signal Code B and Fund Code 26. If RIC TO is N32, use N00383 as the Supplemental Address; if RIC TO is N35, use N00104 as the Supplemental Address.

C4.2.20.3.3. Army: For Army principals (RIC TO A** or B**), use Project Code 3BB, Fund Code GM, and Signal Code D or M.

C4.2.21. DoDAAC Authority Code Edits. Requisitions will be prepared using valid DoDAACs for the purpose(s) intended. 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 File. Refer to DAAS edit of incoming requisitions below for edit rules.

C4.3. RETRANSMITTED REQUISITIONS. Use the FROM address in the requisition to identify the activity passing and/or referring the requisition and TO address to identify the activity to receive the requisition. In addition, indicate the applicable suffix code of the retransmitted requisition if the quantity is less than the original requisition quantity, and the appropriate demand code. Indicate the date of receipt of the demand as recorded by the initial source of supply when retransmitting requisitions to another source of supply. Use Special Requirements Code 888 to identify retransmitted requisitions generated from backorder releases submitted only to the SMCA.

C4.4. REQUISITION CANCELLATIONS

C4.4.1. General

C4.4.1.1. Requests. The requisitioner, monitoring activity, the DoD Component, and authorized command elements may request cancellation of previously submitted requisitions by using the DLMS 869C, Cancellation. The activity initiating the cancellation action, if other than the requisitioner, must advise other interested activities of the cancellation action. Send single line-item cancellations to the last known source of supply holding the applicable requisitions. Under normal circumstances, cancellation requests represent a discontinued need of specific items and quantities. Do not deobligate funds or update individual due-in records until you receive status from the source of supply confirming cancellation.

C4.4.1.2. Receipt from Contractor. Do not submit single line-item cancellations when a CONUS activity has received notice of shipment for materiel from a contractor's facility or a depot.

C4.4.1.3. Minimum Value Item. Do not submit single line-item cancellations when an OCONUS activity has received shipment status and the line-item value of the

cancellation is less than $200, or the materiel was shipped by air mail, or parcel post, or the materiel was shipped more than 10 calendar days by air shipment to an aerial port of embarkation (APOE), or 45 calendar days by surface shipment to a water port of embarkation (WPOE).

C4.4.1.4. Conditions Not Excluded. Submit cancellations for conditions not excluded when there is no longer a need for a requisitioned quantity regardless of line-item dollar value or status. Such submissions will authorize the source of supply to properly adjust demands, when appropriate, and initiate cancellation action, when feasible.

C4.4.1.5. Status Code BV. Sources of supply may initiate billings to requisitioning activities for transportation charges and/or contract termination costs even though the source of supply is able to effect cancellation/diversion if requisitions are assigned Status Code BV.

C4.4.1.6. Disposition of Materiel for Failed Cancellations. The consignee, the appropriate commander, or Service headquarters is responsible for the utilization or disposition of materiel that cannot be canceled or diverted to an alternate consignee.

C4.4.1.7. Materiel Shortages. Requisitioning activities must submit a new requisition with a new document number, citing appropriate issue PDs, whenever shortages occur for materiel previously canceled or rejected. Do not submit requests to reinstate previously canceled or rejected requisitions to sources of supply.

C4.4.2. ***Reserved***

C4.5 REQUISITION MODIFICATIONS

C4.5.1. Requesting Modifications. The requisitioner, control office, or monitoring activity may request the modification of previously submitted requisitions using the DLMS 511M, Requisition Modification. Any activity initiating a requisition modification will notify other interested parties of such action, especially if the activity initiating the modification is other than the requisitioner. A requisition modifier will be prepared by originating activities completing all prescribed data element entries for a requisition. Send the requisition modification to the last known source of supply. Requisition modifications may be used to change/modify the following fields in an original requisition document:

C4.5.1.1. Non-GFM Requisitions

C4.5.1.1.1. Ship-To and/or Bill-To Address(es)

C4.5.1.1.2. FMS Offer and Release Option Code

C4.5.1.1.3. FMS Freight Forwarder

C4.5.1.1.4. Treasury Symbol Number/Fund Purpose Code

C4.5.1.1.5. Project Code

C4.5.1.1.6. Special Requirements Code

C4.5.1.1.7. PD

C4.5.1.1.8. RDD or RDP

C4.5.1.1.9. Advice Code

C4.5.1.1.10. Ultimate Recipient Code

C4.5.1.1.11. Transportation Priority Code

C4.5.1.1.12. Media and Status

C4.5.1.1.13. Signal Code

C4.5.1.1.14. Distribution Code

C4.5.1.1.15. Fund Code

C4.5.1.2. GFM Requisitions

C4.5.1.2.1. Project Code

C4.5.1.2.2. PD

C4.5.1.2.3. Advice Code

C4.5.1.2.4. RDD

C4.5.1.2.5. Media and Status Code

C4.5.1.2.6. Signal Code

C4.5.1.2.7. Distribution Code

C4.5.1.2.8. Fund Code

C4.5.2. Identifying Applicable Supply Actions. Identify requisitions for which supply action must be continued during mass cancellation situations and submit modifications with Special Requirements Code 555 to the source of supply at the earliest possible date to ensure the continued processing of the requisitions.

C4.5.3. Pertinent Modification Data. Only data on the modification transaction will be changed. All other data will remain as stated on the original requisition.

C4.5.4. Modifying Codes. When a requisition modifier is submitted to modify the ship-to and/or bill-to DoDAAC(s), signal code, or fund code, the DAAS DoDAAC authority code edits discussed in C4.10 will be reapplied.

C4.6. REQUISITION INQUIRIES/REQUESTS FOR SUPPLY ASSISTANCE

C4.6.1. General. Use DLMS 869A, Requisition Inquiry/Supply Assistance, to follow-up or request supply assistance to improve estimated shipping dates (ESD) over the dates indicated in the latest supply status transaction on previously submitted requisitions. Use either DLMS 869A or DLMS 869F, Requisition Follow-Up, to follow up the latest supply transaction on previously submitted requisitions. Management Code P will be perpetuated to all applicable supply status in support of BRAC IMSP.

C4.6.2. Follow-Ups. Submit follow-ups to obtain the latest status for a previously submitted requisition.

C4.6.2.1. Follow-Up Format. Requisition follow-ups can be accommodated in two formats. DLMS 869A provides a streamlined requisition follow-up. DLMS 869F Requisition Follow-up offers the additional capability of conveying all information provided on the original requisition (with the exception of quantity stratification by weapon system) so that the follow-up may act as a requisition if the inquiry is unmatched to the IMM's data base. When a DLMS 869F follow-up that may act as a requisition is submitted, it will be subject to the authority code edits of paragraph C4.10.

C4.6.2.2. Follow-Up Submission Criteria

C4.6.2.2.1. Delay Status Not On Hand. Submit follow-ups when status data is not on hand to indicate a delay in receipt of materiel beyond the SDD or RDD or when the UMMIPS order and shipping time standard for receipt of materiel has elapsed.

C4.6.2.2.2. Receipt Status Not Received. Send follow-ups to the source of supply where you sent the requisition if you have not received status indicating another activity is responsible for the demand. When supply status has been received, direct the follow-up to the activity indicated as currently processing the requisition; for example, the last known source of supply. The source of supply may follow up to a shipping activity on open MROs.

C4.6.2.2.3. Materiel Not Received. Do not submit follow-ups after receiving shipment status evidencing completion of shipment unless you do not receive the materiel within normal transit time based on the date of the shipment as cited in the shipment status transaction.

C4.6.2.3. Follow-Up Submission Timeframes

C4.6.2.3.1. PD 01-08. For PD 01-08 demands, submit follow-ups only after expiration of at least three calendar days from the date of the requisition or transaction date of the latest supply status.

C4.6.2.3.2. PD 09-15. For PD 09-15 demands, submit follow-ups only after expiration of at least seven calendar days from date of the requisition or transaction date of the latest supply status.

C4.6.3 Request for Supply Assistance

C4.6.3.1. Initiation. Requisitioners may initiate requests for supply assistance only for PD 01-08 requisitions after receipt of supply status indicating an unacceptable delivery date. Requests for supply assistance includes status of requisitions, timely supply of requirements, interchangeable and substitutable (I&S) items, release of cancellation or backordered requisitions, and diversion of materiel shipments. Do not generate requests for supply assistance prior to the receipt of supply status indicating open status.

C4.6.3.2. Submission

C4.6.3.2.1. Forward requests for supply assistance on previously submitted PD 01-08 requisitions to the source of supply processing the requirement. Requests for assistance may be done by e-mail, 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 source of supply ability to record the items and initiate timely responses. Include the urgently needed quantity (supply assistance may be requested for entire quantity requisitioned or a lesser quantity required for mission performance).

C4.6.3.2.2. DLA accepts supply assistance requests via the DoD EMALL requisition query function for open requisitions PD 01-08 with MILSTRIP Supply Status BB, BV, BZ, or BD.

C4.6.3.2.3. In addition to the above, the DLMS 869A, Supply Assistance request (BS108=AR) is designed to transmit requests electronically. This is a DLMS enhancement that cannot be used without prior coordination to ensure that the receiving source of supply has implemented this business process using transaction exchange. The DLMS format supports identification of point of contact information, identification of acceptable substitute items, alternative sources for the requested item, and a codified mission impact resulting from delay or lack of support for the required item:

C4.6.3.2.3.1. Code 1: Inability to perform assigned mission for a classified project.

C4.6.3.2.3.2. Code 2: Inability to perform assigned mission.

C4.6.3.2.3.3. Code 3: Performance of assigned mission anticipated to be curtailed or stopped if materiel is not received within 15 days continental United States (CONUS) or 20 days other than continental United States (OCONUS).

C4.6.3.2.3.4. Code 4: Mission performance below prescribed level of effectiveness and efficiency.

C4.6.3.2.3.5. Code 5: A classified NMCS condition exists due to lack of required assets.

C4.7. REQUISITION PROCESSING AND RELATED ACTIONS. Sources of supply receiving requisitions, follow-ups, modifications, cancellations, and/or supply assistance requests will process such transactions using these procedures.

C4.7.1. General

C4.7.1.1. Verification. Sources of supply will validate the data elements and codes in these transactions and accomplish changes, continue processing action, or reject with the appropriate status code using DLMS 870S, Supply Status. Rejection of transactions will be done only after an attempt has been made to correct the questionable data element or code. If rejection action is a result of more than one data element or code, and no other reject status code applies, reject using Status Code CA.

C4.7.1.2. Batch Processing. When sources of supply and storage activities utilize the sequential (or batch) method of processing and do not possess real time processing capability, such processing must be done as frequently as necessary in order to meet UMMIPS time standards, or specific RDD for subsistence requisitions as applicable. In every such cycle, cancellation requests (including automatic cancellation initiated by the source of supply) and Material Obligation Validation (MOV) reconciliation requests will be processed prior to backorder releases and new requisitions. Demands will be sequenced as follows:

C4.7.1.2.1. Priority Designator.

C4.7.1.2.2. OSD/the Chairman of the Joint Chiefs of Staff project codes.

C4.7.1.2.3. Special Requirements Code 999 and PD 01, 02, or 03.

C4.7.1.2.4. Special Requirements Code N (NMCS), E (ANMCS), or 555 and PD 01-08.

C4.7.1.2.5. Requisition document number date.

C4.7.1.2.6. RDP, if later than the computed SDD--conventional ammunition only.

C4.7.1.3. Backorders. Backordered requirements will be merged (in the above sequence) with all new transactions in any requisition processing cycle in which additional assets become available; for example, receipts of materiel and debit onhand adjustments.

C4.7.1.4. Receipt Processing. Processing points will record the date of receipt of each requisition received. The date of receipt enables sources of supply to compute the requisition submission time. The computation will be made by subtracting the date in the demand transaction from the date received. The submission time provides a basis for the ICPs to measure the first cycle segment of supply effectiveness.

C4.7.1.5. Document Numbers. The document number, and a suffix, when applicable, will be used as a basis for determining duplicate transactions. The recipient will disregard all duplicate transactions.

C4.7.2. Effect of Priority Designator on Requisition Processing

C4.7.2.1. Assigning PDs. Each requisition must contain a PD assigned by the requisitioning activity, which will not be changed by processing points except in the following conditions:

C4.7.2.1.1. Special Requirements Code 999 is present, requisition is for U.S. Forces, and the PD is not 01, 02, or 03. The source of supply will enter PD 03 and send Status Code BK.

C4.7.2.1.2. An OSD/Joint Chiefs of Staff project code is present, but the PD is not 01-15. The source of supply will cite PD 03 and send Status Code BK.

C4.7.2.1.3. Special Requirements Code N or E is present, and the PD is not 01 – 15. The source of supply will enter PD 08 and send Status Code BK.

C4.7.2.1.4. Special mass cancellation coding 555 is present and the PD is not 01-15. The source of supply will enter PD 08 and send Status Code BK.

C4.7.2.1.5. Special Requirements Code 777 is present and the PD is not 01 – 15. The source of supply will enter PD 08 and send Status Code BK.

C4.7.2.1.6. RAD is present and the PD is not 01-15. The source of supply will enter PD 15.

C4.7.2.1.7. Extended RDD is present and the PD is other than 09-15. The source of supply will enter PD 15 and send Status Code BK, and process.

C4.7.2.1.8. Work stoppage indicator is present and the PD is not 01-08. The source of supply will enter PD 08 and send Status Code BK, and process.

C4.7.2.1.9. Service Code is B, D, K, P, or T and Special Requirements Code is N, E, 555, or 777 and Type of Assistance is not U or V. The source of supply will blank the special requirements code and process using the priority. Type of assistance is identified as the sixth position of the SA identification data portion of the document number or separately in the LQ segment.

C4.7.2.1.10. For all other conditions, if the PD is not 01 - 15, the source of supply will enter PD 15.

C4.7.2.2. Time Standards. The assigned PD dictates the precedence of internal supply processing actions (such as, from the receipt of a transaction until release to transportation) and determines the SDD. Mandatory time standards for processing of transactions are covered in DoDM 4140.01, Appendix 8. For subsistence requisitions, the assigned RDD is the primary processing criteria, while the assigned PD dictates the precedence of internal supply processing action for requisitions reflecting identical RDDs. Time standards indicated in UMMIPS do not apply to subsistence requisitions.

C4.7.2.3. IMM Control Levels. On occasion, available assets may be insufficient to satisfy all current demands and backorders for specific items. The IMM will reserve assets of such critical items through the use of item control levels and criteria that will restrict issue to specific categories of requirements only, (i.e., those within designated ranges of PDs, Joint Chiefs of Staff approved projects, or firm commitments for delivery of materiel to SA recipients). Control levels will be established for IMMs to reserve stocks for issue only for PD 01-03. These requirements will be satisfied by issue to zero stock balance of serviceable stocks. Control levels may be established at the discretion of the IMM to reserve a greater level of stocks that may not be issued for PD 09-15 requirements.

C4.7.2.4. Source of Supply Control Levels. Control levels will also be established by the source of supply to restrict issues against requisitions for the initial fill of PWRMS consumable item requirements to ensure that:

C4.7.2.4.1. Availability Below Approved Force Acquisition Objective (AFAO). Assets available below the AFAO are not issued against requisitions for nonreimbursable PWRMS requirements regardless of the PD.

C4.7.2.4.2. Availability Below Reorder Point. Assets available below the reorder point (ROP) are not issued against requisitions for nonreimbursable PWRMS requirements that contain a PD of 11-15 during initial processing of the requisition. Later processing of such requisitions is prescribed in paragraph C4.7.5., below.

C4.7.2.5. OSD/the Chairman of the Joint Chiefs of Staff Project Priority. These projects, when so designated, and PD 01-03 requisitions containing Special Requirements Code 999, will be ranked above all other requisitions with the same PDs for processing purposes. Special Requirements Code 999 requisitions and related transactions will receive special attention to provide for expedited processing actions.

C4.7.2.6. Releasing Demands. When system-wide inventory levels do not permit positive supply action on all requisitions within a given PD, supply procedures will provide for a release of demands containing the specifically designated OSD/Joint Chiefs of Staff project codes and Special Requirements Code 999 as the respective most urgent. PD 01-08 requisitions, including FMS requisitions, containing Special

Requirements Code 555 in the RDD field and other requisitions/materiel obligations, will be processed for release as prescribed in paragraph C4.7.1.2.

C4.7.3. Source of Supply Processing of Requisitions with Advice Code 2D, 27, or 29. Sources of supply will edit all requisitions containing Advice Codes 2D, 27, and 29 to determine if an increase in the requisition quantity to the quantity unit pack is less or more than $5. If less than $5, the source of supply will disregard the advice code in the requisition. If $5 or more, the source of supply will honor the advice code and process the requisition for the exact quantity requested. When a quantity adjustment is made using the above criteria, the source of supply will use Status Code BJ to notify the customer of the quantity adjustment.

C4.7.4. Source of Supply Processing of Requisitions for Quantities that Exceed the Normal Demand. The source of supply may request verification of requisitions that show quantities that exceed normal demands or quantities that appear to be excessive or in error before taking positive supply action. When the source of supply determines that the requisitioned quantity needs to be verified, the source of supply will generate a DLMS 517M, Materiel Obligation Validation, to request verification of the quantity. The source of supply must indicate a response due date in the quantity verification inquiry, normally 30 calendar days for U.S. Forces and 75 calendar days for SA customers. The organization verifying the requisitioned quantity will send a response to the source of supply by the response due date indicated in the quantity verification inquiry; otherwise, the source of supply will automatically cancel the requisition with Status Code D3. The quantity in the response must be the actual quantity required. If the quantity is less than the original requisitioned quantity, the difference will be canceled with Status Code BQ. If the quantity field contains zero, the entire requisition will be canceled with Status Code BQ. Quantity increases are not authorized.

C4.7.5. Source of Supply Processing of PWRMS Requisitions

C4.7.5.1. General. Sources of supply, except GSA, will process funded and unfunded requisitions for the initial fill of PWRMS consumable item requirements using the criteria established below. GSA will process only funded requisitions for PWRMS requirements and does not differentiate between those requisitions and others.

C4.7.5.2. Processing Criteria. Upon receipt of PWRMS requisitions for the initial fill of consumable item requirements (Demand Code O and Project Code 3AA), the source of supply will determine asset availability in excess of the AFAO and :

C4.7.5.2.1. Sufficient Assets Available. If sufficient assets are available in excess of the AFAO to satisfy the total requisition quantity, the total requisition will be processed as free issue.

C4.7.5.2.2. Excess Assets. If the assets available in excess of the AFAO are not sufficient to satisfy the total requisition quantity, then the portion of the requisition quantity equal to the quantity of assets available in excess of the AFAO will

be processed as free issue and the balance of the requisition quantity will be processed as follows:

C4.7.5.2.2.1. When the source of supply determines that assets are not available in excess of the AFAO, the basis of unit price code in the PO1 segment of the PWRMS requisition for the initial fill of consumable item requirements (Demand Code O and Project Code 3AA) will be checked and:

C4.7.5.2.2.2. If free issue, the unfilled quantity on the requisition must be rejected. The rejection will be accomplished under Status Code CB since all unfunded PWRMS requisitions must be processed as fill or kill.

C4.7.5.2.2.3. If a basis of unit price code is not identified, the PWRMS requisitions will be processed as containing Advice Code 2L and the PD must be checked to determine further processing routines.

C4.7.5.2.3. PD 01-03 PWRMS Requisitions. Except for subsistence, PWRMS requisitions with PD 01-03 will be processed for issue using UMMIPS source of supply processing standards. Subsistence requisitions must be processed to meet a specific RDD.

C4.7.5.2.4. PD 11-15 PWRMS Requisitions. Except for subsistence, PWRMS requisitions with PDs 11-15 will be issued from assets available above the ROP or equivalent. When assets above the ROP or equivalent are not available to satisfy the requisitioned quantity, the unfilled quantity will be placed on backorder and the appropriate supply status will be provided with an estimated shipping date (ESD) equal to one procurement lead time. Backordered PWRMS requisitions with PDs 11-15 must be released from backorder at the end of the procurement lead time or when sufficient stocks are available above the ROP. (PWRMS requisitions with PDs 04-10, when received, will be processed in the same manner as PD 11-15 requisitions.)

C4.7.6. Source of Supply Processing of RDP Requisitions (Conventional Ammunition Only)

C4.7.6.1. Earliest Delivery Date within Standard UMMIPS Timeframe. Requisitions with an RDP that has an earliest delivery date that is within the standard UMMIPS timeframes for the PD must be processed using the time period established for that PD.

C4.7.6.2. Earliest Delivery Date Outside Standard UMMIPS Timeframe. Requisitions with an RDP that has an earliest delivery date that is longer than the standard UMMIPS timeframes for the PD will not be placed on backorder. If stock is not available, the requisition will be referred or rejected back to the customer. If stock is available, an MRO will be issued to the storage facility. The shipping activity will establish necessary control mechanisms to provide timely shipment to the customer.

C4.7.6.3. Rejecting Late Requisitions. Requisitions that cannot be delivered within the RDP will be rejected with Status Code CB.

C4.7.6.4. SA Deliveries. RDP procedures do not apply to SA requisitions.

C4.7.7. Source of Supply Processing of Requisitions for Nonconsumable Items From a Nonregistered User. Process nonconsumable items from nonregistered users according to the following criteria:

C4.7.7.1. PD 01-08. If the PD is 01-08, process the requisition for issue and provide Status Code DS to the requisitioner.

C4.7.7.2. PD 09-15. If the PD is 09-15 and assets are available above the ROP, process the requisition for issue and provide Status Code DS to the requisitioner.

C4.7.7.3. Assets Not Available. If the PD is 09-15 and assets are not available above the ROP, reject the requisition with Status Code CC or CN, as appropriate.

C4.7.8. Source of Supply Processing of Subsistence Requisitions. Do not backorder subsistence requisitions. Process subsistence requisitions to meet the specific RDD.

C4.7.9. Source of Supply Processing of Requisitions with Management Codes 3, 9 and P.

C4.7.9.1. Requisitions with Management Code P. Management Code P is only applicable to requisitions/requisition alerts submitted to DLA. All other sources of supply in receipt of Management Code P will disregard and continue processing. DLA will verify that the requisitioning activity is a BRAC IMSP industrial/maintenance sites. If not, DLA will disregard the management code.[10] Where authorized, Management Code P will be recognized as a request for materiel sourced from an alternative source due to previous receipt of like materiel with product quality deficiency reported via PQDR. DLA would apply unique logic applicable to the management code. If the item being requested is managed as a direct vendor delivery (DVD), then the DLA forward-positioned buyer will process for procurement from a vendor other than cited on the PQDR if materiel is available to meet the (RDD). If the item is managed as a stocked item, the request will be processed as one-time emergent request and the DLA forward-positioned buyer will process as a customer direct order. In instances where the RDD cannot be met or the forward buyer is unable to locate an alternate vendor, the forward buyer will work directly with the engineer to satisfy the requirement.

C4.7.9.2. Requisitions with Management Codes 3 or 9. Management Codes 3 and 9 are only applicable to requisitions submitted to DLA. All other sources of supply in receipt of Management Code 3 or 9 will disregard and continue processing. DLA will verify that the requisitioning activity is a BRAC Inventory Management and Stock Positioning (IMSP) industrial/maintenance site authorized to use these codes. If not,

[10] Expanded use for all DoD Components requisitioning from DLA is planned for future implementation (approximately 2014.)

DLA will disregard the management code. Where authorized, Management Codes 3 and 9 will be recognized as a request for materiel sourced from an alternative storage location or new procurement, if stock is not available, due to previous receipt of materiel that did not support shelf life or continuous length requirements. The prior requisition document number and the shipment suffix (if applicable due to a split shipment) will be used for cross reference to the original requirement and storage location. This process is only applicable to materiel originally sourced from a co-located depot without physical inspection of the materiel. The suitability for shelf life and length could not be determined until directed release by the Service owner at which time the storage activity would provide a denial citing Management Code 3 or 9, as applicable. The DLA would apply unique logic applicable to the management code. If the item is available in an alternative storage site, then a materiel release order would be sourced to that alternative storage site. When no stock is available in the network, a new procurement action will be initiated. The DLA ICP will also update an internal denial table to preclude other comparable requests from being sourced to the original storage activity until inventory balances have been reconciled.[11]

C4.7.10. Processing of Requisitions for Induction to Maintenance.

C4.7.10.1. Upon receipt of a DLMS 511R Requisition from maintenance for the purpose of inducting a reparable, the materiel owner will process the requisition on a 'fill or kill' basis, and direct the issue to the co-located storage activity. If there are insufficient assets at the co-located storage activity, the requisition will be 'killed' for that portion of the requisition that cannot be issued. No billing will be initiated on requisitions from maintenance activities for DMISA assets, when the requisition was submitted consistent with C4.2.18.2. requirements.

C4.7.10.2. The "Principal" system will interpret the DLMS 511R Requisition with Advice Code 2J (fill or kill) as “no substitution allowed” but will allow for a partial fill, (i.e., do not backorder unfilled quantity, or pass an MRO to other than the co-located storage activity). The source of supply (Principal) will furnish the requisitioning activity (maintenance) DLMS 870S Supply Status using CB status for any unfilled quantity.

C4.7.10.3. DLMS source of supply preparation of materiel release orders (MROs) to the co-located storage activity will be accomplished using the DLMS 940R.

C4.7.11. Maintenance of Requisition History Records. Sources of supply will retain accessible requisition history records for a minimum period of 6 months after the closing of requisition records by cancellation, rejection, or shipment to provide for responsive replies to requisition inquiries.

C4.7.12. Rejection of Requisitions. Sources of supply will provide supply status to requisitioning and status organizations identified in the requisition or follow on

[11] Refer to ADC 359, implementation date December 2010.

transactions, as notices of requisition rejection with the reason for such action indicated by an appropriate status code.

C4.7.13. Release of Materiel Obligations. A materiel obligation is that quantity of an item requisitioned that is not immediately available for issue, but is recorded as a stock commitment for future issue. Sources of supply will establish procedures for the partial release of the materiel obligation when assets are insufficient to satisfy the entire demand consistent with the PD and delivery requirements of the requisition involved.

C4.7.14. Preparing MROs

C4.7.14.1. Originator. MROs, DLMS 940R, Materiel Release, are prepared by the source of supply as a result of processing requisitions against inventory records and determining that materiel is available. MROs are used as a directive for release and shipment of materiel from stock.

C4.7.14.1.1 MROs directing shipment of requisitioned GFM will perpetuate contract data to include the contract number authorizing GFP, and the call/order and CLIN when available. Contract data will be provided by the source of supply for pushed GFM not initiated by a requisition.

C4.7.14.1.2. MROs directing shipment of reparables for induction for commercial maintenance will include the contract number authorizing GFP, and the call/order and CLIN when available.

C4.7.14.1.3. MROs directing shipment of GFP in contractor custody will include the contract number authorizing GFP, and the call/order and CLIN when available.

C4.7.14.1.4. MROs directing return of discrepant/deficient materiel to vendors at vendor expense will include identification of the carrier and the carrier account number.

C4.7.14.2. Advice Code 2T. Requisitions or MROs that contain Advice Code 2T and do not contain an RDD will be processed under the assigned PD without regard to the advice code.

C4.7.14.3. Inter-Service Ownership Transfer of Ammunition/Ammunition-related Materiel. When used for inter-Service ownership transfers of non-Single Manager for Conventional Ammunition (SMCA) owned ammunition and ammunition-related materiel stored in a SMCA storage facility with no physical movement of materiel or billing, the MRO will contain Signal Code M indicating a free issue. The MRO will also include the associated data required to accomplish the transfer including the old (from) ownership code associated with the service transferring ownership, the RIC of the Service receiving ownership, and the new/gaining (to) ownership code associated with the Service receiving ownership. Pending transition to DLMS discrete data enhancements, the ownership to/from and new owner RIC will be identified in the supplementary address/supplemental data field beginning with Service/Agency Code Y

(see the Appendix 7.9, Supplementary Address/Supplemental Data, for proper sequencing of these data elements into a single, concatenated field). The storage activity will update the custodial/accountable records for the materiel and quantity identified to reflect the new ownership code and RIC of the Service receiving ownership. No shipment status will be provided. See procedures in DLM 4000.25, DLMS, Volume 2, Chapter 7) for inter-Service ownership transfer initiated by the SMCA for SMCA-owned materiel.

C4.7.14.4. Product Quality Deficiency Report (PQDR) Exhibit Tracking. When directing release of a PQDR exhibit, the owner must include the PQDR Report Control Number (RCN) to facilitate exhibit tracking. When the shipment is processed for issue, the shipping activity will perpetuate the PQDR RCN from the MRO to the shipment status.

C4.7.14.5. Expedited/Replacement Shipment Subsequent to Validated Supply Discrepancy Report. MROs directing release of materiel in response to customer requests for expedited or replacement shipment due to shortage, non-receipt, wrong item, or comparable discrepancy/deficiency will be processed using the original document number and the next available suffix code to ensure separate billing and unique TCN assignment. When requested by the customer via Supply Discrepancy Report, an Expedited Transportation Signal 777 may be assigned for the reshipment when the original special requirements code (legacy required delivery date (RDD) field is blank or all numeric (other than 444, 555, 777) or the RDD from the original requisition is less than 8 days from the current date. Inclusion of the Expedited Transportation Signal 777 will normally cause the shipment to move by premium (air) transportation. Shipments identifying Expedited Transportation Signal 777 are subject to air clearance processing whereby the air clearance authority may consult with the requisitioner to determine if the additional expense associated with air transportation is justified and potentially direct shipment movement by a surface mode.[12]

C4.7.15. Reserved

C4.7.16. Materiel Release Confirmation (MRC)

C4.7.16.1. Purpose. The MRC serves as advice from a storage site to the source of supply that initiated the MRO of supply action taken. The MRC will be provided using DLMS 945A. The MRC will include enhanced data content under DLMS to include:

C4.7.16.1.1. Both the TCN, when applicable, and a secondary transportation number, such as the small package carrier number, when this is applicable.

C4.7.16.1.2. Identification of the carrier when other than United States Postal Service (USPS) by Standard Carrier Alpha Code (SCAC).

[12] Refer to ADC 1091, SDRs Requesting Expedited or Replacement Shipment.

C4.7.16.1.3. For OCONUS shipments made via Defense Transportation System (DTS), GBL/CBL, parcel post, and small package carrier shipments, specific identification of the Port of Embarkation (POE) or Consolidation and Containerization Point (CCP), the air terminal, water terminal, or CCP by applicable qualifier code. (During MILSTRIP/DLMS transition, DAAS may substitute a generic terminal qualifier for MRC transactions converted from MILSTRIP legacy format transactions where the type of facility is unknown.)

C4.7.16.2. Source of Supply Follow-Up. Sources of supply will follow up on storage activities at least once every 30 calendar days for unconfirmed MROs that are seven calendar days old for PDs 01-08 and 15 calendar days old for PDs 09-15.

C4.7.16.3. Materiel Release Confirmation Changes/Updates. In the event a shipment from the storage/shipping activity does not get lifted as originally intended (e.g., shipment is left off the truck), the storage/shipping activities that originate the DLMS 945A Materiel Release Confirmation will send an updated transaction with all of the changed transportation information to the ICP. This ensures required visibility of the shipment information and enables the ICP to prepare an updated DLMS 856S Shipment Status when needed. Examples of changed transportation information would include transportation method code, standard carrier alpha code (SCAC), ship date, bill of lading information, and tracking information.

C4.7.16.3.1. Preparation of the Materiel Release Confirmation Change/Update

C4.7.16.3.1.1. The materiel release confirmation change/update message will be identified by a unique code (W0602 =“RR”) in the transaction to flag it as an updated MRC.

C4.7.16.3.1.2. It will convey a new Shipping Date Change Reason Code (W0610 =“13” Shipping Location Handling) to advise the ICP that the updated MRC corrects erroneous content data (e.g., transportation data, pRFID data).

C4.7.16.3.1.3. It will repeat the information from the original MRC, in addition to any changes to the original information.

C4.7.16.3.1.4. It will convey changed transportation information (e.g., transportation method code, standard carrier alpha code [SCAC], ship date, bill of lading information, and tracking information.)

C4.7.16.3.1.5. When the ICP sends a shipment status in response to a customer follow-up, based on an updated MRC, the DLMS 856S will be transmitted as an original transaction, thereby enabling legacy-based supply systems to receive the converted DIC AS_ from DLA Transaction Services. Do not use the BSN01 = “RR” and BSN07 = “A40” codes in this case, since the presence of these codes will indicate to DLA Transaction Services not to convert these DLMS transactions to MILSTRIP legacy format.

C4.7.16.3.1.6. The ICP will adjust its Materiel Release Acknowledgement (MRA) follow-up timeframes based on the updated MRC in accordance with standard MILSTRAP business rules.

C4.7.16.3.2. DLA Transaction Services Distribution of MRC Change/Update. DLA Transaction Services will route the MRC change/update to the ICP per standard business rules for distribution of MRC messages. DLA Transaction Services will not distribute the MRC change/update to DLSS-based recipients.

C4.7.16.3.3. Use of the MRC Change/Update by the ICP. The value of this transaction to the ICP is to provide corrected transportation data, enabling it to prepare an updated shipment status message. DLMS compliant systems should handle the updated transactions as the official MRC in their application, since they carry the corrected data.

C4.7.17. Storage Activity Denial or Rejection of Materiel Releases

C4.7.17.1. Preparation. Materiel Release Denials (MRD), DLMS 945As, are prepared by storage sites and sent to the source of supply that initiated the MRO as notification of negative action on the MRO and will show the quantity denied and the appropriate management code.

C4.7.17.2. Delivery Status. If the storage activity cannot meet the delivery timeframe specified by the RDP, the storage activity will use the materiel release advice to provide Status Code CB to the source of supply. The source of supply will provide this status advice to the eligible status recipients (applies to conventional ammunition requisitions only).

C4.7.17.3 Storage Activity Denials of Materiel Releases for Induction to Maintenance.

C4.7.17.3.1. MRDs prepared under paragraph C4.7.10. will be used to provide a negative response to source of supply (Principal) initiated MROs directing release of a repairable asset for maintenance action.

C4.7.17.3.2. If the storage activity cannot provide the reparable asset for maintenance action in response to directed release, the source of supply (Principal) will provide supply status using CB status to advise the requisitioning activity (maintenance) that the asset is not available for induction.

C4.7.18. Component-Owned Stocks Centrally Managed and Stored by DLA under Memorandum of Agreement

C4.7.18.1. The following procedures have a limited and restricted applicability controlled by a Memorandum of Agreement (MOA) between DLA and the requesting DoD Component. Upon request by a DoD Component and agreement by DLA, DLA will centrally manage Component-owned stocks within the DLA distribution system. All instructions to storage activities relative to the Component-owned stocks

accepted under the MOA must originate from the owning ICP as the sole source authorized to direct delivery, issue, or other disposition of stock. Component-owned stocks accepted under the MOA for central management by DLA will be commingled with like DLA-owned stocks.

C4.7.18.2. To establish assets controlled by the DLA ICP under the MOA, the DoD Component may initiate an "in-place" sale. To accomplish this, the DoD Component requisitions materiel to be centrally managed by DLA, establishing the Component-owned assets on the DLA records. Ownership changes from DLA to the DoD Component, but DLA maintains item management control and continues to store the item in a DLA distribution depot. The DLMS 511R, Requisition, must contain the preferred depot DoDAAC for stock to be commingled and Advice Code 8D. The DLA ICP internally produces and posts the DLMS 940R, Materiel Release, (which is not actually sent to and from depot) and uses a DLMS 867I, Issue (DoD Activities), to drop and a DLMS 527R, Materiel Receipt – Other Than Procurement Instrument Source (DoD Activity) to post assets to the DLA ICP inventory record under Component-ownership. An image of the DLMS 527R, Materiel Receipt – Other Than Procurement Instrument Source (DoD Activity) will also be sent to the Component ICP for recording the financial receipt. Normal procedures will be followed for billing the reimbursable in-place sale.

C4.7.18.3. To direct shipment of these assets, the DoD Component must send a DLMS 511R, Requisition, to the DLA ICP to perform item management. To relate the requisition to Component-owned assets, the following entries are mandatory in the source document: Advice Code 2J; DLA distribution depot to indicate the storage location from which shipment of Component-owned materiel is to be made; ownership code; and condition code of the materiel.

C4.7.18.4. Requisitions created by organizational elements other than the Component ICP and sent to the Component ICP for approval will be forwarded to the DLA ICP using DLMS 511R, Referral Order. Mandatory entries prescribed in paragraph C4.7.18.3 for requisitions also apply to referral orders.

C4.7.18.5. DLA will process a requisition or referral order and create a DLMS 940R, Materiel Release. Additionally, DLA will produce and forward a DLMS 867I, Issue (DoD Activities), to the Component ICP for the issue quantity dropped from the DLA inventory records. Quantities not available will be rejected to the Component ICP using Status Code CB.

C4.7.18.6. In the event a warehouse denial occurs, the distribution depot will report the denial in the normal manner. DLA will send a DLMS 867I, Issue (DoD Activities), reversal and a DLMS 947I, Inventory Adjustment – Decrease (Physical Inventory), to the applicable Component ICP. Requisition documents will not be reinstated for continued supply action.

C4.7.18.7. Under the MOA, the DoD Component assets may be issued directly to DLA assembly points. The DLMS 511R, Requisition, must include Advice

Code 8L; the depot to ship from, the DLA assembly point DoDAAC, Signal Code M, ownership code, and condition code. DLA will process a requisition in this format and create the MRO. Additionally, DLA will produce a DLMS 867I, Issue (Assembly/Disassembly/Conversion/Modification), and post to the DLA ICP records. An image of the DLMS 867I will be sent to the Component ICP.

C4.7.18.8. To accomplish a redistribution action of Component-owned assets between DLA depots under the MOA the following procedures apply. These actions will be limited to a dual ownership change between the DLA ICP and the Component ICP. That is, no materiel is actually moved; only DLA ICP inventory record changes are made. To accomplish the redistribution action the DoD Component will provide a DLMS 511R, Requisition, (DLMS 940R, Redistribution Order, is not allowed). The following entries are required: DoDAAC of new depot to show Component-owner assets; Signal Code M; Advice Code 8G (indicates dual ownership change); depot previously showing Component-owned assets; ownership code; and condition code. A DLMS 867I, Issue (DoD Activities), and DLMS 527R, Materiel Receipt – Other Than Procurement Instrument Source (DoD Activities), will be recorded for DLA-owned materiel on the DLA ICP inventory record. A DLMS 867I, Issue (Returned Purchases), and DLMS 527R, Materiel Receipt – Other Than Procurement Instrument Source (DoD Activity), for the Component–owned inventory will be recorded and an image of the DLMS 867I and DLMS 527R will be sent to the Component ICP.

C4.7.18.9. To terminate the asset posture under the MOA, the Component ICP may direct shipment of the materiel using the directed shipment format above, or one of the following methods.

C4.7.18.9.1 Change the ownership while maintaining the inventory at the same depot. To accomplish this, the DoD Component will submit a DLMS 511R. The following entries are required: Advice Code 8H, the depot, ownership code, and condition code. The DLA ICP generates a DLMS 947I Issue (Other), internally and sends the Component ICP an image of the DLMS 947I and a DLMS 527R, Materiel Receipt – Other Than Procurement Instrument Source (Other).

C4.7.18.9.2 Direct the materiel to a DLA Disposition Services Field Office. To accomplish this, the DoD Component will send a DLMS 511R. The following entries are required: Advice Code 8J; depot; and the DLA Disposition Services Field Office.

C4.7.19. Retransmitting Requisitions to Another Source of Supply

C4.7.19.1. Continued Supply Action. The source of supply may retransmit requisitions to another source for continued supply action. The source of supply must always identify the date of receipt of the original requisition in the PO1 Loop, G62 segment, in the retransmitted requisition. The source of supply must always include Special Requirements Code 888 in retransmitted requisitions submitted to the SMCA that are backorder releases from the DoD Component ICPs.

C4.7.19.2. Nonconsumable Items. When a SICA receives a requisition for a nonconsumable item from a SICA activity, the SICA may initiate supply action if stocks are normally held for this purpose, or the SICA may forward the requirement to the PICA. If forwarded to the PICA, the SICA must record the requisition as received from the SICA requisitioning activity and recode the requirement, as necessary, with status addressees, treasury symbol number/fund purpose code, and/or project code that will ensure PICA output of status, billing, MOV requests, and consignment instructions consistent with the SICA Service's NIP implementing instructions. If the PICA is only to provide status to the SICA, the SICA will not provide Status Code BM to the requisitioning activity. The SICA will provide the SICA requisitioning activity with status received from the PICA based on the data elements and coding contained in the original requisition.

C4.7.19.3. Inter-Service Ownership Transfer of Ammunition/Ammunition-related Materiel. When used for Service-initiated inter-Service ownership transfers of Single Manager for Conventional Ammunition (SMCA) ammunition and ammunition related materiel with no physical movement of materiel or billing, the initiating referral order will cite Project Code CYK and Signal Code M indicating a free issue, in conjunction with the additional data required to accomplish the transfer. This includes the old (from) ownership code associated with the service transferring ownership, the RIC of the Service receiving ownership, and the new/gaining (to) ownership code associated with the Service receiving ownership. Pending transition to DLMS discrete data enhancements, the ownership to/from and new owner RIC will be identified in the supplementary address/supplemental data field beginning with Service/Agency Code Y (see Appendix 7.9, Supplementary Address/Supplemental Data, for proper sequencing of these data elements into a single, concatenated field). The referral order will include an M&S code or distribution code ensuring follow-on status is directed appropriately (e.g., M&S Code B); do not designate status to the supplementary address. No shipment status will be provided.

C4.7.20. Processing Follow-Ups

C4.7.20.1. Time Standards. Process the DLMS 869A or DLMS 869F to determine the current status of requisitions. Time standards for dispatching status in reply to follow ups established for the distribution system are as follows:

C4.7.20.1.1. PD 01-08. For PD 01-08, dispatch status within two calendar days from the date of receipt of the follow-up.

C4.7.20.1.2. PD 09-15. For PD 09-15, dispatch status within five calendar days from the date of receipt of the follow-up.

C4.7.20.2. Providing Shipment Confirmation. A storage activity, in response to a follow-up initiated by a source of supply, will use the DLMS 945A to provide shipment confirmation, denial, or supply status information, as appropriate.

C4.7.20.3. Storage Activity Processing. Storage activities will provide Status Code BE if there is a record of the MRO but no record of having taken action in response to the MRO. Sources of supply in receipt of this status validate the original requirement with the requisitioner or, for GFM requisitions, with the MCA. The MCA is responsible for taking the necessary action to validate GFM requirements with the requisitioner and the source of supply. If the requested materiel has not been received, and the requisitioner or the MCA's response indicates a continued valid requirement, the processing point will generate an MRO modifier transaction that contains the same data as the original MRO. Storage activities in receipt of MRO modifiers will process them using paragraph C4.7.23.

C4.7.20.4. Generation of Pseudo Shipment Status. Sources of supply in receipt of Status Code BE, or after 60 calendar days have passed from the MRO generation date without confirmation or receipt of an MRA, will generate a shipment status DLMS 856S with Transaction Type Code NC, to DAAS. Shipment status for SA requisitions will be forwarded to the applicable ILCO. This shipment status will not cite a TCN or the mode of shipment and the generation date will be used as the date released to the carrier. DoD Components will establish a management evaluation program that monitors storage activities providing Status Code BE. Goals should be established and the performance attained be a rating element of the activity commander.

C4.7.20.5. Storage Activity Response with no Record Receipt. Storage activities responding to a follow-up initiated by a source of supply on an MRO for which no record is held at the storage activity will provide Status Code BF.

C4.7.20.6. Source of Supply Follow-Up Response. Sources of supply in receipt of storage activity responses to follow-ups will furnish appropriate status to eligible recipients using section C4.7 procedures.

C4.7.20.7. Request for Supply Assistance

C4.7.20.7.1. Requests for supply assistance require management decisions relative to supply requirements that are not normally programmed in a manner to permit mechanical processing. Therefore, these transactions should be manually reviewed to permit a determination as to whether the ESDs can be improved. Receipt of requests for supply assistance serves as notification of the need for the concerned materiel to be received by consignees on dates earlier than those that would result from the shipments accomplished using the source of supply ESDs. The actual date of the requirement need is the prerogative of the requisitioning activity. Any advancement of the ESDs, including a single day, will be considered by sources of supply as an improvement. Management decisions, designed to improve ESDs, should include one or more of the following, and/or any other additional actions that will improve the ESDs:

C4.7.20.7.1.1. Cannibalization of existing equipment.

C4.7.20.7.1.2. Acceleration of repair programs.

C4.7.20.7.1.3. Offers of I & S items.

C4.7.20.7.1.4. Diversion of materiel shipments.

C4.7.20.7.1.5. Supply from reserve assets.

C4.7.20.7.1.6. Supply from known station or depot excess stocks.

C4.7.20.7.1.7. Supply resulting from screening of materiel held pending classification.

C4.7.20.7.2. ESD Improvement Considerations. During the course of actions taken to improve ESDs, follow-up inquiries will not be construed by sources of supply as authority to override any requirements of equal and/or higher priority. Consideration will not be given to diversion of any assets required to satisfy requirements of equal and/or higher priority.

C4.7.20.7.3. Improving ESD. When determination is made that requested improvement in ESDs can be accomplished, the revised ESDs will be transmitted to status recipients. When actions taken by management do not result in improved ESDs, status recipients will be provided with the latest status applicable to the requisitions concerned.

C4.7.20.7.4. Source of Supply Status. Sources of supply, in receipt of follow-ups on requisitions for which MROs were created directing lateral redistribution of retail stock, will provide applicable status as follows:

C4.7.20.7.4.1. If the current status is BA and the ESD or the UMMIPS timeframes, whichever applies, has not passed, provide Status Code BA with the appropriate ESD to the requisitioner.

C4.7.20.7.4.2. If the current status is BA and the ESD or the UMMIPS timeframes has passed, provide Status Code B5 to the requisitioner and send a DLMS 940R, Materiel Release, with Transaction Type Code NB to the reporting activity. Sources of supply in receipt of responses to follow-ups will send appropriate status to eligible recipients using section C4.7. procedures.

C4.7.20.7.4.3. If the current status is positive shipping status, provide a DLMS 856S with Transaction Type Code AS.

C4.7.20.7.5. Retransmitting Inquiries. Processing points retransmitting requisition inquiries to another source of supply for continued action will cite their DoDAAC as the FROM-address. Processing points receiving such retransmitted transactions will not automatically retransmit such transactions back to the processing point from which the transaction was received without obtaining the prior agreement of that activity.

C4.7.21. Force-Closed MRCs. After generating pseudo shipment status transactions for unconfirmed MROs under subparagraph C4.7.20.4., sources of supply will hold the MRO record open pending an MRA response (under Chapter 10). If an MRA response is received, use it to close the record. For shipments to SA recipients, the source of supply may elect to use the MRA data or generate a DLMS 940R, indicating the mode of shipment and date shipped from the MRA, to interface with billing. If an MRA response is not received within the initial and follow-up timeframes, the source of supply may force-close the MRO. For shipment to SA recipients, sources of supply will ensure that proper inventory accounting and billing procedures are applied. In response to an MRA indicating non-receipt, the source of supply may force-close the open MRO and bill for the materiel, or reprocess (ship) the materiel based upon established dollar thresholds.

C4.7.22. Processing Redistribution Orders (RDO)

C4.7.22.1. RDOs are originated by an ICP/IMM to direct release of materiel from a supply distribution activity to another within the same distribution system.

C4.7.22.2. Prepare RDOs using the DLMS Implementation Convention 940R.

C4.7.23. Processing Requisition and MRO Modifiers

C4.7.23.1. Source of Supply Processing. Sources of supply will process a DLMS 511M, Requisition Modifier transaction to provide for modification of requisitions on backorder or for which MROs have not been processed to storage or retail activities. The corresponding original requisitions in process, and materiel obligations, will be recycled under DoD Component policy and normal processing actions will be continued to accommodate the modified PD, special requirements code, or RDD/RDP.

C4.7.23.1.1. Modification. Modification of MROs is at the discretion of the DoD Components. However, modifications will not be processed against requisitions for which MROs of retail assets have been generated.

C4.7.23.1.2. Direct Delivery Modification. Modification of requisitions that have been submitted to procurement sources for direct delivery is not required, except for requisition modifier transactions that contain:

C4.7.23.1.2.1. A revised country FMS offer/release option code and/or FF code.

C4.7.23.1.2.2. Special Requirements Code 555.

C4.7.23.1.2.3. Changes to the SHIP-TO address.

C4.7.23.1.3. Split Actions. The application of modifiers on requisitions for which split actions have been taken by the source of supply is at the option of the DoD Components.

C4.7.23.1.4. Source of Supply Status. Sources of supply will provide status (DLMS 870S) after processing requisition modifier transactions as follows:

C4.7.23.1.4.1. Invalid Transaction Entries. When the modifier transaction contains invalid entries for data elements listed in paragraph C4.5.1. or the DoDAAC authority code edits in paragraph C4.10.11., the modifier request will be rejected using Status Code D7.

C4.7.23.1.4.2. Requisition Modifier Transaction Not Honored. When the requisition modifier transaction is not honored because the requested modifications cannot be made, sources of supply will provide Status Code B2 to the activities designated on the unmodified requisition.

C4.7.23.1.4.3. Modifications Successfully Processed. When the requested modifications have been successfully processed, Status Code BK will be provided.

C4.7.23.1.5. In addition, when modifier transactions are processed, sources of supply will provide the latest supply or shipment status to all parties identified in the original or modified requisition transaction.

C4.7.23.1.6. Sources of supply will process requested modifications only when all data fields can be modified, as requested. If this cannot be done, reject the modifier using DLMS 870S with Status Code B2.

C4.7.23.2. Submitting Modifier Transactions to Storage Activities. When the DoD Components modify MROs, submit a modifier transaction (DLMS 940R) to the applicable storage activity. Prepare the DLMS 940R modifier transaction as a result of processing the requisition modification.

C4.7.23.2.1. Storage activities, upon receipt of MRO modifier transactions, will modify the original MRO whenever the modifier is received prior to the actual printing of the DD Form 1348-1A, "Issue Release/Receipt Document." This will be accomplished by matching the document numbers of modifier transactions with document numbers of MROs having been previously received, including a match of suffix codes.

C4.7.23.2.2. These modified transactions will be processed in the normal manner prescribed for MROs.

C4.7.23.2.3. When storage activities receive MRO modifier transactions for which they have no record of the original MRO, they will process the modifier transactions as new MROs.

C4.7.23.2.4. Storage activities will provide DLMS 945A with Status Code B2 or BK to advise sources of supply when requested modifications are or are not accomplished.

C4.7.23.3. Referring Activity Processing. When requisition modifications are referred to another source of supply, the referring activity will identify the activity to which the requisition was referred as well as their own activity in the transaction and retransmit. Processing points receiving such passed transactions will not automatically pass such transactions back to the processing point from which the transaction was received without obtaining the prior agreement of that activity.

C4.7.24. Processing Single Line-Item Cancellation Requests. Sources of supply, procurement, storage, and reporting activities will process single line-item cancellations, as prescribed herein.

C4.7.24.1. Preventing Shipment of Unwanted Materiel. Sources of supply, procurement, and storage, and reporting activities are responsible for exercising the fullest practical resourcefulness in preventing the issue and shipment of unwanted materiel. The practical considerations involved in processing cancellation requests include such factors as time, related packing and handling costs, the dollar value, and location of materiel for which cancellation is requested.

C4.7.24.2. General Rules. General rules for the disposition and diversion of materiel that has been shipped are as follows:

C4.7.24.2.1. Sources of supply are responsible for providing diversion and/or disposition instructions for all items under their control destined for OCONUS that have progressed to the point where procurement actions cannot be terminated or shipment into the DTS has occurred. When OCONUS shipments have been lifted from CONUS terminals, the responsibility for diversion or disposition is that of the consignee, the appropriate theater commander, or the DoD Component.

C4.7.24.2.2. Sources of supply may request diversion or disposition instructions from the DoD Component contact points designated on the Defense Logistics Management Standards Office Website https://www2.dla.mil/j-6/dlmso/CertAccess/SvcPointsPOC/allpoc.asp for both nonstocked and non-NSN items. However, sources of supply may, based on their stock position, divert materiel to depot stock.

C4.7.24.2.3. The DoD Components may predetermine and designate alternate consignees so that the DoDAAC of these activities may be inserted in later supply and/or transportation transactions. These predetermined destinations will be based on considerations as stated above, and may vary by NSN, FSC, or Federal Supply Group (FSG).

C4.7.24.2.4. When OCONUS shipments cannot be diverted or held for disposition, storage, and procurement, activities will advise sources of supply when elements of the DTS were unable to accomplish the desired shipment diversion or hold. The source of supply will provide a DLMS 856S to all eligible recipients of status. These transactions will contain a date, as provided by the clearance authorities, on which the shipment was lifted from the terminal for delivery OCONUS.

C4.7.24.2.5. When diversion of OCONUS shipments is accomplished by the DTS, sources of supply will furnish a DLMS 870S with Status Code B6 to all authorized status organizations. The advice of actions taken by the DTS will be provided under DTR 4500.9-R.

C4.7.24.2.6. Sources of supply will automatically initiate cancellation action for unfilled quantities of materiel obligations or open requisitions upon deletion from the DoDAAD of a DoDAAC identified as requisitioner, ship-to, or bill-to activity. Applicable supply and shipment status will be furnished to authorized recipients and, in the event DAAS does not have a recorded DoDAAC, the status will be disposed of.

C4.7.24.2.7. Costs incurred in cancellations/diversion will be billed as provided in subparagraph C4.7.28.6.

C4.7.24.2.8. No attempt will be made to stop or divert shipments to CONUS (domestic) consignees once released for shipment, regardless of the mode of shipment.

C4.7.25. ***Reserved***

C4.7.26. ***Reserved***

C4.7.27. Source of Supply Processing of Single Line-Item Cancellation Requests. Process cancellation requests DLMS 869C, as follows:

C4.7.27.1. First, against backorders in the following order of assigned Status Codes: BB, BC, BD, BP[13] BZ, and BV.

C4.7.27.2. Second, against unconfirmed shipments (Status Code BA).

C4.7.27.3. Third, confirmed OCONUS shipments DLMS 945A, when shipped (to surface/aerial POEs and SEAVAN assembly points) prior to ICP receipt of cancellation requests in less than 45 calendar days for surface mode and 10 calendar days for air mode.

C4.7.27.4. Fourth, against all other status.

C4.7.28. Processing Point Procedures. Processing points receiving passed follow-up transactions will not automatically pass such transactions back to the processing point from which the transaction was received without obtaining prior agreement of that activity.

C4.7.28.1. Initiating. Initiate/accomplish cancellation actions against the quantity in the cancellation request received.

[13] Staggered implementation authorized. Refer to ADC 93A.

C4.7.28.2. Editing. Edit cancellations processed to preclude duplicate cancellations. As a minimum, this edit will compare quantity, document number, suffix, and preparation date. Discard duplicates. Process all other cancellations as received.

C4.7.28.3. Processing. Process cancellation requests, regardless of dollar value or quantity, to immediately cancel quantities for which MROs and purchase requests have not been submitted to the storage, reporting, or procurement activities.

C4.7.28.4. Quantity Limits. If the quantity in the cancellation request is equal to, or less than, the backorder quantity at the source of supply (Status Code BB, BC, or BD), effect cancellation immediately and send a DLMS 870S with Status Code BQ to all authorized status organizations. Since cancellation action cannot be effected immediately on requisitions in Status Code BV, send a DLMS 870S with Status Code B9 to all authorized status organizations.

C4.7.28.5. Diversions. When cancellation requests are against released shipments or direct vendor delivery with Status Code BV, the source of supply will consider diversion of the materiel to depot stock or to fill other demands/backorders, or contract termination, as appropriate. The foregoing also applies to nonstocked and non-NSN materiel at S/A option, when there is a foreseeable demand for the item.

C4.7.28.6. Status. In the event the above actions are taken, use a DLMS 870S with Status Code B4 to indicate that the organization identified in the canceled requisition may be billed as follows:

C4.7.28.6.1. Transportation costs for returning the materiel to storage and/or procurement termination costs when it is determined that termination is in the best interest of the Government.

C4.7.28.6.2. Specific instructions concerning materiel, transportation charges, and credit allowances are contained in the MILSBILLS procedures documented in DLM 4000.25, Volume 4, Finance.

C4.7.28.6.3. In addition to the above costs, when applicable, the source of supply will bill rebuilding costs and other expenses incurred in canceling SA requisitions under DoD 5l05.38-M.

C4.7.28.6.4. Charge for transportation (such as terminal costs associated with stopping, holding, and returning materiel to depots or storage) and procurement termination costs incidental to actual diversion/cancellation of FMS requisitions under DoD 5105.38-M.

C4.7.28.7. Reversals. Demand data previously recorded will be reversed by the quantity of the cancellation request. The demand data must always be adjusted regardless of the outcome of processing the cancellation request.

C4.7.28.8. Notification. Provide notice of the success or failure of cancellation or diversion actions to all authorized status organizations under section C5.2. Use the supply or shipment status to provide this notice as follows:

C4.7.28.8.1. DLMS 870S with Status Code B4, B6, BQ, BR, or BS to indicate cancellations/diversions accomplished.

C4.7.28.8.2. DLMS 870S with Status Code B9 to indicate cancellation/diversion action being attempted.

C4.7.28.8.3. DLMS 856S with shipment status to indicate cancellation/diversion not accomplished.

C4.7.28.8.4. DLMS 870S with Status Code B8 to indicate cancellation not accomplished as a follow-up to the previously sent Status Code B9.

C4.7.28.8.5. DLMS 870S with Status Code BF to indicate no record of the transaction reference number for the cancellation request submitted.

C4.7.28.8.6. DLMS 870S with an appropriate B_, C_, or D_ series status code for those transactions showing a record of a previous cancellation or rejection.

C4.7.29. Source of Supply Submission of Single Line-Item Cancellation/Diversion Requests to Procurement

C4.7.29.1. Using DLMS 869C. Use a DLMS 869C to prepare cancellation requests. Cite the appropriate contract data when sending cancellation requests to procurement. Identification of the contract data or procurement/purchase request number (PRN) will be dependent upon whether a number is assigned to a contract and is known to the source of supply at the time of receipt of the cancellation request. When the PRN is used, indicate the DoDAAC of the consignee to which to divert the shipment. When the source of supply does not desire diversion, do not indicate a diversion address.

C4.7.29.2. Required Information. All requests for cancellation/diversion submitted to the procurement activity will contain the following minimum information:

C4.7.29.2.1. Notification that the transaction is a request for cancellation or diversion.

C4.7.29.2.2. Identification of the source of supply submitting the request.

C4.7.29.2.3. The stock or part number or description of the item involved.

C4.7.29.2.4. The quantity of the item to be canceled/diverted.

C4.7.29.2.5. The original requisition document number and the suffix code, if applicable.

C4.7.29.2.6. Identification of the ship-to and mark-for addresses, as contained in the applicable purchase request.

C4.7.29.2.7. All contract data, if known; otherwise, the PRN and date of the purchase request.

C4.7.29.2.8. Diversion or hold instructions to include coded and in-the-clear, ship-to, and mark-for addresses for shipment, if diversion is to be accomplished.

C4.7.29.3. Cancellation/Diversion Requests. Submit cancellation/diversion requests to procurement activities:

C4.7.29.3.1. Regardless of dollar value and/or quantity, when the purchase requests have been submitted but the contracts have not been awarded. This applies to items and/or quantities assigned Status Code BZ.

C4.7.29.3.2. For items and/or quantities on awarded contracts and/or purchase agreements and the dollar value of the cancellation/diversion action exceeds $200.

C4.7.29.4. Source of Supply Responsibilities. Sources of supply will decide whether to suspend or continue the cancellation, diversion, or hold actions. Decisions to continue cancellations or diversions will be provided to procurement activities by cancellation request documents prepared in the manual format and containing the notation: SOURCE OF SUPPLY DECISION FOR CANCELLATION OR DIVERSION. Sources of supply will advise the ILCO of contractual agreements that will result in cost conditions if cancellations, diversions, or holding are accomplished. ILCOs will decide whether the cancellation, diversion, or hold actions will be suspended or continued. Decisions to continue cancellations or diversions will be sent to the source of supply by narrative message containing the notation: ILCO DECISION FOR CANCELLATION OR DIVERSION.

C4.7.29.5. Exceptions to Cancellation/Diversion Requests. Do not submit cancellation/diversion requests or requests for determination whether cancellation is in the best interest of the Government to procurement activities when:

C4.7.29.5.1. The dollar value of the request is less than $200.[14]

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

C4.7.29.5.2. DD Form 250, "Material Inspection and Receiving Report," shipment performance notice (SPN), vendor shipment notice, or equivalent is on record indicating:

C4.7.29.5.2.1. Shipments to CONUS consignees were released to carriers regardless of dollar value.

C4.7.29.5.2.2. Shipments to OCONUS consignees were previously released to carriers, and the number of days prescribed above have elapsed (10 calendar days air/45 calendar days surface).

C4.7.29.5.2.3. Shipment/delivery by air mail or parcel post. In this case, shipment status will be sent in response to cancellations received.

C4.7.29.6. Notice of Cancellation/Diversion Actions. Send notice of the success or failure of cancellation or diversion actions to authorized status organizations under the procedures of Chapter 5. Use supply and/or shipment status to provide this notice as follows:

C4.7.29.6.1. DLMS 870S with Status Code B4, B6, BQ, or BS applies to cancellations/diversions accomplished.

C4.7.29.6.2. DLMS 870S with Status Code B9 indicates cancellation/diversion action being attempted.

C4.7.29.6.3. DLMS 856S with shipment status indicates cancellation/diversion not accomplished.

C4.7.29.6.4. DLMS 870S with Status Code B8 indicates cancellation not accomplished when Status Code B9 previously sent.

C4.7.30. Procurement Activity Processing of Single Line-Item Cancellation and/or Diversion Requests to Procurement

C4.7.30.1. Processing Sequence. DLMS 869C and manual cancellation/diversion requests will be processed in PD sequence.

C4.7.30.2. Immediate Cancellation. Immediate cancellation action will be taken when contracts have not been awarded and/or firm orders have not been issued/placed.

C4.7.30.3. Procurement Activity Responsibilities. Procurement activities will advise the source of supply of contractual agreements that may result in unfavorable cost conditions if cancellation, diversion, or holding actions are accomplished. Sources of supply will decide whether the cancellation, diversion, or hold actions will be suspended or continued. Decisions to continue cancellation or diversion will be sent to procurement activities by cancellation request documents prepared in the manual

format and containing the notation: SOURCE OF SUPPLY DECISION FOR CANCELLATION OR DIVERSION.

C4.7.30.4. Cost of Diversion. The cost of diversion or shipment hold actions will be sent to the source of supply for appropriate billing. Costs incurred in contract termination and diversion will also be sent to sources of supply to permit appropriate billing.

C4.7.30.5. Procurement Actions with Clearance Authorities. Procurement activities are required to initiate actions with clearance authorities to cause diversion of shipments at terminals. Procurement activities requiring diversion instructions, when a new consignee is not provided, will request these instructions from the source of supply by telephone or message.

C4.7.30.6. Actions Not in Government's Best Interest. When the above cancellation/termination or diversion/hold actions would not be in the best interest of the Government, the source of supply will be advised and requested to give a decision by a specified date.

C4.7.30.7. Initiating Contract Actions. Actions to cancel, divert, or terminate contracts will be initiated within one working day from receipt of cancellation requests. These actions must be completed as fast as possible, but will not exceed five working days for PD 01-08 requests and 10 working days for PD 09-15 requests. When multiple cancellation requests are received on the same day, consideration will be given to the priority of the requests, OCONUS destination, the dollar value of the materiel, and the status of the contract involved.

C4.7.30.8. Source of Supply Notification. The procurement activity will advise the source of supply the attempted stop/diversion action has/has not been done by DTS within two working days of receiving the confirmation/denial notification from DTS.

C4.7.31. Source of Supply Processing of Cancellation Requests for MROs of Retail Assets

C4.7.31.1. Requirements. Source of supply cancellation requests, DLMS 940R, will be sent to reporting activities regardless of dollar value and quantity when Status Code BA is recorded, but shipment status has not been received. The source of supply will send DLMS 870S with Status Code B9 to all eligible recipients. If shipment status has been received, provide this status to all eligible recipients.

C4.7.31.2. Status Reporting. Sources of supply in receipt of responses to cancellation requests will send appropriate status to all eligible recipients.

C4.7.32. Source of Supply Submission of Single Line-Item Cancellation and/or Diversion Requests to Storage Activities

C4.7.32.1. Requirements. Source of supply cancellation requests or follow-ups on cancellation requests, DLMS 940R, will be sent to storage activities:

C4.7.32.1.1. Regardless of dollar value and quantity when Status Code BA is recorded, but an MRC has not been received; this applies to PD 01-15 requisitions/MROs for U.S. Forces, CONUS and OCONUS, and SA.

C4.7.32.1.2. When MRC is recorded on an OCONUS shipment released to a carrier for shipment to POE, less than 45 calendar days by surface mode or less than 10 calendar days by air mode, and the dollar value of the shipment exceeds $200.

C4.7.32.2. Diversions. DLMS 940R will identify the DoDAAC of the activity to which shipments will be diverted when shipment has already been released. When the source of supply does not desire or cannot provide diversion to a specific activity, do not indicate a diversion address. In the latter case, the source of supply will obtain and provide alternate destinations, if requested, by storage activities.

C4.7.32.2.1. Attempted Diversions. In the case of an attempted diversion, the source of supply will send DLMS 870S with Status Code B9 to authorized status organizations.

C4.7.32.2.2. Exceptions. Sources of supply will not send storage activities requests for cancellation/diversion when:

C4.7.32.2.2.1. In receipt of the MRC at the time of receipt of a cancellation request and the item requested for cancellation has a line-item value of less than $200 and is for an OCONUS shipment.

C4.7.32.2.2.2. Receipt of an MRC and OCONUS shipment has been done by parcel post, priority mail, or UPS.

C4.7.32.2.2.3. The MRC is recorded on an OCONUS shipment released to the carrier for shipment more than 45 calendar days by surface mode or 10 calendar days by air mode prior to receipt of the cancellation request.

C4.7.32.2.2.4. Receipt of the MRC and shipment to a CONUS activity was done prior to the receipt of the cancellation request.

C4.7.32.2.3. Shipment Status Reporting. In the instances described above, send DLMS 856S to authorized status organizations.

C4.7.33. Storage Activity Processing of Single Line-Item Cancellation and/or Diversion Requests

C4.7.33.1. Processing Cancellations. Process cancellations using DLMS 940R in the sequence prescribed in paragraphs C4.7.1.2, and C4.7.27.

C4.7.33.2. Maintaining Records. Maintain records to allow a determination whether line items shipped were in single-line or multi-line shipment units and the respective dollar value of each. This allows identification of shipment units susceptible to cancellation and determination whether cancellation actions should be continued under the following policies and procedures.

C4.7.33.3. DoD Component Data Processing. To the extent that processing capability is available, the DoD Components will develop and maintain data to:

C4.7.33.3.1. Allow identification of the depot work area to which shipment processing should have progressed. Work areas for consideration are shown in Table C4.T2.

Table C4.T2. Depot Work Area Identification

COMPUTER	STORAGE	SHIPMENT PREPARATION	SHIPPING
Mechanized processing of DLMS 940 - Materiel Releases and output of DD Forms 1348-1A and stop shipment notices	Bin Area Bulk Area	Preservation Packaging Packing Consolidation Parcel Post	Consolidation Air Freight Motor (Truck) Freight Rail Freight

C4.7.33.3.2. Include the maximum time experienced in processing DD Form 1348-1A or 1348-2, "Issue Release/Receipt Document with Address Label," shipments in each of the above work areas (within total time allowed by DoDM 4140.01 from receipt of MRO to release to transportation). Such data would provide a basis for determining the work areas where stop shipment action could be taken on receipt of a source of supply cancellation request to the storage activity. Also, consider the transaction priority as it affects processing time in hours versus days.

C4.7.33.4. Routing. The storage activity, upon receipt of a cancellation request DLMS 940R from the source of supply, will determine the appropriate work area(s) to which the stop shipment notices would be sent when cancellation of an in process DD Form 1348-1A shipment is required. Stop shipment notices will include pertinent line-item/transaction identification, priority, and information whether a single-or multi-line shipment unit, is involved. A separate stop shipment notice will be issued to the current work area and every other work area through which the shipment would later be processed.

C4.7.33.5. Cancellation. Do cancellation for all items/quantities for which a DD Form 1348-1A has not been released to storage work areas.

C4.7.33.6. Release to Storage Work Area. Attempt cancellation for all items/quantities for which a DD Form 1348-1A has been released to storage work areas and there is no record of transportation release to a carrier, unless:

C4.7.33.6.1. The dollar value is less than $25 for a single line-item shipment unit.

C4.7.33.6.2. The dollar value of a single line-item packed in a consolidated shipment unit is less than $200.

C4.7.33.7. Source Notification. The storage activity will advise the source of supply and, if applicable, all authorized status organizations of actions taken in response to cancellation requests. Send this notice as follows:

C4.7.33.7.1. When the storage activity has no record of the MRO receipt, provide Status Code BF using a DLMS 945A.

C4.7.33.7.2. When the items have not left the depot and cancellation action is accomplished, respond only to the source of supply with a DLMS 945A with Status Code BQ.

C4.7.33.7.3. When cancellation is not attempted under the less than $25/$200 criteria, the storage activity will send the source of supply a DLMS 945A with Status Code B8.

C4.7.33.7.4. When the items have been released to a carrier in shipments destined to a CONUS customer, take no action to stop/divert the materiel beyond the point of shipment. Send the source of supply a DLMS 945A with Status Code B8 (Transaction Type Code NJ in the WO6 segment) and pertinent shipping information in the applicable segments.

C4.7.33.7.5. When the items have been released to a carrier in shipments destined for an OCONUS consignee, the storage activity will initiate actions under DTR 4500.9-R to stop or divert shipments within the DTS. Send Status Code B9 to the source of supply via a DLMS 945A.

C4.7.33.7.6. The storage activity will not initiate action to stop or divert OCONUS shipments within DTS when:

C4.7.33.7.6.1. The items are consolidated in a multi-line shipment unit.

C4.7.33.7.6.2. The items were in OCONUS shipments released to carriers for shipment more than 45 calendar days by surface or more than 10 calendar days by air prior to receipt of the cancellation request.

C4.7.33.7.6.3. The items were shipped to OCONUS customers by priority mail, parcel post, or UPS.

C4.7.33.7.6.4. A single line-item shipment has a total dollar value of less than $200.

C4.7.33.7.6.5. The single line-item shipment unit has a total dollar value of less than $1,000 and was shipped in consolidation with other shipment units in a larger container, such as a CONEX and SEAVAN.

C4.7.33.8. Status Notification. Following receipt of confirmation that shipment stop or diversion action has been accomplished by DTS, the storage activity will provide Status Code B6 to the source of supply.

C4.7.33.9. Stop/Diversion Non-Initiated. When the storage activity does not initiate stop or diversion action with DTS because of one of the conditions identified above or, when notified that a requested stop or diversion action has not been done by DTS, the storage activity will send to the source of supply a DLMS 945A with Status Code B8 (Transaction Type Code NJ in the WO6 segment) and pertinent shipping information in the applicable segments.

C4.7.33.10. Notification Requests. Storage activities requiring diversion instructions when applicable information is not included in the cancellation request will request such instructions from the source of supply by telephone or message.

C4.7.33.11. Processing Time. Storage activities must complete the above actions in two working days for PDs 01-08 and five working days for PDs 09-15.

C4.7.33.12. Status of Stop/Diversion Request. The storage activity must advise the source of supply the attempted stop or diversion action has or has not been done by DTS within two working days of receiving the confirmation or denial notification from DTS.

C4.7.34. Reporting Activity Processing Cancellation Requests for Lateral Redistribution Orders (LRO) of Retail Assets

C4.7.34.1. Cancellation. Reporting activities will attempt cancellation to the maximum extent possible.

C4.7.34.2. No LRO Record. When the reporting activity has no record of the LRO receipt, send the source of supply a DLMS 945A with Status Code BF.

C4.7.34.3. Cancellation not Possible. When cancellation cannot be done, send the source of supply a DLMS 945A with Status Code B8.

C4.7.34.4. Successful Cancellation. When cancellation can be done, send the source of supply a DLMS 945A with Status Code BQ.

C4.7.34.5. Diversion. The reporting activity will not attempt diversion of materiel confirmed shipped.

C4.7.35. Direct Vendor Delivery on Requisitions

C4.7.35.1. Supply Activity Interface. In instances where requisitions are done by DVD, an interface is required between supply and purchasing operations. This interface will result in an interchange of specific information and documentation between sources of supply and procurement activities to ensure:

C4.7.35.1.1. Transmission of status to designated recipients in an orderly and timely fashion.

C4.7.35.1.2. Proper marking of shipment containers.

C4.7.35.1.3. Delivery of materiel using priorities or RDDs.

C4.7.35.2. Purchase Requests. Purchase requests must contain specific in-the-clear and coded data, as specified below, that must be perpetuated on procurement instruments and related transactions:

C4.7.35.2.1. The original requisition number, including suffixes when assigned.

C4.7.35.2.2. In-the-clear, ship-to address of the ultimate consignee and mark-for address, when applicable.

C4.7.35.2.3. Project code and project name, if applicable.

C4.7.35.2.4. Schedule of deliveries using RDDs or RADs, as applicable. List items on procurement requests in descending sequence of delivery or availability dates. (A separate requisition number is required for each delivery date, consignee, and priority.) This sequence will provide for listing items with earliest dates first and will result in the required schedule of deliveries.

C4.7.35.2.5. Identification and address of the organization to receive the notice or evidence of shipment made by contractors as required by Defense Federal Acquisition Regulation Supplement (DFARS) Appendix F.

C4.7.35.3. DVD Requisitions. Identify requisitions to be supplied by DVD sources separately from stock replenishment buys on purchase requests.

C4.8. ARMY EXCHANGE REPARABLE PRICING PROCESS

C4.8.1. The Army approach to the Exchange Pricing (EP) is a multi-system functionality implementation. EP employs a dual pricing system for reparable NSN items based upon standard price (latest acquisition cost plus recovery rate), EP (latest repair cost plus cost recovery rate), and a “buy one – return one” relationship with the customer. That is, a qualified exchange pricing customer buys at the EP and pays a penalty if a reparable is not turned-in within a specified period of time from the issue date. This process is applicable to Army customers and Army-managed materiel only; other Services will continue to pay Standard Price and receive 65% credit exchange upon receipt of carcass by the Army PICA.

C4.8.2. Once an item of supply is identified for a national repair program and the NIIN has an established Exchange Price, all requisitions for the items will be priced at the Exchange Price if the customer is an authorized EP customer.

C4.8.3. When a requisition submitted to the Supply Support Activity (SSA) is processed by the Standard Army Retail Supply System (SARSS), SARSS will determine if both the customer DoDAAC is an EP customer, and the NIIN has an established EP indicator. As this transaction is processed through the Army supply system, middleware, Funds Control Module (including EP Tracking), DAAS, Commodity Control Supply System (CCSS), and Army Logistics Modernization Program (LMP), the EP indicator will be used to identify the transaction as EP related. All the legacy systems will continue processing the legacy 80 record position transactions; LMP will process DLMS transactions that are converted by DLA Transaction Services.

C4.8.4. All related supply transactions prepared by Army will carry and perpetuate the EP Indicator. As a result of the EP implementation the following transactions are impacted: Requisition; Requisition Modifier; Requisition Follow-up; MRO; and Supply Status. The returns process will also process EP related transactions. The Materiel Receipt Transaction will be generated by SARSS for all returns of EP NIINs, and will include an EP Type of Credit indicator for unserviceable credit when applicable, as well as an EP conversion indicator to identify the need to provide credit according to the pre-EP credit policy, that lasts for 60 calendar days following the implementation of EP.

C4.8.5. If the return is in an un-repairable condition code or the item is not returned within the established timeframe (Delta Delay Days), the National Level systems (LMP, CCSS) will create an obligation adjustment based on the receipt from Middleware Funds Control Module of a Materiel Returns Supply Status (Delta Bill Trigger) Transaction. As a result of processing the delta bill trigger the national systems will create the logistics/interfund bill transaction with an EP Indicator and type bill code to identify the specific type of EP bill to the Army financial system.

C4.9. NAVY EXCHANGE REPARABLE PRICING PROCESS

C4.9.1. Navy uses a two-tier pricing system for selling Depot Level Reparable materiel to Navy customers. The Navy sells DLRs to other Services at full (standard) price and then provides carcass value credit when the carcass is returned. This is the same method the Air Force and Army use when selling reparable items to the Navy. The Standard Price is the price representing the full value of the DLR item, and is the price charged when a Not Ready For Issue (NRFI) unit (also referred to as a 'Carcass') is not turned in. The Net Price (also referred to as Exchange Price) is the price that represents the cost of repairing a DLR item, and is the price charged to customers when a NRFI unit has been or will be turned in. Navy customers indicate on their requisitions whether or not a NRFI unit is available for turn-in via the Advice Code, and they are then charged Net or Standard Price accordingly.

C4.9.2. Requisitions received indicating that a carcass will be returned are tracked in the Navy's Carcass Tracking System. This system monitors these requisitions and

matches them with carcass returns as they occur. This system also generates follow-ups to customers who have not returned their carcasses as promised. Ultimately, the system triggers an additional charge to the customer, if the carcass is not returned. Navy uses the term Carcass Charge for this additional billing; it represents the difference between Standard Price and Net (Exchange) Price. This additional billing is also referred to as a Delta Bill. If the customer returns the carcass after receiving the Carcass (Delta) Bill, then the additional billing is reversed, resulting in a Carcass Charge Reversal (Credit Delta Bill). Navy customers may also return excess DLRs for credit. The credit can be Standard, Net, or Carcass value.

C4.9.3. Under MILSBILLS legacy 80 record position billing, the Navy ICPs use the Sales Price Condition Code to indicate to customers that a particular bill is either Net (Exchange) Price or Carcass (Delta) Price. Once operational, Navy's Enterprise Resource Planning will replace the Navy ICP's legacy MILSBILLS billing system with a DLMS based system. Since DLMS does not utilize a Sales Price Condition Code, Navy will use a combination of Stock Exchange Code and Type of Bill Code to indicate on the bill that the price charged is Standard, Net, or Carcass price. The DAAS will convert Navy DLMS bills back to MILSBILLS legacy 80 record position format for any Navy customers unable to accept DLMS formats.

C4.10. DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS

C4.10.1. DAAS will edit all incoming requisitions and other DLMS transactions for data errors and validity under procedures in DLM 4000.25-4, "Defense Automatic Addressing System."

C4.10.2. As a result of these edits, DAAS will correct data entries or reject transactions. In case of source of supply errors, the correct source of supply will be entered and the transaction rerouted, as appropriate.

C4.10.3. DAAS will reject all requisitions/EMALL orders containing GY/GZ series AACs. DAAS will send DLMS 870S transactions with Status Code CX to advise all concerned of rejection of the requisition.

C4.10.4. DAAS will recognize the enhanced DLMS capability to discretely identify different DoDAACs as the requisitioner, ship-to, and bill-to activities as a DLMS enhancement.[15]

C4.10.4.1. DAAS will perform validation to ensure that only DoD EMALL-generated requisitions contain the EMALL DoDAAC SC2410 as the bill-to DoDAAC. When shipment to an activity other than the requisitioner is required, the EMALL DoDAAC will be included as the bill-to activity in the DLMS transaction in association with Fund Code XP and Signal Code L. This construct is used to identify purchase/credit card as the method of payment. Requisitions using this construct

[15] Refer to ADC 1009A.

outside DoD EMALL will be rejected. DAAS will send a DLMS 870S transaction with Status Code CX to advise all concerned of the rejection.

C4.10.4.2. While maintaining a mixed DLMS/MILSTRIP Legacy environment, DAAS will perform validation to ensure DLMS requisitions discretely identifying the bill-to DoDAAC in conjunction with Signal Code C or L do not conflict with the bill-to activity identified in the Fund Code to Billed DoDAAC Conversion Table (refer to DLM 4000.25, Volume 4, Appendix 1.2) . Inconsistent requisition content will be rejected. DAAS will send a DLMS 870S transaction with Status Code CX to advise all concerned of the rejection.

C4.10.5. DAAS will pass DLMS 511R part-numbered (DIC A02 and A0B) requisitions to the RIC present in the incoming transaction.

C4.10.6. DAAS will validate requisitions for invalid/expired OSD/JCS Category D project codes www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=78 DAAS will blank out the inappropriate project code and send DLMS 870S with Status Code BK to the customer.

C4.10.7. DAAS will validate F/AD I usage through the requisitioning process. Requisitions with an unauthorized priority designator according to www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=79 will be downgraded. DAAS will send DLMS 870S with Status Code BK to the customer.

C4.10.8. DAAS will perform validation of requisitions (DLMS 511R, DLMS 511M, 517M, and DLMS 869F) for accuracy and reasonableness of the entry in the RDD field and its compatibility with the PD. DAAS will send a DLMS 870S with Status Code BK to advise the requisitioner of the resulting modification. For SA requisitions forwarded to the applicable ILCO, DAAS will not blank out customer input. DAAS will perform PD and RDD edits according to Table C4.T1.

C4.10.9. DAAS will identify non-appropriated instrumentalities 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. A DoD Prime Vendor contractor is identified as a DoDAAC beginning with SD. A non-appropriated funded activity is identified as a DoDAAC beginning with FT or FF. DAAS will send a DLMS 870S with Status Code BK to the customer.

C4.10.10. DAAS will perform validation of requisitions for authorized ordering or billing DoDAACs. Reject requisitions when the requisitioning DoDAAC is not authorized to order, identified as follows: DoDAACs beginning with F followed by all numeric, FA, or FY. Reject requisitions when the DoDAAC may not be used for billing, identified as DoDAACs beginning with FA or FY. DAAS will send a DLMS 870S transactions with Status Code CX to advise all concerned of the rejection of the requisition.

C4.10.11. 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.[16] 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 Codes equals: VO (Victor Oscar), V7 (Victor Seven), or LQ (Lima Quebec), QU (Quebec Uniform) or QZ (Quebec Zulu)), then:

C4.10.11.1. 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 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.

C4.10.11.2. 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 - l000), reject with Supply Status CD, and if greater than the current date minus 1 year (CCYYDDD - 1000), allow to process.

C4.10.12. DAAS and the source of supply will perform validation of requisitions, modifiers, and follow-ups that can be treated as requisitions for authorized ordering, bill-to, or ship-to DoDAACs according to the DoDAAC Authority Codes below (Table C4.T3.), and will reject requisitions that do not meet the DoDAAC authority code edits. DAAS or the source of supply will furnish Status Code CX to advise all concerned of the rejection of the requisition. If the transaction failing the edit is a modifier, then DAAS or the source of supply will reject with Status Code D7 (see Table C4.T5.).

C4.T3. DoDAAC Authority Codes

Code	Description	Definition/Segment/Code
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	
01	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.	
	DAAS DoDAAC authority code edit: 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. Note TAC 2 is not allowed.	

[16] Refer to ADC 427A.

C4.T3. DoDAAC Authority Codes

Code	Description	Definition/Segment/Code
	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 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	
	DAAS DoDAAC authority code edit: 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 that have no requisition authority other than for DLA Disposition Services Only materiel
	Required: TAC 1, TAC 2, TAC 3	
	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 RIC To	
05	Non-Requisition	Cannot initiate a purchase or request for goods and services
	Required: TAC 1, TAC 2	
	Restriction: Cannot requisition/purchase any good/services	
	Business Rules: Used as a ship-to designation.	
	DAAS DoDAAC authority code edit: DoDAAC cannot be used as N101 code OB or N901 code TN	

C4.T3. DoDAAC Authority Codes

Code	Description	Definition/Segment/Code
06	Free Issue	No cost option. This 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 P0105 code NC	
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., USTRANSCOM Defense Courier Division (DCD), 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: Cannot be used with N101 codes OB, BT, BS, ST, or Z7 or in N901 code TN	

Table C4.T4. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Routing Identifier Code	Determine correct source and continue processing
Media and Status	Process as zero (0)
Stock Number or Appropriate Item Identification	1. If blank, reject. 2. If incorrect, research to determine[17] if the stock number has changed (for example, FSC changed to match the NIIN). As a result of the review, take action as follows: a. If the stock number cannot be identified, reject with appropriate supply status. b. If the FSC is incompatible with the NIIN, check the FSC to determine if it matches a previously assigned FSC. If it matched, change the FSC to the current FSC, continue supply action, and furnish appropriate supply status. If it does not match, reject with appropriate supply status. c. If the stock number has changed (for example, FSC change), change the number to the new stock number and continue supply action. If the changed NSN is managed by another source of supply, initiate a passing order and furnish appropriate supply status. 3. If manufacturer's part number, compare to FLIS to determine if a stock number is assigned. If assigned, change the manufacturer's part number to the stock number and continue supply action. If the NSN is managed by another source of supply, initiate a passing order and furnish appropriate supply status.
Unit of Issue	Enter correct unit of issue or reject. If rejected, enter correct unit of issue in supply status transaction.[18]
Quantity	Reject.
Requisitioner	Discard if entry is blank or incorrect. If the DoDAAC fails the Authority Code edits in C4.10.11, then the transaction will be rejected with CX or D7 status as appropriate.
Date	Reject. Sources of supply may reject if other than FMS/Grant Aid or Navy initial outfitting, and the requisition date exceeds one calendar year from the transaction processing date (current date) or is more than one day in the future. [19]
Serial	Reject.

[17] This edit does not apply to USN supply sources.
[18] Requirement to provide correct unit of issue when original unit of issue on the requisition could not be converted last reported as not implemented by USN and DLA (Subsistence). Refer to AMCL 162.
[19] Refer to ADC 427A. Edit is mandatory during DAAS processing and optional for DoD sources of supply.

Table C4.T4. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Demand	Process as recurring.
Supplementary Address[20]	Reject if blank or invalid and the signal code is B, J, K, L or M. If the DoDAAC fails the Authority Code edits in C410.11, reject the transaction with CX or D7 status as appropriate.
Signal	Reject.
Fund	No edit is required unless signal code is C or L. Reject (CX status) if signal code is C or L and fund code does not identify a valid bill-to activity as prescribed by MILSBILLS.
Distribution	Process as blank.
Project	1. Process as blank. 2. If an OSD/JCS project code is entered, the requisition will be ranked above all other requisitions within the PD.[21]
Priority Designator[22]	1. If Expedited Handling Signal 999 is present in the Special Requirements Code field, requisition is for U.S. Forces and the PD is not 01-03, enter PD 03 and furnish BK supply status. 2. If an OSD/JCS project code is present and the PD entry is not an existing PD code (not 01-15), enter PD 03 and furnish BK supply status. 3. If NMCS/ANMCS indicator (N/E) is present in the Special Requirements Code field and the PD entry is not an existing PD code (not 01-15), enter PD 08 and furnish BK supply status. 4. If special mass cancellation coding 555 is present and the PD entry is not an existing PD code (not 01-15), enter PD 08 and furnish BK supply status. 5. If Expedited Transportation Signal 777 is present and the PD entry is not an existing PD code (not 01-15), enter PD 08 and furnish BK supply status. 6. If required availability date (A in first position of Special Requirements Code field) is present and the PD entry is not an existing PD code (not 01-15), enter PD 15. 7. If extended RDD (S or X) is present and PD is other than 09-15, enter PD 15, furnish BK supply status, and process.

[20] This data element is referred to as Supplemental Data under the DLMS.
[21] Elimination of requirement to change the priority on CJCS project code requisitions last reported as not implemented by USAF, USMC, and DLA (Subsistence). Refer to AMCL 9.
[22] Edit is mandatory during DAAS processing and optional for DoD sources of supply.

Table C4.T4. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
	8. If work stoppage indicator (F or R) is present and PD is not 01-08, enter PD 8, furnish BK supply status, and process. 9. For all other conditions, if PD is not 01-15, enter PD 15.
Required Delivery Date[23,24]	1. If NMCS/ANMCS indicator (N/E) is present and PD is 01-08, process. If indicator N or E is present, but PD 09-15 is present, blank the RDD, furnish BK supply status, and process using the priority. If there is an N or E, blank any remaining characters in the RDD and furnish BK supply status. Exception: For Air Force requisitions, blank only numeric characters (01-99); do not blank special coding to fulfill an Air Force internal requirement for NMCS/MICAP justification. (Note: This eliminates short RDDs associated with NMCS/ANMCS and expressed as number of days from requisition date.) 2. If Expedited handling Signal 999 is present and requisition is not intended for U.S. Forces, blank the expedited handling signal, furnish BK supply status, and process using the priority. If requisition is intended for U.S. Forces, process. 3. If special mass cancellation coding 555 is present indicating continued processing during mass cancellation, process. 4. If Expedited Transportation Signal 777 is present and PD 01-08 is present, process. If the PD is 09-15, blank the expedited transportation signal, furnish BK supply status, and process using the priority. 5. If Co-Located Customer Handling Service Indicator 444 is present, process. 6. If RAD or extended RDD is A, S, or X, and remainder are not equal to 01-99, blank the total entry, furnish BK supply status, and process. 7. If work stoppage indicator (F or R) is present and remainder is not blank, blank the remainder, furnish BK supply status, and process. (Note: This eliminates short RDDs associated with work stoppage and expressed as number of days from requisition date.)

[23] Deferred implementation of PD/RDD compatibility edits and furnishing BK supply status under Approved DLMS Change 57 are authorized pending supply source system modernization. BK status resulting from ADC 57 not transmitted to US Army customers.
[24] Non-date entries in the RDD field; such as, Codes E, F, N, R, 444, 555, 777, and 999, are referenced as Special Requirements Codes under the DLMS.

Table C4.T4. Requisition Processing and Related Actions

CODE OR DATA ELEMENT	ENTRY IS BLANK OR INCORRECT
Required Delivery Date (cont.)	8. For subsistence, except for conditions above, all requisitions will contain a specific RDD in ordinal day of year format. If blank, compute an SDD.[25] 9. For all other conditions, blank RDD field if entry does not indicate a calendar date that falls no more than 100 days subsequent to the requisition date[26], furnish BK supply status, and process. By authorized exception[27], the 100-day edit is not applicable to: (1) ammunition and ammunition-related requisitions identified by any of the following: Navy Cognizance Symbol 0T, 2D, 2E, 2T, 4T, 6T, 8E, 8T, or 8U; Federal Supply Group (FSG) 13; or Federal Supply Class (FSC) 1410, 1420, 1427, 1440, 5330, 5865, 6810, or 8140 ; (2) requisition alert processing under Navy/DLA industrial activity support agreement.
Required Delivery Period (Conventional Ammunition Only)[28]	If B, C, D, G, H, J, K, L, M, P, T, U, V, or W, and 01-99 is present, process.
Advice	Process as blank.

[25] Use of the RDD to fill subsistence items last reported as not implemented by DLA (Subsistence). Refer to AMCL 7.
[26] Not applicable for intra-USAF requisitions
[27] Refer to ADC 1065.
[28] Use of RDP for conventional ammunition last reported as not implemented by USAF. Refer to AMCL 148.

C6. CHAPTER 6

PHYSICAL INVENTORY CONTROL

C6.1 GENERAL

C6.1.1. Purpose. This chapter provides procedures, performance objectives, and reporting requirements for maintaining accurate records of the physical inventory, conducting physical inventory counts, and reconciling record variance for materiel within the supply system of the Department of Defense.

C6.1.2. Transactions. This chapter addresses the procedures applicable to physical inventory control functions using the Defense Logistics Management System (DLMS) 846P, 846R, and 888I. The corresponding Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) legacy transaction functionality is identified for information purposes in a mixed Defense Logistics Standard System (DLSS)/DLMS environment. Other formats such as Extensible Markup Language (XML) are also available. See the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp for available formats.

C6.1.2.1. DLMS 846P, Physical Inventory Request/Transaction History Request. Physical Inventory Request/Transaction History Request transaction functions of DLMS 846P is identified by the Accredited Standards Committee (ASC) X12 beginning segment (1/BIA/20) Report Type Code (BIA02).

C6.1.2.1.1. Physical Inventory Request Transaction is DLMS 846P identified by Report Type Code TC – Physical Inventory Request. The owner/manager uses this transaction to initiate, follow up on, or cancel a physical inventory. The storage activity uses it to initiate or cancel a physical inventory. This transaction provides MILSTRAP legacy DIC DJA functionality, except as noted below for Report Type Code DD.

C6.1.2.1.2. Response to Physical Inventory Request Transaction is DLMS 846P identified by Report Type Code DD – Distributor Inventory Report. This is used by the storage activity to respond to a Physical Inventory Request Transaction from the owner/manager when the response does not include asset balances. Use as a response relates to use with physical inventory transaction Management Code R, S, or Y. This transaction provides MILSTRAP legacy DIC DJA functionality when DJA is used as a response to indicate no record of stock number or no record of ownership; physical inventory in workload bank or in process; or response to follow-up when inventory already complete (Management Codes R, S, and Y respectively).

C6.1.2.1.3. Transaction History Request Transaction is DLMS 846P identified by Report Type Code TF – Transaction History Request. Owner/Manager uses this to request transaction history from the storage activity. This transaction provides MILSTRAP legacy DIC DZJ functionality.

C6.1.2.1.4. Response to Transaction History Request Transaction (No History Available) is DLMS 846P identified by Report Type Code AD – Agent/Distributor Inventory Report. Storage activities use this to respond to Transaction History Request when no history is available. This transaction provides MILSTRAP legacy DIC DZK functionality when DZK record position 30-43 is 8-filled or 9-filled.)

C6.1.2.1.5. End of Day Transaction Count Transaction is DLMS 846P identified by Report Type Code B1 – Batch Report. This transaction is sent by the storage activity to the owner/manager to advise the owner/manager of the number of accountable (balance affecting) transactions that were forwarded during the daily course of business. This transaction provides MILSTRAP legacy DIC DZM functionality.

C6.1.2.2. DLMS 846R, Location Reconciliation. Location Reconciliation transaction functions of DLMS 846R is identified by the ASC X12 beginning segment (1/BIA/20) Report Type Code (BIA02).

C6.1.2.2.1. Location Reconciliation Request Transaction is DLMS 846R identified by Report Type Code LC –Location Inventory Report. The storage activity sends this to the owner/manager to reconcile storage activity and owner/ manager records. This transaction provides MILSTRAP legacy DIC DZH functionality.

C6.1.2.2.2. Location Reconciliation Notification Transaction is DLMS 846R identified by Report Type Code X4 – Summary Report. The storage activity sends this to the owner/manager to advise of the number of Location Reconciliation Request transactions being forwarded. This transaction provides MILSTRAP legacy DIC DZN functionality.

C6.1.2.2.3. Location Reconciliation History Notification Transaction is DLMS 846R identified by Report Type Code ZZ – Mutually Defined. [An ASC X12 data maintenance was approved in version 5030 for DLMS 846R Report Type Code LN-Location Reconciliation History Notification.] The storage activity sends this to the owner/manager to advise of the number of transaction history transactions are being forwarded. This transaction provides MILSTRAP legacy DIC DZP functionality.

C6.1.2.3. DLMS 888I Storage Item Correction Transaction. Storage Item Data Correction/Change transaction function of DLMS 888I is identified by the ASC X12 beginning segment (1/BGN/15) Transaction Type Code (BGN07) A1 – Storage Item Data Change. The owner/manager sends this transaction to a storage activity to change elements of data pertaining to an item of supply. This transaction provides MILSTRAP legacy DIC DZB functionality.

C6.1.3. Applicability. Basic elements of the physical inventory program prescribed by this chapter apply to the DoD Components, and establish:

C6.1.3.1. Uniform procedures on existing DoD policy for maintaining accurate records, conducting physical inventories and location surveys/reconciliations, researching inventory discrepancies and causes for adjustments, performance

assessments, and for quality control of work processes prescribed by the DoD Physical Inventory Control Program (PICP).

C6.1.3.2. Management control of all DoD wholesale supply system materiel to include:

C6.1.3.2.1. principal items,

C6.1.3.2.2. packaged petroleum, oil, and lubricants,

C6.1.3.2.3. secondary items regardless of whether assets are purchased with stock fund or procurement appropriations,

C6.1.3.2.4. ammunition,

C6.1.3.2.5. forms and publications, and

C6.1.3.2.6. subsistence.

C6.1.3.3. Management data and performance standards necessary to measure the effectiveness of physical inventory control in the DoD supply system.

C6.1.4. Exclusions

C6.1.4.1. These procedures are not applicable to bulk petroleum; complete ships, aircraft, ballistic missiles, nuclear weapons, and space vehicles; assets located at contractor-owned and/or contractor-operated facilities that are not maintained on the DoD wholesale property accountability records; Industrial Plant Equipment reportable to the Defense Industrial Plant Equipment Center; National Security Agency /Central Security Service assets; and National Defense Stock Pile assets. Loaned and in-transit materiel will be accounted for in accordance with Chapter 13 and the DoD Component procedures.

C6.1.4.2. Physical inventory control procedures for bulk petroleum are contained in DoD 4140.25-M, “DoD Management of Bulk Petroleum Products, Natural Gas, and Coal.”.

C6.1.4.3. Nuclear weapons for which the Department of Defense has custodial responsibility.

C6.2. POLICY. DoD policy is contained in DoDM 4140.01, “DoD Supply Chain Materiel Management Procedures”.

C6.2.1. Purpose. The purpose of the DoD physical inventory control process is to:

C6.2.1.1. Ensure materiel accountability is properly executed within the Department of Defense;

C6.2.1.2**.** Ensure that accurate property accountability records for the physical inventory are maintained in support of customer requirements and readiness by performing physical inventories and location surveys/reconciliations;

C6.2.1.3**.** Identify and help resolve problems in supply system work processes affecting property accountability records by performing quality control of the work processes; and

C6.2.1.4. Identify repetitive processing errors and maintain accurate records for supply system transactions generated within the supply system by researching and reconciling property accountability record imbalances and potential discrepancies.

C6.2.2. Philosophy And Guiding Policy

C6.2.2.1. Inventory systems will support perpetual inventories where current item record balances are maintained by posting all balance affecting events such as the recording receipts, shipments, inventory adjustments and changes to condition, ownership, or location as they occur. If a system can't currently support perpetual balances, efforts will be made to bring the system into compliance.

C6.2.2.2. The dynamic nature of the physical inventory control function and the cost of counting and reconciling records require that the approach be more selective than the "100 percent wall-to-wall total item count" concept. Available inventory resources will be directed toward potential and actual discrepancies, controlled inventory items, and weapon system critical items for which maximum returns are derived from applied resources.

C6.2.2.3. A fundamental requirement of inventory integrity is to implement the technical capability that provides for the total item property record that includes a single shared asset balance maintained by the storage activity.

C6.2.2.4. Storage activities will make use of any one or a combination of the following three inventory counting approaches, as appropriate to the physical inventory item policy requirements, storage facility physical constraints, physical inventory support system capabilities, types of items, and inventory accuracy conditions..

C6.2.2.4.1. Cycle counting, where a portion of the inventory is counted either daily, weekly, or monthly until the entire inventory has been counted within the time period specified. If a system can't support perpetual balances, the cycle counting approach will not be selected.

C6.2.2.4.2. Statistical sample counts that are statistically significant and representative of the total inventory item population are an efficient approach to quickly determine the accuracy of the inventory with minimal operational disruption. When statistical sample counts are allowed and the resultant count is within required tolerances, the inventory is considered complete. If the statistical count is outside the allowed accuracy tolerance, then the entire results of the statistical sampling must be voided. This requires scheduling another physical inventory via another sample count,

cycle count, or wall-to-wall count as appropriate to the accuracy conditions determined by the first sample count. If another sample count is used, it will not be the same sample or a sub-set of the same sample selected earlier.

C6.2.2.4.3. Wall-to-wall inventories, where the entire count is made at a point in time and they are conducted only when:

C6.2.2.4.3.1. It is essential to strike a point in time balance for inventory;

C6.2.2.4.3.2. The storage and inventory density are small enough that there is no detrimental impact to supply support operations; or

C.6.2.2.4.3.3. When safety and security of assets and access to such assets (such as munitions and explosives) are generally more restrictive and controlled.

C6.2.2.5. All physical counts will be blind counts; that is, personnel conducting physical counts will have no prior knowledge or access to the on-hand quantity balance in the inventory records. In those rare instances where segregation of duty controls cannot guarantee blind counts, other local effective risk mitigation techniques will be applied such as increased supervision and two member count teams.

C.6.2.2.6. Personnel performing physical counts will be are provided tools to perform the count including the part number, description, condition, location, number of requisite counts, etc., to ensure the correct item and location and count guidance is provided to inventory personnel conducting the inventories. The count the record will not be provided to the counters.

C.6.2.2.7. The implementing procedures for the DoD Components are to:

C.6.2.2.7.1. Provide management priority and resources for the execution of PICP functions. Managers will by direct or indirect supervision ensure that physical inventory teams are identified, properly staffed, trained, have the necessary instructions, tools, problem resolution assistance, and that duties are segregated to ensure accurate and timely physical counts, research, and records balance corrections.

C.6.2.2.7.2. Ensure that assets are protected against waste, loss, negligence, unauthorized use, misappropriation, and compromise in the case of controlled inventory item materiel.

C.6.2.2.7.3. Ensure that sufficient emphasis is placed on materiel accountability and inventory accuracy to promote improved performance of individuals directly responsible for the care, security, and management of DoD supply system materiel, as well as those responsible for making reports on the status of that inventory.

C.6.2.2.7.4. Ensure that duties such as receiving, posting transactions to records, and issuing are divided among the work force so that no single

individual can adversely affect the accuracy and integrity of the inventory. Although multi-skilled personnel may conduct physical counts, the inventory organization must enter counts, apply in-float controls, and conduct pre-adjustment research. When adequate segregation of duties is not practical or cost-effective, other local risk mitigating controls will be put in place to the maximum extent possible, such as increased supervision and two man count teams.

C.6.2.2.7.5. Conduct functional reviews of the PICP to ensure compliance with DoD and Component policy and procedures and establish physical inventory control as a mandatory element to be addressed in the annual internal management control assessments required by DoD Instruction 5010.40, “Managers' Internal Control Program (MICP) Procedures”.

C.6.2.2.7.6. Ensure that training is provided to supply system personnel who perform functions affecting physical inventory control and that training courses are updated to teach current DoD policies, procedures, and performance goals. Training will ensure familiarity of physical inventory staff with the items to facilitate item recognition and unit of measure peculiarities, the required count processes, research methods/tools available, and the count recording and records correction processes.

C.6.2.2.7.7. Separate dedicated physical count teams will be established providing a knowledgeable and well trained work force to conduct physical inventory counts. An increased level of supervision is required for the less experience count team members. The exception to the forgoing is those isolated cases where the size of the storage activity is such that separate count personnel would be inefficient.

C.6.2.2.7.8. Performance goals will be established within Government or Contractor personnel performance standards and evaluations for those individuals performing and managing physical inventory program functions on Department of Defense materiel. Feedback mechanisms for all personnel involved in the physical inventory function will be established to compare and report actual results against standards and corrective plans of action will be put in place when the performance does not meet the standard.

C6.2.3. Security of Materiel. Security is the first line of defense for physical inventory control; therefore, DoD Components will pay special attention to safeguarding of inventory items. This will include analysis of loss rates through inventories, financial liability investigation of property loss reports (DD Form 200,), and criminal incident reports, to establish whether repetitive losses indicate criminal or negligent activity. Physical security procedures for supply system materiel are contained in DoD 5200.08-R, “Physical Security Program.”

C6.2.4. Asset Management. A single total item property record will be shared to provide materiel asset information. At minimum, the total item property record will include materiel that is due-in, in transit, in organic maintenance facilities, in a contractor's custody, on loan, on-hand in distribution centers, reported on-hand at retail activities, and for reported assets in the custody of users. The record or record set will

identify the quantity, condition, and value of the item assets for each organizational entity having physical custody of these assets.

C6.2.5. Maintaining Property Accountability/Responsibility. The property accountability responsibility for total item property record segments may be delegated to, but not shared by, one or more organizational entities. However, asset balance information for a particular segment (such as the storage activity balance for an item) will be shared; duplicative records will not be maintained.

C6.2.5.1. Storage Activity Responsibility. The storage activity maintains the property accountability record for all materiel in storage and is responsible, at minimum, for materiel custody, care, receipt, storage, and issue; safeguarding and re-warehousing materiels; physical inventory and research; location survey/reconciliation; quality control checks; supply discrepancy report initiation, research and resolution; investigating and assessing financial liability for loss, damage, and destruction of Government property; and appropriate actions necessary to ensure that the physical on-hand quantity and the total item property record quantity are in agreement.

C6.2.5.2. Owning Department of Defense Component. The owning DoD Component will either assume or assign the accountability for materiel not in the physical custody of a storage activity (e.g., materiel inducted for organic repair, test assembly/disassembly, conversion, modification, or reclamation; materiel in a contractor's hands (in accordance with provisions of the Federal Acquisition Regulation), in transit materiel, on-loan materiel).

C6.2.5.3. Integrated Materiel Manager Responsibility. The Integrated Materiel Manager is responsible for initiating and directing the conduct of physical inventories; providing discrepancy research and reports; resolving discrepancies, investigating, and assessing liability for loss, damage, and destruction of Government property; and taking appropriate actions necessary to ensure that the on-hand quantity and the total item property record quantity are in agreement for all DoD materiel that is not in the physical custody of DoD activities.

C6.2.6. End of the Day Processing. Use the following end of the day processing procedures pending the establishment of single shared asset balances (see paragraphs C6.2.2. and C6.2.4. above). End of the day processing will be performed as follows:

C6.2.6.1. Owner/Manager and Storage Activity Responsibility. Owners/managers and storage activities will match all active records (e.g., stock numbers that had any transaction affecting record balances) on-hand balances daily. The storage activity will submit the daily closing on-hand balance to each affected owner/manager using a Location Reconciliation Request Transaction for End of Day Processing. (End of Day Processing is identified in DLMS 846R BIA06 Action Code Z; in MILSTRAP legacy DIC DZH by Type of Location Reconciliation Request Code 1 in record position 7.)

C6.2.6.2. Preparing Location Reconciliation Request and End of Day Accountable Transaction Count. Storage activities will prepare location reconciliation request transactions by line-item (stock number + supply condition code (SCC) = line item), and type of pack, for each record experiencing transactions affecting the balance (including zero balance) and for no physical inventory adjustment required (DLMS 947I, Inventory Adjustment (Increase (Physical Inventory), with zero quantity, for Quantity or Status Adjustment Reason Code AA (MILSTRAP legacy DIC D8A)). The storage activity will also send an End of Day Accountable Transaction Count Transaction to advise the owner/manager of the number of balance affecting transactions that were forwarded during the daily course of business. This end of day transaction count is compared to the actual number of transactions received by the owner/manager to identify missing transactions and aid in unreconciled balance (URB) research. Under DLMS, a single DLMS 846P can be used to provide the end of day transaction counts for the applicable five accountable transaction types. The five accountable transaction types for which the storage activity will provide the owner/manager end of day transaction counts are as follows:

C6.2.6.2.1. Receipts (DLMS 527R with 1/BR02 Transaction Type Code D4; MILSTRAP legacy DIC D4_/D6_).

C6.2.6.2.2. Issues (DLMS 867I; MILSTRAP legacy DIC D7_).

C6.2.6.2.3. Inventory Adjustment-Increases (DLMS 947I with 2/W1916 Inventory Transaction Type Code AJ; MILSTRAP legacy DIC D8_).

C6.2.6.2.4. Inventory Adjustment-Decreases (DLMS 947I with 2/W1916 Inventory Transaction Type Code AD; MILSTRAP legacy DIC D9_).

C6.2.6.2.5. Inventory Adjustment-Dual (DLMS 947I with 2/W1916 Inventory Transaction Type Code DU; MILSTRAP legacy DIC DA_).

C6.2.6.2.6. For intra-Navy use only; Navy also provides an end of day transaction count for Asset Status Reports (DLMS 846I).

C6.2.6.3. Owner ***will*** match the storage activity location reconciliation request transactions ***(DLMS 846R BIA06 Action Code Z; MILSTRAP legacy DIC DZH with Type Code 1 in record position 7)*** to affected records. Imbalances must be programmatically researched to ***ensure*** consideration of in-float documents, delayed***/suspended*** transactions, and duplicate transactions***. For owners who compare storage activity transaction history detail to owner transaction data when performing programmed research the owner will send a*** Transaction History Request transaction ***(see C6.2.6.5 below) for all imbalances. The storage activity will send transaction history data (see C6.4.4.2) for requested timeframe. Programmed research will be completed within 7 work days from receipt of the initial*** Location Reconciliation Request transaction. For unresolved mismatched quantities, the owner ***will*** update the affected record on-hand balance with the storage activity's closing on-hand balance. The mismatched quantity (gains and losses) ***will*** be

adjusted with Inventory Adjustment Increase/Decrease (Accounting Error) (DLMS 947I with Quantity or Status Adjustment Reason Code AB; MILSTRAP legacy DIC D8B/D9B).

C6.2.6.4. Owner/managers will refer to section C6.6 for guidance on research of potential or actual Inventory Adjustments (Accounting Error), [Inventory Adjustment Increase/Decrease (Accounting Error), DLMS 947I with Quantity or Status Adjustment Reason Code AB; MILSTRAP legacy DIC D8B/D9B].

C6.2.6.5 Owners/managers will request assistance from the storage activity to isolate causes of record imbalances to maintain transaction level integrity. The storage activity assistance should focus on data transmission (e.g., lost transactions). Owners/managers will input Physical Inventory Transaction History Request, DLMS 846P Report Type Code TF; MILSTRAP legacy DIC DZJ, Transaction History Request to the storage activity for data transmission (e.g. lost transactions).

C6.2.7. Reconciling Total Item Property Records with Financial Records. Owning DoD Components will reconcile total item property records and financial records as prescribed by DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMR)" to ensure compatibility of the total inventory value reflected by these records and associated reports.

C6.2.8. Item Management/Control. DoD materiel is managed and controlled by stock number, and SCC, and by type of pack; therefore, physical inventories will be conducted and the results reported to owners/managers by stock number and SCC, and by type of pack.

C6.2.9. Storage Activity Record Keeping. Storage activities will maintain quantitative balance records for all on-hand materiel regardless of ownership. Storage activities will maintain transaction histories to support the balance records. Maintenance of these records will provide the capability to detect theft or diversion of materiel and improve the ability to determine the cause of inventory variances for corrective action.

C6.2.10. Inventory Prioritization. DoD Components will select and prioritize items for inventory for which they are accountable as follows:

C6.2.10.1. Inventory Sampling

C6.2.10.1.1. Annual Record Accuracy Statistical Sample. A stratified, hierarchal inventory sample will be accomplished at least once annually for the purpose of validating the accuracy of the accountable records. The results of this sample report on the percent of records that match the physical count exactly or are within the allowed tolerance. The annual record accuracy statistical sample provides a barometer of performance and improvement opportunities for local storage activity managers. The results of the sample will be reported in accordance with the item categorizations stratification and tolerances cited in paragraph C6.2.12.5. When the physical count of an item is completed, the physical count and record quantity are compared; it the two

are within the specified tolerance for Categories B and C the accuracy of that record is considered correct, if the tolerance is exceeded the record is counted as inaccurate. Items in Categories A and D have a zero tolerance; therefore, any difference between the physical count and the record quantity is counted as an inaccurate record.

C6.2.10.1.2. Annual Chief Financial Officer's (CFO) Statistical Sample Inventory. The Chief Financial Officer's Act (CFOA) of 1990 requires that the Department of Defense, the Military Services, and Defense Agencies submit financial statements to the Congress. One of the financial statement elements is the dollar value of on-hand supply inventory. The purpose of the Annual CFO Statistical Sample Inventory is enable the Components to estimate the dollar value of the non-fuel portion of the DoD on-hand inventory held in storage for annual financial statement reporting. The Components will conduct a stratified, hierarchal statistical sample inventory for the purpose of accurately estimating the true dollar value of their respective on-hand supply inventories. The initial implementation will be for materiel in Defense Logistics Agency (DLA) storage sites managed by the Distribution Standard System (DSS), regardless of the materiel's ownership. The requirement to conduct the CFO Annual Statistical Sample Physical Inventory may be expanded to include inventories beyond that maintained by DSS. The following are the guidelines to conduct and report the results of the annual CFO Inventory sample.

C6.2.10.1.2.1. Annual CFO Statistical Sample Inventory Schedule. The annual CFO statistical sample inventory will be scheduled as close to the end of the fiscal year as possible allowing sufficient lead time to conduct the sample inventory, perform analyses, and report results to support the end of fiscal year financial reports.

C6.2.10.1.2.2. Annual CFO Statistical Sample Inventory Guidelines.

C6.2.10.1.2.2.1. The items in storage will be stratified into dollar value categories to minimize the number of items requiring inventory while yielding results with the confidence level and precision required below. The dollar value stratifications used for sample will be included in the CFO Inventory Value Sample Plan for that year.

C6.2.10.1.2.2.2. Every item stored, regardless of owner/manager, within the extended dollar value strata identified in the Annual CFO Sample Plan for that year will have an equal probability of being selected in the sample and inventoried.

C6.2.10.1.2.2.3. The sample results will have a 95 percent confidence level and a level of precision within + (plus) or – (minus) 2.5 percent.

C6.2.10.1.2.2.4. DoD CFO Statistical Sample Inventory Plan. Each year's DOD CFO Annual Statistical Sample Plan will be provided to the Joint Physical Inventory Working Group (JPIWG) Chair for posting to the JPIWG Web Page at: www.dla.mil/j-6/dlmso/Programs/Committees/JPIWG/JPIWG.asp

C6.2.10.1.2.2.5. DoD CFO Statistical Sample Inventory Results. The Components will use the results of the CFO Inventory Sample to valuate materiel under their respective ownership and report those values to the DoD Chief Financial Officer for use in the preparation of their respective financial statement reporting. Note that the results of the CFO Inventory Sample will include all adjustments and documentation that supports the physical completion of the inventory process.

C6.2.10.1.3. Annual complete (100 percent) physical inventories can be performed as an alternative to statistical sampling.

C6.2.10.3. Items Designated for Complete Inventories. Complete inventories will be performed as follows:

C6.2.10.2.1. Controlled Inventory Items. The following controlled inventory items (identified in DoD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual") require complete physical inventory and do not qualify for use of a random statistical sampling approach:

C6.2.10.2.1.1. Top secret.

C6.2.10.2.1.2. Narcotics, drug abuse items, and alcohol.

C6.2.10.2.1.3. Category I non-nuclear missiles and rockets (semiannually in accordance with DoDM 5100.76, "Physical Security of Sensitive Conventional Arms, Ammunition and Explosives").

C6.2.10.2.1.4. Precious metals.

C6.2.10.2.1.5. Small arms.

C6.2.10.2.1.6. Radioactive items.

C6.2.10.2.1.7. Inert nuclear ordnance materiel.

C6.2.10.2.1.8. Other items that may be designated by the Office of the Secretary of Defense (OSD) or the DoD Component.

C6.2.10.2.2. Ammunition or Subsistence. If ammunition or subsistence is subjected to complete inventory, physical inventory and location survey may be conducted concurrently.

C6.2.10.2.3. Random Statistical Sampling for Controlled Inventory Items Not Subject to Annual Complete Physical Inventory. Controlled inventory items not subject to annual complete physical inventory must be subjected to annual random statistical sampling. Acceptable statistical sampling techniques are widely prescribed and may be used so long as every item included in the population has an equal probability of being selected in the sample. At minimum, the statistical sampling

technique must provide reasonable assurance that the property accountability records are accurate with a 95 percent level of confidence, accuracy level of 95 percent, and a maximum margin of error of two percent. If the sample inventory results do not satisfy the above criteria, complete physical inventory of the population from which the sample was selected will be performed.

C6.2.10.3. Items Not Designated for Complete Inventories. Inventories for items not designated for complete inventory under subparagraph C6.2.10.2. will be performed as a result of:

C6.2.10.3.1. Total or partial materiel release denials (spot inventory--see subparagraph C6.3.4.1. and Type of Physical Inventory/Transaction History Code E);

C6.2.10.3.2. Location reconciliation variances;

C6.2.10.3.3. Location survey errors;

C6.2.10.3.4. Owner/manager request (special inventory); or

C6.2.10.3.5. Owners may select items for inventory based on the owner physical inventory prioritization methodology or model which considers characteristics identified by each Service based on the Service priorities, readiness drivers; etc. The owner and storage activity will negotiate projected workload at least once annually (prior to each fiscal year). The owner would provide prioritization methodology/model results to the storage activity annually by submission of a Physical Inventory Request Transaction with Type Physical Inventory or Transaction History Code I[1]. Items selected for inventory based on the owner priority selection systems will not be given priority over items in subparagraphs C6.2.10.1., C6.2.10.2., C6.2.10.3.1., C6.2.10.3.2., and C6.2.10.3.3.

C6.2.11. Potential Discrepancies. Potential discrepancies between the actual physical count of materiel and the property accountability record on hand balance will be researched and resolved in accordance with Table C6.T3. by:

C6.2.11.1. Correctly posting supply transactions (e.g., receipts, issues, adjustments) discovered during the research process that were previously incorrect or unposted resulting in the record imbalance; and/or

C6.2.11.2. Posting an inventory adjustment to correct the record imbalance.

[1] The Distribution Standard System is capable of accepting Physical Inventory Request Transactions with Type of Physical Inventory/Transaction History Code I; however, the DoD Services have not implemented this capability. The DoD Service Supply PRC representatives are to notify DLA Logistics Management Standards when an implementation date is known per Approved DLMS Change (ADC) 33 (available at www.dla.mil/j-6/dlmso/eLibrary/Changes/approved4.asp).

C6.2.12. Accuracy and Performance Goals. The acceptable DoD accuracy and performance goals are as follows:

C6.2.12.1. Materiel Denial Goal: Not greater than one percent.

C6.2.12.2. Receipt Processing Performance Goal: 90 percent stored and posted within receipt time standards (see Chapter 13).

C6.2.12.3. Record Reconciliation Program Goal:

C6.2.12.3.1. Location Survey Accuracy:

C6.2.12.3.1.1. General Supplies: 97 percent.

C6.2.12.3.1.2. Ammunition: 98 percent.

C6.2.12.3.2. Location Reconciliation Accuracy:

C6.2.12.3.2.1. General Supplies: 97 percent.

C6.2.12.3.2.2. Ammunition: 98 percent.

C6.2.12.4. Ammunition Property Accountability Record Accuracy Goal: 95 percent.

C6.2.12.5. General Supplies Record Accuracy Goals.[2] See Table C6.T1.

[2] Within 30 calendar days after the end of the 4th quarter each fiscal year, the DoD Components must send record accuracy goal information to ADUSD (L&MR/SCI). Data may be obtained throughout the year.

Table C6.T1. General Supplies Record Accuracy Goals
Stratification Sub-Populations And Associated Goals And Tolerance Levels

CATEGORY	SUB-POPULATION	GOAL (PERCENT)	TOLERANCE (PERCENT)
A	UNIT PRICE > $1,000	99	0
B	UNITS OF ISSUE THAT MAY BE NONDEFINITIVE OR DIFFICULT TO MEASURE[3] OR (ON-HAND BAL > 50 AND EXTENDED VALUE < $50,000) OR NSN ACTIVITY (# transactions affecting balance in one year) > 50	95	10
C	DATE OF LAST INVENTORY > 24 MONTHS AND ON-HAND BALANCE < 50	95	5
D	ALL OTHER MATERIEL NOT MEETING ABOVE CRITERIA	95	0
95 percent Confidence Level +4 percent Bound applicable to each category			

C6.3. PHYSICAL INVENTORY PROCEDURES

C6.3.1. Inventory Program Accomplishment. Storage activities will monitor program accomplishment throughout the fiscal year to ensure that the requirements of paragraph C6.2.10. are met.

C6.3.2. Pre-Inventory Planning. The potential for count inaccuracies will be reduced by conducting pre-inventory planning to include:

C6.3.2.1. Actions to ensure location integrity by correcting such situations as unbinned/loose materiel; questionable identity of materiel in location; and single locations containing multiple SCCs or stock numbers, inadequately labeled shelf-life items (date of manufacture/assembly/inspection/test, as appropriate); and/or materiel lots stored in a single location.

C6.3.2.2. Document cleanup to ensure to the extent possible that receipts, adjustments, transaction reversals, and other transactions are posted to the property accountability record and that in-process receipts are stored in location prior to the established physical inventory cutoff date.

[3] Applicable Units of Issue: AT, AY, BF, BK, CD, CF, CZ, DZ, FY, FT, FV, GP, GR, HD, KT, LB, MR, OZ, OT, PG, PR, SE, SF, SO, SP, SY, TD, TE, TF, TN, TO, TS, MC, MX, YD

C6.3.3. Scheduled Inventories

C6.3.3.1. Item Characteristics. Storage activities will initiate all scheduled inventories based on item characteristics, specifically the controlled inventory item code and any other category codes designated by the DoD Components that require physical inventory not less than once each fiscal year, with a Physical Inventory Request Transaction using Type of Physical Inventory/Transaction History Code G.

C6.3.3.2. Selection and Prioritization Model. Storage activities will initiate all scheduled inventories based on selection and prioritization model criteria with a Physical Inventory Request Transaction using Type of Physical Inventory/Transaction History Code I.

C6.3.3.3. Random Statistical Sample Inventories

C6.3.3.3.1. Storage activities will initiate the scheduled random statistical sample inventory to meet the Department's requirements to validate the accuracy of the supply records with a Physical Inventory Request Transaction using Type of Physical Inventory/Transaction History Code N.

C6.3.3.3.2. Owners may initiate a scheduled random statistical sample inventory of line items owned to determine the overall accuracy of their records with a Physical Inventory Request Transaction using Type of Physical Inventory/Transaction History Code L.

C6.3.3.3.3. Storage activities may also initiate a scheduled random statistical sample inventory of line items in storage to determine the overall accuracy of their records with a Physical Inventory Request Transaction using Type of Physical Inventory/Transaction History Code P.

C6.3.3.3.4. Storage activities will initiate the scheduled annual stratified random statistical sample inventory to meet the Department's requirements to conduct the Annual CFO Statistical Sample Inventory identified in paragraph C6.2.10.1.2. with a Physical Inventory Request Transaction using Type Physical Inventory/Transaction History Code L.

C6.3.4. Unscheduled Inventories

C6.3.4.1. Special Inventory. Owners will initiate special inventories using a Physical Inventory Request Transaction. If an inventory has not been taken within the past 90 calendar days, cite Type of Physical Inventory/Transaction History Code D or J in the transaction. If an inventory has been taken within the past 90 calendar days, an effort will be made to construct a transaction history and from it determine what the item balance should be or what discrepancy may have caused an imbalance. Only when these efforts fail to produce satisfactory results will special inventories be performed. In this case, cite Type of Physical Inventory/Transaction History Code H in the Physical Inventory Request Transaction. The procedure for restricting special inventories may be waived when the Inventory Manager has recorded backorders for the item.

C6.3.4.2. Spot Inventory

C6.3.4.2.1. Storage activities will initiate spot inventories as a result of total or partial materiel denial on classified and sensitive items regardless of value, pilferable items when the value of the variance is greater than $100, and for noncontrolled items variances greater than $5,000. These requests will cite Type of Physical Inventory/Transaction History Code E.

C6.3.4.2.2. Storage activities will accommodate all requests for spot inventories.

C6.3.4.2.3. Storage activities systemically initiate special inventories for a specific SCC as a result of quantity mismatches between the quantity-by-location and owner balance records using Type Physical Inventory/Transaction History Code Z.[4]

C6.3.4.2.4. On-Hand Balance Mismatch Between Locator and Property Accountability Record. Storage activities may initiate unscheduled inventories as a result of on-hand balance mismatches between the locator and property accountability records with a Physical Inventory Request Transaction using Type of Physical Inventory/Transaction History Code M.

C6.3.4.2.5. Storage activities will initiate special Inventories (for all SCCs) in support of inventory accuracy improvement initiatives, using Type Physical Inventory/Transaction History C.[5]

C6.3.5. Canceling Inventories

C6.3.5.1. General. When conditions exist which preclude accurate completion of an inventory that has been established, the inventory will be canceled by the storage activity or the owner/manager. Conditions that may require cancellation include, but are not limited to, catalog changes, rewarehousing of materiel under inventory, insufficient resources, insufficient time to meet established inventory timeframes to notify other affected owners/managers, and acts of God.

C6.3.5.2. Owner/Manager Cancellation. When an owner/manager cancels an inventory, the owner/manager will notify all affected storage activities using a Physical Inventory Request citing Management Code N.

C6.3.5.3. Storage Activity Cancellation. When a storage activity cancels an inventory, or when an owner/manager requests cancellation of an inventory, the storage activity will notify the requesting owner/manager using a Physical Inventory Request Transaction citing Management Code N. When a canceled inventory is required to meet annual inventory schedule requirements, the storage activity must reschedule it within the current fiscal year. When a spot inventory (Type Physical

[4] Refer to ADC 415 available at: http://www2.dla.mil/j-6/dlmso/eLibrary/Changes/approved4.asp
[5] Ibid

Inventory/Transaction History Code E) is canceled, it must be rescheduled within 15 calendar days.

C6.3.6. Conducting, Recording, and Reporting the Inventory

C6.3.6.1. General. Physical inventory procedures at storage activities will provide the required asset-to-record accuracy with positive control of materiel and documentation that are in-float (e.g. including materiel release orders, receipts, condition transfers, catalog, and other data changes).

C6.3.6.2. In-Float Document Control. The storage activity may reduce the volume of in-float accountable documents during the period required for an item count by suspending the issue of low priority materiel release transactions from items undergoing inventory. However, materiel will be released for items undergoing inventory when such release is necessary to meet the order/ship timeframes prescribed by DoDM 4140.01, to include the recognition of the required delivery date. The storage activity may also reduce the volume of in-float accountable documents by deferring routine SCC changes, providing that it complies with Chapter 7 control requirements.

C6.3.6.3. Physical Inventory Timeframe. Storage activities will complete physical inventories and transmit the appropriate Inventory Adjustment (Physical Inventory) Transactions (DLMS 947I with Quantity or Status Adjustment Reason Code AA; MILSTRAP DIC D8A/D9A) to the owner/manager within 30 calendar days subsequent to the physical inventory cutoff date (PICD) for scheduled inventories and within 15 calendar days after the PICD for unscheduled inventories.

C6.3.6.4. Post Count Validation and Pre-adjustment Research. The storage activity will compare the adjusted count with the balance kept by the storage activity to determine the potential variance and initiate post count validation and pre-adjustment research as required under section C6.4. Immediately upon completion of post count validation and pre-adjustment research, the storage activity will record the count and date of last inventory on the storage activity quantitative balance record.

C6.3.6.5. Zero Quantity Adjustments. When no adjustment is required, the storage activity will update the storage activity record with the date of last inventory and send an Inventory Adjustment Increase (Physical Inventory) transaction (DLMS 947I with Quantity or Status Adjustment Reason Code AA; MILSTRAP legacy DIC D8A) with zero quantity for each line item to the owner/manager to indicate completion of the inventory. The owner/manager will update the date of last inventory using the adjustment transaction date.

C6.3.6.6. Prorating Adjustment for Commingled Assets. When the storage activity record reflects more than one owner for commingled materiel, the storage activity will apply all gains and losses to the wholesale manager. The storage activity will prorate any losses that cannot be applied to the wholesale manager among all owners having balances. Storage activities will not consider foreign owner balances in the prorating process. Foreign owner and Special Defense Acquisition Fund balances

will not be altered unless they are the only remaining balances for reporting a loss. Resolution of these losses will be in accordance with DoD Security Assistance Program policy.

C6.3.6.7. Processing Physical Inventory Adjustments. The storage activity will process Inventory Adjustment (Physical Inventory) transactions (DLMS 947I with Quantity or Status Adjustment Reason Code AA; MILSTRAP legacy DIC D8A/D9A) by line-item and type of pack for subsistence, to update the storage activity quantitative balance record and each owner/manager record.

C6.3.7. Reconciling Manual Records for Controlled Items. When manual records are maintained for control of assets in secured storage, the storage activity, will at minimum reconcile these records at the time of inventory with the corresponding storage activity records and physical materiel counts.

C6.3.8. Unscheduled Physical Inventory Follow-up

C6.3.8.1. Owner/manager Follow-up on Physical Inventory Request. When the owner/manager has requested an unscheduled inventory and no adjustment or completion transaction has been received within 40 calendar days of the date of the request, the owner/manager will initiate a follow-up using a Physical Inventory Request Transaction, citing Management Code X and duplicate the remaining data from the Physical Inventory Request Transaction that established the inventory.

C6.3.8.2. Storage Activity Response to Follow-Up on Physical Inventory Request. The storage activity will respond to the owner/manager follow-up within five calendar days by providing the appropriate adjustment, completion, or cancellation transaction. If an adjustment or completion transaction was previously sent and a follow-up is received, the storage activity will reply by sending a Response to Physical Inventory Request Transaction with Management Code Y to the owner/manager. The storage activity will also send DLMS 947I showing the actual physical inventory adjustment, and identified as submission of historical information by 1/W1506/020, code W1. (Storage activities operating under MILSTRAP send MILSTRAP legacy DIC DZK Transaction History Transmittal for the physical inventory adjustment.)

C6.3.8.3. No Record of Physical Inventory Request. If the storage activity does not have a record of the owner/manager original Physical Inventory Request Transaction, the storage activity will process the Physical Inventory Request Transaction with Management Code X as an original Physical Inventory Request Transaction.

C6.4. RESEARCH OF POTENTIAL OR ACTUAL INVENTORY ADJUSTMENTS (PHYSICAL INVENTORY) (DLMS 947I with Quantity or Status Adjustment Reason Code AA; – Document Identifier Code D8A/D9A)

C6.4.1. Policy. DoD Components will ensure that potential or actual Inventory Adjustments (Physical Inventory), (DLMS 947I with Quantity or Status Adjustment Reason Code AA; D8A/D9A), are researched in accordance with the value of the

adjustment and type of item. The DoD criteria for this research are set forth in Table C6.T3, and will be used as the basis for selective research for supply system materiel. A reduction of the volume of erroneous adjustments can only be achieved by conducting specified degrees of research before posting the adjustment transaction. More stringent research requirements may be imposed by DoD Components based upon the limits of available resources and upon specific asset control problems. However, in no case will adjustments be processed against items without required preadjustment research having been performed (see Table C6.T3.).

C6.4.2. Objectives. Analysis of inventory adjustments is vital to:

C6.4.2.1. Identify failures in the control systems so improvements can be made.

C6.4.2.2. Reduce similar discrepancies in the future.

C6.4.2.3. Ensure that the proper adjustment was made.

C6.4.2.4. Evaluate indicators of trends or system problems for corrective action.

C6.4.2.5. Detect negligence, abuse, or theft of materiel. Known or suspected negligence, abuse, or theft will be researched in accordance with DoD 7000.14-R and Table C6.T3.

C6.4.3. Timeliness of Research. Timely completion of the research of potential or actual Inventory Adjustments (Accounting Error) is essential. Delay increases the complexities of adequate research and reduces the probability of conclusive findings.

C6.4.3.1. Pre-adjustment Research. Storage activity pre-adjustment research must be completed and the physical inventory adjustment/completion action posted to the owner/manager record within 30 calendar days from the PICD for scheduled inventories and 15 calendar days from the PICD for unscheduled inventories.

C6.4.3.2. Mandatory Causative Research. The storage activity must complete mandatory causative research within 45 calendar days from the date the adjustment transaction was posted. If sample causative research is used as allowed by Table C6.T3., Minimum Research Requirements, the sample causative research must be completed within 45 calendar days from the date the sample causative research listing is created.

C6.4.4. Transaction History. For intra-Component (or inter-Component, based on agreement of the involved DoD Components) reconciliation, the owner/manager may request transaction history for analyzing inventory discrepancies.

C6.4.4.1. Transaction History Request. The owner/manager will request the history using a Transaction History Request Transaction citing the appropriate Type

Physical Inventory/Transaction History Code. Transaction history will consist of all transactions affecting the balance for the requested timeframe.

C6.4.4.2. Transaction History Data. The storage activity will send transaction history data by submitting the affected transactions identified as a historical submission with beginning segment Action Code W1. DLMS transactions subject to historical submission are: receipt, issue, materiel release order, materiel release advice, and inventory adjustment (DLMS 527R, DLMS 867I, DLMS 940R, DLMS 945A, and DLMS 947I, respectively). When no history is available for the selected timeframe, submit a Response to Transaction History Request (No History Available) Transaction with Type of Physical Inventory/Transaction History Code 8 or 9. (Storage activities still operating under MILSTRAP will send legacy DIC DZK Transaction History Transmittal for all transactions affecting the balance for the requested timeframe).

C6.4.5. Error Classification Coding for Physical Inventory Adjustments. Causes of potential/actual inventory adjustments are determined by research. Causes will be classified, analyzed, and evaluated so action may be taken to correct situations that are causing the errors. Inventory Adjustment (Physical Inventory) Error Classification Codes will be entered in Inventory Adjustment (Physical Inventory) Transactions (DLMS 947I with Quantity or Status Adjustment Reason Code AA; MILSTRAP legacy DIC D8A/D9A)[6]. For analysis and evaluation, physical inventory adjustment error conditions will be associated with the operation in which they occurred (e.g., receiving, issues) and classified by type within each operation. For reporting purposes, each operation and each error type have been identified by an alphabetic or numeric code in the Error Classification Code. The error classification system is structured to provide the DoD Components the latitude to amplify the DoD defined error classifications; however, the DoD Components will summarize internally defined error classifications to the appropriate DoD classification for all reports provided to higher authorities, auditors, etc.

C6.4.6. Error Classification Feedback and Correction

C6.4.6.1. Causative History Summary. Storage activities will send a quarterly summary of the causative research results for each individual National Item Identification Number (NIIN) to the Inventory Owners (or the service International Logistics Control activity in the case of Foreign Military Sales (FMS)-owned materiel). The summary information will be provided for all adjustments of extended dollar value greater than $16K and any adjustment of an item with a Controlled Inventory Item Code (CIIC) that is Classified, Sensitive or Pilferable. At minimum, the provided summary will include, for each NIIN: SCC, Inventory Adjustment Transaction (DLMS 947I or MILSTRAP legacy DIC D8_/D9_), quantity adjusted, routing identifier code (RIC) of the storage activity making the adjustment, error classification code, controlled inventory item code, date created, date completed, and total adjusted dollar value.

[6] The owner/manager may use Error Classification Codes in Inventory Adjustment (Accounting Error) Transactions (DLMS 947I with Quantity or Status Adjustment Reason Code AB; MILSTRAP legacy DIC D8B/D9B) pending establishment of single shared asset balances (see paragraphs C6.2.2. and C6.2.4.).

C6.4.6.2. Error Correction

C6.4.6.2.1. Storage Activity Commanders. Commanders at the storage activities will use this information to identify and correct recurring errors in their operations (e.g., through established storage activity training programs, quality control checks, and other actions as required).

C6.4.6.2.2. Inventory Owners. Inventory owners will use this information as a means to gain insight into the adjustments and subsequent actions taken to resolve the error and to evaluate whether changes in procurement practices, cataloging data, or other actions may be taken to prevent potential distribution errors. A single point of contact will be designated at the owner level to request information from DLA.

C6.4.7. Controlled Inventory Item Accounting Adjustments. Unresolved physical inventory adjustments for all classified and sensitive items regardless of value, and for pilferable items when the adjustment is in excess of $2,500, as prescribed by DoD 7000.14-R, will be referred to security officials of the storage activity at which the adjustment occurred to determine whether there is culpability or when fraud, waste, or abuse is suspected (see Table C6.T3).

C6.4.8. Materiel Release Denials. Chapter 4 prescribes DoD standard document formats, data codes, and criteria for the preparation and processing of materiel release denial at storage activities and by owners/managers.

C6.4.8.1. Upon initiation of a materiel release denial citing Management Code 1, 2, 3 (applies to subsistence only), or 4 (applies to subsistence and ammunition only), storage activities will:

C6.4.8.1.1. Reverse the issue, adjust the storage activity record on-hand quantitative balance to zero, and send an inventory adjustment decrease transaction (DLMS 947I with Quantity or Status Adjustment Reason Code AA; MILSTRAP legacy DIC D9A) for the adjusted quantity to the owner/manager attempting to issue the materiel, citing denial Management Code 1, 2, 3, or 4, and send an inventory adjustment decrease to any other owners affected by the denial loss, citing denial Management Code Q.

C6.4.8.1.2. Initiate a spot inventory as required under subparagraph C6.3.4.2.

C6.4.8.2. If an inventory can be accomplished without delaying the processing of the Materiel Release Order beyond the prescribed Uniform Materiel Movement and Issue Priority (UMMIPS) timeframes (see DoDM 4140.01), it may be conducted prior to processing a denial transaction.

C6.5. REVERSAL OF INVENTORY ADJUSTMENTS (PHYSICAL INVENTORY)-DOCUMENT IDENTIFIER CODE D8A/D9A. Storage activity reversal of Inventory Adjustment (Physical Inventory) Transactions (DLMS 947I with Quantity or Status

Adjustment Reason Code AA; MILSTRAP legacy DIC D8A/D9A) is a required capability, which must be implemented with proper controls and supported by proper documentation. At a minimum, procedures for reversing adjustments will contain the following control features:

C6.5.1. Posted/Unposted Source Documents. Regardless of age, reversals required to correct inventory records when posting previously unposted or incorrectly posted supply transactions (e.g., receipts, issues), are limited to those transactions that can be properly documented to reference the specific transaction document number(s) that will be processed to offset the reversal.

C6.5.2. Inventory Adjustment Corrections. Reversals required to correct physical inventory adjustments that were made based on incorrect/incomplete information are limited to two years from the date of the original adjustment unless the requirements of paragraph C6.5.1. are met. All reversals must be properly documented.

C6.5.3. Limitations. Reversals will not be processed solely on the basis of a previous offsetting physical inventory adjustment.

C6.5.4. Performance Assessment. Reversals after causative research allow for the proper posting of the correct supply transactions and audit trails. The number of inventory adjustments and related monetary values will be separated and identified as follows[7]:

C6.5.4.1. Absolute adjustment rates will include all gain and loss reversals from reporting and prior quarters' adjustment transactions.

C6.5.4.2. Initial adjustment rates will not include gain and loss reversals from reporting or prior quarters' adjustments:

C6.6. RESEARCH OF POTENTIAL OR ACTUAL INVENTORY ADJUSTMENTS (ACCOUNTING ERRORS) – (DLMS 947I with Quantity or Status Adjustment Reason Code AB) - Document Identifier Code D8B/D9B[8])

C6.6.1. Policy. DoD Components will ensure that potential or actual Inventory Adjustments (Accounting Errors), DLMS 947I with Quantity or Status Adjustment Reason Code AB; D8B/D9B, are researched in accordance with the value of the adjustment and type of item. The DoD criteria for this research are set forth in Table C6.T3. and will be used as the basis for selective research for supply system materiel. More stringent research requirements may be imposed by DoD Components based upon the limits of available resources and upon specific asset control problems. Though physical inventory adjustments are based on physical counts, accounting adjustments are based on the reconciliation of inventory records as part of End-of-Day or Location Reconciliation business processes. When differences exist between the

[7] Refer to ADC 415 available at: http://www2.dla.mil/j-6/dlmso/eLibrary/Changes/approved4.asp.
[8] Refer to ADC 414 available at: http://www2.dla.mil/j-6/dlmso/eLibrary/Changes/approved4.asp.

'systems', an accounting adjustment (gain/loss) (DLMS 947I with Quantity or Status Adjustment Reason Code AB; DIC D8B/D9B) will be created to adjust the owner/manager's total item property record inventory balance to agree with the storage activity's closing end of day balance. As such, the causes of accounting adjustments are driven by the handling of 'transaction data' versus the physical handling of materiel. Therefore, research requirements will focus on events/processes that cause the databases (between the storage activity and total item property record) to be out of sync. DoD Components will research transaction histories and violation files to locate 'missing' supply transactions, clear exceptions, process the appropriate 'supply' transaction, and reverse the accounting adjustment to resolve the original mismatch condition.

C6.6.1.1. When subsequent research finds that the accounting adjustment was caused by an unposted, duplicate, or otherwise improperly posted transaction, a reversal of the accounting adjustment and (as appropriate) the incorrectly posted 'supply' transaction is required. The owner/manager will ensure that proper audit trails are maintained to reflect the posting of the correct supply transaction.

C6.6.1.2. Owners/managers will request assistance from the storage activity to isolate supply transaction processing errors and focus on data transmission and validation of system logic to resolve causes of database mismatches.

C6.6.2. Objectives. Analysis of Inventory Adjustments (Accounting Errors) is vital to:

C6.6.2.1. Identify failures in the control systems so improvements can be made.

C6.6.2.2. Reduce similar discrepancies in the future.

C6.6.2.3. Ensure that the proper adjustment was made.

C6.6.2.4. Evaluate indicators of trends or system problems for corrective action.

C6.6.3. Timeliness of Research. Timely completion of the research of potential or actual Inventory Adjustments (Accounting Error) is essential. Delay increases the complexities of adequate research and reduces the probability of conclusive findings.

C6.6.3.1. Mandatory Causative Research. The owners/managers must complete mandatory causative research within 45 calendar days from the date the adjustment transaction was posted.

C6.6.3.2. Sample Causative Research. If sample causative research is used as allowed by Table C6.T3., Minimum Research Requirements, owners/managers must complete the sample causative research within 45 calendar days from the date the sample causative research listing is created.

C6.6.4. Inventory Adjustment (Accounting Error) Error Classification Coding. Causes of potential/actual Inventory Adjustments (Accounting Error) are determined by research. Causes will be classified, analyzed, and evaluated so action may be taken to correct situations that are causing the errors[9]. For analysis and evaluation, error conditions will be identified and classified by type. For reporting purposes, each error type is identified by an alphabetic or numeric code as shown in MILSTRAP Appendix AP2.16. The error classification system is structured to provide the DoD Components the latitude to amplify the DoD defined error classifications; however, DoD Components will summarize internally defined error classifications to the appropriate DoD classification for all reports provided to higher authorities, auditors, etc.

C6.6.5. Error Classification Feedback and Correction

C6.6.5.1. Causative History Summary. Owners/managers will prepare a quarterly summary of causative research results for Inventory Adjustments (Accounting Error) (DIC D8B/D9B) and provide feedback to the appropriate owners/managers officials.

C6.6.5.2. Error Correction. Inventory Owners will use this information as a means to gain insight into the inventory accounting adjustments and subsequent actions taken to resolve the error and to evaluate whether changes in supply transaction 'edits', cataloging data, or other actions may be taken to prevent potential inventory accounting errors. A single point of contact will be designated at the owner level to request information from DLA.

C6.6.6. Controlled Inventory Item Accounting Adjustments. Unresolved Inventory Adjustments (Accounting Error) for all classified and sensitive items regardless of value, and for pilferable items when the adjustment is in excess of $2,500 as prescribed by DoD 7000.14-R, will be referred to security officials of the storage activity at which the adjustment occurred to determine whether there is culpability or when fraud, waste, or abuse is suspected (see Table C6.T3.).

C6.7. REVERSAL OF INVENTORY ADJUSTMENT (ACCOUNTING ERRORS) TRANSACTIONS. Reversal of DLMS 947I with Quantity or Status Adjustment Reason Code AB; DIC D8B/D9B inventory accounting adjustments is a required capability that must be implemented with proper controls and supported by proper documentation. (From MILSTRAP Appendix AP3, Introduction, Paragraph AP3.3.2, "When reversal or cancellation of the original transaction is required, enter a reversal indicator in record position 25.") At minimum, procedures for reversing adjustments will contain the following control features:

C6.7.1. Posted/Unposted Source Documents. Regardless of age, reversals required to correct inventory accounting records when posting previously unposted or

[9] The owner/manager may use Error Classification Codes in Inventory Adjustment (Accounting Error) Transactions (DLMS 947I with Quantity or Status Adjustment Reason Code AB; MILSTRAP legacy DIC D8B/D9B) pending establishment of single shared asset balances (see paragraphs C6.2.2. and C6.2.4.).

incorrectly posted supply transactions (e.g., receipts, issues), regardless of age, are limited to transactions that can be properly documented to reference the specific transaction document number(s) that will be processed to offset the reversal.

C6.7.2. Inventory Accounting Adjustment Corrections. Reversals required to correct inventory accounting adjustments that were made based on incorrect/incomplete information are limited to two years from the date of the original adjustment unless the requirements of paragraph C6.5.1. are met. All reversals must be properly documented.

C6.7.3. Limitations. Reversals will not be processed solely on the basis of a previous offsetting inventory accounting adjustment.

C6.7.4. Performance Assessment. Reversals against transactions processed within the adjustment period will be separated and identified as follows:

C6.7.4.1. Gross inventory accounting adjustment during the current period,

C6.7.4.2. Reversal of prior quarters' inventory accounting adjustment transactions,

C6.7.4.3. Reversal of current quarters' inventory accounting adjustment transactions, and

C6.7.4.4. Total value of net inventory accounting adjustments during the current period (i.e., value of net gains added to value of net losses).

C6.8. RECORD RECONCILIATION PROGRAM. Each DoD Component will implement a record reconciliation program that will consist of both a location survey and a location reconciliation.[10] The DoD acceptable accuracy goals are provided in subparagraph C6.2.12.3. The DoD Components may impose more stringent standards internally. The record reconciliation program is subject to the quality control checks delineated in section C6.10. Errors will be subject to validation and research before they are counted as errors. The DoD Components will collect and analyze all Type III errors (see subparagraphs C6.8.1.2.3. and C6.8.2.2.3.) by element.

C6.8.1. Location Survey

C6.8.1.1. Location survey requires a physical verification, other than actual count, between assets and recorded location data to ensure that all assets are properly recorded. When a discrepancy is identified during the location survey program (Type I or Type II error (see subparagraphs C6.8.1.2.1. and C6.8.1.2.2.)), the storage activity will conduct prompt research and assess the need for a special inventory Physical Inventory Request Transaction with Type of Physical Inventory/Transaction History

[10] The location reconciliation process will not be required with the establishment of single shared-asset balances (see paragraphs C6.2.2. and C6.2.4.).

Code K). In some instances, location survey and physical inventory will be conducted concurrently for ammunition and subsistence.

C6.8.1.2. Timing. Location survey will be accomplished at each storage activity not less than once each fiscal year, by (1) performing complete location survey of all locations; (2) using a statistical sampling methodology that ensures all locations are included in the population and have a probability of selection; or (3) a combination of complete and statistical sampling.

C6.8.1.3. Rewarehousing. A location survey will be conducted in both the gaining and losing storage areas following the completion of rewarehousing projects. A location survey conducted as a result of rewarehousing projects may be considered to have satisfied the annual survey requirement for the area surveyed.

C6.8.1.4. Comparison of Storage Locations with Locator Records. The proper sequence for operating a location survey requires comparing assets in storage locations with locator records. This sequence of operation is important to detect assets in unrecorded locations.

C6.8.1.5. Lots/Segments. An objective is to identify items to location survey lots or segments. Lots/segments will be of a manageable size (number of items) to permit location survey in minimum time, to ensure maximum uninterrupted service to customers, and to obtain the greatest degree of accuracy from the location survey.

C6.8.1.6. Items within Lot/Segment. Items within a lot/segment that have been subject to a complete item inventory will satisfy the annual survey requirement when the entire lot/segment is located in a clearly designated, conterminous warehouse space. These inventoried lots/segments may be excluded from the complete survey for the fiscal year in which they were counted. Sites that perform complete physical inventories including empty locations have satisfied the location survey requirement. These sites will not be required to collect location survey metrics.

C6.8.1.7. Permanent Item Locations. When permanent locations are reserved for items, unoccupied recorded locations will be identified and/or verified during the location survey.

C6.8.1.8. Accuracy Measurement. To measure the accuracy of the results of the location survey, discrepancies will be classified in one of the three categories listed below. Only one error per stock number per location is charged when locator delete, locator establish, or locator record correction is required for the same location. When the stock number and actual assets differ, the discrepancy will be classified as a locator establish action only.

C6.8.1.8.1. Locator Record Deleted. The removal or change of a locator record when there is a recorded location but there are no physical assets–unless the location is being held open for new receipts. (Type I location survey error.)

C6.8.1.8.2. Locator Error Established. The recording of locations when assets are physically found in storage and no locator records exist, or when the recorded stock number disagrees with the materiel in the location. (Type II location survey error.)

C6.8.1.8.3. Locator Record Corrected. Changes to the locator record when physical materiel characteristics differ from any of the following data elements (Type III location survey error):

C6.8.1.8.3.1. Unit of issue.

C6.8.1.8.3.2. SCC.

C6.8.1.8.3.3. Controlled inventory item code (see DoD 4100.39-M, Volume 10, Table 61). Verification of the code will consist of ensuring that assets are stored in areas providing the degree of security commensurate with the assigned code.

C6.8.1.8.3.4. Type of pack code (for subsistence only). (See Volume 2, Chapter 4.)

C6.8.1.8.3.5. Lot number, serial number, or unique item identifier (for ammunition only).

C6.8.1.8.3.6. Completeness and accuracy of magazine data card (for ammunition only).

C6.8.1.8.3.7. Special Inventory. To ensure accuracy of property accountability records, special inventories will be performed when assets are found in an erroneous or unrecorded location, or when there are mismatches in the unit of issue that may result in a quantity variance.

C6.8.2. Location Reconciliation.[11]

C6.8.2.1. Requirements. Location reconciliation requires a match between storage activity records and owner/manager records in order to identify and to correct situations when there is: (1) an owner/manager record with no corresponding storage activity record, (2) a storage activity record with no corresponding owner/manager record, (3) common elements of data that do not match, and/or (4) quantity discrepancies. Mismatches will be researched and special inventories conducted when required to effect corrective action.

C6.8.2.2. Accuracy Measurement. To measure the accuracy of the results of the location reconciliation program, discrepancies will be classified in one of the four categories listed below (report only one error per location reconciliation error).

[11] The location reconciliation process will not be required with the establishment of single shared-asset balances (see paragraphs C6.2.2 and C6.2.4).

C6.8.2.2.1. Owner/manager record shows balance for storage activity; no Location Reconciliation Request Transaction received. (Type I location reconciliation error.)

C6.8.2.2.2. Location Reconciliation Request Transaction received from storage activity; no corresponding owner/manager record (Type II location reconciliation error.)

C6.8.2.2.3. Mismatch of any of the following data elements (Type III location reconciliation error):

C6.8.2.2.3.1. Unit of issue.

C6.8.2.2.3.2. Ownership/manager identifier.

C6.8.2.2.3.3. Controlled inventory item code (see DoD 4100.39-M, Volume 10, Table 61).

C6.8.2.2.3.4. Type of pack code (subsistence only).

C6.8.2.2.3.5. Shelf-life code.

C6.8.2.2.4. Quantity Discrepancy (Type IV Reconciliation Error).

C6.8.2.3. Guidance. The DoD Components will perform location reconciliation in accordance with the following guidance:

C6.8.2.3.1. Annual Location Reconciliation. Owners/managers and storage activities will reconcile all records annually. The reconciliation will be performed prior to the Chief Financial Officer inventories in September. The annual reconciliation will be done as required by subparagraph C6.8.2.3.3. below.

C6.8.2.3.2. Location Reconciliation Request. Storage activities will prepare Location Reconciliation Request Transactions by line-item and by type of pack, for each stock number regardless of the balance (including zero balances). For annual location reconciliation request, storage activities will cite DLMS 846R, Action Code 24 or, for MILSTRAP legacy DIC DZH, Type of Location Reconciliation Request Code 2. Storage activities will send the request to the owner/manager. Storage activities preparing MILSTRAP legacy DIC DZH requests will ensure that consecutive transaction numbers by RIC are assigned to the location reconciliation requests for control purposes.

C6.8.2.3.3. Location Reconciliation Schedule. All owner/manager and storage activity records (active and inactive records, including zero balances) will be reconciled not less than once each fiscal year. Storage activities and Components may negotiate agreements for conducting annual location reconciliation any time during the fiscal year. When no such agreement exists, location reconciliation requests will be

prepared on the second Tuesday of the month indicated in the schedule in Table C6.T2. below:

Table C6.T2. Location Reconciliation Preparation Schedule When No Other Schedule Agreement Exists

Service or Agency	Preparations Date Second Tuesday in:
Army	January
Navy	March
Marine Corps	May
Air Force	July
Defense Logistics Agency	July

C6.8.2.3.4. Control of Location Reconciliation. Storage activities and owners/managers will establish the following provisions for controlling location reconciliation:

C6.8.2.3.4.1. Location Reconciliation Notification. Storage activities will advise intended recipients (owners/managers) of the number of transactions being forwarded, and cut-off date, using Location Reconciliation Notification Transaction.

C6.8.2.3.4.2. Location Reconciliation Transaction History

C6.8.2.3.4.2.1. Location Reconciliation History Notification Transaction. When transaction history is required with Location Reconciliation, the storage activity will advise intended recipients (owners/managers) of the number of historical transactions being sent, and the cutoff date, using Location Reconciliation History Notification Transactions.

C6.8.2.3.4.2.2. Transaction History to Support Location Reconciliation. For transaction history associated with annual reconciliation, the owner/manager may cite Type of Physical Inventory/Transaction History Code Y in the Transaction History Request Transaction. Transactions subject to transaction history submission are receipt (DLMS 527R with 1/BR02/20/code D4; MILSTRAP legacy DIC D4_/D6), issue (DLMS 867I; DIC D7_), materiel release (DLMS 940R, MILSTRIP legacy DIC A5_), materiel release advice (DLMS 945A, MILSTRIP DIC AR_), and inventory adjustments (DLMS 947I; MILSTRAP legacy DIC D8_/D9_). The transaction history code may be included in the transaction history submission. DLA owner/managers will use code Y for automatic submission of history requests for the Annual (Total) Reconciliation, and code W for automatic submissions of transaction history requests for their weekly process. The storage activity perpetuates the type of physical inventory/transaction history code in the transaction history submissions.

C6.8.2.3.4.3. Owners/managers will use the Location Reconciliation Notification and Location Reconciliation History Notification Transactions to determine receipt of all Location Reconciliation and historical transactions. Where the number of transactions to be sent does not match what was actually received, the owner/managers may reject the Location Reconciliation Notification and/or Location Reconciliation History Notification transactions using Reject Advice Transaction (DLMS 824R; MILSTRAP legacy DIC DZG), with Reject Advice Code AY.

C6.8.2.3.5. Processing Location Reconciliation Request. In processing Location Reconciliation Request Transactions, owners/managers will match the requests to the owner/manager records. When a mismatch is programmatically unresolved, Inventory Adjustment (Accounting Error) Transaction (DLMS 947I with Quantity or Status Adjustment Reason Code AB; MILSTRAP legacy DIC D8B/D9B) will be processed to adjust the owner/manager records. All Type I, II, III, and IV mismatches meeting the criteria for causative research (see Table C6.T3.) will be resolved as follows:

C6.8.2.3.5.1. Research of owner/manager active and historical records.

C6.8.2.3.5.2. Research of storage activity active/historical record using Transaction History Request Transaction with Type of Physical Inventory/Transaction History Code X.

C6.8.2.3.5.3. Request physical inventory using Physical Inventory Request Transaction with Type of Physical Inventory/Transaction History Code J.

C6.8.2.3.5.4. If the above actions fail to resolve the mismatch, the Inventory Adjustment (Accounting Error) Transaction (DLMS 947I with Quantity or Status Adjustment Reason Code AB ; MILSTRAP legacy DIC D8B/D9B) will remain on the owner/manager records.

C6.8.2.3.6. Exceptions. A physical inventory is not required under the following conditions, except when the mismatch involves classified or sensitive items (regardless of dollar value), or pilferable items (when the extended dollar value of the variance is greater than $100).

C6.8.2.3.6.1. The owner/manager record may be adjusted without special inventory when the extended value of the variance is $5,000 or less and 10 percent or less of the beginning value of the variant owner/manager record for Type IV errors (see subparagraph C6.8.2.2.4.).

C6.8.2.3.6.2. The owner/manager record may be adjusted without special inventory when the extended value of the variance is $5,000 or less for Type I and Type II errors (see subparagraphs C6.8.2.2.1. and C6.8.2.2.2.).

C6.8.2.3.7. Discrepancies. When a discrepancy is identified during the location reconciliation, send the following transactions, as appropriate, to the submitting activity:

C6.8.2.3.7.1. DLMS 824R (MILSTRAP legacy DIC DZG) – Reject Advice Transaction, as prescribed in Volume 1, Chapter 6.

C6.8.2.3.7.2. DLMS 888I Storage Item Data Correction/Change Transaction as prescribed in this chapter. Storage activities will use the Storage Item Data Correction/Change Transaction to update stock records, item locator records, and bin tags.

C6.9. RETENTION OF ACCOUNTABLE DOCUMENTATION. Audit capability is required for a period of time following the processing of documents and data and completion of the research effort. The following retention criteria will apply:

C6.9.1. Source Documents. Retain original source documents or facsimiles (microform (microfilm, microfiche), Compact Disk-Read-Only Memory (CD-ROM)) for at least two years. Where source documents are produced, these include only accountability change documents such as receipts, issues, shipments, transfers, SCC changes, and inventory and financial adjustments. Keep source documents providing evidence of shipment to FMS recipients for two years from date of materiel shipment.

C6.9.2. Transaction History. Retain registers, records, files, tapes, and data for at least two years in a format useful for audit trail purposes. Automated inventory control systems will be designed to facilitate the printout of transaction histories that indicate the date the last physical inventory was conducted for each item.

C6.9.3. Adjustment Research. Retain backup documentation that directly pertains to individual cases of physical inventory adjustment research efforts for at least two years.

C6.9.4. Annual Statistical Inventory. Retain annual statistical sample inventory line-item detail data for at least two years.

C6.10. QUALITY CONTROL

C6.10.1. Goals and Objectives. DoD Components will establish a quality control program at each owner/manager and storage activity. Portions of the program can be accomplished during ongoing practices within inventory processes. Quality control results will assist management in identifying those human, procedural, or system errors that adversely affect record accuracy and in achieving better control over physical materiel and warehousing practices. Within the scope of this quality control program, work processes directly related to the control of physical materiel will be monitored for attained quality levels and performance evaluated on improvements, not numerical goals. Accordingly, all quality control programs will include reviews to assess the accuracy/quality of the following work processes:

C6.10.1.1. Warehousing Practices. This includes checks of storage practices, stock rotation, shelf-life management, identification of in-store materiel, mixed stock, location accuracy and rewarehousing projects.

C6.10.1.2. Receiving Practices. This includes checks of documentation, materiel identity, quantity, and SCC; checks for processing timeliness; and verification of daily input data to the location system.

C6.10.1.3. Issuing Practices. This includes checks of legibility of issue documents; accuracy of stock selection as to identity, quantity, unit of issue, shelf life, SCC, and type of pack (subsistence only); marking of outgoing shipments; and release to carriers.

C6.10.1.4. Validity of Automated Date. This includes checks of receipt, issue, and adjustment transaction data entries against input documentation.

C6.10.1.5. Inventory Practices. This includes checks of inventory counts, location surveys, location reconciliation corrective actions, causative research, and adjustments at both the owner/manager and storage activity.

C6.10.1.6. Catalog Practices. This includes checks of catalog change processing, accuracy, and timeliness, using the affected recorded locations as the universe.

C6.10.1.7. Locator File Updates. This includes checking the accuracy of changes to the locator file (e.g., all additions, deletions, and changes of unit of issue, SCC, shelf life).

C6.10.1.8. Supply Discrepancy Report Processing. This includes checks for processing timeliness and the accuracy of the SDR initiation, follow up and reply, investigation research including identification and correction of supply errors, adjustment of accountable and financial records, and preparation of Financial Liability Investigation of Property Loss Report (DD Form 200).

C6.10.1.9. Logistics Reassignment Processing. This includes checks to determine whether the logistic reassignment actions were completed (e.g., Losing Item Manager (LIM)/Gaining Item Manager (GIM) records were changed to reflect decapitalization/transfer, LIM directed the storage activity to change the decapitalized/transferred assets to GIM ownership, the storage activity effected and advised the LIM of the change, and the LIM initiated action to resolve any quantity variances.

C6.10.1.10. Suspended Asset Processing. This includes checks of the timeliness in reclassifying suspended (SCCs J, K, L, Q, and R) materiel.

C6.10.2. Assignment of Responsibility. Whenever possible, quality control checks of these work processes will include identification of the individual performing the tasks.

This will facilitate the placement of responsibility for appraising and improving quality with each manager within the chain of command.

C6.10.3. Command Emphasis. Continued command management emphasis and performance review are essential for the success of the quality control program. Command managers must ensure effective organizational interrelationships among the functional element concerned with the PICP such as: comptroller, data systems, transportation, warehousing, maintenance, quality control, and supply management. The quality control program will include provisions for initiation of corrective action when acceptable quality levels are not met.

C6.11. PHYSICAL INVENTORY CONTROL PROGRAM PERFORMANCE ASSESSMENT. Each DoD Component will collect and maintain performance standards and management data prescribed in paragraphs C6.11.1. and C6.11.2. for all materiel for which the Component maintains the property accountability record. This includes all DoD wholesale supply system assets of principal and secondary items, including package fuels, less all materiel exclusions listed in DoDM 4140.01. When required to report this information to higher authorities Report Control Symbol (RCS): DD-AT&L 935 applies. DD Form 2338-1 ("Inventory Control Effectiveness Report - Ammunition") and DD Form 2338-2 ("Inventory Control Effectiveness Report - General Supplies") are available for intra-Component use when required by the DoD Component.

C6.11.1. General Supplies Performance Standards and Data[12]

C6.11.1.1. General Supplies Inventory Adjustment Report Data -- Part I. Parentheses with each paragraph number refer to data shown on the Inventory Control Effectiveness (ICE) Report (RCS DD-AT&L 935).

C6.11.1.1.1. (Line 1.) Number of Physical Inventories and Variance Rate.[13]

C6.11.1.1.1.1. (Line 1.A.) Number of Inventories Completed. The total number of line items inventoried (scheduled and unscheduled). Each SCC for a stock number at each storage activity is a line item.

C6.11.1.1.1.2. (Line 1.B.) Number of Inventories with Adjustments. The total number of line items inventoried (scheduled and unscheduled) that had an inventory variance.

C6.11.1.1.1.3. (Line 1.C.) Inventory Variance Rate. Reflects the percentage of the line items inventoried that had an inventory variance. Compute this figure by dividing the lines with an Inventory Variance by the total line items inventoried and multiplying by 100. ((1B/1A) x 100).

[12] Refer to ADC 415 available at: http://www2.dla.mil/j-6/dlmso/eLibrary/Changes/approved4.asp.
[13] Book-to-Book Adjustments are not included in section 1.

C6.11.1.1.1.4. (Line 1.D.) Number of Inventory Adjustments Equal to or Greater Than (≥) Causative Research Criteria. The total number of line items inventoried (scheduled and unscheduled) that had an inventory variance (overage or shortage equal to or greater than Causative Research threshold) (dollar value of the variance is ≥ $16,000 for uncontrolled item, $2500 for a pilferable item and all adjustments of sensitive/classified items).

C6.11.1.1.1.5. (Line 1.E.) Causative Research Variance Rate. The percentage of the total number of line items inventoried (scheduled and unscheduled) that had an inventory variance that met the Causative Research threshold. Compute this figure by dividing the lines that meet Causative Research Criteria by the total line items inventoried and multiplying by 100. ((1D/1A) x 100).

C6.11.1.1.2. (Line 2.) Number of Adjustments[14]

C6.11.1.1.2.1. (Line 2.A.) Number of Adjustment Gains (D8A). The total number of inventory gain adjustments.

C6.11.1.1.2.2. (Line 2.B.) Number of Adjustment Losses (D9A). The total number of inventory loss adjustments.

C6.11.1.1.2.3. (Line 2.C.) Number of Gain Reversals (D8A Reversal). The total number of gain reversals of inventory adjustments (from reporting and prior quarters).

C6.11.1.1.2.4. (Line 2.D.) Number of Loss Reversals (D9A Reversal). The total number of loss reversals of inventory adjustments (from reporting and prior quarters).

C6.11.1.1.2.5. (Line 2.E.) Total Number of Inventory Adjustments. The total number of inventory gain or loss adjustments including the number of gain and loss reversals (from reporting and prior quarters) processed during the report period. (2A + 2B + 2C + 2D).

C6.11.1.1.2.6. (Line 2.F.) Number of Issues and Receipts (Transactions). The total number of Issues and Receipts posted during the report period.

C6.11.1.1.2.7. (Line 2.G.) Number of Adjustments, Gains, and Losses including Book-to- Book Adjustments. The total number of Adjustments, Gains, and Losses including Book-to- Book adjustments posted during the reported period.

C6.11.1.1.2.8. (Line 2.H.) Transaction Adjustment Rate. The total number of Adjustments, Gains, and Losses including Book-to- Book adjustments posted during the reported period, compared to the total number of Issues and Receipts posted

[14] Book-to-Book Adjustments are included in section 2.

during the report period. Compute this figure by dividing the total number of Adjustments, Gains, and Losses including Book-to- Book adjustments by the total number of Issues and Receipts. (2G/2F).

C6.11.1.1.3. (Line 3) Monetary Value of Adjustments[15]

C6.11.1.1.3.1. (Line 3.A.) Value of Adjustment Gains (D8A). Monetary value of gain adjustments excluding the monetary value of gain reversals processed during the report period.

C6.11.1.1.3.2. (Line 3.B.) Value of Adjustment Losses (D9A). Monetary value of loss adjustments excluding the monetary value of loss reversals processed during the report period.

C6.11.1.1.3.3. (Line 3.C.) Value of Gain Reversals (D8A). The total monetary value of gain reversals processed during the reporting period.

C6.11.1.1.3.4. (Line 3.D.) Value of Loss Reversals (D9A). The total monetary value of loss reversals processed during the reporting period.

C6.11.1.1.3.5. (Line 3.E.) Total Value of Inventory Adjustments. Monetary value of gains and losses resulting from inventory adjustments including the monetary value of gain and loss reversals (from reporting and prior quarters) processed during the report period (3A+3B+3C+3D).

C6.11.1.1.4. (Line 4) Adjustment Rates [16]

C6.11.1.1.4.1. (Line 4.A.) Average Value of Materiel in Storage. The average value of on-hand assets as reflected on the storage activity's owner/manager property accountability records for the 12 months prior to the report cutoff date (i.e., current quarter plus three quarters).

C6.11.1.1.4.2. (Line 4.B.) Record Value of Items Inventoried. The extended value prior to inventory adjustments being posted during the reporting period.

C6.11.1.1.4.3. (Line 4.C.) Absolute Adjustment Rate for Materiel in Storage. Divide the value of the total number of inventory adjustments (including reversals) by the average value of materiel in storage. ((3E/4A) x 100).

C6.11.1.1.4.4. (Line 4.D.) Absolute Adjustment Rate for Items Inventoried. Divide the value of the total number of inventory adjustments (including reversals) by the record value of items inventoried. ((3E/4B) x 100).

[15] Book-to-Book Adjustments are included in section 3.
[16] Book-to-Book Adjustments are included in section 4.

C6.11.1.1.4.5. (Line 4.E.) Initial Adjustment Rate as Percentage of Inventory In Storage. Divide the value of the total number of inventory adjustments (without reversals) by the average value of materiel in storage ((3A + 3B) / 4A x 100).

C6.11.1.1.4.6. (Line 4.F) Initial Adjustment Rate as Percentage of Items Inventoried. Divide the value of the total number of inventory adjustments (without reversals) by the record value of items inventoried. ((3A + 3B) / 4B x 100).

C6.11.1.1.5. Denial Rates

C6.11.1.1.5.1. (Line 5.A.) Lines Directed for Shipment. The total number of line items directed for shipment (A5_ Materiel Release Order (MRO), A4_ referral order, and A2_ redistribution order).

C6.11.1.1.5.2. (Line 5.B.) Total Materiel Release Order Denials. The total materiel denials (sum of total and partial denials and warehouse refusals). Include denial transactions classified by denial Management Codes 1, 2, 3, (subsistence only) 4, and 5 (see Appendix AP2.6) in the total.

C6.11.1.1.5.3. (Line 5.C) Materiel Denial Rate. Compute this figure by dividing the total denials by the line items directed for shipment and multiplying by 100. ((5B /5A) x 100).

C6.11.1.2. General Supplies - Accuracy and Performance Data -- Part II. Each DoD Component will collect and maintain visibility of the following performance data for collective analysis of accuracy trends and corrective actions required.

C6.11.1.2.1. Receipt Processing. The accuracy rate is computed by dividing the total number of receipts (all types, e.g., new procurements, redistributions, returns from maintenance) posted and stored to the property accountability record on time by total number of receipts and multiplying by 100 during the reporting period. The Components may separately measure receipt processing timeframes by the type of receipt (e.g., D4_, D6A, D6Ks) based upon business processes and negotiated agreements.

C6.11.1.2.2. Location Survey. The accuracy rate is computed by dividing the locations with discrepancies (Types 1 and 2) by the total locations surveyed (during the reporting period), multiplying by 100, and subtracting the result from 100 percent.

C6.11.1.2.3. Location Reconciliation. This performance figure represents the total number of reconciled location records (i.e. sum of line items on the Inventory Manager's record and line items that were not on the Inventory Manager's record but were on the storage activities' records) during a specified reporting period. The accuracy rate is computed by dividing the number of discrepancies (as defined in paragraph C7.6.2.2.) by the number of reconciled records, multiplying by 100, and subtracting the result from 100 percent.

C6.11.1.2.4. Record Accuracy. This performance element represents the results of Type Physical Inventory/Transaction History Code N Sample Inventories. The sampling model incorporates a hierarchical approach where the total population of items is included and a single sample is randomly selected. Each selected line item (NSN/SCC) is placed in only one of the four categories by determining whether it meets a category's criteria, in sequential order. Table C7.T1. provides General Supplies Record Accuracy categories, goals and tolerances.

C6.11.2. Ammunition Performance Standards and Data. (The information in this section corresponds to information shown on DD Form 2338-1.)

C6.11.2.1. Performance - Part I

C6.11.2.1.1. Materiel Denials. DoD Components will identify denials separately for low risk and high-risk items.

C6.11.2.1.1.1. (Line 1.A.) Lines Directed for Shipment. The total number of line items directed for shipment (MROs, referral orders, redistribution orders (DLMS 940R Material Release)).

C6.11.2.1.1.2. (Line 1.B.) Total Materiel Denials. The total materiel denials (sum of total and partial denials, and warehouse refusals DLMS 945A, Materiel Release Advice). Include denial transactions classified by denial Management Codes 1, 2, 5, 6, and 7 in the total.

C6.11.2.1.1.3. (Line 1.C.) Material Denial Rate. Compute this figure by dividing total denials by the line items directed for shipment and multiplying by 100. ((1B / 1A) x 100) The DoD performance goal for the materiel release denial rate is not greater than 1 percent.

C6.11.2.1.2. Receipt Processing Performance.

C6.11.2.1.2.1. (Line 2.A.) Receipts Posted and Stored. The total number of line item receipts posted and stored to the total item property record.

C6.11.2.1.2.2. (Line 2.B.) Receipts Posted and Stored on Time. The total number of line item receipts that were effectively posted and stored within the timeframes. Both storing and posting actions are considered complete when the item is in the storage location, or available for issue, and the quantity is posted to the total item property record.

C6.11.2.1.2.3. (Line 2.C.) On Time Receipt Rate. Compute this figure by dividing the total number of receipts posted and stored on time by the total number of receipts and multiplying by 100. ((2B / 2A) x 100) The DoD performance goal for posting and storing receipts on time is 90 percent.

C6.11.2.1.3. Record Reconciliation Program. Shows the results of the location survey (ratio of accurate storage activity locator records to storage activity locations surveyed) and the location reconciliation[17].

C6.11.2.1.3.1. (Line 3.A.) Locations Surveyed. The number of storage activity locations surveyed.

C6.11.2.1.3.2. (Line 3.B.) Survey Errors. The total number of location discrepancies as defined in subparagraph C6.8.1.8. Report only one error per stock number per location.

C6.11.2.1.3.3. (Line 3.C.) Survey Accuracy. Compute this figure by dividing the locations with discrepancies by the total locations surveyed multiplying by 100, and subtracting the result from 100 percent. (100 - ((3B / 3A) x 100)) The DoD goal for location survey accuracy is 98 percent.

C6.11.2.1.3.4. (Line 3.D.) Locations Reconciled[18]. The total number of location records reconciled (i.e., the sum of line items on the owner's/Inventory Manager's record and line items not on the Inventory Manager's record but were on the storage activities' records).

C6.11.2.1.3.5. (Line 3.E.) Reconciliation Errors. The total number of discrepant location records as defined in subparagraph C6.8.2.2. Count one error per location reconciliation request (line item) or unmatched Inventory Manager's record.

C6.11.2.1.3.6. (Line 3.F.) Reconciliation Accuracy. Compute this figure by dividing the number of discrepancies by the number of records reconciled, multiplying by 100, and subtracting the result from 100 percent. (100 - ((3E / 3D) x 100)) The DoD goal for location reconciliation is 98 percent.

C6.11.2.2. Physical Inventory Adjustments – Part II

C6.11.2.2.1. Physical Inventories

C6.11.2.2.1.1. (Line 1.A.) Number of Scheduled and Unscheduled Inventories Completed. The total number of line-items inventoried (scheduled and unscheduled). Each SCC for a stock number at each storage activity is a line item.

C6.11.2.2.1.2. (Line 1.B.) Number of Inventories with Variances. The total number of line items inventoried (scheduled and unscheduled) that had an inventory variance.

[17] The location reconciliation process will not be required with the establishment of a single shared asset balances (see paragraphs C6.2.2. and C6.2.4.).
[18] Performance data maintained by owner/Inventory Manager regardless where material is stored.

C6.11.2.2.1.3. (Line 1.C.) Inventory Record Accuracy. Reflects the percent of lines inventoried without an inventory variance. Compute this figure by dividing the lines with an inventory variance by the total lines inventoried and multiplying by 100, and subtracting the result from 100 percent. (100 - ((1B / 1A) x 100)). The DoD inventory record accuracy goal for ammunition is 95 percent.

C6.11.2.2.2. Number of Inventory Adjustments from Other Than Physical Inventories[19].

C6.11.2.2.2.1. (Line 2.A.) Number of Location Reconciliation Adjustments. The number of location reconciliation adjustments (DLMS 947I with Quantity or Status Adjustment Reason Code 'AB' ; MILSTRAP legacy DIC D8B/D9B).

C6.11.2.2.2.2. (Line 2.B.) Number of End of the Day Processing Adjustments. The number of end of the day processing adjustments (DLMS 947I with Quantity or Status Adjustment Reason Code 'AB' ; MILSTRAP legacy DIC D8B/D9B).

C6.11.2.2.2.3. (Line 2.C.) Total. Absolute total of adjustments from other than physical inventories. (2A + 2B)

C6.11.2.2.3. (Line 3.) Total Inventory Adjustments. The sum of number of inventories with variances and the number of adjustments from other than physical inventories.

C6.11.2.2.4. Number of Reversals of Inventory Adjustments.

C6.11.2.2.4.1. (Line 4.A.) Number of Gain Reversals. The number of gain reversals of inventory adjustments.

C6.11.2.2.4.2. (Line 4.B.) Number of Loss Reversals. The number of loss reversals of inventory adjustments.

C6.11.2.2.4.3. (Line 4.C.) Total. Absolute total of inventory reversals (gains and losses).

C6.11.2.2.5. Monetary Value.

C6.11.2.2.5.1. (Line 5.A.) Average Value of Inventory. The average value of on-hand assets as reflected on financial records for the 12 months prior to the report cutoff date (i.e., current quarter plus last three quarters).

C6.11.2.2.5.2. (Line 5.B.) Record Value of Items Inventoried. The extended value prior to actual inventory of line-items inventoried (scheduled and unscheduled) during the reporting period.

[19] The end of day process and location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs C6.2.2 and C6.2.4).

C6.11.2.2.5.3. Value of Inventory Adjustments

C6.11.2.2.5.3.1. Physical Inventory Adjustments:

C6.11.2.2.5.3.1.1. (Line 5.C.(1)(A)) Gains. Monetary value of gains resulting from inventory less the monetary value of gain reversals (from current and prior quarters) processed during the report period.

C6.11.2.2.5.3.1.2. (Line 5.C.(1)(B)) Losses. Monetary value of losses resulting from inventory less the monetary value of loss reversals (from current and prior quarters) processed during the report period.

C6.11.2.2.5.3.1.3. (Line 5.C.(1)(C)) Gross Adjustments. Computed as lines (5C(1)(A) + 5C(1)(B)).

C6.11.2.2.5.3.2. Reversals--Current Quarter

C6.11.2.2.5.3.2.1. (Line 5.C.(1)(A)) Gains. The total monetary value of decreases to the record balances as a result of reversing gain adjustments processed during the reporting period. Compute the Fiscal Year (FY) to Date value for reversal of current quarter gains by adding the quarter ending value for reversal of current quarter gains to the prior quarter FY to Date value of reversal of current quarter gains.

C6.11.2.2.5.3.2.2. (Line 5.C.(1)(B)) Losses. The total monetary value of increases to the record balances as a result of reversing loss adjustments processed during the reporting period. Compute the FY to Date value for reversal of current quarter losses by adding the quarter ending value for reversal of current quarter losses to the prior quarter FY to Date value for reversal of current quarter losses.

C6.11.2.2.5.3.2.3. (Line 5.C.(1)(C)) Total. Absolute total of reversals of current quarter gains and losses. Computed as lines (5C(2)(A) + 5C(2)(B))

C6.11.2.2.5.3.3. Reversals--Prior Quarters

C6.11.2.2.5.3.3.1. (Line 5.C.(2)(A)) Gains. The total monetary value of decreases to record balances as a result of reversing gain adjustments reported in prior quarters. Compute the FY to Date value for reversal of prior quarters gains by adding the quarter ending value of reversal of current quarter gains to the prior quarter gains.

C6.11.2.2.5.3.3.2. (Line 5.C.(2)(B)) Losses. The total monetary value of increases to record balances as a result of reversing loss adjustments reported in prior quarters. Compute the FY to Date value for reversal of prior quarters' losses to the prior quarter FY to Date value for reversal of prior quarters' losses.

C6.11.2.2.5.3.3.3. (Line 5.C.(3)(C)) Total. Absolute total of reversals of prior quarter gains and losses. Computed as (5C(3)(A) + 5C(3)(B))

C6.11.2.2.5.3.4. (Line 5.C.(4)) Total Reversals. The total of reversals of current quarter and prior quarter gains and losses. Computed as (5C(2)(C) + 5C(3)(C))

C6.11.2.2.5.3.5. (Line 5.C.(5)) Total Record Imbalances. The total of gross adjustments and total reversals. Computed as (5C(1)(C) + 5C(4))

C6.11.2.2.6. Gross Adjustments As a Percent of.

C6.11.2.2.6.1. (Line 6.A.) Average Value of Inventory. Divide the total value of gross adjustments by the average value of inventory and multiply by 100. ((5C)(1)(C) / 5A) x 100)

C6.11.2.2.6.2. (Line 6.B.) Value of Items Inventoried. Divide the total value of gross adjustments by the record value of items inventoried and multiply by 100. ((5C)(1)(C) / 5B) x 100)

C6.11.2.2.7. Total Record Imbalances As a Percent of:

C6.11.2.2.7.1. (Line 7.A.) Average Value of Inventory. Divide the value of the total record imbalances by the average value of inventory. ((5C)(5) / 5A) x 100)

C6.11.2.2.7.2. (Line 7.B.) Value of Items Inventoried. Divide the total value of gross adjustments by the record value of items inventoried and multiply by 100. ((5C)(5) / 5B) x 100)

C6.11.2.2.8. Monetary Value of Location Reconciliation.

C6.11.2.2.8.1. (Line 8.A.) Value of Line Items Reconciled. The extended value of line-items reconciled during the reporting period.

C6.11.2.2.8.2. (Line 8.B.) Gains. The monetary value of gains resulting from reconciliation during the period.

C6.11.2.2.8.3. (Line 8.C.) Losses. The monetary value of losses resulting from reconciliation during the period.

C6.11.2.2.8.4. (Line 8.D.) Total. Absolute total of location reconciliation gains and losses. (8B + 8C)

C6.11.2.2.9. Monetary Value of End of the Day Processing.

C6.11.2.2.9.1. (Line 9.A.) Gains. The value of gains resulting from end of the day processing.

C6.11.2.2.9.2. (Line 9.B.) Losses. The value of losses resulting from end of the day processing.

C6.11.2.2.9.3. (Line 9.C.) Total. Absolute total of end of the day processing gains and losses. (9A + 9B)

Table C6.T3. Minimum Research Requirements for Potential or Actual Physical Inventory Adjustments

	CONDITION OF DISCREPANCY	REQUIRED RESEARCH		
		Post Count Validation	Pre-adjustment Research	Causative Research
1.	□$1,000	NO	NO	NO
2.	> $1,000 but ≤ $5,000 and ≤ 10 percent unit variance	YES	NO	NO
3.	> $1,000 but ≤ $5,000 and > 10 percent unit variance	YES	YES	NO
4.	> $5,000 but ≤ $16,000 and ≤ 25 percent unit variance	YES	YES	SAMPLE
5.	> $5,000 but ≤ $16,000 and > 25 percent unit variance	YES	YES	YES
6.	> $16,000	YES	YES	YES
7.	Controlled Inventory Item	YES	YES	YES[20]
8.	Suspected Fraud, Waste, or Abuse	YES	YES	YES

C6.12. STORAGE ITEM DATA CORRECTION/CHANGE NOTIFICATION

C6.12.1. This section provides standard procedures required by Inventory Control Points (ICPs) to provide for the correction and/or updating of storage activity records when:

C6.12.1.1. Reported transactions indicate that the ICP and storage activity records are inconsistent.

[20] Sample causative research in lieu of complete causative research for pilferable and CIIC 7 item discrepancies with a value from $.01 to $2,500 may be accomplished to serve as a deterrent to fraud, waste, or abuse and to identify systemic inventory and security problems. Causative research will be conducted on all adjustments (gains and losses) of classified and sensitive items regardless of dollar value of item or extended dollar value of adjustment. Causative research will be conducted on all adjustments (gains and losses) of pilferable items, and CIIC 7 items, with an extended value greater than $2,500, and all adjustments with an extended value of greater than $16,000 or greater than 25 percent unit variance and greater than $5,000.

C6.12.1.2. A catalog/stock list change is processed against an ICP record that affects stock control data maintained at the storage activities.

C6.12.2. Inventory Control Point Action. ICPs use the Storage Item Data Correction/Change Transaction to provide storage activities with data record changes on supply items. The ICP enters the "correction/change code for storage item records" in the transaction to provide information on the nature of the change, actions to be taken, and data affected by the change.

C6.12.3. Storage Activity Action. Storage activities will use the Storage Item Data Correction/Change Transaction to update stock records, item locator records, and bin tags.

C13. CHAPTER 13

MATERIEL RECEIPT

C13.1. GENERAL

C13.1.1. Purpose. This chapter prescribes standard procedures for processing materiel receipt information between and storage activities and between losing inventory managers (LIM) and gaining inventory managers (GIM). The procedures require expeditious showing of assets in the property accountability records and related financial accounts. Documentation covering consignment of materiel to storage activities is prescribed in other DoD and DoD Component regulations. These documents are used, together with information developed by inspection and classification procedures, as source data for documenting transactions in terms of this manual. The distribution of disbursement, procurement, and transportation documentation by storage activities is also governed by existing regulations and is, therefore, not a consideration here.

C13.1.2. Transactions. This chapter addresses the procedures applicable to the following Accredited Standards Committee (ASC) X12 transaction functions identified by their beginning segment transaction type code. Other DLMS formats, such as XML, are also available. See the DLA Logistics Management Standards Website for available formats www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp. The corresponding MILSTRAP legacy 80 record position transaction is identified for information purposes in a mixed DLSS/DLMS environment.

C13.1.2.1. Receipt Transaction is identified by the DLMS 527R ASC X12 beginning segment (1/BR02/020) Transaction Type Code D4 – Receipt. This transaction provides MILSTRAP legacy DIC D4_/D6_ functionality.

C13.1.2.2. Receipt Inquiry Transaction is identified by the DLMS 527R ASC X12 beginning segment (1/BR02/020) Transaction Type Code IN – Inquiry. This transaction provides MILSTRAP legacy DIC DXA/DXB functionality.

C13.1.2.3. Response to Inquiry Transaction is identified by the DLMS 527R ASC X12 beginning segment (1/BR02/020) Transaction Type Code DG – Response. This transaction provides MILSTRAP legacy DIC DXC/DXD functionality.

C13.1.3. Materiel Receipt/Return Code Definitions. For materiel receipt/return code definitions, see DLMS 527R, Receipt, Inquiry, and Response, or the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetails.aspx?code=MRR

C13.1.4. Use of DLMS 527R for Receipt. DLMS 527R will be used by receiving activities to report both receipts and historical receipt information to owners and other management control activities.

C13.2. MATERIEL RECEIPT PROCESSING

C13.2.1. Receiving Activity Actions. Receiving activities will:

C13.2.1.1. Post receipts to the total item property record by changing or adding to data in the advance receipt information (ARI) file established under Chapter 12, (Due-In and Advance Receipt Information) procedures, or by extracting data from the consignment documentation.

C13.2.1.2. For discrepant shipments, follow the guidelines provided in C13.2.8.

C13.2.2. Reversal of Incorrect Receipt Transactions. Receiving activities may use the Receipt Transaction to reverse incorrect Receipt Transactions.

C13.2.3. Central Procurement Receipts. Receipts from procurement can originate from central procurement or local procurement actions. Authorized procurement delivery documents should accompany each shipment as prescribed in the Federal Acquisition Regulation.

C13.2.4. Materiel Receipt Inspection Procedures. When shipments of materiel received from procurement instrument sources require inspection and/or acceptance at destination, receiving storage activities must do the inspection and/or acceptance and the in check operations as concurrent actions. Receiving activities will:

C13.2.4.1. Inspect shelf-life materiel for appropriate condition and type of shelf-life code in accordance with applicable DoD Component procedures based on DoD 4140.27-M, "Shelf-Life Item Management Manual", May 5, 2003.

C13.2.4.1.1. Mark materiel, as appropriate, for shelf-life code and supply condition code (SCC) upon receipt.

C13.2.4.1.2. Package markings must be in accordance with MIL-STD-129.

C13.2.4.2. Based on inspection, prepare a materiel Receipt Transaction indicating the date inspected and the actual condition(s), by quantity, of the materiel received. Wholesale owners will make this date available to the office responsible for contractor payment for use in determining if an interest penalty applies.

C13.2.5. Army Medical Materiel Agreement Receipts. DLA, in coordination with Defense Medical Logistics Standard Support (DMLSS) and Theater Enterprise-Wide Logistics System (TEWLS), has implemented the Army Medical Materiel Agreement (AMMA). Under the AMMA program, DLA funds are used by the Army to purchase via

DMLSS/TEWLS. The DLA Enterprise Business System (EBS) receives a Receipt Transaction from DMLSS/TEWLS to receipt purchased items into stock for inventory accountability. DLA owns the materiel until items are issued at the retail level and inventory is decremented in DLA's EBS.

C13.2.5.1. Purchase card receipts from AMMA sites must contain a purchase card account number and purchase card call number in order to uniquely identify transactions. A vendor reference number should also be included which is the Customer Automation and Reporting Environment invoice number. This value will help with issue resolution and reconciliation.

C13.2.6. Time Standards for Processing Receipts

C13.2.6.1. Purpose. The Department of Defense measures wholesale receipt processing performance in terms of the goal to process receipts and show them with minimal delay ***on both the accountable and owner records. Wholesale receipt processing performance is measured in two overlapping segments:***

C13.2.6.1.***1***. ***The first segment is the time period between the d***ate materiel is turned over by the carrier to the designated receiving activity ***and the*** date of posting ***the receipt*** to the total item property records ***(both accountable and owner records)***.

C13.2.6.1.***2***. ***The second segment is the time period between the d***ate materiel is turned over by the carrier to the designated receiving activity ***and the date stored.*** Materiel is considered to be ***stored*** when it reaches the first location (either temporary or permanent) where actual storage control exists through locator data and the materiel can be issued ***without delay*** in response to materiel release documentation.

C13.2.6.2. Processing Standards. Performance standards for processing receipts through these time segments are as follows:

C13.2.6.2.1. ***Segment One. Materiel receipt is posted to the accountable and the owner record no later than 5 business days from date materiel is received***.

C13.2.6.2.2. ***Segment Two:***

C13.2.6.2.2.1. Receipt from new procurement and redistribution will be receipted and stored within 7 calendar days from the date materiel is turned over by the carrier.

C13.2.6.2.2.2 All other receipts will be receipted and stored within 10 calendar days from the date materiel is turned over by the carrier.

C13.2.6.3. Making asset records visible from the point of inspection and acceptance must be accomplished within 24 hours of recording receipts

(holidays and weekends excepted). (This applies to receipts from a procurement source when required inspection and acceptance are not performed at origin.) The accounting and finance office will be notified of the item receipt within the 24-hour period.

*C13.2.6.**4.** Wholesale Receipt Effectiveness. Report wholesale receipt processing effectiveness as prescribed by Chapter 6, C6.11.1.2.1.* ***The acceptable DoD performance goals for receipt processing are: 90 percent posted within the time standard, 90 percent stored within the time standard.*** *When computing the overall performance against the time standard, include Receipt Transactions frustrated for a long period of time prior to posting, storing, or reporting*

C13.2.7. Control of Receipt Requirements. Receiving storage activities will comply with the following requirements:

C13.2.7.1. Establish Procedures. Establish receipt control procedures for posting information relating to the status of materiel in the storing cycle. The cycle begins when the carrier offers materiel to the receiving activity for custody and control. Receiving activities will record the carrier's date offered when different than the date the carrier released the materiel. The DoD Components should use the carrier's date offered to measure carrier performance.

C13.2.7.2. Actions after Materiel Receipt. Do the following actions after the materiel has been physically received but prior to or concurrent with movement to storage:

C13.2.7.2.1. Establish a transaction suspense record to record the materiel as an in-process receipt.

C13.2.7.2.2. Prepare and send a Receipt Transaction to the owner within 24-hours (holidays and weekends excepted) from the point of inspection and/or acceptance.

C13.2.7.3. Using In-Process Receipts to Satisfy Requirement. When the on-hand balance of the stock record (physically stored) is not enough to fill materiel release orders, use in-process receipts to fully or partially satisfy the requirement. When in-process receipts are recorded, fill priority 01-08 requirements from these receipts. Defer filling of priority 09-15 requirements from in-process receipts until proof of storage is recorded.

C13.2.7.4. Expediting Materiel Storage. Periodically refer to the in-process receipt suspense file to hasten storage of materiel delayed beyond authorized receipt processing timeframes and to hasten storing of materiel for issues deferred pending storage.

C13.2.7.5. Clearing Suspense Record. After receiving proof of storage, clear the suspense record, update the storage locator record, and release any deferred issues.

C13.2.7.6 Updating Storage Activity Record. As an additional aid in control of receipts, ensure that appropriate storage activity records (e.g., stock locator) show the date of the last receipt of an item and the storage information (i.e., date of storage or some other code indicating that storage has been reported).

C13.2.8. Discrepant/Deficient Receipts

C13.2.8.1. Discrepant/Deficient Reports. In addition to processing and reporting materiel receipts, receiving storage activities will submit reports for all discrepant/deficient receipts in accordance with the procedures and forms prescribed by the following:

C13.2.8.1.1. Chapter 17 of this manual, Supply Discrepancy Reporting procedures.

C13.2.8.1.2. DTR 4500.9-R, “Defense Transportation Regulation,” Part II, Cargo Movement.

C13.2.8.1.3. Joint Regulation DLAR 4155.24/AR 702-7/SECNAVINST 4855.5/AFR 74-6, "Reporting of Product Quality Deficiencies Report Program.”

C13.2.8.1.4. Joint Regulation DLAR 4155.3/AR 30-12/NAVSUPINST 4355.2/AFR 74-5/MCO 10110.21, "Inspection of Subsistence Supplies and Services."

C13.2.8.1.5. Other DoD and joint or intra-DoD Component regulations governing discrepancies/deficiencies not covered by the above.

C13.2.8.2. Exceptions. Neither the dollar value nor the timeframes for submitting discrepancy/deficiency reports apply for reporting the materiel receipt to the owner. The receipt reporting timeframes are prescribed by C13.2.6. The procedures for reporting receipt of discrepant/deficient shipments to the owner are prescribed by C13.2.8.2.

C13.2.8.2. Processing Discrepant/Deficient Receipts

C13.2.8.2.1. Discrepancy Determination. Upon receipt of all incoming materiel shipments, from procurement instrument and non-procurement instrument sources, receiving activities will research all available documentation and item markings (i.e., transaction or contract number, national stock number (NSN), or other, item identification number, ARI file, quantity, condition, inspection/acceptance requirements, etc.) to determine the receipt data. Using this data, receiving activities will determine if a discrepancy/deficiency (hereafter referred to as discrepancy or discrepant) exists and will identify its nature.

C13.2.8.2.2. Unusual Circumstances. If unusual circumstances prevent normal receipt reporting of discrepant shipments, the receiving activity will communicate with the manager or Contract Administration Office (CAO)/Purchasing Office (PO) to determine how to submit the discrepancy report and report the receipt. When the owner

delays receipt reporting, the receiving activity must control the receipt by physically segregating and monitoring the status of the materiel until they report the receipt, or the owner directs other disposition (e.g., reshipment, return to shipper, etc.). This paragraph applies only when circumstances exist that prevents normal receipt reporting. For non-procurement receipts with no ARI, see C13.2.8.2.10.11.

C13.2.8.2.3. Discrepancy Report Determination. Not all discrepant receipts require submission of discrepancy reports. Receiving activities will follow the procedures in C13.2.8.1. to determine whether a discrepancy report must be submitted. Use Receipt Transactions Management Codes R, S, and U to identify discrepant receipts that require submission of a discrepancy report. The purpose of the discrepant receipt management codes is to notify the owner in advance that a receipt was discrepant and that a discrepancy report is being submitted to give additional information relating to the reported item. Never process Receipt Transactions with Management Codes R, S, or U for a discrepant quantity when submission of a discrepancy report is not required. Use Management Codes S and U only for procurement instrument source receipts to identify vendor caused misdirected shipments and contract over shipments. Separate codes apply to these discrepancies, which occur more frequently and are more easily resolved than others, so owners can initiate immediate corrective action before the formal report of discrepancy is received.

C13.2.8.2.4. Receipts Lacking Documentation. When materiel arrives without accompanying documentation, or with inadequate documentation to process the receipt, receiving activities will use one of the following data sources to develop materiel Receipt Transactions:

C13.2.8.2.4.1. ARI files.

C13.2.8.2.4.2. Authorized procurement delivery documents and vendor packing lists.

C13.2.8.2.4.3. Advance copies of DD Forms 1348-1A or 1348-2, or DD Form 1149," Requisition and Invoice/Shipping Document."

C13.2.8.2.4.4. Transportation and fiscal records.

C13.2.8.2.4.5. Container markings.

C13.2.8.2.4.6. Contract information available via the Electronic Document Access (EDA) Website reference archive.

C13.2.8.2.4.7. Federal Logistics Information System (FLIS) or WebFLIS data.

C13.2.8.2.4.8. The Item Unique Identification (IUID) Registry for serially managed assets.

C13.2.8.2.4.9. Advice provided by the owner, the shipper, or the U.S. Customs Inspector's Office upon request of the receiving activity if receipt documentation cannot otherwise be developed.

C13.2.8.2.5. Discrepant Receipt Posting. Normally when receiving activities keep a discrepant receipt in U.S. Government custody, whether or not it is U.S. Government-owned, they will post the receipt to the total item property record, store the materiel, and update the locator record, and hold the materiel pending receipt of disposition from the owner.

C13.2.8.2.6. Receipts from Outside the Normal Distribution System. When storage activities report receipts outside the normal distribution system for the NSN, the owner will record the receipt so assets are issued from that site first. Owners will make disposition of such materiel as quickly as possible. If the materiel is not issuable, the owner will direct repair induction, reclassification, relocation, or disposal using the appropriate DLMS transaction.

C13.2.8.2.7. Discrepant Receipt - Procurement Instrument Source - General

C13.2.8.2.7.1. Protective Measures. Procurement discrepancies imposing a health/safety hazard, classified risk, etc., may require separate and/or secure storage. When these situations exist, receiving activities will take protective measures in accordance with established DoD or DoD Component procedures.

C13.2.8.2.7.2. Receiving Activity Inspection. When acceptance is accomplished at a point other than destination, receiving activities may not re-inspect supplies at destination for acceptance purposes. However, receiving activities will examine such supplies at destination for identity, damage in transit, quantity, condition (including proper packing/packaging and labeling) and, for subsistence materiel, date packed and expiration date. The U.S. Government's right to litigate a discrepant receipt is not affected by the point of acceptance. Consequently, receiving activities will report discrepancies detected during the destination examination in accordance with the regulations cited in C13.2.8.1.

C13.2.8.2.7.3. Shipping Procurement Instrument Source Receipts to DLA Disposition Services. Shipment of procurement instrument source receipts directly to DLA Disposition Services is not authorized unless unusual circumstances (e.g., health or safety hazard, etc.) exist and separate/secure storage facilities are not available. When unusual circumstances require the receiving activity to ship materiel directly to the DLA Disposition Services activity (or take other disposal actions as prescribed by the DoD Components), the receiving activity will first report the receipt using a Receipt Transaction citing SCC L and Management Code R. (Navigate to the link below and enter “management code”, then click submit. www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/LQHome.aspx). The disposal action will then be reported using a dual Inventory Adjustment Transaction, DLMS 947I citing SCC H and Management Code M or T.

C13.2.8.2.8. Reporting Discrepant Receipts from Procurement Instrument Source. Receiving activities will follow these procedures to report receipt of discrepant shipments from procurement instrument sources. Unless otherwise allowed by these procedures, report discrepant shipments from a procurement instrument source to the owner with a Receipt Transaction, citing SCC L for the discrepant quantity. With the exception of the receipt of incorrect items, use a single transaction to report the receipt showing both non-discrepant and discrepant quantities exclusive; multiple discrepancy conditions may exist for a single Receipt Transaction:

C13.2.8.2.8.1. Condition of Materiel. Report the actual discrepant quantity in SCC L.

C13.2.8.2.8.2. Documentation. Absence of the shipping documentation should not prevent receipt processing and reporting or later issue of the materiel. Research in accordance with C13.2.8.2.4., to report the receipt. The discrepancy reporting requirements in C13.2.8.1 still apply.

C13.2.8.2.8.3. Misdirected Shipments (improperly addressed by the procurement instrument source). Contact the owner to ensure compliance with the procurement requirements (i.e., inspection, acceptance, etc.). Report the total quantity in the actual condition received (normally SCC A) with a Receipt Transaction citing Management Code S. Upon receipt of the Receipt Transaction, and prior to posting the receipt as available for issue, owners will initiate immediate action to resolve the discrepancy. If the owner or CAO/PO directs reshipment/return of a reported receipt without issuing materiel release documentation, the receiving activity will submit a reversal of the previously submitted materiel Receipt Transaction.

C13.2.8.2.8.4. Overage/Duplicate Shipment. Research the ARI file, receipt, and contract documentation to determine the discrepant quantity. Report confirmed duplicate shipments as discrepant with a Receipt Transaction citing SCC L. When overages are valued above the contract variance clause, or above the excess delivery clause (after considering any allowable variance), report the overage above the allowable variance as discrepant with a Receipt Transaction citing SCC L and Management Code U. Owners will initiate immediate action to resolve the discrepancy upon receipt of the Receipt Transaction. Overages within the allowable variance or within the excess delivery clause (after considering any allowable variance) are not discrepant. Report the total quantity in the applicable condition, and do not cite a management code for that quantity.

C13.2.8.2.8.5. Packaging Discrepancy. Report the total discrepant quantity as a SCC L receipt. The owner and/or the CAO/PO will determine whether litigation is required. If litigation is not required the owner will initiate a DLMS 846A, Asset Reclassification Transaction, to request the transfer of the suspended assets to the appropriate condition.

C13.2.8.2.8.6. Shortages/Nonreceipt of Materiel. Research the ARI file, receipt, and contract documentation to determine the discrepant quantity. For

shortages, report the total quantity in the condition received. Except for shortages attributed to transportation discrepancies, the receipt is discrepant only if the shortage exceeds the allowable contract variance. When the receipt is discrepant, cite the management code in the Receipt Transaction. Non-receipts are addressed under C13.3.

C13.2.8.2.8.7. Item Technical Data Marking (includes nameplates, logbooks, operating handbooks, special instructions, etc.). Report the discrepant quantity citing SCC L, and identify and describe the specific technical data discrepancy in the SDR or DLMS 842A/W, Standard SDR, Follow-up, Correction, Cancellation, & Reconsideration Request. If the owner determines the assets can be issued, the owner shall initiate a DLMS 846A to transfer the suspended assets to the appropriate condition.

C13.2.8.2.8.8. Wrong Item. Report any assets in the shipment that are the correct item in the applicable condition and do not cite the discrepant receipt management code for that quantity. Report the total quantity of the incorrect item received in the Receipt Transaction citing SCC L using a separate Receipt Transaction. If the majority of the assets are the incorrect item, the receiving activity may report the total quantity in SCC L based on internal DoD Component procedure.

C13.2.8.2.8.9. Product Quality Deficiency. It is normally preferable to keep custody of the materiel, whether or not it has been accepted. Report the deficient quantity citing SCC Q in the Receipt Transaction. The owner or CAO/PO will determine if litigation or informal action with the procurement instrument source should be initiated. The owner will take action to transfer the assets.

C13.2.8.2.8.10. Transportation Discrepancy. When materiel is accepted by the Transportation Officer, process and report the Receipt Transaction in accordance with procedures cited above for the type of discrepancy that exists (e.g., condition of materiel for damage, etc.).

C13.2.8.2.8.11. Receipts Not Due-In (no ARI file exists).

C13.2.8.2.8.11.1. Receipt Processing. Except for receipt of logistically reassigned items, see guidance in this section for processing receipts of misdirected shipments and overages/duplicate shipments, for which an ARI file is not normally available.

C13.2.8.2.8.11.2. Logistically Reassigned Items. For logistically reassigned items, research all available documentation and item markings to determine proper routing of the receipt. If unable to determine the correct routing, contact the integrated materiel manager (IMM) who will direct the appropriate routing of the receipt. If the IMM (e.g., the GIM) does not have a recorded due-in, did not initiate the procurement action and/or has a record of a memorandum due-in, and the item was involved in an LR, the GIM should instruct the storage activity to report the receipt to the LIM.

C13.2.8.2.8.12. Discrepancies in IUID Data. Report discrepancies involving IUID under DoD IUID supply policy, including but not limited to DoD Unique Item Tracking (UIT) programs, or as contractually required. IUID discrepancies may be related to the packaging label, including automated information technology (AIT) readable content; the item marking, including AIT readable marks; supply documentation; the due-in record; and/or a mismatch between the item and any of these. Discrepancies identified during receipt of new procurement materiel must be reported prior to acceptance (if not accepted at origin). Discrepant materiel may be placed in a suspended condition pending resolution. Discrepancies that resulted in incorrect information within the IUID registry must be reported and corrective action taken.

C13.2.8.2.8.13. Other Discrepancies. Receipt reporting will depend upon the type of discrepancy involved. When unusual circumstances exist, the receiving activity may need to get guidance from the appropriate authority before reporting the receipt or submitting the discrepancy report. See C13.2.8.2., above, for storage and accountability requirements.

C13.2.8.2.9. Discrepant Receipt - Other than Procurement Instrument Source – General

C13.2.8.2.9.1. Identifying the NSN. When a receipt cannot be identified to an NSN, the receiving activity will attempt to identify the NSN or usage by following the procedures in C13.2.8.2.1., and report the receipt to the owner.

C13.2.8.2.9.1.1. Value Under $100. If the NSN cannot be identified and the estimated value of the item is under $100, receiving activities will not report the receipt to an owner. Ship the materiel directly to DLA Disposition Services using a local document number. Keep an accessible record of the transaction document and its backup for 2 years.

C13.2.8.2.9.1.2. Value Over $100. If the NSN cannot be identified and the estimated value of the item is $100 or more, the receiving activity will contact the manager of like-items to determine disposition. If GSA is the manager of like items, process in accordance with the procedures for receipts not due-in. If the manager of like-items can identify the NSN, the manager will direct the receiving activity to submit the receipt and SDR to the owner. If the IMM of like-items cannot identify the NSN, the IMM will give disposition instructions to the reporting activity. These instructions will include an item identification number (part number, etc.) for reporting the receipt and submitting the SDR. If the owner directs shipment to DLA Disposition Services, the owner will keep an accessible record of the transaction and its backup for 2 years.

C13.2.8.2.9.2. Discrepancy Reporting. Unless otherwise allowed by these procedures, receiving activities will report receipts of discrepant shipments from a non-procurement instrument source to the owner. For discrepant quantities, cite the SCC that most accurately describes the condition of the materiel in the Receipt

Transaction. Classify and report the materiel using SCC K when the actual condition cannot be determined. Include Management Code R when a discrepancy report is required unless prescribed otherwise in this chapter.

C13.2.8.2.10. Reporting Discrepant Receipts - Other than Procurement Instrument Source. Receiving activities will follow these procedures to report receipt of discrepant shipments from non-procurement instrument source. With the exception of the receipt of wrong items, use a single Receipt Transaction to report the receipt showing both non-discrepant and discrepant quantities in their appropriate SCC. The following discrepancy categories are not mutually exclusive; multiple discrepancy conditions may exist for a single receipt:

C13.2.8.2.10.1. Condition of Materiel

C13.2.8.2.10.1.1. No ARI File Exists. When inspection of inter-DoD Component receipts reveals materiel to be SCC H and no ARI file exists, automatically ship discrepant materiel valued at less than $500 per item direct to the DLA Disposition Services activity except as specified in these procedures, or take other automatic disposal action based on criteria issued by the DoD Components. This includes expired Type I shelf-life materiel which has passed the expiration date regardless of value. When taking automatic disposal action, cite SCC H and Management Code M or T in the Receipt Transaction, in addition to the discrepant receipt management code, for the discrepant quantity. To establish an audit trail when materiel is condemned upon receipt and shipped directly to DLA Disposition Services, cite the disposal turn-in ***document*** number in the Receipt Transaction in addition to the original ***document*** number.

C13.2.8.2.10.1.1.1. GSA-Managed materiel and Non-Army Managed (NAMI) (Routing Identifier Code (RIC) AJ2) owned materiel will not be subject to the dollar value threshold for disposal eligibility, but will be subject to all other automatic disposal screening criteria.

C13.2.8.2.10.1.1.2. Automatic disposal does not apply to the following:

C13.2.8.2.10.1.1.2.1. Materiel that is identified as requiring DEMIL or containing radioactive, classified, or NWRM properties will not be subject to automatic disposal. This includes:

- DEMIL Codes: B, C, D, E, F, G, or P
- CIIC: A-H, K, L, O, Q, R, S, T, 5, 6, 8, 9
- Radioactive Water Type Cargo Codes: A and 4

C13.2.8.2.10.1.1.2.2. Materiel owned by U.S. Army Aviation and Missile Command (AMCOM) (RIC B17), will not be subject to automatic disposal.

C13.2.8.2.10.1.1.2.3. Unidentified materiel will not be subject to automatic disposal. Follow procedures in paragraph C13.2.8.2.9.1.

C13.2.8.2.10.1.1.2.4. FMS materiel will not be subject to automatic disposal. Follow procedures in paragraph C13.2.8.2.9.1.

C13.2.8.2.10.1.1.2.5. Materiel owned by USAF will not be subject to automatic disposal except for non-AF managed material located at a DLA ***D***istribution ***C***enter not co-located with a USAF depot maintenance site.

C13.2.8.2.10.1.1.3. Upon receipt, or subsequent storage activity determination, that materiel is in SCC H, where the above criteria prohibit automatic disposal, an SDR will be prepared clarifying why automatic disposal is not possible and requesting specific disposition instructions. Where applicable the SDR remarks will inform the action activity that the materiel cannot be shipped to the local DLA Disposition Services Field Office and must be sent to an approved DEMIL/destruction center via MILSTRIP DIC A5J generated by the owner/manager.

C13.2.8.2.10.1.2. Discrepancy Reporting. Report discrepant quantities other than those mentioned above citing the applicable SCC in the receipt, or SCC K when the condition cannot be determined.

C13.2.7.8.10.2. Documentation. Absence of the shipping documentation should not preclude receipt processing and reporting or later issue of the materiel. Research in accordance with C13.2.8.2.4. to report the receipt. Discrepancy reporting requirements still apply.

C13.2.8.2.10.3. Misdirected Shipments (improperly addressed by the supply activity). Report misdirected shipments as receipts to the cognizant IMM. The IMM will make disposition using DLMS 940R, Materiel Release.

C13.2.8.2.10.4. Overage. Report the total quantity received in the applicable condition.

C13.2.8.2.10.5. Packaging Discrepancy. Report the total quantity received in the applicable condition and schedule the discrepant quantity for preservation/packaging/marking/labeling in accordance with the DoD Component criteria.

C13.2.8.2.10.6. Shortages/Nonreceipt of Materiel. For shortages, report the total quantity received in the applicable condition. The owner will initiate any necessary financial adjustment action. Non-receipts are addressed under C13.3.

C13.2.8.2.10.7. Item Technical Data Marking (includes nameplates, logbooks, operating handbooks, special instructions, etc.). Report the discrepant quantity using a receipt citing SCC D. Identify and describe the specific technical data discrepancy in the SDR for owner evaluation. If the owner determines

the asset can be issued, the owner will initiate action to transfer the asset to the appropriate condition using DLMS 846A.

C13.2.8.2.10.8 Wrong Item. Report receipt of the total quantity of the incorrect item in the applicable condition citing the NSN of the incorrect item received and the discrepant receipt management code for the quantity. If both correct and incorrect items are received in the same shipment, submit a separate Receipt Transaction for the correct item.

C13.2.8.2.10.9. Product Quality Deficiency. An SCC Q entered in an ARI file shows that the receipt is related to a reported product quality deficiency. Report receipt of this materiel in SCC Q and do not cite a management code. Based on the results of the inspection or technical/engineering analysis, owners will direct the appropriate materiel disposition.

C13.2.8.2.10.9.1. Additionally, when the receipt is applicable to a Product Quality Deficiency Report (PQDR) exhibit, include the PQDR Report Control Number (RCN) and designate a copy of the receipt transaction for distribution to the Product Data Reporting and Evaluation Program-Automated Information System (PDREP-AIS). SCC Q is applicable to exhibits returned for evaluation and returned subsequent to testing.

C13.2.8.2.10.9.2. DAAS will recognize the inclusion of the PDREP-AIS DoDAAC in the receipt transaction and forward a copy of the transaction for use in exhibit tracking.

C13.2.8.2.10.10. Transportation Discrepancy. When the Transportation Officer turns the materiel over, report the receipt in accordance with the procedures cited above for the type of discrepancy which exists (e.g., condition of materiel for damage etc.).

C13.2.8.2.10.11. Receipts Not Due-In (no ARI file)

C13.2.8.2.10.11.1. GSA-Managed Items. GSA does not authorize return of assets to DoD storage activities. Receipts of GSA assets without a corresponding due-in are, therefore**,** DoD-owned assets. The DoD Components are responsible for providing DLA with an organization to which the DLA storage activity can record these assets. The DoD Components will establish internal procedures for processing the receipts from the depot for these assets for subsequent issue or release for DLA Disposition Services. The DoD Components will identify an owner RIC to be used when the DLA storage activity processes a Receipt transaction for the DoD Components' unauthorized return of GSA-managed assets. In the absence of guidance from the DoD Components for reporting receipt of unauthorized return of GSA assets to their DoD Component, DLA storage activities will receipt the assets for local use by the depot. If the materiel cannot be used locally it is sent to disposal. This procedure ensures the assets are recorded on a DoD record. The Navy**,** Marine Corps***, and Air Force*** have directed implementation of this procedure as follows:

C13.2.8.2.10.11.1.1. Report Navy-returned GSA-managed items to Navy RIC NRP. An SDR will be provided to the Navy owner for information.

C13.2.8.2.10.11.1.2. Report Marine Corps-returned GSA-managed items to Marine Corps RIC MPB. An SDR will be provided Marine Corps owner for information.

C13.2.8.2.10.11.1.3. Report Air Force-returned GSA-managed items to Air Force RIC FHZ. An SDR will be provided to the Air Force owner for information.

C13.2.8.2.10.11.2. DoD-Managed Reparable Items. Report the Receipt Transaction to the manager of the DoD Component that is returning the item. Do not include a discrepant receipt management code in the transaction. For materiel shipped between wholesale storage activities, report the receipt citing Reason for Materiel Receipt/Return Code N. IMMs receiving transactions reporting returns not-due-in of phase II reparables, for which they are not the IMM, will follow the materiel returns program procedures to report/ship the materiel as prescribed by the IMM.

C13.2.8.2.10.11.3. DoD-Managed Consumable Items. Report receipt to the IMM of the Service that is returning the item in the applicable condition and do not include a discrepant receipt management code in the transaction. However, the DoD Components may prescribe reporting to their own item manager for returns from their own Component activities. The Navy and Marine Corps have directed implementation of this procedure as follows:[1]

C13.2.8.2.10.11.3.1. Navy-returned consumable items must be reported to the Navy using RIC NRP regardless of the item manager. An SDR will be provided to the Navy owner for information.

C13.2.8.2.10.11.3.2. Marine Corps-returned consumable items must be reported to RIC MPB regardless of the item manager. An SDR will be provided to the Marine Corps owner for information.

C13.2.8.2.10.11.3.3. Air Force-returned consumable items must be reported to RIC FHZ regardless of the item manager. An SDR will be provided to the Air Force owner for information.

C13.2.8.2.10.12. Discrepancies in IUID Data. Report discrepancies involving IUID under DoD IUID supply policy, including but not limited to DoD UIT programs, or as contractually required. IUID discrepancies may be related to the packaging label, including AIT readable content; the item marking, including AIT readable marks; supply documentation; the due-in record; and/or a mismatch between the item and any of these. Discrepancies identified during receipt of new procurement

[1] Refer to ADC 1102***/1102A***.

materiel must be reported prior to acceptance (if not accepted at origin). Discrepant materiel may be placed in a suspended condition pending resolution. Discrepancies that resulted in incorrect information within the IUID registry must be reported and corrective action taken.

C13.2.8.2.10.13. Other Discrepancies. Receipt reporting will depend upon the type of discrepancy involved. When unusual circumstances exist, the receiving activity may need to get guidance from the owner before reporting the receipt or submitting the discrepancy report.

C13.2.8.3. Resolution of Reported Receipt Discrepancies.

C13.2.8.3.1. Owner Accountability Records. Owners will maintain accurate materiel accountability records and audit trails for reported receipts with evidence of a supply discrepancy. Resolution of these discrepancies requires the establishment of interfaces among the materiel accountability, procurement, financial accounting, and discrepancy reporting systems.

C13.2.8.3.2. Owner Processing Discrepant Transactions. When discrepant receipts are reported, owners will process the transactions and complete the research required to resolve the discrepancy. When materiel received from a procurement instrument source will be kept in the wholesale inventory, coordinate with the CAO/PO for a contract modification that will recoup any administrative costs and any additional second destination transportation costs or onward shipment (redistribution) costs incurred by the U.S. Government as a result of the discrepancy. For all receipt discrepancies, ensure that procurement/supply due-in records and related financial accounts (including in-transit) are corrected to show any new receipt status and transmit updates to ARI to the storage activities involved, as required. Care must be taken to suppress ARI transaction output if the corresponding receipt has already been reported (e.g., for overages or misdirected shipments being kept where delivered).

C13.2.8.3.3. Owner Evaluation Data. Owners will develop management evaluation data for contract shortages/overages, wrong item, IUID mismatches, vendor caused misdirected shipments, and other discrepancies impacting cost or customer satisfaction, for use in identifying trends or indications of system problems and in initiating corrective action. When the same discrepancy is repeatedly reported on shipments from a given procurement instrument source, the owner, through the CAO/PO, will advise the source of the error and request action be taken to correct its repeated occurrence. When a procurement instrument source continues to commit the same error, initiate action to consider inclusion on the Awards Review List or other disciplinary action.

C13.2.9. Maintaining Accountability During Maintenance Actions

C13.2.9.1. Applicability.

C13.2.9.2 These procedures apply for returns to inventory including unused materiel, relocations of materiel for maintenance, and receipts from assembly, disassembly, reclamation, conversion, modification, repair and destructive or nondestructive test/evaluation consigned by the Department of Defense, other U.S. Government (non-DoD) agency, or commercial activities.

C13.2.9.3 These procedures exclude repair and return materiel owned below the wholesale distribution system; however, DoDM 4140.01 policy and, for commercial maintenance, the provisions of the FAR, apply.

C13.2.9.4. Accountability

C13.2.9.4.1. For organic maintenance, responsibility for maintaining the asset balance portion of the property accountability record for DoD-owned property being repaired resides with the activity having physical custody. Organic maintenance facilities will assume accountability of materiel upon receipt at the maintenance facility and while in its custody during maintenance actions.

C13.2.9.4.2. For Contractor maintenance, the owning DoD Component will maintain accountability for materiel in a contractor's possession for repair. The contractor will have stewardship of the materiel in accordance with the requirements in Part 52.245-1 of the Federal Acquisition Regulation and associated clauses, terms, and conditions. The stewardship includes all government furnished property, including items furnished for repair, and remains until the repaired assets are returned to and received by the DoD Component.

C13.2.9.4.3. For both organic and contractor maintenance, the activity having physical custody will provide visibility and report changes to the on-hand balance to the materiel owner (the Principal for maintenance by DMISA).

C13.2.9.5. Requirements

C13.2.9.5.1. Dues-In and ARI. Owners (principals for maintenance by DMISA) will establish a DLMS 527D (Due-In) when materiel is being returned from field activities to wholesale storage activities or to commercial activities for maintenance. Also, send a DLMS 527D (ARI) to receiving Government storage activities. These actions will be done upon receipt of MRP transactions, or equivalent intra-service documents, reporting return of materiel. The DoD Components may delegate the ARI requirement to intermediate level or transshipment activities.

C13.2.9.5.2. Materiel Relocation. When owners direct relocation of materiel from a remote storage activity to the storage activity collocated with the maintenance activity, they will establish a DLMS 527D (Due-In) for the intransit materiel and send a DLMS 527D ((ARI) to the receiving storage activity following Chapter 12.

C13.2.9.5.2.1. Receiving Storage Activity Reporting. Receiving storage activities will report receipt of reparable materiel based on the information contained in the ARI file. If an ARI file is not available, report the receipt in accordance with **C13.2.8.2.7.10.1.** for processing receipts not-due-in for reparable items.

C13.2.9.5.2.2. Inter-DoD Component Agreements. When materiel is scheduled for organic maintenance by DMISA or other inter-DoD Component agreement, the agreement will specify that the storage activity will report returns from maintenance to the owner (Principal) as receipts under this chapter.

C13.2.9.6. DoD Component Actions. Each DoD Component will ensure that:

C13.2.9.6.1. Owned Inventory Accounting. Owned inventory in the hands of the Department of Defense, other Government (non-DoD), and commercial activities, is properly accounted for under the provisions of Chapters 6, 7, 13, and 14 of this volume and, for commercial maintenance, the provisions of the Federal Acquisition Regulation. This includes returns from field activities for repair and reissue as wholesale inventory. The DoD Components will prescribe use of any required internal codes to meet this requirement (Responsibility of the owner (Principal for maintenance by DMISA)).

C13.2.9.6.2. Property Accountability Records. Total item property records for materiel in the hands of maintenance activities are maintained and adjusted based on the quantity of materiel actually returned and will support the DoD 7000.14-R, "Department of Defense Financial Management Regulation", accounting and reconciliation requirements (Responsibility of the owner (Principal for maintenance by DMISA)).

C13.2.9.6.3. Commercial Maintenance Contracts. Contracts for commercial maintenance require the commercial activity to report or acknowledge receipt and report shipment or condemnation of materiel to the contracting officer (Responsibility of the agent for maintenance by DMISA).

C13.2.9.6.4. Procurement/Supply Interface. Any needed interface between the procurement and supply operations/functions exists to ensure that changes in the inventory segment data (stock number, quantity, supply condition code) are sent to the owner (Responsibility of the agent for maintenance by DMISA). Arrangements may be made for commercial activities to report directly to the contracting officer and/or the owner using DLMS transactions. Reported data affecting inventory balances is recorded in the total item property record (Responsibility of the owner (Principal for maintenance by DMISA)).

C13.2.9.7. Item Owner Actions. Owners will establish due-in records for expected returns from commercial and Government maintenance activities and provide ARI to the storage activities to receive the materiel under Chapter 12. Storage activities will report receipts under this section.

C13.2.9.8. Issue from Commercial Activity. When materiel is issued to a customer directly from a DoD or commercial maintenance activity, ensure that appropriate supply transactions are processed to establish the property accountability and financial accounting audit trails, as well as visibility within the supply system used by the materiel owner.

C13.2.9.9. Condemned Materiel. When materiel is condemned by maintenance activities, ensure the condemnation action is recorded (issue to disposal) to adjust the DoD inventory and financial accounts. This includes automatic disposals (Management Code M).

C13.2.9.10. Reclaimed Items

C13.2.9.10.1. Identification of Serviceability. When reclamation activities do not have adequate facilities to test and classify the serviceability condition of reclaimed assets, activities will identify such assets as SCC R (Suspended Reclaimed Items Awaiting Condition Determination). When receiving storage activities determine that immediate classification of such SCC R assets is not possible, they will ensure assets are checked/tested and classified to actual condition within established parameters.

C13.2.9.10.2. Assigning Condition Code. When reclamation activities cite an actual SCC (i.e., other than R) for returned materiel, storage activities will cite that condition code when recording and reporting the receipt. However, if inspection upon receipt reveals that the condition assigned by the reclamation activity is incorrect, the storage activity will record and report the receipt citing the actual condition to which the item is classified or SCC K if the actual condition cannot be determined. Classify materiel reported in SCC K to the actual condition within established parameters.

C13.2.10. Loaned Materiel

C13.2.10.1. Materiel Inspection. Receiving activities will inspect loaned materiel upon receipt. Submit a Receipt Transaction in accordance with C13.2., citing Reason for Materiel Receipt/Return Code H, to provide information about the condition and quantity of the returned loaned materiel.

C13.2.10.2. Resolution of Loaned Materiel. The owner is responsible for final determination and resolution of returned U.S. Government property from loan. Establish controls to ensure the materiel is returned in an appropriate condition, i.e., as good as or better than the condition of the original loan issue. Take appropriate action to resolve any discrepancies and ensure reimbursement to the loaning activity.

C13.2.11. Logistics Reassignment Receipt Processing after Effective Transfer Date

C13.2.11.1. Procurement Instrument Processing. The storage activity will process procurement instrument source receipts for LR materiel received after 1 year

past the effective transfer date (ETD), in the same manner that they process procurement instrument source receipts received during the ETD to 1-year period.

C13.2.11.2. Storage Activity Actions. For receipt of materiel that has been logistically reassigned, after the ETD, the receiving storage activity will perform the following:

C13.2.11.2.1. Report Receipts. Report receipts of items having ARI files, in accordance with C13.2.

C13.2.11.2.2. Report Procurement Instrument Source Receipt. Report procurement instrument source receipts for which there is no ARI file in accordance with the guidance in C13.2.8.2.4 for processing receipts not-due-in.

C13.2.11.2.3. Report Non-procurement Instrument Receipt. Report non-procurement instrument receipts for which there is no ARI file in accordance with the guidance in C13.2.8.2.4 for processing receipts not-due-in.

C13.2.11.3. LIM Actions. The LIM will do the following actions:

C13.2.11.3.1. Process Storage Activity. Process the storage activity initiated Receipt Transactions to reduce the due-in record and record assets on the LIM record for the quantity received.

C13.2.11.3.2. Process Logistics Transfer Transaction. Process the associated logistics transfer/decapitalization transaction, adjustment transaction, and LR storage ownership transfer transaction in accordance with Chapter 9.

C13.2.11.3.3. Record Litigation Assets. For materiel received for which litigation is required, record assets on the LIM owner record in SCC L and reduce the due-in record.

C13.2.11.3.3.1. At this time, no action will be taken by the LIM to remove or change the GIM's memorandum due-in.

C13.2.11.3.3.2. When litigation is completed and the materiel is reclassified to an issue condition, process the associated adjustment transaction and LR transfer/decapitalization transactions in accordance with Chapter 9.

C13.2.11.3.3.3. If materiel is returned to the contractor due to litigation proceedings notify the GIM in accordance with Chapter 9.

C13.2.11.3.3.4. The LIM must take appropriate action to reestablish a due-in, in accordance with Chapter 12 if the materiel being returned to the contractor for deficiency correction will eventually be returned to the LIM.

C13.2.11.4. Reject Receipt as Appropriate. If a procurement instrument source receipt for an LR item is incorrectly reported to the LIM or the GIM, and the LIM

or GIM does not have a recorded due-in, did not initiate the procurement action, and/or has a record of a due-in or memorandum due-in and is able to determine the appropriate reporting for the receipt, the LIM or GIM should reject the receipt back to the initiator using DLMS 824R, Reject Advice, and citing Reject Advice Code AB (Navigate to the link below and enter advice code AB in the "Enter a Specific Data Code to Search for" text box, click "Search").
www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/LQHome.aspx

C13.3. INQUIRY ON IN-TRANSIT DUE-INS

C13.3.1. Submission Timeframe. When a maximum of 45 calendar days have elapsed since the shipping date shown in shipment notification, and receipt of the total quantity has not been reported, the owner will submit a Receipt Inquiry Transaction for information on the in-transit quantities to the storage activities designated to receive the materiel. (Extension of the 45 calendar day timeframe is authorized when long in-transit times are involved.)

C13.3.2. Tracer Action. When the storage activity response shows that the materiel has not been received, initiate any shipment tracer and/or discrepancy reports required under the procedures cited in C13.2.8. Coordinate with the CAO/PO for in-transit contract receipts. Storage activities will submit shipment tracers and discrepancy reports for materiel not received as shown in the DoD Component implementing procedures or when directed to do so by the owner.

C13.4. STORAGE ACTIVITY RESPONSE TO INQUIRY ON MATERIEL RECEIPT[2]

C13.4.1. Materiel Receipt Previously Processed. When materiel has been received, and a receipt was previously submitted, storage activities will submit a duplicate Receipt Transaction citing Advice Code 3P.

C13.4.2. Receipt in Process. When the storage activity has the receipt in process, storage activities will reply using the Response to Inquiry Transaction citing Advice Code 3K

C13.4.3. No Receipt but Record of Due-In. When the storage activity has no receipt in process but there is an ARI file, the storage activity will reply using the Response to Inquiry Transaction citing Advice Code 3M.

C13.4.4. No Receipt and No Record of Due-in. When the storage activity has no receipt in process and no record of a ARI file, the storage activity will reply using the Response to Inquiry Transaction citing Advice Code 3N.

[2] Refer to ADC 313. DoD components must provide DLA Logistics Management Standards office with their Component implementation date for ADC 313.

C13.5. ARMY EXCHANGE PRICING PROCESS

C13.5.1. The Army approach to the Exchange Pricing (EP) interim approach is a multi-system functionality implementation. EP employs a dual pricing system for repairable NSN items based upon Standard Price (latest acquisition cost plus cost recovery rate) and Exchange Price (latest repair cost plus cost recovery rate) and a "buy one – return one" relationship with the customer. That is, a qualified exchange pricing customer buys at the Exchange Price and pays a penalty if a reparable is not turned-in within a specified period of time from the issue date. This process is applicable to the Army customers and Army-managed materiel only; other Services will continue to pay Standard Price and receive 65 percent credit exchange upon receipt of carcass by the Army primary inventory control activity (PICA).

C13.5.2. Once an item of supply is identified for a national repair program and the national item identification number (NIIN) has an established Exchange Price, all requisitions for the item will be priced at the Exchange Price if the customer is an authorized EP customer.

C13.5.3. When a requisition submitted to the Supply Support Activity (SSA) is processed by the Standard Army Retail Supply System (SARSS), SARSS will determine if both the customer DOD activity address code (DoDAAC) is an EP customer, and the NIIN has an established Exchange Price. If the customer is an EP customer the requisition will be updated to include the EP Indicator. As this transaction is processed through the Army supply system, middleware, Funds Control Module (including EP Tracking) DAAS, Commodity Control Supply System (CCSS), and Army Logistics Modernization Program (LMP), the EP Indicator will be used to identify the transaction as EP related. All the legacy systems will continue processing the MILS transactions, LMP will process DLMS transactions that are converted by DLA Transaction Services.

C.13.5.4. All related supply transactions prepared by the Army will carry and perpetuate the EP Indicator. As a result of the EP implementation the following transactions will be impacted, Requisition, Requisition Modifier, Requisition Follow-Up, Materiel Release Order and Supply Status. The returns process will also process EP related transactions. The Materiel Receipt transaction will be generated by SARSS for all returns of EP NIINs, and will include an EP Type of Credit indicator for Unserviceable credit when applicable, as well as an EP Conversion Indicator to identify the need to provide credit according the pre-EP credit policy, which will last for 60 calendar days following the implementation of Exchange Pricing.

C.13.5.5. If the return is in an un-repairable condition code or the item is not returned within the established timeframe (Delta Delay Days), the national level systems (LMP, CCSS) will create an obligation adjustment based on the receipt from Middleware Funds Control Module of a materiel returns supply status (Delta Bill Trigger) transaction. As a result of processing the delta bill trigger the national systems will create the logistics/interfund bill transaction with an EP Indicator and Type Bill code to identify the specific type of Exchange Pricing bill to the Army financial systems.

C13.6. OPTIONAL INTRA-SERVICE USE OF RECEIPT FOR MATERIEL PROVIDED TO CONTRACTORS AS GOVERNMENT FURNISHED MATERIEL. Under the Government Furnished Materiel (GFM) business process contractors are authorized to receive specific items and quantities of GFM from Government supply sources. Materiel may be issued to the contractor based upon a contract schedule/bill of material (BOM) or issued in response to a requisition made by the contractor or a responsible Government representative. It is normally required that the contractor (or authorized Government representative) submit a materiel receipt acknowledgment (MRA) Transaction to the ICP under MRA procedures (refer to Chapter 10, C10.2.5.6). However, on an intra-Service basis, if the Service requires the contractor to send a Receipt Transaction to their issuing ICP rather than an MRA, the contractor must cite the DoD contract number which authorized the provision of GFM. This establishes GFM accountability to the contract. The GFM contract number, and call/order number, when applicable, is required in addition to the controlling document number for the Receipt Transaction. Under the MRA exclusions, MRA is not required for shipments to contractors, commercial, or industrial activities which are receipt reported to the owning ICP.

C15. CHAPTER 15

INSTALLATION CLOSURE PROCEDURES

C15.1. GENERAL

C15.1.1. 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).

C15.1.2. Transactions. This chapter addresses the procedures and applicable transactions relevant to installation closures. See the Defense Logistics Management Standards Office Website for available formats: www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp. The corresponding MILSTRIP legacy 80 record position transaction functionality is also provided for ease of interpretation by DLMS users and to support those working in a legacy environment. In addition to the listed MILSTRIP legacy transactions, the DLMS formats may incorporate functionality to support Component-unique transactions as noted in the implementation convention.

C15.1.2.1. The Requisition Cancellation Transaction is identified by the DLMS 869C by beginning segment (1/BSI08/020 Code AC). This transaction provides the functionality of MILSTRIP legacy DIC AC1, AC2, AC3, AC4, AC5.

C15.1.2.2. The Request for Mass Cancellation of Requisitions Transaction is identified by the DLMS 869C by beginning segment (1/BSI08/020 Code AC and 1/BSI09/020 Code AW).[1] This transaction provides the functionality of the MILSTRIP Mass Cancellation Message (See Appendix 6.23). There is no MILSTRIP legacy DIC equivalent.

C15.1.2.3. The Request for Universal Cancellation of Requisitions Transaction is identified by the DLMS 869C by beginning segment (1/BSI08/020 Code AC and 1/BSI09/020 Code C).[2] This transaction provides the functionality of the MILSTRIP Universal Cancellation Message (See Appendix 6.23). There is no MILSTRIP legacy DIC equivalent.

C15.1.2.4. The Customer Asset Report (Stock Numbered Items) Transaction is identified by the DLMS 180M by beginning segment (1/BGN07/20

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[1] Mass cancellation and follow-on transactions are DLMS enhancements. Refer to ADC 1132. Delayed implementation authorized.
[2] Universal cancellation and follow-on transactions are DLMS enhancements. Refer to ADC 1132. Delayed implementation authorized.

Code FT) and baseline item data (1/BLI01/10 Code FS). This transaction provides the functionality of MILSTRIP legacy DIC FTE.

C15.1.2.5. The Reply to Customer Asset Report Transaction is identified by the DLMS 870M by beginning segment (1/BSR01/20 Code 7) and industry code (2/LQ01/145 Code 0 citing FTR). This transaction provides the functionality of MILSTRIP legacy DIC FTR.

C15.1.2.6. The Disposal Release Order (DRO) Transaction is identified by the DLMS 940R by beginning segment (1/W0506/0200 Code NE). This transaction provides the functionality of MILSTRIP legacy DIC A5J.

C15.2. APPLICABILITY AND SCOPE. These procedures and timeframes apply 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.

C15.3. EXCLUSIONS. In addition to ***the*** exclusions cited in Chapter 11, the procedures in this chapter do not apply to the following:

C15.3.1. ***bulk petroleum;***

C15.3.2. inter-departmental and intra-departmental purchasing operations;

C15.3.***3***. forms and publications;

C15.3.***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 that are normally handled through crypto channels;

C15.3.5. coal and coke;

C15.3.***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:

C15.3.***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;

C15.3.***6***.2. determined by GSA to be related to ***the*** real property;

C15.3.***7***. installed property (Class II Plant Property);

C15.3.***8***. real property.

C15.4. INSTALLATION CLOSING PROCEDURES

C15.4.1. Stratification of Inventory

C15.4.1.1. 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:

C15.4.1.1.1. Mission-essential ***and is*** to be transferred to a new location with the mission.

C15.4.1.1.2. Not mission-essential ***but is*** required for local operations during the period prior to closure.

C15.4.1.1.3. ***Materiel that is no longer required for*** operational needs.

C15.4.1.2. 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 C15.4.1.1 to inventory and stratify tenant-owned and satellite-owned property.

C15.4.1.3. Working Capital Fund. Relocate the DoD Component managed working capital fund items with the mission, if mission-essential, or redistribute within the DoD Component working capital funds. Relocate IMM items with the mission, if mission-essential, or report to the IMM for disposition instructions.

C15.4.2. In-Process Requisitions

C15.4.2.1. ***Initial*** Requisition Review. Simultaneously with doing the inventory, do a review of the installation requisitions. Identify requisitions that ***will*** be:

C15.4.2.1.1. continued for shipment to the unit's relocation site.

C15.4.2.1.2. continued for operational requirements until closure.

C15.4.2.1.3. canceled ***if materiel is no longer required for*** operational needs. Cancellation***s will be performed*** by single-line cancellation if time permits. See Chapter 4 for requisition cancellation procedures.

C15.4.2.2. 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 ***27. Universal cancellation procedures do not provide for continuation of requisitions for shipment to a new location site.***

C15.4.3. Disposition of Inventory

C15.4.3.1. 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 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 mission transfer.

C15.4.3.2. 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 the DoD ***Directive*** 5410.12.

C15.4.3.3. 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.

C15.4.3.4. 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 11 Materiel Returns Program 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 11 procedures; GSA managed materiel should be redistributed per Service guidance, or alternatively, revert to normal reutilization/transfer/ donation processes.***

C15.4.3.5. 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 become***s*** excess, report the item***s*** to the ICP/IMM under ***Chapter 11*** procedures.

C15.4.3.6. Reporting Personal Property Items. Report items identified as related personal property (***S***ee C15.3.***6***.) to the ICP/IMM using the ***Customer Asset Report (***DLMS 180M***)*** 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.

C15.4.3.7. Processing Excess Materiel. When items ***that*** have been reported to ICPs/IMMs as ***no longer needed*** under the above guidance and ***Chapter 11*** procedures and ***for which*** the ICPs/IMMs have indicated a requirement, ***process*** those items using ICP/IMM materiel returns instructions.

C15.4.3.8. Excess Item Disposal. ***A***ll items reported to the ICPs/IMMs as ***no longer needed***~~,~~ and ***for which the*** ICPs/IMMs provided ***a Reply to Customer Asset Report (***DLMS 870M***) 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 (***S***ee C15.3.***6***.) and for which there is no DoD requirement~~,~~ ***will*** remain with the installation.

C15.4.3.9. Inactive NSNs. Distribution centers having obsolete or inactive coded NSNs on record ***(items*** without an ***active*** item manager ***in FLIS) will*** locally prepare a DRO ***(***DLMS 940R***)*** citing U***tilization Code*** M.

C15.5. PROCEDURES FOR THE INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER C15.5.1. ICPs/IMMs ***will*** process customer asset report***s (DLMS 180M)*** for property ***received*** resulting from installation closure using Chapter 11 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 pre-positioned war reserve requirement. C15.5.2. When appropriate, ICPs/IMMs ***will*** direct disposal of materiel resulting from base realignment and closure (BRAC) under Chapter ***16*** procedures for directing materiel to DLA Disposition Services. The resulting DRO ***(***DLMS 940R***) will cite Utilization Code*** M.

C16. CHAPTER 16

DISPOSITION SERVICES

C16.1. General

C16.1.1 Purpose. This chapter prescribes policies, procedures, and transactions relevant to DLA Disposition Services. These procedures establish guidelines for movement of materiel to DLA Disposition Services, handling and accounting for this materiel, and requisitioning DoD excess personal property from DLA Disposition Services. Basic procedures such as requisitioning, status, receipt and discrepancy reporting are documented in DLM 4000.25, Volume 2. This chapter augments those procedures with specific procedures related to DLA Disposition Services and managing DoD excess personal property.

C16.1.2. Transactions. This chapter includes the procedures applicable to the following DLMS transaction functions, which are not addressed in any other chapter. These transaction functions are DLMS enhancements with no corresponding legacy 80 record position transactions. The transaction functions are identified by their beginning segment transaction type code or report type code. See the Defense Logistics Management Standards Office Website for available formats www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp.

C16.1.2.1. Disposition Services Turn-In Receipt Acknowledgement (TRA) Transaction is DLMS 527R with beginning segment Transaction Type Code CJ – Confirmation (2/BR02/020 Code CJ).

C16.1.2.2. Disposition Category Update Transaction is DLMS 846C with beginning segment Report Type Code PC – Process Change Notice (1/BIA02/0200 Code PC) .

C16.1.2.3. Disposition Category Update Response Transaction is DLMS 846C with beginning segment Report Type Code 09 – Progress Report (1/BIA02/0200 Code 09). Disposition Category Update Responses Transactions are further broken down by beginning segment Action Codes (1/BIA06/0200).

C16.1.2.3.1. Action Code 2 – Change (Update). DLA Disposition Services Field Office uses to notify the DLA Disposition Services ICP that the proposed Disposition Category Code DS – Disposal will be overturned with a Disposition Category Code S – Sales.

C16.1.2.3.2. Action Code CF – Confirm. DLA Disposition Services Field Office uses to confirm the Disposition Category Code DS – Disposal assigned to the DTID by the DLA Disposition Services ICP.

C16.1.2.3.3. Action Code DE – Deny. DLA Disposition Services Field Office uses to deny the Disposition Category Code DS – Disposal assigned to the DTID by the DLA Disposition Services ICP.

C16.1.2.4. Accumulation Number Update Transaction is DLMS 846C with beginning segment Report Type Code RA – Revision Announcement (1/BIA02/0200 Code RA). DLA Disposition Services ICP sends this transaction to the DLA Disposition Services Field Office to advise of a change in the disposition services accumulation number.

C16.2. REQUISITIONING DOD EXCESS PERSONAL PROPERTY FROM THE DISPOSITION SERVICES

C16.2.1. General

C16.2.1.1. Excess Property Requisition. DoD activities and, under certain circumstances, authorized Federal civil agencies, requisition excess personal property through the DLA Disposition Services or directly from a DLA Disposition Services Field Office. Activities will request, through an accountable supply officer, only that property authorized by parent headquarters or command and will not request quantities of property that exceed authorized retention quantities. The DoD Component will give DLA Disposition Services the Federal condition codes that are acceptable in relation to the supply condition code (SCC) being requisitioned. DLA Disposition Services maintains a standardized and centralized control and accounting system for all excess and surplus personal property located in 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," August 1997 for utilization policy and procedures.)

C16.2.1.2. Use of Defense Logistics Management Standards 511R. DoD activities will send requisitions using the Defense Logistics Management Standards (DLMS) 511R Requisition, for excess personal property to DLA Disposition Services. The requisition may be hand carried to DLA Disposition Services Field Offices for property previously selected, scheduled for pickup, or required as a result of screening at DLA Disposition Services Field Offices. Always cite the DoD activity address code (DoDAAC) of the DLA Disposition Services Field Office in requisitions hand carried to a DLA Disposition Services Field Office. Activities or units unable to send requisitions electronically may forward them directly to DLA Disposition Services by mail or by narrative message, but will consider this a nonstandard procedure and discontinue its use as soon as the ability to use an electronic method is realized.

C16.2.2. Submission of Requisitions to DLA Disposition Services

C16.2.2.1. General. When DLA Disposition Services is notified of a turn-in to a DLA Disposition Services Field Office, via a DLMS 527R Receipt transaction containing Disposition Category Code RU Reutilization (see C16.2.2.1.2) the disposal turn-in document (DTID) and/or property is considered eligible for requisitioning and

placed in a reutilization cycle that determines eligibility to requisition the item. There are four different continental United States (CONUS) screening periods within the reutilization/transfer/donation (RTD) formal screening cycle: DoD Formal and Special Programs (Screening Cycle Code = DOD), General Services Administration (Screening Cycle Code = GSA), Donation (Screening Cycle Code = DON), and a second RTD screening cycle for items eligible to RTD customers (Screening Cycle Code = RTD2). Outside continental United States (OCONUS) Screening Cycle Codes are FEPP (for Department of Defense, DoD Special Programs and federal Civil Agencies); FEPD (for Donation); and RTD2 for all others. DoD customers can requisition an item at any time during the cycle; however, non DoD agencies and groups only have access to the item once it reaches a certain day within that cycle.

C16.2.2.1.1. Reutilization/Transfer/Donation Property. All customers will have a valid DoDAAC in order to requisition DLA Disposition Services' RTD property. Requisitions may be generated for DLA Disposition Services' property via the DLA Disposition Services RTD Web, GSA Web, or from Service/Agency supply systems. However, RTD Web will be the single interface by which DLA Disposition Services receives requisitions. GSA Web and Service supply system orders will be routed by DLA Transactions Services to RTD Web prior to DLA Disposition Services. Once processed by RTD Web, any additional information/data elements that are maintained within RTD to facilitate processing will be added to the requisition documents and transmitted to DLA Disposition Services.

C16.2.2.1.2. DTID Requisitions of Reutilization Property. All requisitions sent to DLA Disposition Services for property assigned Disposition Category Code RU are considered free-issue, except requisitions from foreign military sales (FMS) customers, which generate transportation costs. These transportation costs will be identified on the requisition transaction identified by a funds appropriation, (e.g., fund cite or line of accounting). These costs are determined by the RTD Web based on the FMS customer's profile and passed to DLA Disposition Services on the Requisition. This funds appropriation/funds cite will be perpetuated to the field office on the DLMS 940R Materiel Release Order (MRO) at the time the item is issued. Conformance with standard line of accounting (SLOA)/accounting classification requires any initiation of a financial business event to include SLOA mandated standard financial information system (SFIS) elements.[1] The DLMS MRO transaction supports inclusion of SLOA required elements.

C16.2.2.1.3. DTID Number and Suffix Code on Requisitions. Service system generated requisitions for DLA Disposition Services' owned property are routed by DLA Transaction Services to RTD Web and are not required to cite a DTID number, or DTID number and suffix, unless a specific property turn-in is being requested to fill the order. All customer requisitions originating via the RTD Web and GSA requisitions submitted to RTD Web are required to site a specific DTID number, or DTID number and suffix, as applicable. All requisitions forwarded from RTD Web to DLA Disposition

[1] Refer to ADC 1043.

Services for fulfillment, including Service system requisitions initially submitted without a DTID number, will cite a DTID number, or DTID number and suffix, as applicable.

C16.2.2.1.4. Want Lists. RTD Web customers are able to set up customized want lists within RTD Web. Want lists enable an automatic search of inventory and provide e-mail notification if the specific property becomes available. Customers will log in to RTD Web to initiate the requisition request, or generate a requisition from the Service supply system.

C16.2.2.2. Submission of Service System Generated Requisitions. RTD Web will provide a daily asset inventory file to DLA Transaction Services to enable the Services to generate DLMS or legacy 80-record position format requisitions originating from their own supply systems based on the asset inventory file. DLA Transaction Services has a documented agreement with each customer to provide the asset inventory file under the Integrated Data Environment (IDE) initiative. Military Service/Agency supply systems, external to the DLA Disposition Services RTD Web, may direct requisitions to DLA Disposition Services Routing Identifier Code (RIC) S9D without regard to specific DTID numbers contained within DLA Disposition Services' inventory. These requisitions will be forwarded by DLA Transaction Services to the RTD Web for processing.

C16.2.2.3. RTD Web Generated Requisitions. Items that are within the reutilization cycles are reported daily by DLA Disposition Services via a property characteristic flat file to RTD Web when the Screening Cycle Code is either DOD or RTD2. This daily file to the RTD Web notifies the Web application of the available items. RTD Web maintains rules that determine eligibility to requisition specific items. For all requisitions prepared/generated within RTD Web, the document numbers will be constructed using the customer's DoDAAC, the current ordinal date, and a serial number. The serial number may begin with a specific letter value based upon the applicable business process as directed below.

C16.2.2.3.1. Submission of Requisitions for Items Identified to a Container. To facilitate RTD, DLA Disposition Services employs a containerization process whereby the DTID number or DTID number and suffix, of similar turned-in items is associated to a container and made visible to customers. Using this visibility, customers have the option of requisitioning either the whole container (through RTD Web only) or specific items from within the container. A separate requisition identifying the disposition services container identification (ID) is sent for each item ordered by the customer. If the customer selects the entire container, a separate requisition is still generated for each item within the container. Where multiple document numbers are needed to support customers ordering containerized property, the RTD Web-generated document number will assign serial numbers beginning with utilization code R. The generation of a distinct document number for each item ordered allows the customer to have visibility and status relative to the processing of each requisition, maintains container synchronization, and facilitates inventory control. In addition to the disposition services container ID mentioned above, when the customer selects the entire container, each individual DLMS 511R Requisition (Transaction Type Code A0) will include an

indicator (i.e., Container Issued in Full) to communicate that the whole container is being requisitioned and total of the DTID numbers within the container.

C16.2.2.3.2. Local Stock Number Requisitioning. Local stock number (LSN) requisitioning will be available only via RTD Web. All property marketed via RTD Web will be by DLA Disposition Services' LSN or NSN. In cases where an item is available for requisitioning in less than the standard unit of issue, the resulting requisition transaction sent to DLA Disposition Services will include the 'unit of use' indicator to define the quantity and unit of measure as applicable to unit of use. The LSN will be identified as the primary identification and the NSN will be provided for cross reference.

C16.2.2.4. General Services Administration (GSA) Web Requisitioning. Items that are within the reutilization cycles are reported daily by DLA Disposition Services via a property characteristic flat file to the GSA Web when the Screening Cycle Code is GSA or DON for CONUS, and FEPP or FEPD for OCONUS. This daily file to GSA notifies the GSA Web of the available items. GSA Web maintains rules that determine who is eligible to requisition specific items. GSA customers are then able to requisition these items by generating a requisition. A daily batch file will be sent to DLA Transaction Services. Legacy 80-record position requisitions will be converted by DLA Transaction Services into DLMS 511R Requisition transactions and sent to RTD Web for processing. GSA will use the DTID number as the item control number which, along with a document number for each requisition, will be sent to RTD Web.

C16.2.2.5. Special Programs for Non-DoD/Non-Federal Agency Requisitioners. DLA Disposition Services provides support to federally authorized Special Programs, including organizations that are neither a Federal agency nor a DoD entity. Under policies set forth within the Department of Defense, these organizations are authorized to requisition materiel from DLA Disposition Services. Non-DoD and non-Federal programs requiring DoDAACs are controlled under unique series DoDAACs beginning with a numeric followed by alpha characters in the first two positions. See DLMS Volume 6, (C2.1.2.1.).

C16.2.2.5.1. DLA Disposition Services 2Y Series DoDAACs. DLA Disposition Services' Special Program DoDAACs will be reserved under the 2Y series. See DLMS Volume 2, Appendix 7, Service and Agency Codes). The 2Y Series DoDAACs will be populated with DoDAAC Authority Code 04, Authorized to Requisition DLA Disposition Services' Materiel Only (see DLMS Volume 2, (C4.7.11, Table C4.T3) and the DoDAAC authority codes link in Volume 6, C2.5.4). DLA Disposition Services will submit a letter to the DoD activity address directory (DoDAAD) Administrator (via the DLA DoDAAC central service points) designating the DLA DoDAAC monitor(s) responsible for establishing and maintaining the 2Y series DoDAACs.

C16.2.2.5.2. DoDAAC Assignments. DLA Disposition Services will ensure DoDAACs are only issued to authorized entities for authorized materiels for each special program. Initial DoDAAC assignments are as follows:

C16.2.2.5.2.1. DoD Computers for Learning Program - 2YC. Allows for the transfer of excess DoD computer hardware/information technology (IT equipment) to eligible elementary and secondary schools within the United States.

C16.2.2.5.2.2. Veterans Industries - 2YD. This vocational rehabilitation program, which provides temporary and permanent staffing for manufacturing, warehouse construction and office support, as well as outsourced support in assembly, packaging, sorting, grading, reclaiming, and recycling, is authorized to requisition excess property from DLA Disposition Services.

C16.2.2.5.2.3. DoD Firefighter Program - 2YF. Allows the transfer of excess property to firefighting agencies for use in fire protection and emergency service activities.

C16.2.2.5.2.4. Law Enforcement Support - 2YT. Allows the transfer of excess DoD property to Federal and State law enforcement agencies.

C16.2.2.5.2.5. Civil Air Patrol - 2YX. Allows the Civil Air Patrol (CAP), as the official auxiliary of the United States Air Force, to receive excess and Federal excess personal property (FEPP) without reimbursement.

C16.2.3. Receipt of Requisitions by DLA Disposition Services. Upon receipt of the requisition, DLA Disposition Services will select the requested item for issue or provide appropriate supply status if not available. If requested materiel is not available, DLA Disposition Services will keep the requisition in the requisition retention file for 60 calendar days and send a DLMS 870S Supply Status with Status Code B1 to the requisitioner. If all of the requested materiel does not become available during the 60 calendar day retention period, DLA Disposition Services will cancel the remaining unfilled quantity and send a DLMS 870S with Status Code D1 to the requisitioner.

C16.2.4. Processing Requisitions by DLA Disposition Services and the RTD Website

C16.2.4.1. Materiel Release. The MRO (Transaction Type Code NA) will be used to direct the release of property from a DLA Disposition Services Field Office. The MRO will be sent from DLA Disposition Services to the field office when materiel is being issued as a result of sales, reutilization, transfer, or donation. The materiel release process will be accomplished at the DTID number or DTID number and suffix, level of detail. The rules in DLMS Volume 2, Chapter 4 apply to the MRO process; however, the transaction may contain the following additional data to support disposal processing as described below: DTID number, or DTID number and suffix, disposition services container ID, container issued in full indicator, minimum/maximum ship quantity, sales order reference number, complete container count, transportation mode or method, cancellation mandatory/optional flag, customer type, DEMIL code, DEMIL integrity code, and/or funds appropriation number. Upon shipment of the materiel for each MRO, the DLA Disposition Services Field Office will send the DLMS 856S Shipment Status (Type Transaction Code AS_) transaction to the customer. The

transaction will contain the DTID number or DTID number and suffix of the original document number, and associated disposition services container ID.

C16.2.4.1.1. Disposal Turn in Document Number. The DTID number or DTID number and suffix will be passed to DLA Disposition Services Field Offices on every MRO sent to DLA Disposition Services Field Offices for a usable property. This will allow materiel to be released at a more detailed level of inventory.

C16.2.4.1.2. Customer Pick Up. Information contained in the MRO will indicate whether the materiel will be picked up by the customer or shipped. DoD Transportation Mode Code X will be used to indicate customer pick up; otherwise, the data element will be left blank.

C16.2.4.1.3. Minimum/Maximum Ship Quantity. These quantities will identify allowable over and under release quantities.

C16.2.4.1.4. Disposition Services Customer Type. This data element is used by the DLA Disposition Services Field Office to prioritize the workload of MROs. The codes used are: R (Reutilization) – DoD agencies and programs that are provided for by regulation; T (Transfer) - Customers that are Federal agencies that may receive property from other Federal agencies; D (Donation) - Customers that are non-profit organizations that work with the State Agencies for Surplus Property (SASPs) to withdraw DoD property; and S (Sales).

C16.2.4.1.5. Processing Requisitions Identified to a Container. When DLA Disposition Services receives a requisition with the container issued in full indicator, the information will be used to insure all requisitions for that container are received and processed appropriately. MROs generated by DLA Disposition Services for requisitioned items associated with a container will identify the disposition services container ID. In addition to the disposition services container ID, MRO transactions generated based on the customer ordering the entire container will contain a container issued in full indicator and the count of total of DTID numbers or DTID numbers and suffix within the container. This allows DLA Disposition Services field offices to insure that an MRO for each item/DTID number or DTID number and suffix associated with a container is received and processed. Upon shipment of the materiel for each MRO, the DLA Disposition Services field offices will send the DLMS 856S Shipment Status (Type Transaction Code AS) transaction to the customer, containing the DTID number or DTID number and suffix, the customer's original requisition number, and the associated disposition services container ID.

C16.2.4.1.6. Demilitarization Code and Demilitarization Integrity Code. DLA Disposition Services passes these data elements to the DLA Disposition Services field offices in order to validate that property is still eligible for requisition by a particular customer prior to the physical release of property. Based upon frequency and timing of updates, the DEMIL and DEMIL integrity codes resident in DLA Disposition Services Field Office records may be more current than the data passed in the MRO by DLA Disposition Services. Therefore, if the DEMIL code sent on the MRO does not match

the DLA Disposition Services field office record, the field office will hold the property for a period of time to allow DLA Disposition Services records to be updated, and send an MRO cancellation if necessary. Additionally, if the DEMIL Code is Q, the field office will also validate the DEMIL integrity codes prior to release. If, at the end of an established waiting period, DLA Disposition Services has not sent the MRO cancellation, the field office will resume processing.

C16.2.4.1.7. Local Stock Number/Unit of Use. The MRO will carry the unit of use LSN and the cross-reference NSN. The unit of use indicator will define the quantity and unit of measure as applicable to unit of use. See C16.6.9. for assignment and use of LSNs, including unit of use LSNs.

C16.2.4.1.8. Funds Appropriation Number. This number will be used on the MRO to calculate transportation costs that may be associated with certain orders that are shipped to RTD customers. For FMS orders, it is required by the Traffic Management Office (TMO) in order to correctly charge shipping costs.

C16.2.4.1.9. Materiel Release Orders in Support of Public Sales. In support of public sales, the DLMS 940R, MRO sent to DLA Disposition Services Field Offices to direct release of a sales order line item will contain an original document number (ODN), constructed using a valid DLA Disposition Services DoDAAC as the primary document number in the transaction. The DTID number or DTID number and suffix identifying the property will be carried as a secondary reference number. The sales order reference number will be passed in each transaction as secondary to the DTID number, except when the line item relates to a CV term sale, then the delivery order term sales contract number will be passed in addition to the DTID number. This will enable the field office to identify all associated MROs into a single pick order. The supplementary address will contain the valid DLA Disposition Services public sales DoDAAC, along with Signal Code K indicating ship to and bill to supplementary address. Public sales MROs will contain a DoD Transportation Mode Code of X to indicate customer pick up. Additionally, these MROs will contain the public customer's first and last name as exception data, which will be used by field office personnel responsible for supervising customer removals to verify the correct customer is removing the property. Once property is removed, the field office will send a DLMS 945A Materiel Release Confirmation transaction, containing the associated ODN and DTID number or DTID number and suffix, to DLA Disposition Services.

C16.2.4.2. Materiel Release Order Denial. The DLA Disposition Services Field Office will send DLA Disposition Services the DLMS 945A, Materiel Release Order Denial (Transaction Type Code NK), with the appropriate management code, to communicate a denial for materiel when materiel no longer exists or when materiel has been damaged prior to customer pickup. This will include the use of denial Management Code Q for instances where there is enough on-hand materiel to fill the order, but not enough materiel on the DTID number or DTID number and suffix specified on the MRO.

C16.2.4.3. Materiel Release Confirmation. When confirming MROs, the DLA Disposition Services Field Office will provide the DLMS 945A, Materiel Release Confirmation (Transaction Type Code NJ) to the DLA Disposition Services following the prescribed rules in DLMS Volume 2, Chapter 4. However, in addition, this transaction will always contain the DTID number or DTID number and suffix or a unique control number (UCN) assigned by DLA Disposition Services during receipt and carried as a DTID number allowing release at a more detailed level of inventory.

C16.2.4.4. Follow-up for Materiel Release Order Status. The DLMS 940R, MRO Follow-Up (Transaction Type Code NB) will be used to communicate the follow-up request for status on open MROs. The DLA Disposition Services Field Office will provide MRO status using the DLMS 945A, Materiel Release Order Status (Transaction Type Code NL), as prescribed in DLMS Volume 2, Chapter 4.

C16.2.4.5. Requisition and Materiel Release Cancellation

C16.2.4.5.1. Customer Requisition Cancellations

C16.2.4.5.1.1. Customer Requisition Cancellations Based on RTD Preparation of the DLMS 869C (DIC AC), Customer Cancellation Request. Service system customers and RTD Web customers have the option to cancel a submitted requisition prior to receiving the inventory from DLA Disposition Services.

C16.2.4.5.1.2. RTD and GSA Web Customer Cancellations. RTD and GSA Web customers may access the RTD or GSA Web application to view existing requisitions and choose to cancel. As a result, a separate DLMS 869C, Customer Cancellation Request, will be sent to DLA Disposition Services along with the DTID number or DTID number and suffix for the item that is being cancelled. When the cancellation involves a unit of use LSN, the DLMS 869C will carry the unit of use LSN and the cross-reference NSN. The unit of use indicator will define the quantity and unit of measure as applicable to unit of use. See C16.6.9 for assignment and use of LSNs, including unit of use LSNs. DLA Disposition Services will use the DTID number or DTID number and suffix as well as the requisition document number and suffix when applicable, to identify and attempt to cancel the order. If no MRO has been generated, the DLA Disposition Services can cancel immediately and adjust available inventory accordingly. If an MRO has been generated to the DLA Disposition Services Field Office and is open, then DLA Disposition Services will attempt to cancel the MRO.

C16.2.4.5.1.3. Customer Submission of DLMS 869C Cancellations Subsequent to Transmission of DLMS Supply Status. In certain instances, the RTD Web will be required to generate document number suffix codes as needed to fill the requisitioned quantity using property associated with multiple DTID number or DTID number and suffixes (see C16.2.4.5.1.2.). Supply status will be provided under the requisitioned document number/suffix code combination citing the DTID number or DTID number and suffix value associated with each suffix. Therefore, customer cancellations submitted via the DLMS 869C from Service/Agency supply systems may be prepared using the document number and applicable suffix code from the supply

status when applicable. Component supply systems may also cancel requisitions by document number and quantity alone, requiring the RTD Web to determine the appropriate suffix/DTID number or DTID number and suffix combinations to cancel. The RTD Web would then construct the individual DLMS 869C transactions and forward to DLA Disposition Services.

C16.2.4.5.2. MRO Cancellations Requiring an MRO Cancellation Request Transaction. The DLMS 940R, MRO Cancellation Request (Transaction Type Code ND) will be used to request cancellation of an MRO, and to follow-up on cancellation requests for which there has been no response. The MRO cancellation request can be triggered either by the customer's submission of a DLMS 869C, Cancellation (Transaction Type Code AC) as described above, or systemically by DLA Disposition Services if required payment is not received or when an item property characteristics change affects the customer's eligibility to receive the property, (e.g., DEMIL code change). The MRO cancellation request will contain the DTID number or DTID number and suffix of the materiel to be cancelled and may contain a Disposition Services Indicator for Cancellation Action Mandatory. Normally systemic cancellations requested by DLA Disposition Services will carry the mandatory cancellation indicator. The field office will reply to the MRO Cancellation Request with a DLMS 945A, Materiel Release Cancellation Advice (Transaction Type Code NR) or Materiel Release Status (Transaction Type Code NL). Upon receipt of the DLMS 945A, the DLA Disposition Services will adjust inventory as appropriate. For unit of use LSNs, the DLMS 945A will carry the unit of use LSN and the cross-reference NSN. The unit of use indicator will define the quantity and unit of measure as applicable to unit of use. See C16.6.9 for assignment and use of LSNs, including unit of use LSNs.

C16.2.4.5.3. Customer Requisition Cancellation without Submission of a DLMS 869C, Customer Cancellation Request (Transaction Type Code AC) or the Subsequent DLMS 940R, Materiel Release Order Cancellation Request (Transaction Type Code ND). DLA Disposition Services allows cancellation of submitted requisitions based upon the customer declining the ordered materiel available for pick up at the DLA Disposition Services Field Office. In these instances, the DLA Disposition Services Field Office will notify DLA Disposition Services of the cancellation by providing the DLMS 945A, Materiel Release Order Cancellation Confirmation (Transaction Type Code NR), that will contain DLMS Cancellation Reason Code YD (DLA Disposition Services Customer No-Show), YE (DLA Disposition Services Sales Customer Refused – Penalty May Apply), YF (DLA Disposition Services Sales Customer Refused – No Penalty), YG (DLA Disposition Services Sales Reutilization/Transfer/Donation (RTD) Customer Declined with Prior Notice), YH (DLA Disposition Services RTD Customer Refused Without Prior Notice), or YI (DLA Disposition Services Commercial Venture (CV) Rejected by CV Customer), as appropriate. Subsequently, DLA Disposition Services will communicate requisition status to their RTD Web in order to make the cancellation visible to the customer.

C16.2.4.5.4. Mass Cancellation Request. DLA Disposition Services will not process mass cancellation requests.

C16.2.4.6. Generation of Issue Release/Receipt Document (IRRD) (DD Form 1348-1A/1348-2 for Issues of DLA Disposition Services Owned Property by the DLA Disposition Services Field Office Subsequent to Receipt of the DLMS 940R, Materiel Release Order (Transaction Type Code NA). Shipments of DLA Disposition Services owned property will follow all instructions regarding the data requirement(s) contained in DLM 4000.25-1 MILSTRIP, Chapter 5, Release and Receipt of Materiel, relative to the DD Form 1348-1A/1348-2 (and the continuation sheet, if required) including those instructions relative to items requiring serial number tracking and/or tracking under DoD Item Unique Identification (IUID) business rules (inclusive of barcodes). By exception, when materiel is sold to a CV contractor, the storage site has the option to suppress printing of the DD Form 1348-1A. When no IRRD is prepared, DLA Disposition Services will utilize the Workload Location List in lieu of the IRRD as the document transferring ownership from the Government to the CV contractor. The Workload Location List will identify all document numbers associated with the CV delivery order, materiel identification by NIIN, and applicable quantities. A copy of the Workload Location List will be retained by the field office. The CV contractor is responsible for picking up the property at the storage site.

C16.2.4.6.1 Issue Process. The DLA Disposition Services issue process will also include the use of printed data in Block 27 of the DD Form 1348-1A or 1348-2 (and the continuation sheet, if needed) to support issues of DLA Disposition Services owned property. The printed data will support the issue process by providing additional warehouse/shipping instructions and property information such as:

C16.2.4.6.1.1 Exception Shipping Addresses

C16.2.4.6.1.2 Special Shipping Instructions

C16.2.4.6.1.3 Fund Citations

C16.2.4.6.1.4 Foreign Military Sales Proceeds Information

C16.2.4.6.1.5 Type of Property Being Shipped

C16.2.4.6.2. Printed Data. The printed data will also provide information/instructions to the requisitioning customer regarding the property, such as instructions for return of unneeded property requiring demilitarization and/or reimbursement indicator instructions.

C16.2.4.6.3 Additional Printed Data. Additional data to be printed in Block 27, is not communicated to the DLA Disposition Services Field Office(s) via the DLMS 940R MRO, rather the field office system will have resident logic and data that allows this data to be derived based upon current information provided in the release transaction. Business rules and criteria for entering the instructions identified will be determined by DLA Disposition Services and loaded/maintained in tables within the field office's distribution system.

C16.2.4.7. Military Service/Agency Supply System Generated Requisitions. Once the RTD Web receives Military Service/Agency supply system generated requisitions, if a DTID number or DTID number and suffix is not identified, the DLA Disposition Services' inventory will be searched regardless of property location.

C16.2.4.7.1. Absence of a Cited DTID Number or DTID Number and Suffix. When a DTID number or DTID number and suffix is not cited on a requisition transaction, the RTD Web will determine the applicable DTID numbers or DTID number and suffixes necessary to fill the requisition, since DLA Disposition Services' property is managed by LSN/NSN and DTID number or DTID number and suffix. Each LSN/NSN and DTID number combination will be associated with a separate transaction. Therefore, in instances where property is physically located in multiple locations, or multiple DTID numbers or DTID number and suffixes are required to satisfy the requisition quantity, the RTD Web will be required to generate separate requisitions to DLA Disposition Services including the customer-assigned document number and sequentially assigned suffixes as needed to fill the requested quantity.

C16.2.4.7.2. Identification of Partial Fill Action. When the above occurs, the first partial fill action will be identified by the original document number submitted by the customer and will cite Suffix Code A. For the open quantity remaining on the requisition, RTD Web will select the next available DTID number or DTID number and suffix and generate additional document number suffix codes as needed.

C16.2.4.7.3. Processing Status. RTD Web will provide processing status via the DLMS 870S Supply Status transactions for the original customer document number including any suffix codes assigned by RTD Web.

C16.2.4.8. RTD Web Requisitioning

C16.2.4.8.1. Prioritization Logic in RTD Web. When RTD Web receives the property characteristics file from DLA Disposition Services for items applicable to Screening Cycle Codes DOD or RTD2, these items will be visible on the web to all eligible customers. RTD Web uses prioritization logic to assign precedence to requisitions based on the type of customer requisitioning the item. The prioritization logic will be applied in a 24-hour cycle. As requisitions are generated in RTD Web, they are sent to DLA Disposition Services via DLA Transaction Services. At the end of the 24-hour cycle, depending upon the timing of the request and the highest priority for the requisitioned item, RTD Web will determine which requisition(s) to fill. All other requisitions for the property/DTID number will be cancelled via notification from DLA Disposition Services to RTD Web. If the requisition originated from the RTD Web, RTD Web will cancel the requisition. When the user logs on, the cancellation(s) will be visible in their account. If the requisition originated from a Service/Agency supply system, RTD web will generate the DLMS 870S Supply Status with Status Code BQ to the Service's supply system indicating cancellation.

C16.2.4.8.2. Prioritization. Prioritization will be applied to customers based on the following criteria:

- U.S. DoD Military Customers, Priority Designator (PD) 1-15 (based upon Force/Activity Designator (F/AD) and Urgency of Need Designator (UND)).
- Law Enforcement Support Office (LESO), PD 15
- Senior Reserve Officers Training Corps (SROTC), PD 12-15
- National Guard Units, PD 12-15
- Deploying National Guard Units, PD varies based upon DoDAAC and/or F/AD assignment.
- All Special Programs and walk-ins, PD 15
- Humanitarian Assistance Program (HAP), PD 15
- DoD or Service Museums, PD 15
- Computers for Learning (CFL), PD 15
- Morale, Welfare, Recreation Activities (MWRA), PD 15
- Military Affiliated Radio System (MARS), PD 15
- Civil Air Patrol (CAP), PD 15
- DoD Contractors, PD 15
- Foreign Military Sales (FMS), PD 15

C16.2.4.8.3. Exceptions to 24-Hour Processing Cycle. The two exceptions that can alter the 24-hour processing cycle are customer walk-in requisitions and FMS requisitions.

C16.2.4.8.3.1. Customer Walk-ins. Customers who walk-in to a DLA Disposition Services Field Office and wish to requisition property will do so via RTD Web. These requisitions will be identified on the DLMS 511R Requisition transaction sent to DLA Disposition Services by the entry of disposition services indicator and unique document number with serial number beginning with L. These walk-in requisitions will be processed immediately. DLA Disposition Services will verify any pending requisitions for this item by DTID number or DTID number and suffix and fill all, part, or none of the walk-in requisition quantity, based upon the presence or absence of higher priority orders.

C16.2.4.8.3.2. Foreign Military Sales Customers. FMS customers with access to RTD Web have the option of freezing property by DTID number. The capability to freeze items is provided to facilitate the State Department approval process for FMS customer eligibility. During the approval process, the items are flagged as frozen both in DLA Disposition Services and at the field office, and are not advertised on the RTD Web to other customers. Once the FMS customer receives approval to acquire the item, a requisition will be sent to DLA Disposition Services from RTD Web,

and the item will be issued. Using RTD Web, field offices will be able to view a list of all items that are currently frozen and print out a placard to place on the frozen items to insure walk-in customers know the item is not available. If an FMS freeze is in place, the property will not be available for screening for any other customer.

C16.2.4.9. Providing Status to Customers

C16.2.4.9.1. Processing Status for Service/Agency and GSA Web Requisitions. For Service/Agency supply system generated requisitions and GSA Web submitted requisitions, RTD Web will provide processing status via the DLMS 870S Supply Status transaction, citing the applicable status code found in DLM 4000.25-1, Appendix 2.16. As supply status on these requisitions is updated, RTD Web will provide supply status updates to ensure customers have the most current information available on their requisitions.

C16.2.4.9.2. Requisition Visibility in RTD Web. For requisitions originated within RTD Web, customers will have the ability to view current status of all their submitted requisitions on their account at the RTD Web Website. No DLMS 870S Supply Status transaction will be generated for these requisitions.

C16.2.4.9.3. Shipment Status to Customer. Regardless of method of submission, when shipment occurs against a requisition, the DLA Disposition Services Field Office will generate a DLMS 856S Shipment Status to the customer.

C16.2.4.10. Post-Issue Tracking. DLA Disposition Services will use disposition services indicator(s) to identify post-issue tracking requirements on the DLMS 511R requisition provided by RTD Web to DLA Disposition Services. Rules regarding requirements for post-issue tracking will be maintained in RTD Web, which will send the appropriate post-issue tracking indicator to DLA Disposition Services to indicate which particular transaction requires post-issue tracking. If post-issue tracking is required, DLA Disposition Services will compile and store the requirement to facilitate future tracking. Record of the post-issue tracking requirement is maintained for the entire life of the item while being used by that particular customer. Post-issue tracking requirements are essential at time of disposal to ensure appropriate procedures have been followed, (e.g., DEMIL Certificate turned in with the item). Post-issue tracking categories are described below.

C16.2.4.10.1. Materiel Receipt Acknowledgement Required. This indicator will be applied to requisitions for DLA Disposition Services' property falling outside standard MRA requirements under MILSTRAP/DLMS. DoD activities requisitioning from DLA Disposition Services are required to provide the DLMS 527R MRA (MILSTRAP legacy DRA functionality) under current procedures.[2]

C16.2.4.10.2. Demilitarization Certification Required. Providing DEMIL documentation confirms when demilitarization was performed on property. Before this

[2] DLA Disposition Services must define the expanded requirements for materiel receipt acknowledgment by DLA Disposition Services' non-DoD customers, via a future DLMS Change Proposal.

item can be turned in or disposed of by the customer, proof will be provided to DLA Disposition Services.

C16.2.4.10.3. Mutilation Certification Required. Providing mutilation certification when the item is no longer needed prevents reuse or reconstruction if the item. Documentation must be received by DLA Disposition Services to verify that mutilation was completed.

C16.2.4.10.4. Certificate of Recycling. The customer will provide proof via documentation that the item was recycled when no longer needed.

C16.2.5. Processing Requisitions Identified to a Container. When DLA Disposition Services receives a requisition with the container issued in full indicator, the information will be used to insure all requisitions for that container are received and processed appropriately. MROs generated by the DLA Disposition Services for requisitioned items associated with a container will have the disposition services container ID identified on the DLMS 940R Materiel Release. In addition to the disposition services container ID, DLMS 940R Materiel Release transactions generated based on the customer ordering the entire container will contain a container issued in full indicator and the count of total DTID numbers within the container. This will allow DLA Disposition Services Field Offices to insure that an MRO for each item/DTID number or DTID number and suffix associated with a container is received and processed. Upon shipment of the materiel for each MRO, the DLA Disposition Services Field Offices will send the DLMS 856S Shipment Status transaction to the customer, containing DTID number or DTID number and suffix, original requisition number, and associated disposition services container ID.

C16.2.6. Defense Automatic Addressing System Editing. Defense Automatic Addressing System (DAAS) will edit requisitions to determine if the requisition is for excess personal property as follows:

C16.2.6.1. Utilization Code and SCC. If the requisition contains Utilization Code K, L, R, S or T and a (SCC), DAAS will route the requisition to DLA Disposition Services. If the requisition does not contain a SCC, but does contain a DTID number or DTID number and suffix, DAAS will route the requisition to DLA Disposition Services.

C16.2.6.2. No SCC or Disposal Turn In Document. If the requisition does not contain an SCC and does not contain a DTID number or DTID number and suffix, but is directed to the DLA Disposition Services, DAAS will reject the requisition back to the message originator with a clear-text message stating, INVALID FORMAT FOR DLA DISPOSITION SERVICES REQUISITION.

C16.2.6.3. Exceptions. If conditions in the previous two sections are false, DAAS will continue the requisition processing.

C16.2.6.4. Requisitions Directed to DLA Disposition Services. If the requisition is directed to DLA Disposition Services and there is an SCC that does not contain Utilization Code K, L, R, S, or T, DAAS will route the requisition to DLA Disposition Services.

C16.2.6.5. No SCC or Utilization Code. If the requisition does not contain an SCC or Utilization Code K, L, R, S, or T, but has a DTID number or DTID number and suffix, DAAS will route the requisition to DLA Disposition Services.

C16.2.6.6. No SCC, Utilization Code, or DTID. If the requisition does not contain an SCC, Utilization Code K, L, R, S, or T nor a DTID number, but does contain DLA Disposition Services DoDAAC SC4400, DAAS will reject the requisition back to the message originator with a clear-text message stating, INVALID FORMAT FOR DLA DISPOSITION SERVICES REQUISITION.

C16.2.6.7. Requisition Status. DAAS will provide a DLMS 870S, Supply Status, with Status Code BM to the requisitioner for validated excess personal property requisitions. DAAS will also process DLA Disposition Services requisitions with part numbers to obtain an NSN. DAAS will change a part number to an NSN, as appropriate, pass the requisition to DLA Disposition Services, and provide a DLMS 870S, with Status Code BG to the requisitioner. If an NSN is not found, DAAS will reject the requisition with a DLMS 870S.

C16.3. REQUISITIONING AND OTHER MATERIEL MOVEMENT OF CONVENTIONAL SMALL ARMS/LIGHT WEAPONS FROM DISPOSITION SERVICES

C16.3.1 Applicability. Refer to this manual's Definitions and Terms for the definition of applicable small arms/light weapons (SA/LW).

C16.3.2. Federal Supply Classification. Conventional small arms generally fall into one of the following Federal supply classifications (FSC): 1005, 1010, 1015, 1025, 1040, 1055, 1090, and 1095; however, this list will not be considered all inclusive. DLA Disposition Services will treat any weapon meeting the general guidelines of a SA/LW accordingly, regardless of FSC.

C16.3.3. Small Arms/Light Weapons Requisitioning. Customer generated DLMS 511R Requisitions for SA/LW will be by NSN and quantity, and may specify a DTID number. Neither the customer requisition to DLA Disposition Services nor the resulting DLMS 940R MRO to the DLA Disposition Services Field Office will specify a serial number. However, any serial number of the weapon(s) selected for issue will be carried on the DLMS 140A, with Transaction Code S, Small Arms Shipment transaction (one copy to the requisitioning activity and another copy to the DLA SA/LW registry. The serial numbers included in the shipment may also be included in the DLMS 945A Materiel Release Order Confirmation response from DLA Disposition Services Field Offices back to DLA Disposition Services for verification of the specific weapons issued and records update.

C16.3.4. Serial Number and Unique Item Identifier Reporting. Any SA/LW unique transactions (DLMS 140A/888A) required by the current business process will be generated separately.

C16.3.5. Redistribution or Disposal. When the DLA Disposition Services takes redistribution or disposal action, the resulting DLMS 940R redistribution order or

disposal release order will pass the weapons serial number to the DLA Disposition Services Field Office directing specific weapons for release. This serial number will be included in the DLMS 945A Redistribution Order (RDO)/Disposal Release Order (DRO) Confirmation response from DLA Disposition Services Field Offices back to DLA Disposition Services for verification that the correct weapon was issued.

C16.4. SOURCE OF SUPPLY AND STORAGE ACTIVITY INTERFACE FOR DISPOSAL RELEASE ORDERS

C16.4.1. General. Sources of supply use the DLMS 940R Disposal Release Order (DRO) to direct and control issue of supply system stocks on their records to disposal. Sources of supply will send DROs to the storage site having custody of the stock and result in the preparation of DD Form 1348-1A (or DD Form 1348-2). If the item is classified in SCC Q and is being sent to a DLA Disposition Services Field Offices, the DRO will contain Management Code O (alpha) or S, as appropriate, to indicate if materiel is hazardous to public health and/or safety and whether mutilation[3] is required. The retention quantity in the DRO will determine the quantity of materiel to be turned in to disposal by the storage site. The retention quantity cited in the DRO will be kept and all remaining stocks transferred to disposal, or, if the quantity on hand is less than the quantity indicated, the storage site will answer with DLMS 945A Disposal Release Denial with Status Code BY.

C16.4.2. Release Confirmation. A DLMS 945A Disposal Release Confirmation (DRC) gives advice from the storage activity to the activity that initiated the DRO of supply action taken. The storage site will send the DRC when quantity shipped is the same quantity, when quantity shipped is greater than requested, or when quantity shipped is less than the quantity requested in the DRO. The materiel owner will use the DRC to make adjustments to inventory records. A DRC will be prepared when materiel is picked up by the carrier for shipment to DLA Disposition Services Field Offices. The DRC will, if appropriate, contain an Intransit Control Indicator (Code 2I in the N9 segment) if the shipped materiel line item value is $800 or more or the item is recorded as pilferable/sensitive.[4] The DLMS 856S Shipment Status provided by the storage activity to the DLA Disposition Services Field Office will perpetuate the Intransit Control Indicator.

C16.4.3. Release Follow-Up. The source of supply will use a DLMS 940R Disposal Release Inquiry to follow-up on storage facilities for unconfirmed DROs 10 calendar days after the date the DRO was created. If the DRO has been complied with, the storage facility will respond with a DRC (see C16.4.2). If the DRO has not been complied with and shipment is anticipated, the storage facility will send supply status, a DLMS 945A, with an estimated shipping date. If there is no record of the DRO, the storage facility will send a status message DLMS 945A with Status Code BF. If the

[3] Material requiring mutilation may not be consigned to DLA Disposition Services Field Offices unless the DoD Component of the activity directing the shipment has made prior official arrangements with the DLA Disposition Services. If mutilation is required, provide specific instructions to the DLA Disposition Services Field Offices by separate correspondence, citing the DTID number.
[4] DLMS enhancement for future implementation.

DRO has been denied, the storage activity will send a DLMS 945A Disposal Release Denial with Status Code BY.

C16.4.4. Release Denial. The storage site will send a DLMS 945A Disposal Release Denial to the source of supply that prepared the DRO as a notification of no action taken. Sources of supply will use the DLMS 945A to adjust inventory records.

C16.4.5. Release Cancellation. Disposal release cancellations, a DLMS 940R, are prepared by sources of supply having initiated DROs and sent to storage sites when determined disposal actions should be stopped. Source of supply cancellation requests will be sent only when DROs are unconfirmed. Storage activities will respond to the cancellation request using a DLMS 945A Disposal Release Cancellation Advice with appropriate transaction type code, and RIC of the source of supply to which the transaction will be sent and the activity preparing the transaction.

C16.4.6. Release Cancellation Follow-Up. A DLMS 940R Disposal Release Cancellation Follow-up, may be sent by the source of supply to get latest status of a disposal release cancellation. The disposal release cancellation follow-up transaction will be in the same format as the original disposal release cancellation and will be processed by the storage site as a cancellation request if the original request was not received. If the original request was received and all required actions have been completed, the storage site will respond to the disposal release cancellation follow-up by duplicating previously submitted documentation, a DLMS 945A.

C16.4.7. Reporting Excess Quantity. The source of supply will send replies to excess reports, a DLMS 870M, to notify the reporting activity that the quantity reported is in excess to source of supply requirements and further action is authorized under appropriate DoD Component procedures. Refer to Chapter 11 Materiel Returns.

C16.4.8. Recycling Control Point. When materiel owners direct disposal of property held in the custody of DLA Distribution (using DSS) DLA Distribution will systemically screen in-coming Disposal Release Orders (DLMS 940R/A5J) to determine Recycling Control Point (RCP) eligibility. If the disposal item qualifies for RCP marketing, materiel is issued from the account of the original owner who directed disposal and a DLMS 856S/AS_ shipment confirmation is provided. Concurrently, a DLMS 527R Receipt (Transaction Type Code D4 with 2/LIN01/10 Code I (legacy DIC D6A functionality)) is posted to the RCP RIC S9W account. No DLMS 527R Disposition Services Turn-In Receipt Acknowledgement (TRA) transaction will be generated for materiel transferred to the RCP from a Distribution Center at the same location. Since there is no physical movement of the materiel when it is transferred to RCP ownership, it should not be considered intransit, but can be dropped immediately from the original owner's property record. DLA Distribution will retain physical custody while materiel is offered for RTD and sales via the RCP process.

C16.4.9. Defense Automatic Addressing System Processing of Release Confirmations. DAAS will use data in a DLMS 945A, with Transaction Type Code NM in the WO6 segment, to create shipment status using a DLMS 856S. Upon completion of

this process, DAAS will send the DRC to the appropriate organization(s) as indicated in the N1 segment and a DLMS 856S to DLA Disposition Services.

C16.5. DOCUMENTATION REQUIRED FOR SHIPMENTS TO DLA DISPOSITION SERVICES

C16.5.1. General Requirement

C16.5.1.1. Disposal Turn-in Document or Disposal Turn In Document and Suffix. Activities will direct/process all accountable materiel to disposal using a DTID. Some categories of non-accountable property may be transferred to a DLA Disposition Services Field Office without documentation. Guidance will be provided by the servicing DLA Disposition Services Field Office. Sources of supply will send a DTID (DD Form 1348-1A or DD Form 1348-2), (see DLM 4000.25-1, Appendix 3.49 for data requirements) and documentation for in-transit control of property identified by an NSN or local stock number (excluding scrap [SCC S], waste, non-appropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property) shipped or transferred to a DLA Disposition Services Field Office. Shipment/transfer of materiel to a DLA Disposition Services Field Office via DTID number requires authority for disposal, which will be indicated in the DTID by appropriate disposal authority code, along with the reason for disposal code. Ensure property is reported to the integrated material manager (IMM) prior to preparing the DTID, as required, per DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures," February 10, 2014. DTID and documentation will control the shipment from the time of release by a shipping activity until receipt of the property by DLA Disposition Services Field Office.

C16.5.1.2. Shipment Status. For shipments/transfers to DLA Disposition Services Field Offices, shipping activities will send a DLMS 856S, Shipment Status (Transaction Type Code AS), for each DTID number or DTID number and suffix regardless of dollar value. The DLMS 856S will contain Distribution Code 9 identifying DLA Disposition Services, the unit price of the materiel, the actual quantity shipped, and the date delivered to the carrier for shipment.

C16.5.1.2.1. Shipment Status Visibility/Transactions with Distribution Code 9. DLA Transaction Services will route shipment status transactions with Distribution Code 9 to the DLA Disposition Services Field Office global record, making the shipment status information visible and available to all DLA Disposition Services Field Offices, as required. DLA Transaction Services will edit the DLMS 856S Shipment Status for the following criteria before routing the transaction to the DLA Disposition Services Field Office global record:

C16.5.1.2.1.1. Invalid DoDAAC, Federal supply classification, or Quantity. Reject, to the generating activity, for invalid DoDAACs, FSC (FSC does not exist), and quantity of zero or blank. The rejected transaction will be returned to the generating activity with a narrative explanation of the reason for return and instructions not to resubmit.

C16.5.1.2.1.2. Edit Unit Price. If the transaction contains an LSN with a blank or zero unit price, reject; if the transaction contains an NSN and blank or zero unit price, insert the Federal Logistics Information System (FLIS) price.

C16.5.1.2.2. Information Capture and Validation. The DLA Disposition Services Field Offices use the shipment status to electronically capture and validate information about incoming property from an activity that is shipping property to a DLA Disposition Services Field Office prior to physical receipt. Additionally, a subset of shipment transactions meeting the Intransit Control System (ICS) criteria is used to initiate the DLA Disposition Services ICS tracking process.

C16.5.1.3. Fund Citation for Scrap Proceeds Reimbursement. For shipments involving the turn-in of scrap materiel to DLA Disposition Services Field Offices, the turn-in shipping activity will add the data element, 'Scrap Reimbursement', to the instructions in Block 27 (and its continuation page or in available white space on the paper that the form is printed, if needed) of the DD Form 1348-1A or DD 1348-2. The value in this field will be the fund citation for reimbursement of scrap proceeds minus disposition processing costs. For receipt of property, DLA Disposition Services will sign the DD Form 1348-1A, DD 1348-2 and provide a signed digital image of the turn-in document via eDOCs to confirm receipt in the in-transit system.

C16.5.1.4. Receipt in Place Documentation Processing at the DLA Disposition Services Field Office. For receipt in place excess property where the DoD generator has provided a DLMS 856S Shipment Status (and DLMS 996H for Hazardous Waste), the Distribution Standard System (DSS) due-in report is authorized to be used by DLA Disposition Services without a hard copy DD Form 1348-1A or DD Form 1348-2 for receipt, so long as all required information for turn-in is included in the automated file.

C16.5.2. Requirements for Shipments of Hazardous Materiel and Hazardous Waste. The following guidance outlines basic documentation requirements for turn-in of Hazardous Materiel (HM), Hazardous Waste (HW), and other types of wastes (e.g., Polychlorinated Biphenyl (PCBs), Friable Asbestos, etc.). The turn-in activity will enter the bill-to fund code and bill-to DoDAAC (when other than the turn-in activity) for reimbursable actions associated with the disposal, (e.g., HW contractor costs), in the DD Form 1348-1A or DD Form 1348-2), in order to provide reimbursement to DLA Disposition Services. To ensure compliance with federal, state, DoD and host nation regulations, turn-in activities will obtain and become familiar with applicable Code of Federal Regulations (CFR), state regulations, DoD regulations, and Overseas Environmental Baseline Guidance Documents (OEBGD), or the Final Governing Standards (FGS) for the host nation. When initiated electronically the HM/HW turn-in will be directed using the DLMS 940R, Disposal Release Order (DRO). Conformance with standard line of accounting (SLOA)/accounting classification requires any initiation of a financial business event to include SLOA mandated standard financial information system (SFIS) elements.[5] The DLMS DRO transaction supports inclusion of SLOA

[5] Refer to ADC 1043/ADC 1043A.

required elements. Pending full implementation of SLOA, DLA Transaction Services will facilitate interoperability by updating selected SLOA data fields based upon the initiator's Service/Agency and Fund Code. If discrete values for the SLOA data elements in the transaction do not match data elements from the SFIS Fund Code to Fund Account Conversion Table for the Fund Code in the transaction, reject with the DLMS 824R Reject Advice citing Reject Advice Code BU.

C16.5.2.1. Shipment Status. The DLA Disposition Services Field Offices will use the DLMS 856S to electronically capture and validate information about inbound HM/HW property from a customer that is shipping property to a DLA Disposition Services field office prior to physical receipt. The information contained within the transaction is used by DLA Disposition Services field offices to schedule inbound shipments and to match the inbound shipment to a Hazardous Waste Profile Sheet (HWPS). In addition to data requirements for shipment status of non-hazardous materiels, shipment status for HW/HM will add the following: DTID number or DTID number and suffix number, HWPS number, disposal authority code, disposition services indicator code, item nomenclature, SCC, special materiel identification code, materiel management aggregation code, and DEMIL code. This additional information will assist the DLA Disposition Services Field Offices with the receipt, inspection, and materiel identification of the HM/HW turn-ins. See DLA Disposition Services Instruction 4160.14, "Operating Instructions for Disposition Management," for appropriate code value lists.

C16.5.2.2. Hazardous Waste Profile Sheet (DLMS 996H Hazardous Waste Profile Transaction). The HWPS provides detailed information/analysis relative to the waste stream being turned in to the DLA Disposition Field Office. This information will be provided prior to receipt to allow for compatible storage arrangements and will facilitate DLA Disposition Services' ability to plan, manage, schedule, and report on inbound shipments to maximize the efficiency of the receiving process.

C16.5.2.2.1. Required Documents for Hazardous Waste/Hazardous Materiel Turn-ins. Turn-in activities are required to provide an HWPS, DLA Disposition Services Form 1930, or backup documents indicating lab or manufacturer's chemical analysis with the turn-in of each initial waste stream, and once a year thereafter. An HWPS is required with turn-ins of HW and used and/or opened HM that meets the definition of HW when discarded via disposal service contract. Used and/or opened HM is considered contaminated and may not be the same property described on a Materiel Safety Data Sheet (MSDS). See DoD 4160.21-M, Chapter 10, Paragraph D. Generators will complete the HWPS by providing information based upon user's knowledge or laboratory analysis of the waste. Supporting documentation, consisting of lab or manufacturer's chemical analysis, description of waste production processes including raw materials, end products, and other sources documenting how the waste was generated, may be required if user's knowledge does not identify or characterize the waste sufficiently or correctly. All supporting documentation should accompany the physical shipment. A DLMS 996H transaction can be used in lieu of a hard copy Form 1930 for HW received in place, however, hard copy Form 1930s will be required if HW

is physically received at the Disposition Services Field Office or if a hard copy HWPS is required by Federal, State, or Local regulation.

C16.5.2.2.2. Initial Hazardous Waste Profile Sheet and Follow-on Turn-in Documents. After the initial turn-in of the waste, turn-ins of identical waste will not require a HWPS for one year; instead, generators will enter a DLA Disposition Services-assigned HWPS reference number in Block 27 (Clear Text Statement) of the DD Form 1348-1A, DTID. The turn-in activity will certify each HWPS annually by providing to DLA Disposition Services Field Office one of the following: a new, signed, and dated HWPS, an electronically transmitted HWPS for each waste turn-in that will be generated during the following year, or a letter listing the HWPS reference number(s) and the name of the corresponding waste stream for each profile which the generator wishes to remain active for another year. If the turn-in activity chooses to provide a letter, that letter will be signed and dated and include the following statement: "The undersigned certifies that the hazardous waste profiles listed in this letter have been carefully reviewed. Any changes to the processes generating these wastes have been considered. New regulations affecting hazardous waste identification and disposal have been applied. Neither the waste streams nor the identification of the waste streams has changed in a manner that would warrant a change in the data previously provided on these waste profiles."

C16.5.2.2.3. Overseas Hazardous Waste/Hazardous Materiel Shipment Requirements. For overseas shipments of HM/HW, the turn-in activity will include the host nation and International Maritime Dangerous Goods (IMDG) shipping description. The IMDG shipping description includes both the United Nations, and United States Department of Transportation (DOT) requirements and is virtually the same. Any place that a Proper Shipping Name (PSN), container information, state waste code, etc., are required, the respective country codes, container information, etc., will be filled in.

C16.5.2.2.4. Exemption of Hazardous Waste Profile Sheet Requirements. Laboratory chemicals are exempt from HWPS requirements, but will be processed according to DoD 4160.21-M, Chapter 10.

C16.5.2.3. Material Safety Data Sheet Requirement

C16.5.2.3.1. Material Safety Data Sheet Hard Copy Requirement. Turn-in activities will provide a hard copy MSDS for hazardous materiel in the absence of a Hazardous Material Information Repository System (HMIRS) Number. If there is a valid MSDS in HMIRS, then indicate the MSDS five digit alpha code from the HMIRS on the DTID (DD Form 1348-1A). This requirement applies to turn-ins of both used and unused HM, as well as opened or unopened HM. The MSDS requirement does not apply to exclusions listed in 29 CFR 1910.1200(b)(6).

C16.5.2.3.2. Hazardous Materiel Information/Documentation Requirements. The MSDS will match the specific manufacturer of the hazardous materiel and should include the manufacturer's name or contractor and Government entity (CAGE) code. In addition to an MSDS, used and/or opened HM requires that the

chemical name of any hazardous contaminants and the noun name of any non-hazardous contaminants will be identified on the DTID. This is required because used and/or opened HM may have become contaminated with constituents not reflected on the MSDS. A HWPS may also be required for used/opened HM going directly to waste disposal contract.

C16.5.2.4. Methods of Document Generation for Hazardous Waste/Hazardous Materiel Turn-ins. There are three methods available for automated turn in of HM/HW: Generator Communication (GenComm), Electronic Turn-In Document (ETID), and direct interface via DLA Transaction Services.

C16.5.2.4.1. Generator Communication Method. Use of the GenComm Server for automated turn-in of documentation to the DLA Disposition Services Field Office allows the military generator, using its HW disposal system, to electronically send email or upload the DTID, DD 1348-1A and the related HWPS. The GenComm server will transmit the HWPS and any correlating supply shipment status information to DLA Transaction Services using the standard XML-schema. DLA Transaction Services will convert the information into a DLMS 996H transaction and route to the appropriate DLA Disposition Services Field Office using a RIC plus suffix to site identification (ID) to valid RIC crosswalk table. This table will be maintained by DLA Disposition Services and provided to DLA Transactions Services as required. DLA Transaction Services will also generate the DLMS 856S shipment status transaction from the information in the XML schema and send to the appropriate field office.

C16.5.2.4.2. Electronic Turn-In Document. Use of ETID for automated turn-in of documentation to the DLA Disposition Services Field Office allows those military generators lacking an automated system to login to ETID via the web and manually generate their DTID and HWPS documentation. ETID will have a direct interface with the DLA Disposition Services Field Office system, which will receive the information for processing of the HM/HW turn-in.

C16.5.2.4.3. Direct Communication with DLA Transaction Services. Those military generators with a Performance Based Agreement (PBA) with DLA Transaction Services can bypass the GenComm server. The PBA should identify the military generator's DoDAAC to be used in the HWPS transaction, as well as confirmation of capability of producing the DLMS 856S shipment status, along with the DTID number and HWPS number and all other data required for HM/HW shipment status (see C16.5.2.1.). The generator has the option of providing the DLA Transaction Services with the identical transactions currently provided to GenComm, the XML schema, or the actual DLMS 996H and 856S transactions. For generators not DLMS compliant, the DLA Transaction Services will map the 856S based on the inbound feed from the military generator.

C16.5.2.5. DLA Transaction Services mapping to 996H

C16.5.2.5.1. DLMS 996H. The DLMS 996H will serve as a file transfer message for conveying the GenComm standard and XML schema transactions to the receiving DLA Disposition Services Field Office.

C16.5.2.5.2. File Transfer Segments. The beginning segment for file transfer information will be used to convey the GenComm interface standard version number. The file information segments will be used to pass the XML tag name and content information associated with that tag name. In order to assist a receiving system with consuming the DLMS 996H transaction, each file information segment needs to include contextual information for the content being passed. This will be accomplished by pairing the file information segments. The first file information segment in a pair will provide the context for the pair (i.e., the GenComm data element name), while the subsequent file information segment(s) provide the content (i.e., the values associated with the data element name). The file transfer segments will continue to be paired until all the data elements associated with the GenComm inbound transaction have been successfully mapped to the DLMS 996H transaction.

C16.5.3. Receipt of Hazardous Materiel/Hazardous Waste and Processing Related Hazardous Waste Profile Sheet. Upon receipt by DLA Disposition Services Field Office of the DLMS 996H HM/HW Profile Sheet from DLA Transaction Services, the supporting system will parse the information into its database and store the individual HWPS records by HWPS reference number and DTID number. When HM/HW is turned in to the DLA Disposition Services field office, the system will search for a DLMS 527D Pre-positioned Materiel Receipt (PMR) to facilitate automated check-in. In the absence of the PMR, a search for the matching DLMS 856S shipment status will be conducted. Once the matching record is found, the system will use the DTID number or DTID number and suffix, and the HWPS reference number from the shipment status to pull the matching HWPS for the shipment to be receipted. If no electronic records are on file for the DTID number or DTID number and suffix, and the HWPS, the DLA Disposition Services Field Office personnel will be manually prompted to enter the information into their system based on the hard copy documentation accompanying the shipment.

C16.6. INTRANSIT CONTROL SYSTEMS PROCESSING OF SHIPMENTS TO DLA DISPOSITION SERVICES

C16.6.1. General

C16.6.1.1. ICS is an automated DoD process that provides a central capability to monitor and/or investigate discrepancies in shipments of materiel to DLA Disposition Services field offices that meet ICS rules. Property qualifying for ICS processing have a line item value over $800 or a pilferable/sensitive controlled inventory item code (CIIC) regardless of dollar value, and the property is being turned in to the field office. Pilferable CIICs are equal to: J, I, M, N, P, V, W, X, Y and Z. Sensitive CIICs are equal to: 1, 2, 3, 4, 5, 6, 8, Q, R, $.

C16.6.1.2. Electronic Turn-In Document Process. Use of ETID for automated turn-ins to the DLA Disposition Services Field Office allows those military generators lacking an automated system to log in to ETID via the web and manually generate their DTID number or DTID number and suffix. ETID will have a direct interface into the ICS global record and will enter property qualified for Intransit tracking into the ICS on the generators behalf. For identification purposes, ETID will construct the DTID number or DTID number and suffix, document number citing Utilization Code T in the first position of the serial number. This will facilitate routing of follow-ups through DLA Transaction Services' DAAS to the supply system of the DoDAAC of the generator and provide the capability to monitor shipments/transfers to DLA Distribution Services Field Offices. When follow-up notifications on in-transit property are required, in addition to the systemic follow-up generated by the field office, the ETID application will provide notification to the generating activity responsible for the property via email.

C16.6.2. Intransit Control System Suspense File. The ETID interface described above, shipment status transactions, or any receipts processed prior to shipment status meeting ICS criteria (see C16.6.1.1.), will initiate the ICS suspense file maintained as part of the DLA Disposition Services Field Office global record. This global record will be visible and available to all DLA Disposition Services Field Offices as required. At a minimum, the suspense file will contain the following data shown in Table C16.T1:

Table C16.T1. Turn-In Processing Data Requirements

DATA ELEMENT	SOURCE
Original DTID Number	ETID/Shipment Status/Receipt
UCN	Receipt
NSN/FSC/FSG (if available)	ETID/Shipment Status/Receipt
Unit of Issue	ETID/Shipment Status/Receipt
Extended $ Value of Shipment (if available)	Calculated from FLIS unit price
Controlled Inventory Item Code	FLIS
Quantity Shipped	ETID/Shipment Status
Date of Shipment	ETID/Shipment Status
Quantity Received	Receipt
Date of Receipt	Receipt
Transmission Date of Disposition Services Turn-in Receipt Acknowledgement (TRA)	TRA
TRA Recipient DoDAAC	TRA
Extended Dollar Value of Receipt	Receipt
$ Value of Quantity Variance Between Shipment and Receipt (if any)	(Internal Computation)

C16.6.3. Intransit to DLA Disposition Services Field Office Report. ICS provides a capability for DLA Disposition Services to furnish management information to

Service/Agency headquarters concerning the transfer of property to DLA Disposition Services Field Offices. DLA Disposition Services will provide a quarterly Intransit to DLA Disposition Services Field Office Report upon request. DLA Disposition Services will provide tailored special extract reports as requested (Appendix 2).

C16.6.4. Intransit Control System Tracking and Associated Actions

C16.6.4.1. DLA Disposition Services Field Office Processing against the Global Intransit Control System Suspense File

C16.6.4.1.1. Suspense File Comparison. When a receipt is processed at any of the DLA Disposition Services Field Offices, it will be compared with the suspense file. The receipt will open the ICS transaction suspense file if no previous shipment status created a suspense record and the receipt value is $800 or more, or the item is recorded as pilferable or sensitive. The suspense file will remain open for a period of one year from the date it is initiated, unless closed by one of the actions below.

C16.6.4.1.2. Intransit Control System Follow-up Transactions. All follow-up transactions generated as a result of ICS processing will be sent through DLA Transaction Services. The field office will prepare the DLMS 940R, Transaction Type Code NH (MILSTRIP DIC AFX/AFZ functionality) Disposal Shipment Confirmation Follow-up identifying the originating activity as DLA Disposition Services (RIC S9D). The follow-up will be directed to the RIC of the shipping activity. If the shipping activity RIC is not known, the DoDAAC identified in the document number may be used for transaction routing. The DoDAAC in the document number may be the shipping activity itself or the activity directing the disposal action; (e.g., inventory control point (ICP)/IMM). ICPs/IMMs receiving the follow-up will enter the shipping activity RIC as the intended recipient and resend the follow-up through DLA Transaction Services, to the shipping activity to answer directly and to perform research in order to provide either the ICP/IMM or storage activity response.

C16.6.4.1.3. Research Guidance (Critical Flag). When the field office prepares the DLMS 940R follow-up, the transaction will include research guidance (critical flag) to aid the DoD Components to prioritize research and resolution of problems. The critical flag will identify turn-ins of sensitive items (1, 2, 3, 4, 5, 6, 7, 8, Q, R, or $), demilitarization required items (C, D, E, or F), and items identified to critical classes of supply (DoD 4160.21-M). The DLMS 940R follow-up will also include the DoDAAC of the field office that has received or is intended to receive the turn-in.

C16.6.4.1.4. Closure of Suspense Files. The suspense file will be closed if the receipt matches a shipment status transaction previously recorded in the suspense file. A match is based on DTID number and FSC.

C16.6.4.1.5. Internal Receipt Refusal. If the field office is unable to receive the property and must reject the property back to the generator, an internal Receipt Refusal transaction will be processed and matched to the record in ICS. If the

internal transaction matches a shipment transaction previously recorded in the suspense file, the suspense file record will be closed.

C16.6.4.1.5.1. DLMS 940R Disposal Shipment Confirmation Follow-Up with Advice Code 36. If after 90 calendar days from the date of posting the receipt to the ICS there is no matching shipment status transaction and the extended value is $800 or more, or the item is recorded as pilferable or sensitive, the field office will forward the 940R Disposal Shipment Confirmation Follow-up transaction with Advice Code 36 (MILSTRIP DIC AFX functionality. No response is required and this notification closes the ICS suspense.

C16.6.4.1.5.2. DLMS 940R Disposal Shipment Confirmation Follow-up with Advice Code 37. If after 90 calendar days from the date of posting shipment status to the ICS there is no matching receipt transaction, the extended value is $800 or more, or the item is recorded as pilferable or sensitive, the field office will forward the 940R Disposal Shipment Confirmation Follow-up transaction with Advice Code 37 (MILSTRIP DIC AFX functionality). The ICS remains open awaiting response.

C16.6.4.1.6. Second Follow-up. If the DLMS 870S Supply Status or the DLMS 945A (Type Transaction Code AZ) Disposal Shipment Confirmation transaction is not received within 30 calendar days of sending the DLMS 940R Disposal Shipment Confirmation Follow-up with Advice Code 37, the field office will send a second follow-up (MILSTRIP DIC AFZ functionality). The record will remain open for a period of 1 year from the date it was originated unless closed by a response to the 940R. When moved from the active suspense file, records will be placed on an accessible history file for an additional two years.

C16.6.4.1.7. Terminating In-Transit Control System Processing. Receipt of 870S Supply Status will direct further ICS processing as follows:

C16.6.4.1.7.1. DLMS 870S Supply Status with Status Code DE. Receipt of 870S Supply Status with Status Code DE will terminate ICS processing for the document number in question. Status Code DE indicates no shipment was made.

C16.6.4.1.7.2. DLMS 870S Supply Status with Status Code DF. Receipt of a DLMS 870S Supply Status with Status Code DF will terminate ICS processing and indicates property was removed from the storage area and cannot be located. Further research is being conducted within Service/Agency channels. The record will be removed from the active suspense file and placed in an accessible history file for two years.

C16.6.4.1.7.3. DLMS 870S Supply Status with Status Code DG. Receipt of a DLMS 870S Supply Status with Status Code DG indicates shipment is confirmed and a signed copy of the DTID number or DTID number and suffix, or a digitally signed email from ETID confirming disposition services receipt acknowledgement, is on file for the quantity shipped. This closes the record in ICS for the document number in question. DLA Disposition Services will use its own

procedures to determine why notification of receipt of materiel was not sent by the field office. DLA Disposition Services will keep an accessible history file record for two years. Additionally, the DLA Disposition Services Field Office will provide a TRA transaction to the DoDAAC identified by the DTID (inclusive of ETID) when the field office reports the receipt to DLA Disposition Services.

C16.6.4.1.7.4. DLMS 870S Supply Status with Status Code DH. Receipt of a DLMS 870S Supply Status with Status Code DH indicates shipment is confirmed and a signed copy of the DTID or a digitally signed email from ETID confirming disposition services receipt acknowledgement is on file, however the quantity on the DTID is different than the quantity on the shipment status. Further research on the quantity discrepancy is being conducted within Service/Agency channels. This will close the record in ICS for the document number in question. DLA Disposition Services will keep an accessible history file record for two years. Additionally, the DLA Disposition Services Field Office will provide a TRA transaction to the DoDAAC identified by the DTID (inclusive of ETID) when the field office reports the receipt to DLA Disposition Services.

C16.6.4.1.7.5. DLMS 870S Supply Status with Status Code BF. Receipt of a DLMS 870S Supply Status with Status Code BF indicates that the shipping activity has no record of the document number in question. This will close the record in ICS and removes the record from the active suspense file. DLA Disposition Services will place the record in an accessible history file for two years.

C16.6.4.1.8. Receipt of a DLMS 945A, Disposal Shipment Confirmation, Type Transaction Code AZ. When the DLMS 945A (Type Transaction Code AZ) Disposal Shipment Confirmation transaction is received, ICS processing for the document number in question is considered complete. Accessible history file records will contain NSNs, quantities, document numbers, dollar value of variances (if any), and the identity of applicable shipping activities and DLA Disposition Services Field Offices.

C16.6.4.1.9. Shipping Activity Actions

C16.6.4.1.9.1. Documentation Review. Supply organizations in receipt of the DLMS 940R Disposal Shipment Confirmation Follow-up will ensure that applicable shipping activities review either the signed documentation (DTID) or the TRA confirming disposition services receipt acknowledgement, investigate discrepancies, and provide timely responses within 30 working days of receipt of the inquiry. Disposal Shipment Confirmation Follow-ups with Advice Code 36 do not require a response.

C16.6.4.1.9.2. Reserved.

C16.6.4.1.9.3. Quantity Received Verification. Upon receipt of a disposal shipment confirmation follow-up, the shipping activity will verify the actual quantity shipped, and will respond with supply or shipment status as follows:

C16.6.4.1.9.4. No Shipment Record/Status. If there is no record of the shipment, nor of generating the shipment status, and no record of either a signed

copy of the DTID, or the TRA, the DLMS 870S Supply Status with Status Code BF will be sent in response to the DLMS 940R Disposal Shipment Confirmation Follow-up.

C16.6.4.1.9.5. Shipment Status Sent But No Record. If it is determined that although shipment status had been sent, no shipment had been made or no record of shipment, other than the shipment status transaction can be located, the DLMS 870S Supply Status with Status Code DE will be sent in response to the DLMS 940R Disposal Shipment Confirmation Follow-up.

C16.6.4.1.9.6. TRA/Signed DTID Receipt Not Available. If either a TRA, a signed copy of the DTID number or DTID number and suffix receipt, is not available, but investigation indicates that property was removed from the storage area and cannot be located, the shipping activity will do additional research as determined by the DoD Component procedures, including, if necessary, referral to the appropriate criminal investigative activity. The DLMS 870S Supply Status with Status Code DF will be sent in response to the DLMS 940R Disposal Shipment Confirmation Follow-up.

C16.6.4.1.9.7. No Shipping Activity Record. If the shipping activity has no record of generating a DLMS 856S Shipment Status transaction, but has received either a TRA, or a signed copy of the DTID, a DLMS 945A Disposal Shipment Confirmation (Transaction Type Code AZ) (MILSTRIP DIC ASZ functionality) showing the quantity receipted for the DTID number or DTID number and suffix will be sent in response to the DLMS 940R Disposal Shipment Confirmation Follow-up.

C16.6.4.1.9.8. Use of Distribution Code 9. The DLMS 870S Supply Status and the DLMS 945A Disposal Shipment Confirmation transactions generated by the shipping activity in response to the DLMS 940R Disposal Shipment Confirmation Follow-up will contain Distribution Code 9 to enable DLA Transaction Services to route copies of these transactions to the ICS Global Record.

C16.6.4.1.9.9. Extended Value Determination. The extended value of the shipment will be determined by document number, quality, and unit price.

C16.6.4.1.9.10. Shipment/Transfer Monitoring. ICS provides a means to monitor shipments/transfers to DLA Disposition Services Field Offices. This system also provides a capability for DLA Disposition Services to give information to the DoD Component concerning the shipment/transfer of property to DLA Disposition Services Field Offices.

C16.7. PROCESSING MATERIEL AND MAINTAINING ACCOUNTABILITY BY THE DLA DISPOSITION SERVICES AND THE DISPOSITION SERVICES FIELD OFFICES

C16.7.1 Materiel Acceptability. These procedures do not negate the authority of DLA Disposition Services Field Offices to refuse acceptance of accountability and physical receipt of certain types and classes of materiel as prescribed by DoD 4160.21-M. If materiel is not acceptable for these reasons, and the shipment is rejected/returned to the shipper, DLA Disposition Services Field Office will provide notice of rejection to DLA Disposition Services under existing procedures, thus purging the ICS file.

Guidance on shipment notices and ICS processing is applicable only to useable items being shipped/transferred to DLA Disposition Services Field Office.

C16.7.1.1 Disposition Services Turn-in Receipt Acknowledgement. The DLA Disposition Services Field Office will send a TRA transaction to the DoDAAC in the original DTID number; do not send the TRA transaction to the DoDAAC of the UCN. If the turn-in was initiated via ETID, then send the TRA transaction to ETID, which in turn will generate a digitally signed email to the customer notifying them of the disposition services receipt acknowledgement in addition to the TRA transaction sent to the document number DoDAAC. This action provides confirmation to the generator that DLA Disposition Services processed a Receipt transaction to record DLA Disposition Services materiel accountability and ownership for the materiel turned in, and provides a linkage to audit trails retained by the field office. If the DTID (DD Form 1348-1A or DD Form 1348-2), did not reflect a valid NSN or LSN (excluding scrap [SCC S], waste, non-appropriated fund activity, and lost, abandoned, or unclaimed privately owned personal property), the TRA transaction materiel identification (NSN/LSN/MCN) data field will contain the invalid materiel identification provided on the DTID as the primary materiel identification (LIN02), and will include the materiel identification (valid NSN or Disposition Services LSN) that the field office assigned at receipt, as a secondary reference (LIN16) for an audit trail. The TRA will also include the original DTID number and suffix, date and time of the receipt, quantity received by the field office, and the DoDAAC and RIC of the from and to activity. The quantity received may be converted to unit of use when less than the full quantity associated with the DoD unit of issue.

C16.7.1.2. Document Retention. Audit capability is required for a period of time following the transmission of the TRA transaction or comparable digitally-signed email. The DLA Disposition Services Field Office and the DoDAAC receiving the TRA transaction must retain an electronic image of the complete TRA or comparable email, including the date and time, as part of the transaction/receiving/shipping history for a minimum of two years. The activity receiving the TRA or email may need to communicate the acknowledgement of receipt to the turn-in activity if different. Also, consistent with Chapter 6, paragraph 6.9 (Retention of Accountable Documentation) the DLA Disposition Services Field Office will still maintain scanned images of the DTID receipt documentation (DD-1348-1As) in EDOCS and the DoD Components will have access to EDOCS, as needed.

C16.7.1.3 Notify Shipping Activity of Quantity Error. If an error exists because the quantity received is less than or greater than quantity entered on the DTID number or DTID number and suffix, DLA Disposition Services Field Offices will notify the shipping activity and submit a supply discrepancy report. See DoD 4160.21-M, Chapter 3; and Chapter 17.

C16.7.2. Maintaining Property Accountability. The accountable property record for inventory owned by the DLA Disposition Services will be maintained by the DLA Disposition Services Field Office system. DLA Disposition Services system will maintain the owner's total item property record and financial accounting for DLA Disposition Services Owned property. End of day processing and an annual

reconciliation will occur to ensure that the two inventory records are kept in sync at the DTID number or DTID number and suffix level.

C16.7.2.1. Maintaining Owner Compliance Table. The field office system will maintain an owner compliance table to ensure daily (end of day) and annual (total reconciliation) requirements are executed based on pre-established business rules in compliance with DLM 4000.25, DLMS Manual, Chapter 6. (Physical Inventory Control)

C16.7.2.2. Daily System Reconciliation. The DLA Disposition Services (owner) system and the DLA Disposition Field Office (storage activity) system will match all active records daily (i.e. DTID numbers or DTID number and suffixes that had any transaction affecting record balances) on-hand balances.

C16.7.2.2.1. DLMS 846R Transaction for End-of-Day Processing. The field office system (storage activity) will send the daily closing balance for each affected DTID number or DTID number and suffix using the DLMS 846R, Location Reconciliation Request transaction, Report Type Code LC and the type of reconciliation code for end of day processing. The DLMS 846R will contain the demilitarization code (DEMIL code) that corresponds to the stock number for that DTID number or DTID number and suffix. The DEMIL code will be included in the match of item data characteristics (unit of issue, condition code, CIIC, and DEMIL code) to ensure compatibility between storage activity and owner systems.

C16.7.2.2.2. Additional Use of DLMS 846R. The field office system (storage activity) will also send a DLMS 846R, Location Reconciliation Notification, Report Type Code X4, to advise DLA Disposition Services of the total number of daily DTID number or DTID number and suffix closing balance transactions (number of DLMS 846R, Report Type Code LC transactions) being forwarded and the associated cut-off date. Imbalances will be programmatically researched to assure consideration of in-float documents, delayed transactions, and duplicate transactions.

C16.7.2.3. Annual Record Total Reconciliation. All DLA Disposition Services owner and field office storage activity records (active and inactive, including zero balances) will be reconciled at least once each fiscal year (total reconciliation).

C16.7.2.3.1. DLMS 846R Location Reconciliation by DTID or DTID and Suffix. The field office will prepare location reconciliation requests by line item (DTID number or DTID number and suffix) for each DTID regardless of the balance (including zero balances), using the DLMS 846R, Location Reconciliation Request transaction, Report Type Code LC and the type of reconciliation code for annual location reconciliation. The location reconciliation request will contain the DEMIL code that corresponds to the stock number for that DTID. The DEMIL code will be included in the match of item data characteristics (unit of issue, condition code, CIIC, and DEMIL code) to ensure compatibility between storage activity and owner systems.

C16.7.2.3.2. DTID or DTID and Suffix Closing Balance Transactions. The field office (storage activity) system will also send a DLMS 846R, Location

Reconciliation Notification, Report Type Code X4, to advise DLA Disposition Services of the number of annual DTID number or DTID number and suffix closing balance transactions (DLMS 846R Type Code LC transactions) being forwarded and the associated cut-off date. Imbalances will be programmatically researched to assure consideration of in-float documents, delayed transactions, and duplicate transactions.

C16.7.2.4 Mismatches. For any mismatches found, the DLA Disposition Services personnel will ensure that potential or actual inventory accounting adjustments are researched and corrected in accordance with the value of the adjustment and type of item involved. Emails will be sent to the appropriate Disposition Services Field Office personnel requesting assistance to isolate errors in data transmission.

C16.7.3. Disposition Services Containerization Processing

C16.7.3.1. Identifying Items. To enhance potential marketing, the DLA Disposition Services Field Office has the discretion to "containerize" items turned in by DTID number or DTID number and suffixes that can be reutilized/sold together. Rules regarding items that can be grouped in containers are governed by the DLA Disposition Services. For instance, items that share the same or similar item characteristics such as demilitarization (DEMIL) code or CIIC can be placed in the same container.

C16.7.3.1.1 Use of DLA Disposition Services Container Identification Number. When the decision is made to market items via containerization processing, the DLA Disposition Services Field Office will generate a disposition services container Identification (ID) number for the items identified by DTID number or DTID number and suffixes placed in the container. For each DTID number or DTID number and suffix coded receipt, the disposition services container ID number will also be identified in the DLMS 527R Receipt transaction (Transaction Type Code D4) generated by the field office to DLA Disposition Service, along with the disposition services complete container count and disposition services current container count.

C16.7.3.1.2 Container Tracking. DLA Disposition Services will track each DTID number or DTID number and suffix in the container. The disposition services container ID number and the DTID number will be sent to the RTD Web so the items can be marketed as part of the disposition services container.

C16.7.3.2. Container Transfer. In cases where items are eliminated or moved from one container to another based upon DEMIL code challenges, downgrade to scrap or re-marketing decisions, the DLA Disposition Services Field Office will generate the DLMS 846A, Asset Reclassification Response (Type Transaction Code TD) to DLA Disposition Services to maintain container synchronization and inventory accuracy. This container identification change process applies to NSNs, LSNs, and unit of use LSNs. When unit of use LSNs are involved, the DLMS 846A will also contain the cross reference NSN. The DLMS 846A will identify the controlling document number generated by the DLA Disposition Field Office, the DTID number or DTID number and suffix as a primary reference, the existing disposition services container ID number (FROM Container ID), as well as the new disposition services container ID number (TO

Container ID). In the case of an item being removed from a container and not being placed in a new container, the TO disposition services container ID will not be cited in the transaction. Disposition services container ID changes always originate from the Field Office to the DLA Disposition Services. Accordingly, there is no corresponding asset reclassification request transaction for container ID changes.

C16.7.4 Reclassification of Scrap

C16.7.4.1. Downgrade to Scrap. The downgrade to scrap process is used by the DLA Disposition Services and its field offices when an item is no longer needed and the property has no commercial value other than for basic materiel content. Policy and authority for downgrading materiel to scrap can be found in DoD 4160.21-M, "Defense Materiel Disposition Manual".

C16.7.4.1.1. Downgrade Items Upon Receipt (at Time of Turn-in). During the receiving process, if the DLA Disposition Services Field Office determines the item has only scrap value, the item may be downgraded to scrap upon receipt. The field office will assign a Disposition Services Scrap LSN to replace the existing NSN or LSN found on the original DTID number or DTID number and suffix generated by the customer. Simultaneous with sending the DLMS 527R Receipt (Transaction Type Code D4) to DLA Disposition Services, the field office receipt process will trigger a TRA to the DoDAAC in the DTID number reflecting the LSN actually received into DLA Disposition Services inventory as a secondary reference (LIN16), and the materiel identification from the DTID at LIN02 . The TRA transaction provides confirmation that materiel was received and provides linkage to audit trails maintained by the field office.

C16.7.4.1.1.1. Assignment of 'Disposition Category' for Items Downgraded Upon Receipt. During the pre-receipt process, the field office will request a 'Disposition Category' from DLA Disposition Services (C16.7.8 - DLA Disposition Category Assignment and Associated Actions). Once the Disposition Category assignment response is provided, the field office will submit the receipt for scrap to the DLA Disposition Services, using the DLMS 527R Receipt (Transaction Type Code D4) using a Scrap LSN. The DLMS 527R Receipt for material downgraded to scrap at time of receipt will reflect the source of the materiel received/returned code, (e.g., J = Return to inventory from other DoD activity users), (see the reason for materiel receipt/return (MRR) code list).

C16.7.4.1.1.2. Downgrade (Upon Receipt) of Entire Quantity on Disposal Turn In Document or Disposal Turn In Document and Suffix. If the entire quantity on the DTID number or DTID number and suffix is being downgraded to scrap, the original DTID number or DTID number and suffix number will remain and the original NSN/LSN will be referenced in the Receipt for audit purposes, to link to the newly assigned Scrap LSN. If the DTID number or DTID number and suffix is a duplicate number, then a UCN will be generated for the downgrade to scrap.

C16.7.4.1.1.3. Downgrade (Upon Receipt) of Partial Quantity on Disposal Turn In Document or Disposal Turn In Document and Suffix. If only part of

the DTID is being downgraded to scrap, then a UCN will be generated and the Receipt will contain the original DTID number or DTID number and suffix as a secondary reference number.

C16.7.4.1.2. Downgrade Items After Turn-in (After Receipt). Any time after receipt, DLA Disposition Services may notify the Disposition Services Field Office via a DLMS 846C, Disposition Status Update (Report Type Code PC), to change the disposition status of the DTID number or DTID number and suffix to DS (Disposal). When the field office receives a disposal recommendation, the disposition of the property at the field office is determined by pre-defined ultimate disposal process business rules.

C16.7.4.1.2.1. Downgrade Items to Scrap (After Receipt). If the business rule decision is to downgrade to scrap, the field office will send a DLMS 947I, Inventory Adjustment (Type Transaction Code NU) with Quantity or Status Adjustment Reason Code BS – Downgrade (Loss), and associated with the original DTID number or DTID number and suffix.

C16.7.4.1.2.2. Creation of New Receipt for Items Downgraded to Scrap Subsequent to Initial Turn-in. A new receipt is created for the scrap using the DLMS 527R Receipt with the source of Materiel Received/Returned Code W - Receipt as a result of DLA Disposition Services process to downgrade to scrap, subsequent to the initial receipt of materiel. A DLA Disposition Services scrap LSN will be assigned in compliance with the scrap classification listing for use in the new Receipt. A UCN will be assigned and associated with the original DTID number or DTID number and suffix to avoid duplication in DLA Disposition Services. This UCN will become the controlling document number in the DLMS 527R. The new receipt will contain the original DTID number or DTID number and suffix as a secondary reference number, and will reference the original materiel identification (NSN or LSN).

C16.7.4.1.2.3. Materiel Downgraded to Scrap When Materiel Is Part of a Container. If the materiel/DTID number or DTID number and suffix downgraded to scrap is part of a container, the field office will generate a DLMS 846A, Asset Reclassification Response (Report Type Code TD), to delete the DTID number or DTID number and suffix/container ID association in order to maintain container synchronization and inventory accuracy (see C16.7.3.2., Container Transfer).

C16.7.4.2. Upgrade from Scrap. The upgrade from scrap process is used by the DLA Disposition Services and its field offices when a business need exists to re-classify materiel previously receipted as scrap or downgraded to scrap after receipt to a useable NSN or useable LSN item. An upgrade from scrap can occur at any time subsequent to the initial receipt of scrap or downgraded materiel. Policy and authority for upgrading materiel from scrap can be found in DoD 4160.21-M.

C16.7.4.2.1. Assignment of a UCN for Materiel Upgraded from Scrap. Upgrading an item from scrap begins with the assignment of a UCN on the DLMS 527R Receipt transaction, where the eleventh character is assigned a value of ‘C’ to indicate it

is related to an upgrade from scrap. The DLA Disposition Services Field Office will enter the scrap LSN that is being upgraded, as well as the warehouse location of the scrap pile for the specific LSN. Both the warehouse location (scrap pile) and LSN are necessary to identify the removal of scrap from the proper warehouse location to maintain inventory integrity of the remaining scrap pile. The field office will also identify the weight to be removed from the warehouse location (scrap pile), as well as the internal type turn-in for the item to be upgraded to in the DLA Disposition Services Field Office system (US – Useable, HM – Hazardous Materiel, or HW – Hazardous Waste).

C16.7.4.2.2. Inventory Adjustment (Decrease) for Scrap LSN. The field office will generate a DLMS 947I, Inventory Adjustment (Type Transaction Code NU) loss transaction with Quantity or Status Adjustment Reason Code BR to decrement the relevant scrap pile for the designated weight of the scrap LSN to be upgraded. The DLMS 947I Quantity or Status Adjustment Reason Code BR will indicate an Inventory Adjustment Decrease (Upgrade from Scrap), Loss resulting from the upgrade from scrap subsequent to the initial receipt of materiel.

C16.7.4.2.3. Creation of New Receipt for Items Upgraded from Scrap. The field office will identify the useable NSN or useable LSN, to which the scrap is being upgraded, in addition to quantity and other data required for a regular non-scrap receipt. The upgrade from scrap process will not reference a specific scrap DTID or DTID and suffix, only the scrap LSN and the warehouse location of the scrap pile. Therefore, the DLMS 527R Receipt, with the source of Materiel Received/Returned Code V, will pass the new useable NSN or useable LSN, and will include the original scrap LSN as a secondary reference (LIN08-SW), for auditability purposes. The new receipt is created for the upgraded NSN or LSN, as a result of the DLA Disposition Services process authorized by DoD 4160.21-M, to upgrade materiel from scrap subsequent to the initial receipt of materiel.

C16.7.5. Relocation Between DLA Disposition Services Field Offices

C16.7.5.1. Use of DLMS 940R, DLMS 856S and DLMS 945A When Relocating Materiel Between Field Offices. In all instances when relocation of materiel between DLA Disposition Services field offices is necessary, the DLA Disposition Services will direct this action by using the DLMS 940R, Redistribution Order (RDO) (Transaction Type Code NI), and sending it to the shipping field office, except when the Disposal Category Code for the DTID number or DTID number and suffix is DS Disposal. In addition, an RDO may be created by the DLA Disposition Services Field Office for materiel meeting specific conditions with the intent of transferring the Disposal Turn-In Document (DTID) from the current Field Office where it was receipted to another Field Office (e.g., a Certified DEMIL Center (CDC) for demilitarization. The RDO transaction prepared by the Field Office is provided to DLA Disposition Services. The Field Office processing the RDO will always provide a DLMS 856S, Shipment Status (Transaction Type Code AS) and the DLMS 945A, Redistribution Order Shipment Confirmation (Transaction Type Code NJ) to DLA Disposition Services upon shipment.

C16.7.5.1.1. RDO Denial. If the shipping Field Office is unable to fully process the DLA Disposition Services RDO and determines that they need to continue processing the DTID in accordance with established business rules at the current site, then a DLMS 945A Materiel Release Denial (Transaction Type Code NK) citing Management Code N will be created and sent to EBS for processing against the original RDO.[6]

C16.7.5.1.2 RDO Cancellation. For cancellation of a self-initiated RDO previously transmitted by the Field Office to DLA Disposition Services, the Field Office will generate a DLMS 945A, Materiel Release Order Cancellation Confirmation (Transaction Type Code NR) containing the DLMS Cancellation Reason Code YJ (DLA Disposition Services Field Office cancellation of Redistribution Order due to change in disposition instructions).

C16.7.5.2. Prepositioned Materiel Receipt ***and Receipt*** for Relocations Between Field Offices.

C16.7.5.2.1. Prepositioned Materiel Receipt. For all relocation actions between field offices, DLA Disposition Services will generate a DLMS 527D, PMR (Transaction Type Code DE), to the field office designated to receive the relocated materiel. The PMR will contain 2/LIN01/10 Code N (return to inventory of materiel relocated between storage activities without change in ownership (MILSTRAP DIC DWK functionality)). DLA Disposition Services will include the DTID number or DTID number and suffix in the PMR in order for DTID number or DTID number and suffix accountability to be maintained across multiple locations. The DTID number or DTID number and suffix value may be the original turn-in document number or may be a UCN assigned by the field office during receipt processing when the original DTID number or DTID number and suffix is not adequate to uniquely identify the property. Additionally, when an entire container is identified for transfer between field offices, the PMR will contain the disposition services container ID. Along with the Disposition Services Container ID, DLA Disposition Services will pass a Disposition Services Complete Container Count to indicate how many different DTID number, or DTID numbers and suffixes are within the container; this is how many different receipts are expected for a particular container.

C16.7.5.2.2. Receipt. Upon receipt of materiel ***relocated between field offices***, the receiving field office will provide the DTID number or DTID number and suffix or UCN and***, when applicable,*** the disposition services container ID provided in the PMR to DLA Disposition Services using a DLMS 527R, Receipt, (Transaction Type Code D4) identified by 2/LIN01/10 Code N, and sequentially assign the Disposition Services Current Container Count number for each DTID number or DTID number and Suffix that is in the container. ***DLA Disposition Services Field Offices must comply with the Chapter 13 time standards for processing receipts.***

[6] Deferred implementation authorized. Pending implementation, Field Offices may use RDO cancellation procedures per paragraph C16.6.5.1.2. in place of an RDO denial. Refer to ADC 1034B.

C16.7.5.3. Relocation of Disposal Category Code DS (Disposal) Items Between DLA Disposition Services Field Offices

C16.7.5.3.1. Field Office Responsibility for DS Category Code on Turn-in Materiel. Turn-in materiel to a DLA Disposition Services Field Office under a DTID number or DTID number and suffix may be assigned Disposal Category Code of DS (Disposal) (see C16.7.8.). DLA Disposition Services Field Offices are responsible to manage the issue of property assigned Disposition Category Code DS and to update DLA Disposition Services' owner record for all property managed by DLA Disposition Services field offices, to include disposal category property.

C16.7.5.3.2. Tracking Materiel Issues for Materiel Required to be Relocated Between Field Offices. The DLMS 867I, Issue (Relocation) transaction (2/PTD01/10, Product Transfer Type Code BJ), will be used to track materiel issues between DLA Disposition Services Field Offices for disposal items required to be relocated to another DLA Disposition Services Field Office; (e.g., DEMIL Field Office). In these cases, the DLA Disposition Services Field Office shipping the materiel will send DLA Disposition Services the DLMS 867I Issue transaction for each DTID number or DTID number and suffix or Scrap (UCN) LSN quantity being relocated. DLA Disposition Services uses the Issue transaction to update the owner record.

C16.7.5.3.2.1. Additional Field Office Responsibilities for Relocation of DS Coded Materiel Requiring Redistribution. For these issues, the field office will create an internal DLMS 940R Redistribution Order using a UCN constructed using the field office DoDAAC and current ordinal date, followed by a unique 4-digit serial number, (e.g., SY205411390001, SY205411390002, etc). The field office will then decrement the owner balance, create and exit the DLMS 867I Issue, position the Redistribution Order for release, and once released, generate the DLMS 945A Redistribution Order Shipment Confirmation to the owner and the DLMS 856S Shipment Status to the receiving field office using DAAS.

C16.7.5.3.2.2. Citing Document Identifier Codes on Redistribution Orders. The MILSTRIP DIC cited in the internal DLMS 940R will be A2_, Redistribution Release Order since the materiel is being shipped to another field office.

C16.7.5.3.2.3. Requirement for Posting to the Defense Automatic Addressing System. Since these transactions are internal to the field office, a copy will be passed to DLA Transaction Services to be posted in the DAAS so that the complete issue, confirmation, and status history are maintained.

C16.7.5.3.3. Disposal Consolidation Number. DLA Disposition Services requires the use of a unique disposal consolidation number (DCN) to support the grouping of property relocated during the disposal process. A unique DCN will be generated for each group of items that are issued (relocated) in a single shipment. Each DLMS 867I Issue, will contain the DTID number or DTID number and suffix, or UCN as a secondary number in the transaction to support identifying inventory at a level lower than the document number or DCN. DLA Disposition Services will

compile each individually received Issue (Relocation) transaction with the same DCN into one redistribution order (RDO) document, thus reducing the volume of RDO documents created. The DCN is a unique 10-digit number with positions 1-3 equal to the DLA Disposition Services Field Office RIC and positions 4-10 equal to a unique alphanumeric serial number. There is only one DCN per RDO.

C16.7.5.3.4. Documenting the On-hand Balance Record for Relocations. Upon receipt of the DLMS 867I Issue transaction, DLA Disposition Services will decrement the on-hand balance record for the submitting DLA Disposition Services Field Office and generate an internal RDO or modify an existing internal RDO. For these relocations no RDO (DLMS 940R, Type Transaction Code NI) will exit the DLA Disposition Services system.

C16.7.5.3.5. Checking the Disposal Consolidation Number. DLA Disposition Services will check the DCN on the DLMS 867I Issue transaction against previously created internal RDOs. If the DCN is present on an existing RDO, the DTID number or DTID number and suffix will be added as a new RDO. If the DCN is not present on an existing RDO, the DLA Disposition Services system will create a new internal RDO.

C16.7.5.3.6. Redistribution Orders Quantity. The quantity on the DLMS 867I Issue transaction will be used to populate the RDO quantity field and will be reflected as in-transit until the DLMS 527R Receipt transaction is processed from the receiving DLA Disposition Services Field Office.

C16.7.5.3.7. Partial Shipments, First Shipment Requirements. If property that requires DEMIL needs to go to a different field office (DEMIL facility) and the size and/or weight limits the use of one conveyance, partial shipments may occur. The first partial shipment will include two document numbers - the RDO document number (i.e., the controlling document number) and the original DTID number or DTID number and suffix from the issuing/losing field office as a secondary reference number. This document number will be reported by the DLA Disposition Services Field Office on the DLMS 527R Receipt transaction submitted to DLA Disposition Services.

C16.7.5.3.8. Partial Shipments, Second Shipment Requirements. When the second partial shipment arrives at the DEMIL facility, the RDO document number cannot identify the receipt by itself due to the disposition services duplicate DTID number or DTID number and suffix business rule. Therefore, a UCN will be created by field office personnel to receipt the remainder of the property, causing three document numbers to be associated with the shipment/receipt transaction: (1) the original RDO document number serving as the primary document number for the new receipt, (2) the original DTID number or DTID number and suffix from the issuing/losing field office (secondary reference number), which is perpetuated from the RDO, and (3) the UCN generated to prevent DTID number or DTID number and suffix re-use. These document numbers are all linked and all three will be reported on the DLMS 527R Receipt transaction submitted to DLA Disposition Services.

C16.7.6 DLA Disposition Services Public Sales

C16.7.6.1. Public Sales Contracts. Contracts for public sales are maintained at DLA Disposition Services. The DLMS 832N, Catalog Data Support transaction (Catalog Purpose Code SC) will be used to communicate sales contract catalog data to the field offices. This pre-positioned information will be used by the field office to facilitate the receipt process for turned-in property/DTIDs or DTIDs and suffixes initially assigned Disposition Category Code SL–Sales. A separate transaction will be used for each field office, since specific site data and materiel contract information is maintained at the line item level. A detail line is required for each combination of property, sales contract, and sales contract line item. Each transaction may contain one or more detail lines. The following detail level data will be included: sales contract number, sales contract line item number, generic name/description, DLA Disposition Services Field Office, remaining authorized quantity, unit of measure, and the catalog transaction purpose code used to indicate whether the line item record will be added, changed, or deleted.

C16.7.6.2. Comparison of Customer Turn-in Property to Prepositioned Sales Contract Data. The DLA Disposition Services Field Office will match the property received from customer turn-in to the pre-positioned sales contract data. When a match is found, the sales contract number and associated sales contract line item number will be provided on the receipt transaction provided to DLA Disposition Services. See C16.7.8.3. - Disposition Category Code SL–Sales

C16.7.6.3. WEB Auction for Public Sale of Excess Property. Subsequent to receipt, excess property eligible for public sale will be published to DLA Disposition Services web auctions, which are required to be accessible to the general public without any form of user registration. While published web auctions will be viewable by the general public, users will be restricted from submitting bids until a self-registration process is completed. The completion of the self-registration process will result in the creation of a DLA Disposition Services business partner record, enabling the registered user to submit bids against published web auctions.

C16.7.6.3.1. End Use Certificate. Upon determination of an auction winner, the customer will be required to submit an end use certificate (EUC). The information on the EUC will be used to authenticate the customer's self-registration credentials and verify eligibility to receive the auction property. Upon completion of the eligibility process, DLA Disposition Services will create a supporting internal sales order document.

C16.7.6.3.2. Materiel Release Order for Public Sale Property. Once the Defense Finance Accounting Service (DFAS) posts customer payment against the sales order, then DLMS 940R Materiel Release Orders will be generated by DLA Disposition Services to the DLA Disposition Services Field Office authorizing release of the materiel. The MRO transaction will serve as the indicator to DLA Disposition Services Field Office personnel responsible for managing property removals, that customer

payment was received and removal is permitted. See C16.2.4.1.9. - Materiel Release Orders in Support of Public Sales

C16.7.7. Receipts of Turn-ins to DLA Disposition Services Field Offices. For receipt of items that have been turned in, the field office will provide DLA Disposition Services a DLMS 527R Receipt (Transaction Type Code D4) with 2/LIN01/10 code I (MILSTRAP D6A functionality) or J (D6B functionality), as appropriate. The DTID number or DTID number and suffix, which represent specific property in the same condition turned in to a specific DLA Disposition Services Field Office, will be passed on all field office generated receipt transactions and provides the level of traceability DLA Disposition Services requires. Because property is often turned in used, simply representing property by materiel number (e.g., NSN or LSN) is insufficient and the DTID number or DTID number and suffix provides the capability to identify and track property at a more granular level of detail. For receipt of property, the field offices will sign the DD Form 1348-1A/1348-2 and provide a signed digital image of the turn-in document via eDOCs, to confirm receipt in ICS. ***Disposition Services Field Offices must comply with the Chapter 13 time standards for processing receipts.*** Simultaneous with the creation of the DLMS 527R Receipt to DLA Disposition Services, the field office will trigger a TRA to the DoDAAC in the DTID number. This action provides near time confirmation that DLA Disposition Services picked up materiel accountability and ownership for the materiel and provides a linkage to audit trails retained by the field office. If the DTID DoDAAC is the activity directing the disposal action (not the shipping activity), it is incumbent on that activity to coordinate as necessary with the shipping activity to acknowledge receipt of the TRA. The TRA will include both the DTID number and the UCN when applicable.

C16.7.7.1. Assignment of Disposition Category Code. When property identified to a DTID number or DTID number and suffix is turned in, it is assigned an initial disposition category at pre-receipt (i.e., physical examination of property), which is provided in the DLMS 527R Receipt to DLA Disposition Services (see C16.7.9.). This disposition category is used to determine how the property is to be processed subsequent to receipt; (e.g. reutilization, disposal, etc). When the receipt transaction is received, DLA Disposition Services will confirm that the correct disposition category has been assigned using property characteristics provided in the DLMS 527R; (e.g. DEMIL Code, HM/HW indicator, etc.).

C16.7.7.2. DLMS 527R Required Data Elements. The DLMS 527R Receipt transaction includes the following data elements as applicable to support the disposition category code assignment process and to subsequently track other disposal processes: Bill to DoDAAC, DEMIL code, demilitarization integrity code, demilitarization performed code, disposition services accumulation number, disposition category code, disposition services container ID, disposition services complete container count, disposition services current container count, disposition services term sales code, disposition services indicator (e.g., Abandoned Property (AP) Indicator, Certificate Availability (CA) Indicator, Controlled Property Branch Verified as Not controlled (CPBV), DEMIL Instructions (DI) Indicator, HM Indicator, HW Indicator, or HWPS Indicator, Receipt-In-Place (RIP) Indicator, SA/LW Indicator, Wash Post (WP) Indicator), disposition services

reimbursement code, disposition services UCN, DTID number or DTID number and suffix, DTID materiel description, hazardous materiel indicator code, Industrial Plant Equipment (IPE) report number, MSDS Number, model number (used only in conjunction with IPE Report Number), Sales Contract Number, Sales Contract Line Item Number, Service LSN, year of manufacturer (used only in conjunction with IPE Report Number).

C16.7.7.3. Disposition Category Code SL–Sales. The DLA Disposition Services Office will return a Disposition Category Code SL to notify the field office that the item will be held for sale. When pre-existing sales contract data is available, DLA Disposition Services will pre-position contract data using the DLMS 832N transaction (see C16.7.6.) to facilitate receipt processing. At time of receipt, the field office receiver will match the property received from customer turn-in to the pre-positioned sales contract data. When a match is found, the sales contract number and associated sales contract line item number will be provided on the DLMS 527R Receipt transaction sent to DLA Disposition Services.

C16.7.7.4. Turn-in of Small Arms/Light Weapons. When SA/LW materiel is received, DLA Disposition Services Field Office must identify the SA/LW by a valid NSN or DoD SA/LW Registry assigned management control number (MCN), in addition to a separate serial number for each individual weapon.

C16.7.7.4.1 Verification and Passing of SA/LW Serial Numbers. During the pre-receipt process, the field office will sight verify the serial number(s) received. To report the receipt, the field office will include those serial numbers in the DLMS 527R Receipt transaction sent to DLA Disposition Services and also send a DLMS 140A, Transaction Code R, Receipt, to the DLA SA/LW registry and the generating activity's SA/LW registry. Receipt reporting to DLA Disposition Services and SA/LW registry receipt reporting must be within applicable MILSTRAP/DLMS time standards. There is a "many-to-one" relationship between a weapon serial number and DTID number or DTID number and suffix; therefore, the weapon serial number will be looped on the DLMS 527R Receipt transaction. The DLMS 140A transaction has a "one-to-one" relationship for weapon serial numbers. The system produces two DLMS 140A transactions to each generating activity. For example, each DLMS 527R Receipt transaction for SA/LW will contain the DTID number or DTID number and suffix and a specific weapon serial number for each individual weapon (e.g., if ten weapons make up the DTID number or DTID number and suffix quantity, DLA Disposition Services will receive one Receipt transaction for that DTID number or DTID number and suffix, with ten unique serial numbers). Additionally, that same receipt transaction produces 20 DLMS 140A transactions (e.g., ten outbound to the DLA SA/LW registry and ten outbound to the generating activity) [7]

[7] DLA has advised that use of the SA/LW serial number will not be implemented initially in the 527R Receipt transaction at the field offices. DLA must provide Defense Logistics Management Standards with their planned Distribution Standard System (DSS) implementation date when known.

C16.7.7.4.2. Materiel Identification on Disposition Services Turn-In Receipt Acknowledgement (TRA). When the field office receives a SA/LW identified by a Service LSN or invalid materiel identification, the field office conducts research to determine the valid NSN. If the field office cannot identify a valid NSN for the weapon, the field office contacts the DoD SA/LW Registry to obtain an MCN in accordance with Chapter 18 procedures. The field office uses the valid NSN, or the DoD SA/LW Registry assigned MCN, as the primary materiel identification in the 527R Receipt transaction at 2/LIN02/LIN03/010. The field office receipt process will trigger a TRA transaction sent to the DoDAAC in the original DTID number. When the materiel identification in the Receipt transaction differs from that provided in the DTID, the TRA will reflect the DTID materiel identification as the primary identification (LIN02/LIN03) and the valid NSN, or DoD SA/LW Registry assigned MCN, actually received into DLA Disposition Services inventory as a secondary identification (LIN16/LIN17). Inclusion of both materiel identification numbers in the TRA transaction provides linkage to audit trails maintained by the field office. The TRA transaction will include the SA/LW serial number(s) reported in the corresponding 527R Receipt transaction.[8]

C16.7.7.5. Turn-in of Industrial Plant Equipment. During the pre-receipt process, the field office will verify the serial number received and include that serial number in the DLMS 527R Receipt transaction sent to DLA Disposition Services (one-to-one relationship between DTID number or DTID number and suffix and serial number for IPE).

C16.7.7.6. Disposition Services Indicator. The field office will assign a disposition services indicator in the DLMS 527R Receipt transaction to communicate unique property and/or materiel location information as follows:

C16.7.7.6.1. AP – Abandoned Property

C16.7.7.6.2. CA – Certificate Available to Document Property Condition

C16.7.7.6.3. CPBV – Controlled Property Branch Verified as Not Controlled

C16.7.7.6.4. DI – DEMIL Instructions Available at Time of Receipt

C16.7.7.6.5. HM – Hazardous Materiel

C16.7.7.6.6. HW – Hazardous Waste

C16.7.7.6.7. HWPS – Hazardous Waste Profile Sheet Available at Time of Turn-in

[8] [7]***DLA advised that the DLA Disposition Services Field Offices will not include the SA/LW serial number in the 527R TRA transaction as part of TRA initial implementation. DLA must provide DLMSO their planned implementation date for including the SA/LW serial number in the TRA, when known.***

C16.7.7.6.8. RIP – Receipt-In-Place. Property not physically located at the field office. The generator retains custody and accountability (ownership) until property is ready for sale, reutilization, transfer and/or donation.

C16.7.7.6.9. SA/LW – Small Arms and Light Weapons

C16.7.7.6.10. WP – Wash Post. Property may have previously processed as RIP pending sale, reutilization, transfer, or donation. Once the customer is available to remove the property from generator's location, the field office will send a DLMS 527R Receipt, with Disposition Services Indicator WP, and the appropriate Disposition Category Code of SL or RU. The receipt quantity will be added to the field office and DLA Disposition Services' inventory records, then immediately dropped. The field office will use the WP indicator to generate an internal DLMS 940R MRO to drop the DTID number or DTID number and suffix (requisitioned quantity) from its inventory balance. Simultaneous with the creation of the DLMS 527R Receipt (Transaction Type Code D4), with Disposition Services Indicator WP to DLA Disposition Services, the field office will trigger a TRA transaction to the DoDAAC in the DTID number to provide notification that materiel has been receipted and DLA Disposition Services processed a Receipt transaction to pick up materiel accountability and ownership for the materiel. The TRA will be provided to the DoDAAC in the DTID.

C16.7.7.7. Hazardous Materiel Indicator Code, Demilitarization code, and Controlled Inventory Item Code. The Hazardous Materiels Indicator Code , DEMIL Code and CIIC will be included on all DLMS 527R Receipt transactions generated from Recycling Control Points (RCP) for transfers to DLA Disposition Services (RIC S9W) and from DLA Disposition Services Field Offices for receipts of generator turn-ins to DLA Disposition Services (RIC S9D).

C16.7.7.8. Delivery Order Term Sales. The field office will identify property designated for resale under CV delivery order term sales contracts by including the disposition services term sales code in the receipt transaction. The disposition services term sales code is based on specific item characteristics. An example is rolling stock (wheeled items). The delivery order term sales code is a code set maintained by DLA Disposition Services. An internal DLA Disposition Services table is used to associate the delivery order term sales code with the applicable CV contract for sourcing materiel for release to the purchaser.

C16.7.7.9. Disposition Services Accumulation Number. The Disposition Services Accumulation Number is a unique number for the weekly time period assigned to all property entering the disposal system during that week. The number controls the multitude of disposal cycles Disposition Services uses to manage the ultimate disposition of property and ensures items receive full screening on the RTD web allowing all customers to have an appropriate time frame to view and requisition property. The original accumulation number is assigned automatically by the DLA Disposition Services Field Office and sent to DLA Disposition Services ICP via the DLMS 527R Receipt transaction.

C16.7.7.9.1. When the accumulation number becomes out of sync, DLA Disposition Services ICP (approved headquarters personnel only) will manually change the DTID's accumulation number in DLA's EBS. EBS automatically sends this change to the DLA Disposition Services Field Office using the DLMS 846C Accumulation Number Update transaction.

C16.7.7.9.2. The Accumulation Number Update transaction provides the field office with the new accumulation data. The updated fields include: date of accumulation number change, old accumulation number, and new accumulation number. The disposition category code is also passed. For Accumulation Number Update transactions, the disposition category value will always be RU as only items in RU Reutilization status need to be tracked by an accumulation number. The field office will use the RU value to trigger the correct processing of the transaction.

C16.7.8. Disposition Category Code Assignment and Associated Action. When generators turn-in materiel under a DTID number or DTID number and suffix to a DLA Disposition Services Field Office, the field office will send DLA Disposition Services a non-DLMS synchronous real-time transaction to request disposition category assignment. Depending upon the characteristics of the DTID number or DTID number and suffix property, DLA Disposition Services' response will assign one of the following five Disposition Category Codes: Reject (RJ), Research (RS), Reutilization (RU), Sales (SL), or Disposal (DS). After the DLA Disposition Services Field Office receiver verifies the receipt disposition category assignment from DLA Disposition Services, the field office will send a DLMS 527R Receipt transaction with the appropriate disposition category code (see C16.7.8.1. and C16.7.8.2.). Simultaneous with the generation of the DLMS 527R Receipt transaction (Transaction Type Code D4) to DLA Disposition Services, the field office will trigger a TRA transaction to the DoDAAC in the DTID number. This action provides near time confirmation to the generator that DLA Disposition Services processed a Receipt transaction to pick up materiel accountability and ownership for the materiel and provides a linkage to audit trails retained by the field office.

C16.7.8.1. Assignment of Disposition Category Code. The Disposition Category Code assigned to a DTID number or DTID number and suffix determines how the property is processed subsequent to receipt; (e.g. reutilization, disposal, etc). In addition, the category will determine the field office stow process, and which activity will be responsible for the issue of DTID number or DTID number and suffix property. The DLA Disposition Services will be responsible for issuing DTID number or DTID number and suffix records with Disposition Category Codes of RU or SL, except when the SL Disposition Category Sub-Category Code is CV (Commercial Venture) or SV (Scrap Venture). The Disposition Services Field Office will be responsible for issuing DTID number or DTID number and suffix records with a disposition category of Disposal (DS), or Sales (SL) with a Disposition Category Sub-Category Code CV or SV.

C16.7.8.1.1. Warehouse Storage Location Update. The DLA Disposition Services Field Office will send the DLMS 943A Warehouse Storage Location Update transaction to DLA Disposition Services to provide visibility of the

warehouse storage location for DTID number and suffix records with a Disposition Category Code RU or SL. The Warehouse Storage Location Update transaction will be submitted subsequent to the reported 527R Receipt when materiel receipt is stowed in a warehouse storage location or RIP site and at the completion of re-warehousing actions for Disposition Category Code RU and SL items. For RIP, the transaction identifies the alternate property location data. This is structured as "APLD" plus the location DoDAAC (when available), and up to six characters after the DoDAAC further identifying the physical location of the item. In addition to the warehouse location, the Warehouse Storage Location Update will contain the property area code assigned based on the type of property stored in the warehouse location (e.g., DEMIL required, general property, controlled item, etc.) The property area code is internal to, and maintained by, DLA Disposition Services. There will not be a property area code assigned for RIP property. DLA Disposition Services will update the RTD Web with the warehouse storage location data to facilitate the screening process when the RTD specialist or customers request visual inspection (prior to requisitioning).

C16.7.8.1.2. Incorrect RTD Web Warehouse Location. Due to the timing between the RTD Web print out and the customer's visit to the DLA Disposition Services Field Office, if materiel is not found in the warehouse location shown on the RTD Web print out, field office personnel will query DSS to obtain the current warehouse location for DTID items to be examined.

C16.7.8.2. DTID, or DTID and Suffix Property Issued by DLA Disposition Services Field Offices. The DLA Disposition Services Field Office will issue DTID number or DTID number and suffix property based on the Disposition Category Code and additional data reflected in the DLMS 846C. For these issues, the field office will create an internal DLMS 940R (either Redistribution Order or Materiel Release Order, as appropriate). For materiel release to customers of Disposition Category Code DS materiel, or Disposition Category Code SL materiel with subcategory CV or SV, see C16.7.8.5. For relocation/redistribution of Disposition Category Code DS materiel to another DLA Disposition Services Field Office, (see C16.7.5).

C16.7.8.3. Validation/Change of Initial Disposition Category Code. There are multiple situations when DLA Disposition Services and the DLA Disposition Services Field Office validate or change the disposition category code assigned to a DTID number or DTID number and suffix in the initial DLMS 527R Receipt transaction. The DLMS 846C Disposition Category Update transaction (Report Type Code PC–Update), will be used by DLA Disposition Services for these communications. For instances where a response is warranted, the DLMS 846C, Disposition Category Update Response transaction (Report Type Code 09–Response), will be used by DLA Disposition Services Field Offices. A summary of when the DLMS 846C is used to validate/change initially assigned disposition category codes is as follows:

C16.7.8.3.1. Using 846C Disposition Category Update Transaction. Upon receiving the Receipt transaction from the field office, DLA Disposition Services will validate the disposition category code of the receipted DTID number or DTID number and suffix. If Disposition Category Code DS is assigned, and DLA Disposition

Services agrees, a DLMS 846C Disposition Category Update transaction will be generated to the field office citing Disposition Category Code DS. This transaction will notify the field office that the item will be sent to ultimate disposal and will contain data required by the DLA Disposition Field Office to construct internal MROs or RDOs as required to issue the property. Upon receipt of the DLMS 846C Disposition Category Update transaction indicating ultimate disposal, the field office will generate a DLMS 846C Disposition Category Update Response to DLA Disposition Services confirming, changing, or denying the assigned DS Category Code. If confirmed, the field office will subsequently generate the DLMS 867I Issue transaction to DLA Disposition Services if the property is issued to another DLA Disposition Services Field Office (DEMIL or Controlled Property Center) (see C16.7.5.3.2.) or the DLMS 511R (post-post Directed MRO (DIC C0_)) if the property is issued to a disposal customer (see C16.7.8.5.).

C16.7.8.3.2. Update/Changes to a Controlled Property Rule. If DLA Disposition Services updates/changes a controlled property rule, the Disposition Category Code of the DTID numbers, or DTID numbers and suffixes affected by this change may be updated. This can occur prior to or during the RTD screening cycle. DLA disposition category codes can be changed among DS (Disposal), RU (Reutilization) or SL (Sales). If the property goes through the complete RTD cycle and is not requisitioned, it will be assigned Disposal Category Code DS or Disposition Category Code SL-Sales via generation of the DLMS 846C update transaction by DLA Disposition Services. This transaction will contain data required by the DLA Disposition Field Office to construct internal MROs. Items assigned a disposal category are processed as described above. Some DTID number or DTID number and suffix property assigned Disposition Category Code SL–Sales are further identified by a disposition sub-category code in the DLMS 846C as being eligible for CV or SV contracts and are processed as described below.

C16.7.8.3.2.1. Sales Category Sub-Category Commercial Venture. DLA Disposition Services has a partnership with a commercial venture firm to sell DoD surplus property following the RTD screening cycle. DLA Disposition Services will identify property categorized for CV and send the DLMS 846C Disposition Category Update transaction to the field office to initiate processing. Upon receipt of the DLMS 846C indicating CV, the field office will generate the DLMS 846C Disposition Category Update Response transaction to DLA Disposition Services confirming or changing the assigned disposition category codes.

C16.7.8.3.2.1.1. Change of CV Code Due to Ineligibility. When the Controlled Property Verification Officer at the field office determines materiel is not CV eligible, the Disposition Category Update Response transaction will contain disposition category code DS instead of SL, as well as a disposition category change reject reason code, as published in DLA Disposition Services -I 4160.14, reflecting the data characteristic or reason the item will not be released to the CV contract. DLA Disposition Services will in turn send the update DLMS 846C to the field office. The reject reason code will cause the field office to remove the property from the CV holding area at the warehouse and allow the item to be processed through ultimate disposal.

C16.7.8.3.2.1.2. Use of DLMS 511R for Eligible CV Materiel. When the field office determines the materiel is CV eligible, the field office will send the DLMS 511R (post-post directed MRO) transaction to DLA Disposition Services for inventory issued to the CV customer (see C16.7.8.5.).

C16.7.8.3.2.1.3. Use of DLMS 945A Materiel Release Denial for Unauthorized CV Materiel. In limited situations, where a CV delivery order is released to the DLA Disposition Services Field Office listing DTIDs to issue/ship to a CV firm, and a subsequent mission essential RTD order is received for DTID(s) on that delivery order prior to shipment to the CV firm, a DLMS 945A Materiel Release Denial (MILSTRIP legacy DIC A6A/A6B/A61/A62) citing Denial Management Code W needs to be sent to DLA Disposition Services to remove the item from the delivery order and generate a systemic credit for that delivery order. Sales personnel at the DLA Disposition Services Field Offices will then have the ability to properly close-out a pick requirement for property that appears on the CV delivery order that does not qualify for issuing to CV and expedite the denial with a systematic credit to the CV firm.

C16.7.8.3.2.2. Sales Category (SL) Sub-Category Scrap Venture (SV). DLA Disposition Services has a partnership with a scrap venture firm to manage the receipt, marketing and sale of surplus scrap property generated by DoD installations. DLA Disposition Services will identify property categorized for SV and send the DLA Disposition Services Field Office a DLMS 846C Disposition Category Update to initiate SV processing. The field office will send DLMS 511R (post-post directed MRO) transactions to DLA Disposition Services for all inventory issued to the SV customer (see C16.7.8.5.).

C16.7.8.4. Directed Release of Disposal and Sales DTID Number, or DTID Number and suffix, Property (Post-Post Action). DLA Disposition Services Field Offices will send the DLMS 511R, DLA-Directed MRO (DIC C0_) Type Transaction Code A0/Action Code J, to DLA Disposition Services after property has been issued. Upon receipt, DLA Disposition Services will drop its inventory balance. In this instance, no MRO is sent to the field office, as this 511R is for inventory reduction vice shipping (the materiel has already been delivered or picked up).

C16.7.8.4.1. Use of Internal DLMS 940R MRO. For these issues, the field office will create an internal DLMS 940R MRO using a unique document number constructed by using the field office DoDAAC and current ordinal date, followed by a unique 4-digit serial number, (e.g., SY205411390001, SY205411390002, etc). The field office will then decrement the owner balance, create and exit the DLMS 511R directed MRO, position the MRO for release, and once released, generate the DLMS 945A materiel release confirmation to the owner and DLMS 856S Shipment Status to the customer. Materiel release confirmations for both scrap and commercial venture property will use the transportation mode code for “Bearer, Walk-Thru (Customer Pickup of Materiel)” to indicate no physical shipment is involved.

C16.7.8.4.2. DIC for Internal MRO. The DIC cited in the internal DLMS 940R will be A5_, MRO since the property is being shipped or picked up by a customer.

C16.7.8.4.3. Updating DAAS on Internal MROs. Since these transactions are internal to the field office, a copy will be passed to DLA Transaction Services to be posted in the DAAS so that the complete issue, confirmation, and status history are maintained.

C16.7.8.5. Post-post Requisitions. Post-post requisitions from the DLA Disposition Services Field Office will be identified by disposition category code and disposition sub-category code. A Disposition Category Code DS indicates the materiel has already been issued. As discussed above, Disposition Category Code SL (Sales) with the Disposition Sub-Category Code CV (Commercial Venture) indicates the property was issued to the commercial venture customer. Use of Disposition Category Code SL with Disposition Sub-Category Code SV indicates the property was issued to a scrap venture customer.

C16.7.8.6. Routing Identifier Code-To S9W or S9D on DLA Disposition Services Directed Materiel Release Orders. DLA Disposition Services specific DLMS 511R DLA-Directed MRO transactions will always display a RIC-To S9W or S9D. RIC-To S9W will be used to indicate property issued from a RCP; RIC-To S9D will be used to indicate property issued from a DLA Distribution Services Field Office.

C16.7.8.7. Disposition Category Code DS/Disposition Sub-Category Code. Upon receipt of these types of DLMS 511R transactions, DLA Disposition Services will determine the type of post-post order that should be generated based upon the disposition category code/disposition sub-category code. Disposition Category Code DS will indicate a DLA Disposition Services post-post disposal order and will prompt a search for the DCN.

C16.7.8.7.1. Use of Disposal Consolidation Number on DLMS 511R Transactions. The field office will include the DCN on the 511R. It is used by DLA Disposition Services to tie multiple post-post disposal order transactions to a common sales document. The DCN is used to facilitate item grouping in a common shipment and to reduce the amount of sales documents required.

C16.7.8.7.2. DLMS 511R to Existing Sales Document Matches. DLA Disposition Services will include the inventory on the DLMS 511R to an existing sales document when a match is found. If no match is found, a new internal disposal post-post sales order will be created.

C16.7.8.8. DLA Disposition Services Post-Post SV Orders. The DLA Disposition Services Field Office will send DLMS 511R post-post requisitions using Disposition Sub-Category Code SV to DLA Disposition Services each time SV customers remove property for a scrap UCN, DTID number or DTID number and suffix from a DLA Disposition Services Field Office. DLA Disposition Services will create a post-post sales order for each DLMS 511R DLA-Directed MRO transaction received from the Field Office. DLA Disposition Services will assign DTID number or DTID number and suffix, associated with the materiel on the post-post order based on First In-First Out (FIFO) order, limiting selection to DTID numbers with an available quantity on

the DTID Table. DLA Disposition Services will first add a new record to the Sales Order DTID Table and include: DTID number or DTID number and suffix, post-post order number, quantity, date, and order type; and then update the inventory record by decreasing the available quantity for the DTID.

C16.7.8.9. DLA Disposition Services Post-Post CV Orders. The DLA Disposition Services Field Office will send DLMS 511R post-post requisitions using Disposition Sub-Category Code CV to DLA Disposition Services each time CV customers remove property for a commercial venture DTID number or DTID number and suffix, from a DLA Disposition Services Field Office. DLA Disposition Services will create a post-post order for each 511R DLA-Directed MRO transaction received from the field office and add a record to the Sales Order DTID Table to include: DTID number or DTID number and suffix, post-post order number, quantity, date, and order type; and then update the inventory record by decreasing the available quantity for the DTID.

C16.7.8.10. Billing for Materiel. The DLMS 511R transactions for scrap and commercial venture will indicate non-Interfund billing to the contractor (Fund Code XP) and the customer will be billed prior to removal of the materiel. The DoDAAC of the commercial or scrap venture firm will be identified as both the ordered-by and ship-to activity. For DLMS 511R transactions, the Signal Code M indicates there will be no billing. In addition, the DoDAAC of the disposal customer will be identified as both the ordered-by and ship-to activity. When a unit of use LSN is being issued, the DLMS 511R will carry both the unit of use LSN and the cross-reference NSN. The unit of use Indicator defines the quantity and unit of measure applicable to the Unit of Use.

C16.7.8.11. Disposal of SA/LW. For DLMS 511R directed MROs with Disposition Category Code DS involving the disposal of SA/LW, the serial number/unique item identifier (UII) will not be populated on the transaction. The serial number/UII will only be present on the 945A confirmation.

C16.7.9 Local Stock Numbers (LSN) and Unit of Use.

C16.7.9.1. Local Stock Numbers (LSN) and Unit of Use. There are several instances that an LSN will be used by the DLA Disposition Services Field Office and supported activities:

C16.7.9.1.1. Useable Local Stock Numbers (LSN). When materiel is turned in to the Disposition Services Field Office identified by an LSN assigned by the generator, and it cannot be further identified to an NSN, and is determined to be useable, a Disposition Services LSN will be assigned (if one does not already exist) and will be used as identification of the property throughout the disposition services process. Useable LSNs will be identified by valid FSC as part of the numbering convention, (e.g., 1035-DS-GUN-GT3M). The original LSN used by a generator to turn in materiel, will be included as a reference on the receipt and will serve as reference information for the item when it is marketed on the RTD website.

C16.7.9.1.2. Scrap LSN. Materiel downgraded to scrap during or subsequent to receipt will be assigned a Scrap LSN. Scrap LSNs will be identified by using a materiel group of SCRP. All scrap LSNs will use this materiel group identification as well as containing a Scrap Classification Code (SCL). The SCL is a three-character DLA Disposition Services code to identify different types of scrap and appears in positions 11-13 of the Scrap LSN, (e.g., SCRP-DS-000-A01A).

C16.7.9.1.3. Unit of Use. When the materiel turned in to the Disposition Services Field Office can be identified to a NSN but the quantity is less than the FLIS unit of use, the DLA Disposition Services Field Office will create a new LSN by replacing the first character of the NIIN, (e.g., 5965-R1-123-4567, with an "R"). DLA Disposition Services and field offices use of DLMS transactions, including the DLMS 945A Release Confirmation, will carry the unit of use LSN, the cross-reference NSN, and the unit of use indicator. When the unit of use Indicator is present in the transaction, the quantity and unit of measure values associated with this transaction are applicable to the unit of use. However, the property will be identified to its NSN for RTD. This form of LSN for unit of use will not be visible to the customer as its use will only be between DLA Disposition Services and their field offices.

C16.7.9.2. Catalog Data Support Transaction (DLMS 832N). DLA Disposition Services will be the source for all Disposition Services LSNs (useable and scrap LSNs) and will notify DLA Disposition Services Field Offices via a DLMS 832N, Catalog Data Support transaction when it creates, changes or deletes an LSN. The DLA Disposition Services will use the DLMS 832N to create or update their LSN records.

C16.7.9.3. Creation/Update of Unit of Use LSNs. The DLMS 832N will not be used between DLA Disposition Services and their field offices for creation or update of unit of use LSNs, rather both will maintain tables which contain agreed upon conversion factors for what will be the lowest possible assigned unit of measure for each valid Federal Logistics Information System (FLIS) unit of use. When receipts for Unit of Use LSN materiel are processed by DLA Disposition Services, internal logic will link the materiel back to the NSN.

C16.8. SUPPLY DISCREPANCY REPORTING. Supply discrepancy reports (SDRs) and associated responses will be reported via the Disposition Services Field Office system or DoD WebSDR, using the DLMS 842A/W, Standard Supply Discrepancy Report (SDR), Follow-up, Correction, Cancellation, & Reconsideration Request, for the initial SDR and the 842A/R, Standard Supply Discrepancy Report (SDR) Reply, for the reply. Discrepancies may be identified in shipments between the DLA Distribution Center and the DLA Disposition Services field office, between two DLA Disposition Services Field Offices, and between the field office and the generating customer, as well as between DLA Distribution Centers and customers for RCP directed shipments. The SDR may be reported by the receiving field office or by the receiving customer.

C16.8.1. Outgoing SDR. During the receiving process, if the DLA Disposition Services Field Office identifies a supply discrepancy, an SDR will be generated via the

field office system using Document Type Code D in conjunction with the appropriate SDR Disposition Services type code to distinguish the source of discrepant shipment (generating activity turn-In = T, DLA Distribution Center = B, and Redistribution between field offices = E).

C16.8.1.1. Discrepancy Codes. The Disposition Services Field Office will describe the type of discrepant condition, in most instances using unique discrepancy codes within their internal system. For external DoD processing, these unique codes trigger specific remarks for the outgoing SDR, but the code itself will not be perpetuated. Instead, the associated standard DoD discrepancy code value will be used for distribution of the SDR thus allowing the internal codes to remain available in the field office system for metrics and managements reports. Unique DLA Disposition Services discrepant conditions-, such as the turn-in of unauthorized property-or lack of specific documentation for hazardous materiel/hazardous waste may be identified by the applicable shipping, packaging, and storage discrepancy code.

C16.8.1.2. Action Codes. The DLA Disposition Services Field Office will indicate the applicable action taken or requested on the SDR. When the generator turns in property that cannot be accepted by the field office, the field office will prepare an SDR using SDR Requested Action Code 3C, indicating pick-up of unauthorized or unacceptable property is required.

C16.8.1.3. Primary/Secondary Document Numbers. The outgoing SDR may require communication of two document numbers. The following rules apply:

C16.8.1.3.1. Property Turned in by Generating Activity. The value used for the DTID/Suffix by the customer will be the primary document number identified in the SDR. If a UCN was established by the field office upon receipt, it will not be perpetuated on the SDR.

C16.8.1.3.2. Property Shipped by the DLA Distribution Center to the DLA Disposition Services Field Office. The document number used to ship the property will be the primary document number identified in the SDR. No secondary document number is applicable.

C16.8.1.3.3. Redistribution of Property Between Disposition Services Field Offices. The redistribution document number will be the primary document number identified in the SDR. The DTID used by DLA Disposition Services to track materiel will be perpetuated in the SDR and will be available to the receiving field office in both the DLMS 856S, Shipment Status and the DLMS 527D, PMR.

C16.8.2. RCP SDRs Prepared via DoD Web SDR. DLA Disposition Services RCP personnel will receive and process discrepancies for property shipped by the DLA Distribution Centers to various customers. RCP personnel will log in to WebSDR to create and submit SDRs on behalf of the customer using Document Type Code 7 and the related DLA Disposition Services SDR type code to distinguish customer type, as follows:

C16.8.2.1. D = DLA Disposition Services Donated Materiel. D Identifies discrepant property staged at the depot and released to a state agency customer.

C16.8.2.2. F = DLA Disposition Services Transferred Materiel. F Identifies discrepant property shipped to a non-DoD federal agency customer by a distribution center.

C16.8.2.3. O = Other DLA Disposition Services Shipment. O Identifies any other discrepant DLA Disposition Services Field Office property shipment not applicable for identification by any other designated Disposition Services Type Code.

C16.8.2.4. R = DLA Disposition Services Reutilization. R Identifies discrepant property shipped to a DoD customer by a distribution center (applicable to RCP receipt).

C16.8.2.5. S = DLA Disposition Services Sale. S Identifies discrepant property sold to a DLA Disposition Services sales contractor and shipped by a distribution center.

C16.8.3. Incoming Customer SDRs. SDRs addressed to DLA Disposition Services (RIC S9D) or RCP (RIC S9W) will be supported by conversion to email via DoD WebSDR. RCP SDRs will be processed in accordance with paragraph C16.8.2. The generic email address for S9D will be associated with all the DLA Disposition Services Field Offices for Document Type 7 SDR only, allowing customer generated SDRs to be forwarded to DLA Disposition Services. Replies will be created in DoD WebSDR. Incoming Customer SDRs will not be sent to the DLA Disposition Services ICP system.

C16.8.4. Distribution of Document Type Code D SDRs Generated During the Receiving Process at the DLA Disposition Services Field Office.

C16.8.4.1. Discrepant Turn-ins. SDRs resulting from discrepant turn-ins will be directed to the shipping activity DoDAAC (also known as the generator) identified on the turn-in document (DD 1348-1A, Block 2).

C16.8.4.2. SDRs with Type Code T. SDRs citing DLA Disposition Services SDR Type Code T will be sent directly to the activity responsible for the turn-in of property whenever possible. In order to ensure electronic notification to the generating activity, DLA Disposition Services will provide the generator's email address to DoD WebSDR. This email address will be used by WebSDR for dissemination of the SDR.

C16.8.4.2.1. Generator Email Address. The Disposition Services Field Office system will establish a global table to store generator email addresses. The generator's email address will be captured from automated turn-in web-based tools maintained by DLA Disposition Services. The field office system will map the generator email address as indicated by the DLMS 842A/W. DoD WebSDR will use this email address for distribution to the identified address in addition to any other applicable distribution business rules.

C16.8.4.2.2. DoD Component Distribution. The SDR will automatically be sent to SDR applications based upon the existing DoD WebSDR or the Military Service of the customer either by transaction or via the email address associated with the DoDAAC in WebSDR. DLA Disposition Services will monitor for SDRs that never reached the intended recipient when so notified by rejected SDR or failed SDR transmission and pursue manual off-line follow-up if needed.

C16.8.4.3. SDRs Citing the DLA Disposition Services SDR Type Code B or E. SDRs with Type Code = B or E will be directed to the shipping activity and no information copies required.

C16.8.5. Property Requiring Customer Pick-Up. When unauthorized or unacceptable property is turned in to the field office, property will be placed in a frustrated property research area and an SDR prepared with the Discrepancy Code Z7 and Action Code 3C to notify the generator to pick-up the property. If the field office received property where the owner is not known or if the generator fails to respond to the SDR within 55 days or fails to pick up the property, the property may be mutilated and/or destroyed, consistent with Demilitarization Code requirements, local policies, laws, and regulations. As appropriate based upon the security and classification requirements of specific property, DLA Disposition Services may contact the generator in advance of the 55 day SDR time standard (which is consistent with all host nation, Federal, State, and local laws and regulations including DoD disposal policies).

C17. CHAPTER 17

SUPPLY DISCREPANCY REPORTING[1]

C17.1 GENERAL

C17.1.1. Purpose. This chapter establishes information requirements for reporting and processing of discrepancy reports under the supply discrepancy report (SDR) Program. The SDR is a tool used to report shipping or packaging discrepancies attributable to the responsibility of the shipper, (including U.S. Government sources and contractors/manufacturers/vendors) and to provide appropriate responses and resolution, including financial action when appropriate. The purpose of the SDR exchange is to determine the cause of such discrepancies, effect corrective action, and prevent recurrence.

C17.1.2. Component SDR Systems. The intent of the supply discrepancy reporting program is to support reporting of discrepancies identified during receipt processing without requiring separate action by receiving or support personnel to manually re-enter receipt information for the creation of the SDR in a separate, stand-alone SDR system. To facilitate the preparation of complete and accurate SDRs, Components must design supply systems to report supply discrepancies as an integral and seamless part of the receiving process.

C17.1.***3***. Standard SDR Transactions. Under DLMS, the SDR will be considered a common logistics information exchange to be integrated with transaction processing through DAAS. The DoD approved standard for electronic transmission of SDR transactions is prescribed by the DLMS Implementation Convention (IC) using an ASC X12-compliant variable-length transaction format. Multiple DLMS ICs are provided to support different SDR related functions. The DLMS 842A/W, Standard SDR, will be employed for transactional exchange of initial reports and associated follow-on actions. The DLMS 842A/R, DoD SDR Reply, will be employed for transactional exchange of the SDR reply by the action point. The DLMS ICs for SDRs are available via the Implementation Convention/DLMS IC page of the Defense Logistics Management Standards Office Website.

C17.1.***4***. DoD WebSDR. The DoD WebSDR supports DLMS implementation via a DLA Transaction Services-maintained application, that enables SDR transaction exchange; provides a web-based entry method to assist users who are not supported by a Component DLMS-compliant SDR application; and provides visibility of SDRs for research and trend analysis via management report/query capability. The term “DoD WebSDR” (or “WebSDR”) refers to both the overall business process and supporting automation, including both direct web input and transaction exchange.

[1] Chapter 17 supersedes and replaces Joint Publication DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215, Reporting of Supply Discrepancies, August 6, 2001.

C17.1.***4***.1. The DoD WebSDR application automates the Standard Form (SF) 364 SDR paper form facilitating the DoD standard transactional exchange described above. It brings the SDR into an integrated transactional environment, supporting both direct input (under Component business rules) and transaction exchange originating within Component applications The WebSDR system facilitates communication and interoperability between U.S. Military and Federal Agencies and the International Logistics Control Office (ILCO) on behalf of the Security Assistance customer. It controls routing of web submissions and logistics transactions according to business rules. It supports information exchange between the customer, the Inventory Control Point (ICP)/Integrated Material Manager (IMM), the shipper, and other interested parties. It encompasses new report submission, correction/modification, cancellation, follow-up, requests for reconsideration, and SDR replies (including interim responses, additional information requests, and resolution responses), in addition to the capture of report and response management statistics.

C17.1.***4***.2. DoD WebSDR will provide an automated process for tracking SDR response information. Data collected will enable the Department of Defense to identify trends, establish volume and dollar values of SDRs, bring management attention to problems with shipping activities as necessary, and improve the requisitioning and distribution process within logistics operations. This provides an effective means to report, resolve, and measure discrepancies related to pipeline performance. Ultimately, the goal is to incorporate SDR metrics into other logistics response measurements in support of perfect order fulfillment.

C17.1.***4***.3. The DoD WebSDR process reduces manual SDR form creation and eliminates dual entry where multiple Component systems are used. The DoD requirement is that paper submission of SDRs and non-DLMS compliant SDR applications will be phased out with migration to DLMS. By exception, until electronic reporting under DLMS is universally available, SDRs and associated responses may be reported via hard-copy SF 364, email, through customer service help lines (e.g. the DLA Customer Interaction Center, dlacontactcenter@dla.mil) 1-877-352-2255 (1-877-DLA-CALL)), or any other manner acceptable to the submitter and recipient. All manner of reporting must meet the criteria described in this publication.

C17.1.***4***.4. Access for DoD WebSDR input and management reports requires submission of a System Access Request (SAR) available from the DAAS home page at: https://www.transactionservices.dla.mil/daashome/homepage.asp. DoD WebSDR training is available on the Defense Logistics Management Standards Office Website.

C17.1.***4***.5. DoD Components with an established interface with DoD WebSDR will designate primary and alternate representatives for the Component SDR application to DLA Transaction Services. These representatives will be notified via email when transactions fail during WebSDR processing due to failure to meet minimum format/content requirements for processing. Components will provide name, telephone, and email address to the DoD SDR System Administrator and DLA Transaction Services WebSDR Program Manager.

C17.1.***5***. DLMS ***Process Review Committee (PRC)***. The DoD Component members ***of the SDR PRC*** (U.S. and Security Assistance) are identified on the SDR PRC page of the ***Defense*** Logistics Management Standards ***Office*** Website. ***The SDR PRC is responsible for the development, expansion, improvement, maintenance, and administration of supply discrepancy related procedures and SDR transaction processing under the DLMS.***

C17.1.***6***. Applicability. These SDR procedures are applicable to the DoD Components, participating Federal Agencies, and other external organization elements as defined in Volume 1, Chapter 1. This includes shipments made from working capital funds (WCF) and non-WCF funded activities, Security Assistance shipments made under the International Logistics Program, and shipments received from commercial sources. By agreement, contractors receiving U.S. Government furnished property (GFP) under MILSTRIP procedures will comply with U.S. Government SDR procedures provided herein. Discrepancies related to GFP that do not meet minimum dollar value criteria in paragraph C17.3.2., may be reported for information only, as a means of notifying the shipper or ICP/IMM of the discrepant condition.

C17.1.***7***. Exclusions. The following types of discrepancies are excluded from the provisions of this publication:

C17.1.***7***.1. Discrepancies found while materiel is in storage. Two exceptions to this exclusion are: 1) short shipment and wrong item discrepancies discovered upon opening a sealed vendor pack may be reported by U.S. Government customers only, and 2) materiel in storage in a sealed vendor's pack that is later discovered to have been shipped with discrepancies relating to item unique identification (IUID) ***(serial number or unique item identification (UII))***. These may be reported as SDRs and are not subject to submission timeframes. Refer to IUID discrepancies below.

C17.1.***7***.2. Discrepancies involving local deliveries to, or returns from, internal or satellite activities. This exclusion is not applicable to on-site ***DLA D***istribution ***C***enter shipments.

C17.1.***7***.3. Discrepancies involving shipments of privately-owned vehicles.

C17.1.***7.4***. Transportation discrepancies covered by DTR 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement, Chapter 210, Transportation Discrepancy Report (TDR), except as specifically permitted under Security Assistance procedures in this chapter.

C17.1.***7.5***. Product quality deficiencies to the extent covered by Joint DLAR 4155.24 /AR 702-7/SECNAVINST 4855.5B/ AFR 74-6l, except as specifically permitted under Security Assistance procedures in this chapter.

C17.1.***7.6***. Discrepancies involving personal property shipments.

C17.1.***7***.***7***. Billing discrepancies, except as specifically permitted under Security Assistance procedures in this chapter. Price verifications and/or challenges are not reportable on an SDR.

C17.1.***8***. Types of Discrepancies

C17.1.***8***.1. Supply Discrepancy. Supply discrepancy is a general term used to describe any variation in goods received from data shown on any authorized shipping document that is not the result of a transportation discrepancy or product quality deficiency. Supply discrepancies include both shipping and packaging discrepancies.

C17.1.***8***.1.1. Shipping (Item) Discrepancy. A shipping discrepancy is any variation in quantity or condition of goods received from what is shown on the authorized shipping documents, to include incorrect or misdirected materiel, receipts of cancelled requirements, and/or improper or inadequate technical or supply/shipping documentation, that is not the result of a transportation error or product quality deficiency. Discrepancies involving IUID are reportable under shipping discrepancy criteria.

C17.1.***8***.1.2. Packaging Discrepancy. A packaging discrepancy is any unsatisfactory condition due to improper or inadequate packaging (including preservation, packing, marking, or utilization) that causes the item, shipment, or package to become vulnerable to loss, delay, damage, or unnecessary expense to the U. S. Government, such as excessive packing. Discrepancies involving passive radio frequency identification (pRFID) are reportable under packaging discrepancy criteria. ***If packaging discrepancies are applicable to hazardous materiel, a hazardous materiel discrepancy code must be used; this code may be used in conjunction with other packaging discrepancy codes to better identify the nature of the discrepancy.***

C17.1.***8***.2. Transportation Discrepancy. A transportation discrepancy is any variation in quantity or condition of materiel received from that shown in the piece count by type of pack on the bill of lading or governing transportation document and other deficiencies in transportation when discrepant materiel is not involved. These discrepancies involve motor, air, water, rail, and small package commercial carriers (excludes USPS shipments that are lost or damaged). Follow TDR policy found in the Defense Transportation Regulation, Part II, Cargo Movement (DTR 4500.9-R). TDRs are entered and distributed under the Electronic Transportation Acquisition (ETA) system at https://eta.sddc.army.mil/.

C17.1.***8***.3. Product Quality Deficiency. A product quality deficiency is a defective or non-conforming condition that limits or prohibits the item from fulfilling its intended purpose. These include deficiencies in design, specification, materiel, manufacturing, and workmanship. These are reportable on an SDR only by a Security Assistance customer. All others follow PQDR policy found in DLAR 4155.24/AR 702-7/SECNAVINST 4855.5B, AFR 74-6 Product Quality Deficiency Report Program. Quality deficiencies reported via SDR will be investigated within the ICP/IMM under

procedures associated with Product Quality Deficiency Reports. PQDR resolution provided via SDR reply to the submitting ILCO will identify the associated PQDR record control number (RCN) as a cross-reference to the PQDR identification used by the ICP/IMM.

C17.1.***8***.4. Billing Discrepancy. Billing discrepancies are those discrepancies related to duplicate or multiple billing per individual shipment, or a single billing with no ship line, which are reportable to the ILCO on an SDR by Security Assistance customers only. Within U.S. Government channels, the billing discrepancy will be processed in accordance with MILSBILLS procedures in DLM 4000.25, Volume 4, Finance, Chapter 4. This means the ILCO will convert the discrepancy to the appropriate DLMS 812R, Request for Adjustment of Non-Fuel Billing, MILSBILLS DIC FAE with appropriate Billing Advice Code.

C17.1.***8***.5. Financial Discrepancies. Financial discrepancies are those discrepancies related to administrative and accessorial charges. The ILCO, ICP/IMM, or GSA will forward to Defense Finance & Accounting Service Indianapolis (DFAS-IN), Security Assistance Accounting Customer Accounting Branch for processing all financial discrepancies received directly from a Security Assistance purchaser. Responses to these will be returned to the ILCO. Only financial discrepancies related to Security Assistance purchases are reportable on an SDR.

C17.1.***8***.6. Military Personal Property Shipments. This category includes both shipping and packaging discrepancies associated with the movement/storage of household goods under the DoD Personal Property Shipment and Storage Program. Any discrepancies related to personal property shipment will be referred to Military Surface Deployment and Distribution Command (SDDC) Personal Property at: USARMY.Scott.SDDC.mbx.omb-for-pp-ops@mail.mil
or USARMY.Scott.SDDC.mbx-omb-for-pp-quality@mail.mil.

C17.2. POLICY

C17.2.1. Use of SDR. The DoD Components will use the SDR to report shipping or packaging discrepancies attributable to the responsibility of the shipper (including contractors/manufacturers or vendors) and to provide appropriate responses. The purposes of this exchange are to determine the cause of such discrepancies, effect corrective action, and prevent recurrence.

C17.2.2. Operations Security (OPSEC) Applicability. Due to an identified OPSEC requirement, SDRs have been designated as controlled unclassified information (CUI) by the DLA Headquarters, and must be identified as “For Official Use Only (FOUO).” Handling and electronic transmission of SDRs must comply with DoD rules for this level of sensitive unclassified information, to include proper labeling and protection. DLA has further directed encryption of all SDR email transmissions. This requirement has been levied on the DoD WebSDR and impacts all participating DoD Components.

C17.2.2.1. In order to receive encrypted e-mail, individual and group e-mail accounts must have their associated e-mail certificate registered at DLA Transaction Services. SDRs directed to e-mail accounts that do not have a registered certificate will be significantly abridged to display minimal information, thereby allowing the SDR to be transmitted in an unprotected environment.

C17.2.2.2. All action activities using e-mail SDRs must register their certificate, so that all information is available for SDR resolution. For low volume customers relying on e-mail SDRs, especially those supported by third party direct WebSDR input, registration is encouraged, but not required. These users will receive an abridged SDR reply that will provide disposition instructions and financial action, without the accompanying shipment detail.

C17.2.2.3. Unencrypted e-mails with minimal shipment information will include instructions for certificate registration and access to DoD WebSDR. Full WebSDR data content will be available to authorized users of DoD WebSDR. Refer to DAAS SDR processing for further details in the abridged SDR procedures and content.

C17.2.2.4. SDR management reports will be distributed only via e-mail if the corresponding certificate has been signed.

C17.2.3. Documentation Maintenance. The SF364 (or the electronic version DLMS 842A/W) and the action activity's response (or electronic DLMS 842A/R) will be used to support adjustments to inventory and financial accounting records and will be maintained as required.

C17.2.4. Receivers of discrepant materiel will use the SDR to:

C17.2.4.1. Report shipping discrepancies, packaging discrepancies, and discrepancies or non-receipt of United States Postal Service (USPS) shipments.

C17.2.4.2. Modify, cancel, or follow-up on a previously submitted report.

C17.2.4.3. Request reconsideration of a response.

C17.2.4.4. Security Assistance customers may use SDRs to contest the decision stated in a reconsideration response.

C17.2.4.5. Provide information copies of the report to interested parties.

C17.2.5. Responsible action activities as identified in this chapter will use SDRs to:

C17.2.5.1. Notify the report initiator of interim status or resolution of the SDR.

C17.2.5.2. Request additional information on incomplete submissions.

C17.2.5.3. Reroute/forward the SDR to the appropriate party.

C17.2.5.4. Forward recommendations to the source of supply or other designated activity for determination of financial resolution or materiel disposition.

C17.2.5.5. Provide information copies of the response to interested parties.

C17.2.6. Non-Receipt of Shipments. Non-receipts, shipped by traceable means such as Government or Commercial Bill of Lading, will not be reported using the SDR, unless the non-receipt is for other than a transportation discrepancy, or for damaged items shipped via modes other than USPS. SDRs will not be submitted for non-receipt of shipments made by traceable USPS registered, insured, or certified mail until appropriate tracer action has been completed. If tracer action results confirm non-receipt, then submit an SDR and include results of the tracer action. Customers without automated access to in transit visibility information should contact the ICP/storage activity to determine which shipments are traceable. (Not applicable to Security Assistance customers.)

C17.2.7. Interface with Other Materiel Management Functions. Under DLMS, discrepancy processing may be used to trigger other standard materiel management functions.

C17.2.7.1. IMMs will use the SDR response to establish a due-in record for return of discrepant materiel under Chapter 12 of this volume. ICPs/IMMs will use the prepositioned materiel receipt (PMR) to advise storage activities to which a return is directed using MILSTRAP procedures for the DLMS 527D, Due-In/Advance Receipt/Due Verification. Refer to paragraph C11.19., this volume, for additional guidance.

C17.2.7.2. DLMS capable activities returning discrepant materiel will prepare shipment status for materiel returns using the DLMS 856R, Shipment Status Materiel Returns, under paragraph C11.19.

C17.2.8. Discrepancy Reports Relating to Interchangeability/Substitutability (I&S) or Quantity Unit Pack (QUP) Issues. Incorrect item SDRs will not be submitted for authorized substitution. The DoD Components and participating Agencies (e.g., GSA), will follow the policy of automatic shipment of an item, unless the requisition contains an appropriate requisition advice code in accordance with Chapter 4, limiting the request to a specific item. Therefore, incorrect item SDRs will not be submitted for authorized substitutions. Similarly, quantities may be adjusted to the quantity unit pack, unless restricted by the appropriate advice code in the customer requisition. Such adjustments resulting in quantity variance are not reportable as discrepant.

C17.2.9. Responsibility for Costs Incurred Due to Discrepancies in Returned Materiel. U.S. Government activities returning materiel are cautioned that the returning activity may be held responsible for costs incurred by the receiving activity when discrepancies are reported and validated in accordance with this publication. This includes returns made in violation of prescribed procedures, returns exhibiting packaging discrepancies, and returns of reparable items unaccompanied by required

technical data. Recoupment action by the ICP against the initiator may include all cost reimbursable actions performed by the receiving activity such as repackaging, marking, and disposal.

C17.2.10. Multiple Requisitions. Multiple requisitions received under a consolidated shipment cannot be combined for discrepancy reporting purposes. Individual SDRs must be submitted for each discrepant requisition received in the shipment. An exception to this is authorized for consolidation and containerization points (CCP)/transshippers. Refer to guidance for CCP/transshipper-originated SDRs below. When both item discrepancies and packaging discrepancies are noted on the same shipment, both types of discrepancy will be included on the same report.

C17.3. PROCEDURES

C17.3.1. Original Submission of SDR

C17.3.1.1. Discrepancy Identification. The receiving activity, or transshipment activity noting packaging ***or documentation*** deficiencies on shipments in transit, will prepare an SDR when one or more of the conditions described under reporting criteria exist.

C17.3.1.1.1. Pending improved processing techniques, it is required that DLMS SDRs identify the type of SDR using the Discrepancy Report Document Type Code (Appendix 3). Within the context of SDR processing, this data element is known as the SDR Document Type Code. This is a one position code used to describe the type of discrepant report and the type of shipment involved, (e.g., depot shipment to the customer = Type 7; direct vendor shipment to the customer = Type 6).

C17.3.1.1.2. Identify the discrepancy using the Shipping, Packaging, and Storage Discrepancy Code (Appendix 3). Within the context of SDRs this data element is known as the SDR Discrepancy Code. Use up to three different codes to describe the discrepancy on SDRs. (Distribution Center-originated SDRs and their equivalents prepared via WebSDR may only use two discrepancy codes). Packaging discrepancies must be identified by four-character packaging discrepancy codes and applicable remarks.[2] If no code exists to adequately describe a shipping/item discrepancy, select Code Z1 and use a clear-text description. The goal of the initial SDR submission is to provide as much relevant information as possible to the action activity, including clarifying remarks to supplement discrepancy codes, so that they can take timely action to correct the problem and provide a timely response and disposition to the customer.

C17.3.1.2. Shipment Information. SDRs must contain a document number. Identify the original requisition document number when known; otherwise a constructed document number is required. DoD requisitioners reporting discrepant shipments may only use a constructed document number for selected discrepancies as discussed

[2] Applicable for new submissions after September 1, 2013. Refer to ADC 1059.

below. A constructed document number identifying the receiving distribution center is required for depot receipts reported electronically, including new procurement receipts. A constructed document number may also be prepared by a transshipper based upon the CCP or port DoDAAC. Additional information, such as transportation numbers (TCN, bill of lading number, etc.) may be provided in accordance with the DLMS IC. Procurement information (procurement instrument number (contract number), call/order number, contract line item number, vendor shipment number) must be provided for wholesale level procurement source receipt discrepancies (SDR Document Type 9 or P). When reporting new procurement receipts, the distribution center will cite a "pseudo shipment number," equivalent to that cited on the receipt, when the actual vendor shipment number is not available from shipping documentation. The pseudo shipment number will be constructed to identify the receiving depot and a constant 01 (that is, the serial number will not be incremented; therefore, the pseudo shipment number will not be unique). In order to systematically identify pseudo shipment numbers the third position must be numeric (vendor assigned shipments use a three digit alpha prefix to identify the vendor). For example, pseudo shipment numbers prepared by Distribution Center San Joaquin, California (DDJC), will be reported as DD1JC01. Action activities must have the capability to update procurement information via the SDR reply when not populated by the submitter on procurement source receipt discrepancies involving direct vendor/contractor delivery to the customer (SDR Document Type 6).

C17.3.1.3. Requested Action

C17.3.1.3.1. The SDR originator must indicate what action has been taken concerning the discrepant materiel and/or the desired response from the responsible action activity. Identify the action code using the SDR Requested Action Code (Appendix 3). Within the context of SDR processing, this data element is known as the Action Code. If no code exists to adequately describe the action taken or requested disposition, select Code 1Z and use a clear-text description.

C17.3.1.3.2. When an SDR is submitted using Action Code 1H, "No Action Required, Information Only," the SDR must be processed to verify the discrepancy does not require further action. SDRs with Action Code 3B, "Discrepancy Reported for Corrective Action and Trend Analysis. No Reply Required." must be reviewed to determine the appropriate corrective action to prevent recurrence. A reply transaction from the action activity is not required, for Action Codes 1H or 3B, but when provided, it will be accepted by the customer application. Systematically, this may be interpreted to mean that customer applications may auto-close these SDRs, but must allow them to re-open automatically to process a reply transaction if one is provided. A non-significant reply (e.g. indicating acknowledgment of the SDR), may be dropped or posted, but will not require further attention.

C17.3.1.4. Shipping Documentation. Retain shipping and associated documentation to provide a copy if requested. Do not mail hard-copy documentation if data is otherwise accessible to the responsible action activity. Where relevant to the discrepancy, shipping documentation may be provided electronically as an SDR attachment.

C17.3.2. Reporting Criteria

C17.3.2.1. U.S. Forces and participating non-Security Assistance fall under the reporting criteria based upon dollar value and/or condition as follows:

C17.3.2.1.1. GSA and DLA Directed Shipments Dollar Value Criteria. Optionally, recipients of DLA and GSA directed shipments may submit an SDR for all types of shipments regardless of dollar value. Otherwise, report discrepant shipments when they meet the conditions and value criteria cited in the paragraphs below.

C17.3.2.1.2. Contractor/Manufacturer or Vendor Shipments. Report discrepant shipments from contractors/manufactures or vendors that meet conditions cited under reporting criteria regardless of dollar value.

C17.3.2.2. DoD action activities will recognize the ILCO's determination whether SDRs fall within submission time standards and dollar limitation contained in the United States of America Department of State Letter of Offer and Acceptance controlling the case, or any other sales agreement with a Security Assistance purchaser. Once accepted by the ILCO and forwarded to the responsible action activity, further evaluation for time standard and dollar criteria is not appropriate.

C17.3.2.3. Condition of Materiel

C17.3.2.3.1. Condition Misrepresented. Report when the condition of an item valued in excess of $100 per line-item is found to be other than shown on the shipping document, or, in the case of subsistence, on supporting inspection/test certificates or records. Use the hazardous materiel discrepancy code when applicable.

C17.3.2.3.2. Hazardous Materiel. Report discrepant receipt of hazardous materiel under the appropriate H-series discrepancy code. Use in place of the C-series codes for condition/shelf-life discrepancies when a hazardous item is received in a condition other than shown on the supply document or on the supporting inspection/test certificate. Report receipt of hazardous item requiring repair and lack of a material safety data sheet (MSDS) in Hazardous Material Information Resource System (HMIRS). Also use to report receipt of a non-radioactive item classified as radioactive, or non-hazardous item classified as hazardous.

C17.3.2.3.3. Missing Part. Report materiel received for repair that has been cannibalized of nonexpendable parts or components (including cannibalization of nonexpendable basic issue item (BII) or nonexpendable supply system responsibility item (SSRI) without the authorization of the inventory manager when the total value of the missing item(s) is in excess of $100). Expendable BII and SSRI are not subject to these procedures.

C17.3.2.3.4. Expired Shelf Life. Report receipt of materiel for which the shelf life either has expired (Type I non-extendible item) or the inspect/test date has lapsed (Type II extendible item), regardless of dollar value. Use the hazardous materiel discrepancy code when applicable.

C17.3.2.3.4.1. For Type I DoD and GSA managed items: submit an SDR.

C17.3.2.3.4.2. For Type II DoD-managed items: prior to submitting an SDR, access the DoD Shelf-Life Extension System (SLES) through the DoD Shelf-Life Program Website at: https://www.shelflife.hq.dla.mil/default.aspx or through the shelf life program secure site if you have a .mil address.

C17.3.2.3.4.2.1. Type II items requiring laboratory test: query the DoD Quality Status Listing (QSL) to determine if the specified Type II item is listed as having passed the required laboratory testing and has been extended. Items that are listed on the QSL as passed may be extended and remarked accordingly if the item has been stored in accordance with its storage standard. For items not on the QSL, prior to submitting an SDR, contact the DLA call center at 1-877-DLA-CALL if the shipment originated from a DLA storage activity.

C17.3.2.3.4.2.2. Type II items requiring visual inspection: query the Materiel Quality Control Storage Standards for the specified Type II item, perform visual inspection in accordance with the items storage standard, and extend and remark if the item has been stored in accordance with its storage standard. If the item fails the visual inspection, dispose of as required by local procedures.

C17.3.2.3.4.3. For Type II GSA-managed shelf-life-items: prior to submitting an SDR, contact the GSA Shelf-Life Hotline at 1-209-547-8634 to determine if the inspect/test date has been extended.

C17.3.2.4. Canceled Requisitions. An SDR is required when materiel received is valued in excess of $100 per line-item for canceled requisitions. Confirmation of the cancellation must be on file. The submitter should request disposition instructions for unwanted materiel. Exception: an SDR must be submitted when controlled inventory items are received on previously canceled requisitions regardless of dollar value.

C17.3.2.5. Documentation. Report when documentation is missing, incomplete, or improperly prepared regardless of dollar value.

C17.3.2.5.1 Receiving activities must report documentation discrepancies that impact timely receipt processing. Typically, this includes missing, incomplete, or improperly prepared supply documents such as the Issue Release/Receipt Document (DD Form 1348-1A). For shipments from a procurement source, documentation discrepancies apply to the Receiving Report/Material Inspection and Receiving Report (MIRR) (DD 250 or equivalent). Shipments to DLA Disposition Services may be reported for a missing, incomplete, or improperly prepared Hazardous Waste Profile Sheet or Hazardous Waste Manifest. Transshippers may report other types of missing or improper shipment documentation to include Special Handling Data/Certification (DD Form 1387-2), Transportation Control and Movement Document (TCMD) (DD Form 1384), and the Shipper's Declaration for Dangerous Goods.

C17.3.2.5.2 Sources of supply will prioritize resolution of SDRs submitted by DLA Distribution Centers citing Discrepancy Code D4. The objective is to preclude delays in reclassifying materiel suspended due to lack of a Quality Assurance Representative (QAR) signature in Wide Area Workflow (WAWF). When no other discrepancies have been identified, the SoS will direct the depot to prepare an inventory adjustment to bring the materiel into fully serviceable condition upon posting of the QAR signature.[3]

C17.3.2.6. Overage/Shortage, Nonreceipt, or Duplicate Discrepancies

C17.3.2.6.1. Overage/Shortage. An item overage or shortage discrepancy occurs when the quantity received is greater or less than that shown on the shipping document. This type of variance is not evident on delivery but is discovered when the article of freight, as described on the transportation document, is opened and the contents are checked. Report DoD shipper overages or shortages valued in excess of $100 per line item, except for controlled inventory items, that are reported regardless of dollar value. Customers may use a clear text description to indicate that erroneous or conflicting Materiel Receipt Acknowledgement information was previously submitted.

C17.3.2.6.2. Concealed Overage/Shortage. U.S. Government customers must report overages or shortages discovered while opening a sealed vendor pack regardless of dollar value or shipper. These reports must contain, if available, the contract number from the packaging, the lot number, and original document number. A constructed document number must be provided when the original number is not known. When using a constructed document number in an SDR coordinate with the applicable Component finance office and follow MILSBILLS procedures citing Code U in the first position of the constructed document number serial number (DLMS Utilization Code U), include fund code and credit-to/bill-to DoDAAC, to ensure that credit/billing is appropriate. Conformance with standard line of accounting (SLOA)/accounting classification requires any initiation of a financial business event (e.g., credit or debit) to include SLOA mandated standard financial information system (SFIS) elements.[4] The DLMS SDR transaction supports inclusion of SLOA required elements.

C17.3.2.6.3. Quantity Variances. Quantity variances on receipts from procurement authorized by the terms of the contract are not reportable as discrepant.

C17.3.2.6.4. Quantity Unit Pack (QUP) Variances. Report quantity variance due to incompatibility of unit of issue (U/I) between documentation and materiel received. Automatic adjustment for unit pack is allowable by policy, unless the requisition contains an appropriate advice code, in accordance with Chapter 4, restricting the quantity.

[3] Refer to ADC 1066.
[4] Refer to ADC 1043.

C17.3.2.6.5. Exceptions to Reporting Overage/Shortage. For U.S. Government customers, this does not include transportation discrepancies as follows:

C17.3.2.6.5.1. Overages or shortages of boxes, packages, or loose articles of freight in a commercial/Government-owned/leased shipping container (commonly called SEAVAN), Military SEAVAN (MILVAN), a Military Sealift Command SEAVAN (MSCVAN or MILVAN), roll-on/roll-off (RORO) trailer, or CONEX.

C17.3.2.6.5.2. Overages or shortages of freight (packaged or loose), upon delivery by a carrier, found to be in excess of the quantity of articles recorded on the bill of lading or transportation document covering the shipment.

C17.3.2.6.5.3. Average Net Weight Lotting System. DLA's subsistence commodity will use the average net weight lotting system when shipping perishable specification freeze and chill items. Actual weight received may differ from actual weight requisitioned or shown on the supply documentation. Do not submit a discrepancy report if the number of cases/containers received agrees with the number shown on supply documentation, and actual weight received is within weight range variation.

C17.3.2.6.6. Total Nonreceipts

C17.3.2.6.6.1. Report non-receipt of items shipped via traceable means, (e.g., GBL or CBL, registered, insured, certified USPS, or small package carrier shipments), regardless of dollar value only when it has been determined that non-receipt is not the result of a transportation discrepancy. In all cases, U.S. Government customers must have received supply/shipment status and employed materiel follow-up procedures. It is strongly recommended that the customer check for requisition status on Web Visual Logistics Information Processing system (WebVLIPS), for proof of shipment data on DLA Distribution Standard System (DSS) Materiel Release Order (MRO) Tracker or on the Integrated Data Environment/Global Transportation Network (IGC/IDE), or use the DoD WebSDR hyperlink to WebVLIPS to check requisition status before creating an SDR for total non-receipt. This may preclude the need for an SDR or may enable the action activity to resolve the problem more quickly.

C17.3.2.6.6.2. Security Assistance customers reporting non-receipt are required to provide documentation from the freight forwarder indicating that no materiel has been received on the requisition and transportation control numbers that apply. The ILCO will deny and return as incomplete any SDRs that do not have the documentation attached.

C17.3.2.6.6.3. An SDR is required when items valued in excess of $100 dollars per line-item, reported shipped by non-traceable USPS (i.e., not shipped registered, insured, certified mail) are not received or are received in a damaged condition.

C17.3.2.6.7. Duplicate Shipments. Report duplicate shipments regardless of dollar value.

C17.3.2.6.8. SDRs for Air Force Maintenance Denials Under BRAC Supply, Storage and Distribution (SS&D) Agreement. SDRs resulting from distribution center denial of an Air Force-directed release order for inventory previously requisitioned from DLA and receipted into Air Force ownership as the result of a "wash" (issue/receipt in-place), will be reported to the depot for initial action. This is an automatic SDR generation triggered by a warehouse refusal citing Denial Management Code 1 (stock exhausted) or 2 (materiel not available in condition requested). The SDR will identify the original requisition document number (under which the materiel was purchased from DLA) and the maintenance denial document number (identified by the Air Force maintenance site M-series identifier in the first six characters of the document number). The maintenance denial document number will be carried as the customer-assigned SDR number to facilitate depot research. The discrepancy may be reported as total non-receipt (total denial) or as a shortage (partial denial). DLA will issue credit based upon the depot recommendation and confirmation of prior billing. If materiel is still required, a new requisition will be generated perpetuating the applicable denial management code. The replacement requisition will also cite the prior (original) document number for cross-reference.

C17.3.2.7. Misdirected Materiel. Report when materiel, regardless of dollar value, is improperly addressed and shipped to the wrong activity. The document number assigned to the SDR will be the document number from the shipping documentation of the misdirected shipment received. (If the customer requisitioned materiel that was not received, it must be reported on a separate SDR for total non-receipt using the document number for the requisitioned materiel.) Misdirected shipments received by Security Assistance customers identify the location of the discrepant materiel and the country reporting the receipt (which may differ from the intended customer). All customers (U.S. and Security Assistance) are required to report misdirected controlled inventory, arms, arms parts, and explosives within 24 hours of discovery. (Properly addressed materiel incorrectly shipped to the wrong activity while under U.S. Government-controlled transportation is reportable as a transportation discrepancy.)

C17.3.2.8. Packaging Discrepancies

C17.3.2.8.1. Improper Packaging. Report any unsatisfactory condition resulting from improper packaging that causes the item, shipment, or package to be vulnerable to any loss, delay, or damage according to the specific conditions cited. Unless otherwise indicated, the minimum dollar value reporting criteria is when the estimated/actual cost of correction exceeds $100; or the value of the item, shipment, or package is $2500 or over, regardless of the estimated or actual cost to correct the packaging discrepancy. This may include loss or damage to the item, shipment, or package except when a report is otherwise required by DTR 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement. Where encoded information on the SDR is not sufficient, the submitter should provide detailed descriptions of how the materiel was packaged, as well as the actual damages incurred to the materiel. The submitter should also include, when available, the estimated cost of correction of packaging on the initial SDR.

C17.3.2.8.2. Packaging Discrepancies Noted at DLA Distribution ***Centers***. To ensure proper ***visibility and traceability of preservation, packaging, packing and marking (PPP&M) costs***, ***DLA*** Distribution Centers ***must*** include ***estimated*** costs for repackaging, ***including the discrete cost for labor and repackaging materiels***.

C17.3.2.8.2.1. For DLA-managed materiel only, if the materiel received by the DLA Distribution Center has a PMR on file, no item discrepancies are noted, is a secondary item, and the cost to correct the discrepant packaging is less than $300, the DLA Distribution Center may perform the corrective action without authorization from the owner/manager based upon prior agreement. The SDR will be provided to the owner/manager for information only using Action Code 1H. For DLA-managed clothing and textile commodities, the authorized threshold is $500.

C17.3.2.8.2.2. For all other Components, if the materiel has a packaging discrepancy, no item discrepancies are noted, is a secondary item, and the cost to correct the discrepant packaging is less than $300, the DLA Distribution Center may perform the corrective action without authorization based upon prior agreement regardless of whether a PMR was provided. The SDR will be provided to the owner/manager for information only.

C17.3.2.8.3. Mission or Life Endangering. Report packaging discrepancies, regardless of dollar value, resulting in damaged materiel that may endanger life, impair combat or deployment operations, or affect other materiel. Report immediately to the shipping activity, contracting office, or control point by the quickest communication medium to enable the shipper to take immediate corrective action. Submit an SDR within 24 hours of the initial report.

C17.3.2.8.4. Hazardous Materiel (Includes Ammunition and Explosives). Report any packaging discrepancy, regardless of dollar value, if a potentially hazardous condition could result or if damage or an unsatisfactory condition has occurred involving any hazardous materiel. This includes improper identification markings of items and packaging and/or unitized loads. Use hazardous materiel discrepancy codes when applicable.

C17.3.2.8.5. Excessive Packaging. Report excessive packaging by contractors that result in additional costs to the U.S. Government, regardless of dollar value.

C17.3.2.8.6. Improper Packing. Report any type of inadequate or improper packing to include incorrect blocking or bracing, oversized or incorrect container, and inadequate closure, resulting in an unsatisfactory condition or damage. Report when materiel is not packed in required reusable container regardless of dollar value.

C17.3.2.8.7. Delay or Additional Costs. Report packaging discrepancies resulting in delay or additional packaging costs at aerial or water terminals or at consolidation and containerization points. The activity responsible for operating the terminal or port of embarkation/debarkation will be responsible for the preparation and submission of an SDR on discrepancies noted on shipments moving through the activity. These SDRs will be prepared using Discrepancy Document Type Code W.

C17.3.2.8.8. Improper Packaging of Customer Returned Materiel. Distribution Centers will send an SDR to the materiel owner for packaging discrepancies related to customer returned materiel or inter-depot transferred materiel. The materiel owner is responsible for funding packaging costs associated with preparing materiel for storage and reissue. Packaging discrepancies occurring in materiel returns are subject to recoupment action at the discretion of the materiel owner. If the packaging is so bad that the item must be disposed, the shipper may be required to reimburse the receiver for any packing required to effect the shipment and the cost of turn in to DLA Disposition Services. The distribution center will always include the estimate of the costs of repackaging or disposal on the initial SDR submission, in the remarks section and complete the appropriate data element entries for electronic submission.

C17.3.2.8.9. Wood Packaging Materiel (WPM). Report WPM that is not consistent with the international standards for the regulation of WPM transiting international boarders and Department of Agriculture regulation governing importation of regulated WPM. Compliant WPM must display certification marking as prescribed in reference. Use discrepancy code P215 and provide remarks as applicable. Also see guidance for CCP-originated SDRs below.

C17.3.2.8.10. Repetitive Packaging Discrepancies. Include Discrepancy Code Z2, Repetitive Discrepancy, with the other specific packaging discrepancy code(s) to report repetitive packaging discrepancies that impose a significant burden on receiving or transshipment activities. Total costs to correct packaging will be included in the SDR. ***For FMS SDRs reporting repetitive packaging discrepancies, each individual SDR must comply with the Security Assistance dollar thresholds for SDR submission. The SDR submission cannot be based upon the dollar value of the accumulated discrepancies.***

C17.3.2.8.11. Improper Preservation. Report any type of inadequate or improper preservation or physical protection resulting in an unsatisfactory condition or damage. Report improper preservation of any materiel identified as being electrostatic/electromagnetic (ES/EM) sensitive, regardless of the dollar value.

C17.3.2.8.12. Improper Marking. Prepare an SDR to report any omitted, incomplete, illegible, or misplaced markings. Report improper identification of containers, or items that require opening the container, or result in improper storage of the materiel, regardless of cost. Improper marking includes discrepancies related to passive radio frequency identification (pRFID) tags as follows:

C17.3.2.8.12.1. Report all missing, damaged, or unreadable pRFID tags when such tags are required by contract provisions, DoD policy, or specified by prior shipment notice/status reflecting pRFID content. Report duplication of tag identification associated with a previously processed receipt.

C17.3.2.8.12.2. SDRs may be used to report a tag read formatted for DoD use, but which does relate to an advance shipment notification containing pRFID content when such advance shipment notification is required by contract provisions or DoD policy.

C17.3.2.8.13. Improper Unitization. Report improper unitization that includes inadequate wrapping/strapping or lack of unitization, where appropriate, resulting in an unsatisfactory condition or damage. Report multiple consignees in a single consignee consolidation container as improper unitization.

C17.3.2.8.14. Latent Packaging Discrepancies. Prepare a late SDR for materiel found in storage with latent preservation and packaging discrepancies. Confine these reports to stocks that constitute a problem resulting from a particular specification, preservation, or packaging method. Reports relative to packaging discrepancies found in storage will be annotated "not incident to shipment."

C17.3.2.9. ***Receipt Notification SDRs for*** Quality-Related Issues Identified During Distribution Center Receipt. Three-position Q-series discrepancy codes have been developed to accommodate materiel owners***/managers*** with special programs requiring immediate visibility and notification of quality deficient (or potentially deficient) materiel received at the distribution center. These codes are applicable for reporting to ICP/IMMs via the SDR process, based upon special inspection requests by the materiel ***manager***. These reports are contingent upon pre-existing receipt restriction requirements that identify the National Stock Number (NSN) and/or other screening criteria and specific actions the materiel ***managers*** expects the distribution center to perform. Some of the specific programs that require reporting of quality-related concerns for receipts, including new procurement and customer returns, are: items identified as customer return improvement initiative (CRII) items, critical safety items (CSI), items that failed under use, and items requiring First Article Testing. Additionally, receipt of PQDR exhibits will be reported to the owner or manager using the applicable three-position Q-series discrepancy code. ***For PQDR exhibits, report the receipt and SDR to the same organization (based upon the PMR, when available).*** Report suspended materiel in the appropriate supply condition code (SCC) under DLMS/MILSTRAP procedures, to include PQDR exhibit receipts in SCC Q and CSI in SCC L for procurement source receipts or SCC K for non-procurement source receipts. ***For other than PQDR exhibits or first article testing, provide the SDR to the manager with a distribution copy to the owner, if different. Disposition instructions for these SDRs will be provided by the manager (a response from the owner prior to the manager response will be considered premature and will result in a status update from the distribution center indicating that the SDR is still pending manager response (Reply Code 522)). The manager will provide an interim response if the SDR will remain open for an extended period pending***

investigation. If resolution of the SDR requires the materiel to be returned to the manager, the manager will request that the owner direct ownership transfer using "ship-to-self/shipment in-place" procedures and provide document number(s) applicable to the original requisition (or a constructed document number) for reimbursement. Interim Reply Code 523 applies. The manager will provide a PMR to the distribution center to ensure proper processing of the receipt resulting from the shipment in-place and to allow the manager to monitor for the directed return. The owner will provide an SDR reply with applicable document number(s) for credit and confirm materiel release order for ownership transfer at the current location. Interim Reply Code 524 applies. In this situation, the SDR will remain open until the manager has provided disposition instructions for the discrepant materiel and the distribution center has completed this action. At this point, the distribution center will provide a completion notice to the manager with an information copy to the original owner.

C17.3.2.10. Technical Data. Report item technical information, (e.g., name plate, operating handbook, logbook, precautionary markings, warranty data, engineering drawings and associated lists, specifications, standards process sheets, manuals, technical reports, catalog item identifications, and related information) that are missing, illegible, incomplete and/or incorrect regardless of dollar value. When reparables are returned and the appropriate historical information/documentation, operator/maintenance logbooks, engine oil analysis, etc., as required by Government regulations, and/or technical manuals are not included, the receiving activity will submit an SDR regardless of dollar value. Any additional costs incurred by the repairing depot/arsenal because of the missing data will be charged to the originating activity. The submitter will ensure that the specific description of what documentation is missing is included in the remarks section.

C17.3.2.11. Incorrect Item

C17.3.2.11.1. Report incorrect or misidentified materiel or unacceptable substitutes regardless of dollar value. However, unless the requisition contains an appropriate advice code in accordance with Chapter 4, limiting the request to a specific item, automatic shipment of an interchangeable or substitute item is allowed by policy. See Interchangeability & Substitutability (I&S) guidance. Report wrong item receipts of controlled inventory, arms, arms parts, and explosives within 24 hours.

C17.3.2.11.2. Incorrect item discrepancies discovered while opening a sealed vendor pack will be reported regardless of dollar value or shipper. These reports must contain the contract number from the packaging and, if available, the lot number and the original document number. A constructed document number will be provided when the original number is not known. When using a constructed document number in an SDR coordinate with the applicable Component finance office and follow MILSBILLS procedures citing Code U in the first position of the constructed document number serial number (DLMS Utilization Code U), include fund code and credit-to/bill-to DoDAAC to ensure that credit/billing is appropriate. Conformance with standard line of accounting (SLOA)/accounting classification requires any initiation of a financial business event

(e.g., credit or debit) to include SLOA mandated standard financial information system (SFIS) elements.[5] The DLMS SDR transaction supports inclusion of SLOA required elements. Include identity of the incorrect item received in the discrepancy report.

C17.3.2.11.3. Where two separately managed items are involved in a wrong item SDR, (e.g., a DLA-managed item was ordered and a Military Service-managed item was received due to shipper error), the SDR initiator will forward the report to the shipping depot or manager of the item ordered, in accordance with Component rules. It is the responsibility of the SDR action activity (receiver of the SDR) to ensure full and appropriate resolution by coordinating with the other involved ICP/IMM or transferring the SDR (manually), so that the initiator receives all applicable and appropriate response information from the responsible party. This may be interpreted to mean two separate SDR replies, or a single coordinated response identifying financial resolution from the Component that sourced the order, and materiel disposition instructions provided by the owner of the materiel shipped.

C17.3.2.11.4. Report part number discrepancies when the part number marking appears to be inconsistent with the specified NSN. This includes when the part number received is not associated with the applicable NSN or when the part number cannot be matched to Federal Logistics Information System (FLIS) catalog data/FEDLOG. The SDR must include the part number and manufacturer's Commercial and Government Entity (CAGE) Code for the item received. Part discrepancies will be submitted directly to the item manager.

C17.3.2.11.5. DoD WebSDR requires identification of the incorrect item received using discrete data elements (refer to the DLMS IC 842A/W). If multiple incorrect items are received under the same document number, use the appropriate discrepancy code for mixed stock and identify the first (highest quantity or controlled item) and use the remarks text to explain the mixed content shipment.

C17.3.2.12. Repetitive or Other Discrepancies. ***U.S.*** receiving activities will report repetitive discrepancies, regardless of dollar value. ***For FMS SDRs reporting repetitive discrepancies, each individual SDR must comply with the Security Assistance dollar thresholds for SDR submission. The SDR submission cannot be based upon the dollar value of the accumulated discrepancies.*** Additionally, receiving activities may report any other discrepant condition of an item not specifically identified in this chapter at the time of receipt, unless listed specifically under exclusions.

C17.3.3. SDRs Resulting from Redistribution Orders (RDOs). ***The following procedures are applicable to DLA Distribution Centers and may be applied to other storage activities as directed by the responsible Service/Agency.*** When a ***storage activity*** receives ***a shipment based upon a redistribution order*** and the

[5] Refer to ADC 1043.

materiel is short, over, wrong, quality deficient, ***or otherwise discrepant*** the receiving ***activity*** will:

C17.3.3.1. RDO Shortage. Prepare the SDR to report shortage and use Action Code 1D (materiel still required). The shipping ***activity*** will receive the action copy; the ICP will receive an information copy. The ***shipping activity*** receiving the SDR will treat it as a priority and conduct inventories as appropriate. If the inventory confirms an over balance, the ***shipping activity*** will respond using Disposition/Status (Reply) Code 123 (materiel will be reissued at no charge) citing inventory conducted and verified shipment error. If the inventory confirms correct balance or the balance is short, the ***shipping activity*** will reply with Disposition/Status (Reply) Code 126 (materiel not available for reshipment) or 701 (SDR rejected) citing inventory conducted and no overage was discovered; no materiel will be shipped, OR, inventory conducted and shortage was identified; loss adjustment recorded on depot accountable record, no materiel will be shipped.

C17.3.3.2. RDO Overage. Prepare the SDR to report overage using Action Code 1B (materiel being retained). The shipping ***activity*** will receive the action copy; the ICP will receive an information copy. The depot receiving the SDR will treat it as a priority and conduct inventories as appropriate. If the inventory confirms an over-shipment error, the shipping ***activity*** will respond with Disposition/Status (Reply) Code 137, annotating that inventories were conducted and balances were adjusted to show correct on hand balance. If inventory confirms no over-shipment was made, the shipping ***activity*** will respond with Disposition/Status (Reply) Code 701 (SDR rejected), citing inventory conducted and on-hand balances are correct.

C17.3.3.3. RDO Wrong Item. Prepare the SDR to report receipt of wrong item using Action Code 1D (materiel still required). The shipping ***activity*** will receive the action copy; the ICP will receive an information copy. The ***shipping activity*** receiving the SDR will treat it as a priority and conduct inventories on both the wrong item that was shipped and the correct item that was not shipped. No ***DLA Distribution Center*** will request or authorize return or movement of wrong materiel received as an RDO; the ICP/IMM will make all materiel movement decisions. If the inventory confirms an overage of the correct NSN, the shipping depot will respond using Disposition/Status (Reply) Code 123 (materiel will be reissued at no charge), citing inventory conducted and shipment error confirmed; materiel will be shipped to correct shipment error. If the inventory fails to confirm an overage of the correct NSN, but an inventory of the wrong NSN reveals a shortage, the shipping ***activity*** will reply using Disposition/Status (Reply) Code 126 (materiel not available for shipment), citing inventories conducted on both NSNs confirm shipment error; accountable record corrected; no materiel will be shipped. Report wrong item receipts of controlled inventory, arms, arms parts, and explosives within 24 hours.

C17.3.3.4. RDO Quality-Related Issues. Prepare an SDR when quality-related issues are noted upon receipt, or when materiel received on the RDO must be suspended prior to stow. The action copy will be sent to the ***item manager*** using Action Code 1A (disposition instructions requested). ***An information copy will be***

prepared for the materiel owner directing the redistribution if different from the item manager. The ***action activity*** will respond to the receiving ***activity*** with disposition instructions, to include condition code change requirements where appropriate. Refer to quality-related issues in paragraph C17.3.2.9.

C17.3.3.5. Packaging, Documentation, and Other Discrepancies. Prepare the SDR to report the discrepancy using Action Code 1H (information only) where the receiving activity is able to process the receipt and there is no impact to the shipping activity inventory records. Include repackaging costs when applicable. The shipping activity will receive the action copy; the ICP will receive an information copy. The storage activity receiving the SDR will review the SDR for corrective action for future shipments and record the SDR trend analysis. No response is required for Action Code 1H SDRs.

C17.3.4. Materiel Returns

C17.3.4.1. Discrepancy Greater Than $100. Continental United States (CONUS) and Outside Continental United States (OCONUS) activities receiving materiel returns (excess or redistributed materiel, or reparable materiel, including returns from FMS customers) will submit an SDR for discrepancies specified above regardless of condition when the dollar value is equal to or greater than $100 per line-item. Discrepancies pertaining to controlled inventory items will be reported by SDR regardless of dollar value or condition.

C17.3.4.2. Unauthorized Returns (no PMR/incomplete or missing documentation/no identified owner).[6] Discrepancy reports for distribution center receipts of unauthorized materiel returns will be routed under MILSTRAP for receipt reporting:

C17.3.4.2.1. Repairable Items. Report discrepant receipt SDR to the owner/manager associated with the shipping activity.

C17.3.4.2.2. Consumable Items. Report discrepant receipt SDR to the applicable item manager except:

C17.3.4.2.2.1. Navy-returned consumable items must be reported to the Navy using RIC NRP regardless of the item manager. An SDR will be provided to the Navy owner for information only.

C17.3.4.2.2.2. Marine Corps-returned consumable items must be reported to RIC MPB regardless of the item manager. An SDR will be provided to the Marine Corps owner for information only.

[6] Refer to ADC 110/***1102A.***

C17.3.4.2.2.3. Air Force-returned consumable items must be reported to RIC FHZ regardless of the item manager. An SDR will be provided to the Air Force owner for information only.

C17.3.4.3. Exception for Returns Between U.S. Activities. When the materiel return shipments are classified as unserviceable and uneconomically reparable upon receipt, the receiving activity will report to the shipping activity. The report will include materiel return document number, quantity, and an explanation of condition classification.

C17.3.4.4. Reimbursable Costs for Discrepant/Unauthorized Returns. Under MILSBILLS and MILSTRIP procedures DoD activities returning materiel in violation of prescribed procedures may be held accountable for recoupment of all reimbursable costs including disposal. Recoupment action may be initiated by the DLA Distribution or, upon subsequent identification of the applicable manager, by the manager.

C17.3.4.5. Supplemental Information for Suspended Returns. SDRs applicable to returned materiel in a suspended condition will include supplemental information as follows: contract reference (required entry; indicate "NONE" if no contract reference is available), and original packaging indicator (required yes/no entry).

C17.3.5. Discrepancies Resulting from Lateral Redistribution Orders (LROs) on Total Asset Visibility (TAV) Shipments. Coordination with the Military Service shipping activity is recommended prior to ICP resolution of the SDR.

C17.3.5.1. All SDRs submitted for DLA directed LROs where the item is managed by DLA, owned by ***Army's Non-Army Managed Items (NAMI) Group, Supply Directorate*** (***Routing Identifier Code (***RIC***)*** AJ2), and shipped from an Army CONUS site, ***must*** be sent to NAMI for investigation, with an information copy to DLA (RIC SMS). ***This is normally accomplished via exception routing rules within DoD WebSDR. SDRs meeting these criteria will be assigned Document Type V. Any SDRs received directly by DLA will be forwarded to NAMI (RIC AJ2) via SDR forwarding reply citing Reply Code 504.*** NAMI will research the discrepancy and forward recommended disposition to DLA for final action. The NAMI action activity will provide recommended disposition to DLA within 25 calendar days ***using an SDR forwarding reply citing Reply Code 307***. After 25 calendar days have elapsed and NAMI recommended resolution has not been received, DLA will follow-up for recommended disposition.

C17.3.5.2. Upon receipt of recommended disposition, DLA will review and provide final decision to the customer, along with an information copy to NAMI. DLA will be responsible for reversing credit to the TAV shipping activity, issuing credit to the requisitioner, and deleting activities from the TAV process due to poor performance, in coordination with NAMI.

C17.3.5.3. If Army shipped the wrong item or an overage, NAMI will be responsible to provide the customer with disposition instructions and/or directions for

returning the item back to Army. If the item is to be retained by the customer, NAMI will be responsible for financial actions as appropriate. DLA will not reimburse the shipper for wrong item or over shipments of Army issues relative to TAV.

C17.3.6. Distribution Center Receipt with no Due In. Distribution Centers will report receipt of unscheduled materiel from new procurement to the owner/IMM, regardless of condition of materiel, as a discrepancy. Other unexpected materiel receipts, including returns and/or redistributions that are not ICP/IMM directed, and unscheduled returns to/from maintenance, may be reported by prior direction of the owner/IMM.

C17.3.6.1. New procurement materiel with other applicable discrepancies, (e.g., missing receiving report/DD Form 250, improper packaging), will be placed in Supply Condition Code (SCC) L pending resolution.

C17.3.6.2. If other than new procurement, the SDR should show receipt in SCC K when the actual condition cannot be determined. Materiel returned with other identified discrepancies, (e.g., without associated technical data), will also be reported as indicated under the appropriate discrepancy category. Returns of excess materiel that are not ICP/IMM directed are subject to recoupment of costs associated with disposal or repackaging costs incurred by the distribution Center.

C17.3.7. DLA Disposition Services Discrepancies

C17.3.7.1. Dollar Value Greater Than $100. Receiving activities will submit an SDR for discrepancies specified above in shipments to and from DLA Disposition Services Field Offices when the dollar value is greater than $100 per line item.

C17.3.7.2. Exception. Activities will submit a discrepancy for overages and shortages in shipments of controlled inventory items regardless of dollar value.

C17.3.7.3. DLA Disposition Services and DLA Disposition Field Office SDR Procedures. During the receiving process, if the DLA Disposition Services Field Office identifies a supply discrepancy, an outgoing SDR will be generated consistent with Chapter 16.

C17.3.8. Discrepancies in Item Unique Identification (IUID) Data.[7]

C17.3.8.1. Report supply-related discrepancies involving IUID under DoD IUID Supply policy, including but not limited to Unique Item Tracking (UIT) programs, or as contractually required. Pending full transition to DoD IUID Supply policy using the UII, SDRs identifying discrepancies in unique identification will be prepared citing both UII and/or corresponding serial number, when both are available. Applicability under DoD IUID Supply Policy is identified by NSNs with IUID Indicator Yes (Y). For missing or mismatched unique item identification of items that are DoD serially-

[7] Refer to ADC 1030.

managed/tracked, use the applicable U-series discrepancy code (see Table C17.T1.). Report missing or mismatched materiel identification unrelated to IUID (e.g. missing or mismatched part number or NSN) using the applicable packaging (labeling/marking), documentation, technical data, or wrong item discrepancy code(s). Report quality-related deficiencies involving IUID, (e.g., improperly constructed unique item identifier within the 2D data matrix), using Product Quality Deficiency Report (PQDR) procedures under DLA Regulation 4155.24, et al.

C17.3.8.2. In order to facilitate reporting of discrepancies, particularly those involving discrepancies where inclusion of the IUID information is required/desirable, the SDR submission process should be integrated with the receiving process, allowing receipt data to be captured once and reused. IUID discrepancies may be related to the packaging label, including automated information technology (AIT) readable content; the item marking, including AIT readable marks; supply documentation; the due-in record; and/or a mismatch between the item and any of these. When reporting an IUID mismatch (including shortage, overage, and incorrect item) the IUID content may be specifically identified as applicable to items received or not received using the IUID Received/Not Received Indicator. If no indicator is provided, the UII and/or serial number will be interpreted as applicable to the materiel received. Pending integrated capability to support IUID reporting in SDRs, remarks text may also be used to clarify the specific mismatched data. Additionally, attachment files may be uploaded/transmitted to DoD WebSDR to identify UIIs and/or serial numbers.

C17.3.8.3. Discrepancies involving missing or mismatched unique identification identified during receipt of new procurement materiel (including direct vendor delivery (DVD)) must be reported prior to acceptance. Materiel may be placed in a suspended condition pending resolution. Discrepancies that result in incorrect information within the IUID registry at DLA Logistics Information Service must be reported by the receiving activity for corrective action. Pending development of procedures for direct routing of SDRs to DLA Logistics Information Service, send an email to the DLA Logistics Information Service IUID Help Desk (iuid.helpdesk@bpn.gov). Missing IUID content in DLMS transactions will not be reported for stock shipments pending full transition to DoD IUID Supply Policy procedures except as applicable to UIT programs.

C17.3.8.4. SDRs prepared for a mismatch with no discrepancy in quantity or stock number received should include the UII and/or serial number identifying the mismatch. That is, identify the UII and/or serial number for item(s) received that do not correspond to the shipment status, as well as the UII and/or serial number for the expected item(s) NOT received. Cite the IUID discrepancy code.

C17.3.8.5. SDRs prepared for a shortage of items identified by IUID Indicator Y should include the UII and/or serial number for the item(s) NOT received based upon comparison with the shipment status. Cite the applicable discrepancy code for the shortage and the IUID discrepancy code.

C17.3.8.6. SDRs prepared for an overage of items identified by IUID Indicator Y should include the UII and/or serial number for the extra item(s) received based upon comparison with the shipment status. Cite the applicable discrepancy code for the overage and the IUID discrepancy code.

C17.3.8.7. SDRs prepared for receipt of an incorrect item where the item received is identified by an NSN with a IUID Indicator Y should include the UII and/or serial number for the wrong item. Cite the applicable discrepancy code for the incorrect item receipt and the IUID discrepancy code.

C17.3.8.8. Table C17.T1 provides a decision matrix for when an SDR is required based on missing or mismatched IUID data during receipt processing.

Table C17.T1. SDR Decision Matrix: Discrepant IUID Data (IUID Indicator Y)

Procurement ***Source*** (IUID contractually required)	Approved UIT	Wrong Item Received w/IUID Indicator Y	Missing UII on item or packaging	Mismatch UII with shortage/ overage	Mismatch UII no shortage/ overage	Create SDR	SDR Action Code[8]
Y	Y/N	N	N	Y	N	Y	1A or 2A
Y	Y/N	N	N	N	Y	Y	1A
Y	Y/N	N	Y	N	N	Y	1A
Y	Y/N	N	N	N	Y	Y	1A
Y	Y/N	N	Y	N	N	Y	1A
Y/N	Y/N	Y	Y/N	Y/N	Y/N	Y	1A or 2A
N	N	N	N	N	Y	Y	3B
N	N	N	N	Y	N	Y	1A or 2A
N	N	N	Y	N	N	N	No SDR
N	Y	N	N	N	Y	Y	1A
N	Y	N	N	Y	N	Y	1A or 2A
N	Y	N	Y	N	N	Y	1A or 3B

[8] SDR Action Codes are selected by the submitter based upon the desired response to the SDR. Codes identified in Table C17.T1 are:
1A Disposition instructions for discrepant materiel requested; financial action not applicable.
2A Disposition of materiel and financial adjustment (credit) requested.
3B Discrepancy reported for corrective action and trend analysis; no reply required.

C17.3.9. Transshipper Prepared SDRs. CCPs will prepare an SDR to report packaging discrepancies as described above.

C17.3.9.1. Supply Discrepancies Requiring Transshipper Reporting. SDRs will be prepared for supply discrepancies related to hazardous shipments and non-compliant wood packaging material (WPM). The following discrepancy codes apply, although this does not exclude other item/packaging discrepancies that may result in frustrated shipments:

C17.3.9.1.1. H3 – Lack of a material safety data sheet (MSDS) in Hazardous Material Information Resource System (HMIRS).

C17.3.9.1.2. H6 – Shipper's declaration for dangerous goods missing or incorrect.

C17.3.9.1.3. P209 – Improper packing of hazardous materiels.

C17.3.9.1.4. P215 – Non-conformance to specified requirements for WPM.

C17.3.9.1.5. P302 – Improper marking of hazardous materiels.

C17.3.9.2. CCP SDRs for Non-Compliant WPM. CCPs will notify ICPs that their OCONUS WPM shipment is not in compliance with DoD 4140.65-M, "Compliance For Defense Packaging: Phytosanitary Requirements for Wood Packaging Material (WPM)," and ISPM 15 requirements. The expiration of the DoD Pest Free mark and the requirement to use the International Plant Protection Convention (IPPC) stamp to indicate WPM compliance brings the requirement to remediate all noncompliant WPM destined for OCONUS. WPM shipments can be remediated by repackaging or by use of a heat chamber. SDRs will be prepared for noncompliant shipments received by the CCPs. Noncompliant shipments will not be held for disposition. Shipments on noncompliant pallets will immediately be re-palletized onto compliant wood pallets. Boxes, crates, etc. will be sent to a remediation area through use of DSS packing, packaging, preservation & marking (PPP&M) process, and placed in a Hold Status W until remediation is completed. SDRs will be generated for both pallet replacements and box/crate rebuilds. The SDR will normally cite SDR Action Code 3B, Discrepancy Reported for Corrective Action and Trend Analysis. No reply is required. This type of SDR does not require a response from the source of supply or other designated activity; but is provided so that the source of supply may take appropriate action with the Component shipper or vendor and track trends and associated repackaging costs. The SDR will be auto-closed in the DSS, based on the P215 discrepancy code (indicating noncompliant WPM), and will not be reopened. The point of contact (POC) may be contacted if SDR was sent to the wrong supply source. Labor and material to remediate will be charged to a CCP Cost Code. If a frustrated shipment requires an expedited SDR reply to the CCP, use of Action Code 3A, Transshipper (Aerial/Water port or CCP) Requests Expedited Response; Shipment Frustrated, is authorized.

C17.3.9.3. Aerial or Water Port Prepared SDRs. The port (identified by DoDAAC) will prepare an SDR to report packaging or documentation discrepancies as described above. If ***the corrective action can be taken immediately, (e.g., as a result of off-line communication with the shipping activity,) and the port*** is not awaiting the action activity response, the SDR will cite Action Code 3B, Discrepancy Reported for Corrective Action and Trend Analysis. No reply is required. If the shipment is frustrated ***awaiting action activity response,*** the SDR will cite Action Code 3A, Transshipper (Aerial/Water port or CCP) Requests Expedited Response; Shipment Frustrated. The submitter will use the remarks block to clarify desired actions and shipment information where specific data fields in the SDR are not ***sufficient.***

C17.3.9.4. Expected Data Content for Transshipper SDRs. These SDRs will be identified by Discrepancy Document Type Code W and will include the number and type of discrepant pieces. The transportation control number (TCN) will be the primary reference number for operational processes. If the shipment is received at the CCP without a TCN, one will be assigned in accordance with the DTR. SDRs prepared at the shipment level may include multiple items, or there may not be due-in or documentation available. Because a document number is mandatory within DoD WebSDR, the CCP or other transshipment activity may need to generate a document number based upon the submitter's DoDAAC if multiple documents are included or the original document number is unavailable. Action activities will not reject Transshipper SDRs for unmatched document numbers without researching by TCN and other identifying shipment information. Multiple document numbers, when available, will be recorded in the SDR remarks. Materiel identification may be identified as "UNKNOWN" or "MIXED" (multi-pack or other consolidation of different items). When this occurs, quantity and U/I will be left blank. ***Identification of hazardous materiel shipments is mandatory using the hazardous materiel indictor (Yes/No).*** When possible, the shipper will be perpetuated from the due-in notification (e.g. DLMS (US TRANSCOM-maintained) 856A) or shipping documentation. The owner/manager (source of supply) will be identified as the ICP/IMM that directed the shipment when applicable.

C17.3.10. SDR Distribution. This section addresses those organizations that must be identified on the SDR as initial action recipient or as receiver of information copies. Such determination is based upon the type or origin of the shipment involved, the DoD Component that directed shipment, and the type of discrepancy. Applicable action activities include ICP, ILCOs, and DLA Distribution Centers. For items requiring special handling and/or reporting, such as controlled inventory items, the responsible action activity must ensure additional distribution of the report as required. The submitter will provide a copy of the Serious Incident Report, or other Component-required report, regarding controlled inventory items believed to be stolen, lost, or unaccounted for. Where access to an electronic SDR application and associated supply information is available, hard-copy documents will not be mailed. Where electronic attachment capability is not available, an exception is provided for mailing of information not readily available to the responsible/action activity and photographic/pictorial evidence of the discrepancy.

C17.3.10.1. Security Assistance Shipments. All Security Assistance SDRs will be sent directly to the applicable ILCO for initial screening and processing. SDRs may be submitted to the ILCO via SF 364, Report of Discrepancy, or authorized electronic/automated formats. The ILCO will forward the SDR electronically to the appropriate action activity. Security Assistance SDRs bypassing the ILCO will not be accepted by DoD and participating Agency action activities.

C17.3.10.2. SDR Distribution for Shipment (Item) Discrepancies

C17.3.10.2.1. DoD Originated Shipments. SDRs will normally be directed to the DoD shipping activity with exceptions and specific business rules as follows.

C17.3.10.2.1.1. Army Directed Shipments

C17.3.10.2.1.1.1. Army Managed Item***s*** (AMI) and Non-Army Managed Items (NAMI) Shipments. Initial action will be directed to the source of supply (SoS). The only valid Army action activity/SoS RICs are AKZ, A12, A35, AJ2, ***AP5,*** B14, B16, B17, B46, B64, and B69. WebSDR will provide an information copy to DLA Distribution Centers when the shipping activity is identified. These information copies will be used for metrics and correction of inventory records where applicable; DLA Distribution Centers are not authorized to respond to the submitter via SDR reply. Army users are advised not to submit SDRs to single stock fund (SSF) site RICs or to Army shipping depot RICs via DoD WebSDR. There are currently no WebSDR interfaces to support SSF sites or Army shipping depots. The Army action activity can be determined from the shipping documentation (e.g., the RIC in record position 67-69 of the DD 1348-1A), or as part of a NIIN/NSN or Part Number search in WebFLIS (http://www.dlis.dla.mil). Note that the FLIS SoS will not apply if the requisition was filled by AJ2, Non-Army Manager Item (NAMI) SoS. Services ammunition users are advised to send SDRs to B14 for ammunition commodity discrepancies. These SDRs will be further routed by the Army to Army ammunition storage depots that manage Army, Service common, and Service unique ammunition stock.

C17.3.10.2.1.1.2. Army Ammunition Storage Activity Shipments. Services ammunition users are advised to send SDRs to B14 for ammunition commodity discrepancies. These SDRs will be further routed by the Army to Army ammunition storage depots that manage Army, Service common, and Service unique ammunition stock.

C17.3.10.2.1.1.3. Global Combat Supply System-Army (GCSS-Army) Inter-Service Lateral Redistribution of Retail Assets By Inter-Service Agreement. The Army requires that these SDRs be processed by the AMI or NAMI ICP regardless of the FLIS-designated manager or the Army Supply Support Activity (SSA) providing lateral support. Any SDRs directed to the SSA will be transmitted to the default Army email account pending a system interface with DoD WebSDR or alternative guidance. The Army will ensure that these SDRs will be forwarded to the

appropriate Army action activity and coordinated with the Logistics Modernization Program (LMP) for financial resolution when applicable.

C17.3.10.2.1.2. Total nonreceipt SDRs for Security Assistance Shipments from DLA Distribution Centers. SDRs will be forwarded by the ILCO directly to the DoD shipping depot regardless of implementing Component. Where the shipping depot is not known, forward to the ICP/IMM.

C17.3.10.2.1.3. Defense Logistics Agency (DLA) Directed Shipments. Initial action to the DoD shipping activity. Where the shipping activity is not known, forward the SDR to the ICP/IMM. WebSDR will provide an information copy to the ICP when identified on the SDR and when the SDR response is provided by the shipping activity. The ICP will provide additional response to the submitter with final resolution and providing financial action when applicable. For contact information for DLA action activities refer to the DLA Customer Handbook. For assistance contact the Customer Support - Virtual Contact Center at 1-877-352-2255 (1-877-DLA-CALL) or DSN 661-7766 or email: dlacontactcenter@dla.mil; or the DLA Distribution Customer Support Team at DDC.ISDR@dla.mil.

C17.3.10.2.1.4. GSA Directed Shipments

C17.3.10.2.1.4.1. GSA shipped from a GSA Supply Distribution Facility. Initial action to GSA (GSA National Customer Service Center).

C17.3.10.2.1.4.2. GSA shipped from a DLA Distribution Center. Initial action to the shipping activity. DoD WebSDR will provide a copy to GSA.

C17.3.10.2.1.4.3. Purchases made by DoD Activities from Federal Supply Schedules or GSA Open-End Contracts. The customer may coordinate off-line with the supplier for resolution. Identify GSA to receive the SDR under the following conditions:

- repetitive discrepancies,
- cases of dispute that cannot be resolved between the ordering office and the supplier, or
- product quality deficient materiel in Security Assistance shipments where GSA has provided inspection at source.

C17.3.10.2.1.5. All Other DoD Component or Participating Agency Directed Shipments. Initial action to the DoD shipping activity. Where the shipping activity is not known, forward to the ICP/IMM. WebSDR will provide an information copy to the ICP, when identified, and/or the SDR response is provided by the shipping activity.

C17.3.10.2.2. DoD Central Procurement and Direct Vendor Delivery. For materiel procured centrally by a DoD Component ICP, distribution will be as follows irrespective of the point of inspection and acceptance.

C17.3.10.2.2.1. Initial action to the procuring ICP for internal distribution to the contracting officer or designated personnel.

C17.3.10.2.2.2. Copy to office administering the contract/purchase order, if different from the purchasing office, except as otherwise prescribed for purchases made from federal supply schedules or GSA open-end contracts below. If not identified on the SDR, the initial action activity may forward as appropriate. When the Defense Contract Management Agency (DCMA) is identified as the Contract Administration Office (CAO), DoD WebSDR will provide an information copy of the initial submission and subsequent SDR transactions to DCMA.[9]

C17.3.10.3. Materiel Returns

C17.3.10.3.1. Use prepositioned materiel receipt (PMR) or shipping documentation to identify the owner, otherwise, initial action to manager's ICP.

C17.3.10.3.2. Copy to shipping activity.

C17.3.10.4. Shipments to DLA Disposition Services

C17.3.10.4.1. Initial action to the turn-in activity, as identified on the defense turn-in document (DTID) (DD 1348-1A, Block 2). The SDR will be sent directly to the generator's email address when available as the result of an electronic turn-in (DLA Disposition Services ETID). If ETID email address is not available, WebSDR distribution will be to the turn-in activity SDR monitor or Component-sponsored SDR application.

C17.3.10.4.2. If distribution via ETID email address, a WebSDR generated copy will also be provided to the turn-in activity SDR monitor or Component-sponsored SDR application.

C17.3.10.5. Shipments from DLA Disposition Services. Initial action to the Disposition Services Field Office or Recycling Control Point (RCP) as applicable. If not known, SDRs may be directed to DLA Disposition Services (RIC S9D).

C17.3.10.6. Local Purchase. Follow DoD Component guidance. A copy will be furnished the Government inspector when inspection is at origin. DoD WebSDR does not support SDRs applicable to local purchase discrepancies.

C17.3.10.7. Industrial Plant Equipment Shipments. DLA, will review all SDRs from the initiator, make further distribution as necessary, request appropriate action from the consignor, and provide the initiator with replies from the consignor and other closeout action.

C17.3.10.8. SDR Distribution for Packaging Discrepancies

[9] Refer to PDC 1052.

C17.3.10.8.1. Contractor/Vendor Shipments

C17.3.10.8.1.1. Initial action to the ICP.

C17.3.10.8.1.2. Copy to Contract Administration Office (CAO). The submitter is encouraged to identify the applicable Defense Contract Management Agency (DCMA) office as a distribution copy recipient when applicable (see block 10 of DD Form 250, Material Inspection and Receiving Report or comparable receiving report). When applicable and not identified by the submitter on the SDR, the initial action activity will forward the SDR to the DCMA or other applicable CAO. When the contract is administered by the Service or Agency issuing the contract, the ICP is responsible for insuring the CAO has access to the SDR information. When DCMA is identified as the CAO, DoD WebSDR will provide an information copy of the initial submission and subsequent SDR transactions to DCMA. [10]

C17.3.10.8.1.3. Copy to Administrative Contracting Office (ACO). The initial action activity will furnish a copy of the SDR to the ACO (or otherwise provide visibility), if a different organizational entity is involved.

C17.3.10.8.1.4. Copy to Procuring Contracting Office (PCO). The initial action activity will furnish a copy of the SDR to the PCO (or otherwise provide visibility), if a different organizational entity is involved.

C17.3.10.8.1.5. Copy to Component Packaging Monitor. SDRs for Air Force ICP-directed shipments will be provided to the designated Air Force ICP packaging monitor by DoD WebSDR under Component-unique routing rules.

C17.3.10.8.2. DoD Originated Shipments

C17.3.10.8.2.1. Initial action as indicated above for DoD originated shipments.

C17.3.10.8.2.2. Information copy to be provided systemically by DoD WebSDR per Component guidance. SDRs for Air Force ICP directed shipments will be provided to the designated Air Force ICP packaging monitor.

C17.3.10.10. The Exchange (formerly Army and Air Force Exchange Service (AAFES)). SDRs may be routed to the Exchange via DoD WebSDR to the SoS RIC.

C17.3.11. Follow-Up on Original SDR

C17.3.11.1. Submitter Responsibility. When the action activity does not respond to an SDR within the prescribed timeframe specified in this chapter, the submitting activity must provide an SDR follow-up. Follow-ups must be directed to the last identified action activity when the original SDR was forwarded by the original

[10] Ibid.

recipient. Cite the SDR report number of the original report. For transactional exchange, include the WebSDR-assigned control number when known. Follow-up transactions should include all data that was in the previous SDR submission. POC information for the follow-up and the follow-up date are required. A narrative entry is required to provide clarification for the follow-up. The submitter or DoD WebSDR must forward the follow-up to the new action activity when SDR history indicates a new action activity has been identified (based upon prior Reply Code 504 or a 300-series reply code).

C17.3.11.1.1 SDR submitters may follow-up on SDRs sent to DLA Distribution Centers after 31 days from the submission date have elapsed. This will not ensure full resolution of the SDR, but will help identify a communication problem before the entire SDR response period has elapsed (i.e. depot and SoS processing time).

C17.3.11.1.2. Routine SDR follow-ups (e.g. not applicable to controlled inventory items) must be submitted no sooner than 55 days from the original submission date when no response has been provided.

C17.3.11.1.3. Submitters must follow up to the current action activity after receipt of an interim reply but no further response within 55 days of the initial reply.

C17.3.11.1.4. Prior to submitting a second follow-up, the submitting activity should first attempt to ascertain the status of the SDR using the DoD WebSDR query function. If there is no record of an action activity reply, a second follow-up may be submitted or the submitting activity may contact the action activity off-line. The originator may contact DLA Distribution for distribution center shipments (direct email to: DDC.ISDR@dla.mil) or the SoS for all other shipments to request assistance. Off line communication with the action activity is recommended because electronic processing errors may have impeded timely response to the SDR and later follow-up could encounter similar issues.

C17.3.11.1.5. At 31 day intervals, the submitting activity may prepare two additional follow-ups. If the action activity has not provided a functionally significant reply after three follow-ups, DoD WebSDR will block transmission of a fourth follow-up and request that the submitter contact the action activity directly.

C17.3.11.1.6. In response to interim Reply Code 520 indicating suspected Counterfeit Materiel/Unauthorized Product Substitution (CM/UPS) materiel may be suspended for an extended period, the storage activity will limit systemic follow-up requests to once every 12 months. There will be no limit on the follow-ups allowed.

C17.3.11.1.7. In response to interim Reply Code 521 indicating suspected product quality deficient materiel may be suspended for an extended period of time, the storage activity will not follow-up for response until 120 days have elapsed, and then subsequent follow-ups should be sent every 60 days. No more than three response/follow-up transactions per SDR will be allowed.

C17.3.11.2. Action Activity Procedures.[11] Action activities must respond to submitter follow-ups in a timely manner. Action activities are encouraged to be responsive to submitter follow-ups in a positive way whenever possible. Rejection should be reserved for unduly late follow-ups where the elapsed time impedes proper research. Follow-ups on open SDRs submitted prior to completion of the authorized response time or after a significant delay may be rejected using the assigned reject reply code. The preferable response to follow-ups submitted after the SDR has been closed is retransmission of the original response.

C17.3.11.2.1. Upon receipt of the follow-up, the action activity will ensure that a response with disposition or interim status is provided within 30 calendar days.

C17.3.11.2.2. Action activities may reject premature follow-ups using SDR Reply Code 933.

C17.3.11.2.3. Action activities may reject late submission of follow-ups on unresolved non-FMS SDRs using SDR Reply Code 715 no sooner than 200 days have elapsed since the date of shipment if the action activity has no prior record of the SDR, or no sooner than 100 days from the date of the last transaction recorded by the action activity (e.g. an information copy of the SDR or an interim reply).

C17.3.11.2.4. The applicable ILCO is responsible for rejecting FMS SDR follow-ups considered outside acceptable time standards.

C17.3.12. Responsible Action Activity Response to an SDR

C17.3.12.1. Procedures

C17.3.12.1.1. Processing. Responsible action activities will process all discrepancy reports under the policies and procedures set forth in this publication and the DoD Component implementing regulations. Responsible action activities include all activities required to take action on a reported discrepancy. Action activities will consider the associated MRA during validation of SDRs. Conflicting information will be investigated as appropriate.

C17.3.12.1.2. Replies. ***Action*** activities will reply to SDRs by submission of a DLMS 842A/R to WebSDR or via direct WebSDR input. SDR replies will indicate the appropriate disposition, (e.g., acknowledgment of the report, disposition of the materiel, validation of the report with authorization of financial adjustment, and/or instructions for repackaging, repair or other types of corrective action). SDR replies must contain the appropriate discrepancy code consistent with all information provided by the customer. This may require updating of the discrepancy codes used by the customer to assign the appropriate discrepancy code for the scenario described in the SDR remarks. The action activity will identify the disposition/status using the

[11] Refer to ADC 1066.

appropriate Reply Code (Appendix 3). Action activities will ensure that inappropriate reply codes are blocked from use when responding to transshipper SDRs (Document Type Code W)[12]. Shipment information applicable to direct vendor deliveries, new procurement, etc., must be completed by the action activity where incomplete or inaccurate on the original report. This includes identification of the shipping activity or vendor (by CAGE), contract number, and identifying shipment numbers. DLMS compliant applications must also ensure that direct vendor delivery shipments are identified by Document Type Code 6 on the SDR reply, regardless of what the customer originally designated.

C17.3.12.1.2.1. Interim Replies. Interim replies may be used to inform the submitter that an SDR has been forwarded to another organization for investigation or resolution. Responsible activities must provide an interim reply where a final reply cannot be provided within the established timeframes. Failure to meet the established timeframes must be caused by reasons outside the control of the ICP/IMM. Such interim replies will ***identify any other action activities involved and, when feasible,*** indicate when additional status will be provided. Identify the interim disposition/status using the appropriate reply code (Appendix 3). When the storage activity forwards an SDR to the SoS for action using a 300-series interim reply code, the SDR transaction must be formatted to identify the SoS RIC as the action activity. WebSDR will provide notification of forwarding action to the SDR initiator. This "forwarding" process and associated format will allow the reply transaction, including the initial responder's reply remarks, to be transmitted to the new action activity. WebSDR will recognize the new action activity for reports and Web responder role access. If no coding exists to specifically identify the reasons for the delay, select ***Reply*** Code 137 and provide a clear-text explanation.

C17.3.12.1.2.1.1. Storage Activity/Initial Action Activity Forwarding to the Owner/Manager. When the SDR is directed to the shipping activity (e.g., DLA Distribution Center) or other authorized initial action activity (e.g., the NAMI program office for SDRs subsequent to inter-Component lateral redistribution) for initial investigation, the specific discrepancy or Component-directed procedures may require that the SDR be forwarded to the owner/manager for final resolution. These SDRs are forwarded using the applicable 300-series forwarding reply code.

C17.3.12.1.2.1.1.1. The SDR reply transmitted by the initial action activity using a 300-series reply code is interpreted as an interim reply and may include the results of investigation and the recommended financial resolution and disposition. It is responsibility of the owner/manager to which the SDR was forwarded to provide the final response. The final response may differ from that provided on the interim response.

[12] Refer to Approved DLMS Change 317B, Action Activity Replies to Transshipper-Prepared SDRs

C17.3.12.1.2.1.1.2. A unique formatting rule is required for 300-series forwarding replies requiring the owner/manager to which the SDR is being forwarded to be identified as the RIC-To (rather than the DoDAAC of the SDR submitter normally used as the "transaction-to" activity in the SDR reply). The RIC-To must match the owner/manager data field unless a specific exception to this rule is authorized. WebSDR will forward the SDR to the designated owner/manager for action and a copy will be provided to the SDR submitter. WebSDR will populate the owner/manager RIC as the Transfer-To RIC in the copy of the SDR reply sent to the submitter to specifically identify the activity to which action has been transferred. When used by a storage activity, the submitter's SDR application must be updated to reflect the new action activity while retaining the SDR in an open status.

C17.3.12.1.***3***.1.1. For suspected CM/UPS, the ICP/IMM may use interim Reply Code 520 (SDR materiel undergoing test/evaluation) to indicate that materiel may be suspended for an extended period of time. Upon receiving the Reply Code 520, the storage activity will limit systemic follow-up requests to once every 12 months. There will be no limit on the follow-ups allowed. Once the investigation is complete, final disposition will be provided by the ICP/IMM to the storage activity.

C17.3.12.1.***3***.1.2. For suspended materiel resulting in processing of a PQDR, the ICP may use interim Reply Code 521 (SDR resolution pending PQDR review) to indicate that materiel may be suspended for an extended period of time. Upon receiving the Reply Code 521, the storage activity will not follow-up for response until 120 days have elapsed, and then subsequent follow-ups should be sent every 60 days. No more than three response/follow-up transactions per SDR will be allowed. A fourth transmission of Reply Code 521 or associated follow-up will result in systemic rejection and will require manual attention.

C17.3.12.1.***3***.2. Status Updates.[13] Status updates (Transaction Set Purpose Set Code SU) are a unique form of reply prepared by the activity that submitted the SDR in response to the action activity. This type of transaction goes directly to the identified recipient without being copied to other parties, except to specifically identified copy recipients identified in the transaction. It is used by the storage activity to provide a status update to the ICP/IMM, often in response to an interim reply requesting clarification of the discrepancy. Using the status update format the SDR may engage in a two-way communication with the action activity. The status update may not be used to modify originally reported SDR data elements. The status update may also be used to send research findings/ recommendations to the ICP/IMM (Army directed shipments only).

C17.3.12.1.***3.***2.1. When the SDR is routed to the ICP as the action activity rather than the shipping depot under Army SDR routing rules, it may

[13] Refer to ADC 1044A Clarification of Business Rules associated with SDR Replies for Status Update and Completion Notification.

subsequently be transferred (Transaction Set Purpose Set Code 47) to the shipping activity as a secondary action activity. The shipping activity will use the status update to provide results of storage activity research and a recommended disposition. The status update is not copied to the SDR submitting activity by DoD WebSDR, as would be applicable when using a standard reply format (Transaction Set Purpose Set Code 11).

C17.3.12.1.***3***.2.2. For interim replies requesting additional clarification (Reply Code 104), the submitting activity is encouraged to respond immediately, but no later than 31 day from issuance of the request. In a transactional response to the request for additional information, the submitting activity must provide a status update (Transaction Set Purpose Set Code SU) using Reply Code 321 to notify the action activity that the requested information is being provided or the submitter may provide clarification via off-line communication. No more than three request/response transactions per SDR will be allowed. A fourth transmission of Reply Code 104 or 321 will result in systemic rejection and will require manual attention.

C17.3.12.1.3.2.3. When the ICP/IMM has directed reclassification of materiel by Reply Code 608 the storage activity will perform the requested action and provide status update with Reply Code 320 (Reclassification of materiel complete). No more than three request/response per SDR will be allowed. A fourth transmission of Reply Code 608 or 320 will result in systemic rejection and will require manual attention.

C17.3.12.1.2.3. Denials. SDRs not meeting the reporting criteria or timeframes specified in this chapter or not including sufficient justification, may be considered for information only, or denied, as appropriate. DoD ICP/IMM action activities are encouraged to accept late submissions lacking justification for trend analysis/corrective action; with associated financial credit provided at the discretion of the action activity. The responsible activity will use the SDR response and cite the appropriate disposition/status (reply) code.

C17.3.12.1.2.4. Completion Notification.[14] A completion notification, identified by Transaction Set Purpose Code CN in the SDR reply, will be used by the storage activity to communicate with the ICP/IMM that final action has been taken on an SDR requiring a materiel disposition action. This is equivalent to indicating that the storage activity has closed the SDR. The receiving SDR system may close the SDR as well or keep it open for additional actions. Submission of a completion notice is appropriate for all SDRs prepared by the storage activity, with the exception of those clearly identified as being provided for information only and requiring no action activity reply (SDR Action Codes 1H or 3B only). The completion notice may not be used to modify originally reported SDR data elements. It will be provided in the following specific situations and will be available for additional use as needed.

[14] Ibid.

C17.3.12.1.2.4.1. The storage activity will use a completion notification to inform the ICP/IMM that all action is complete using Reply Code 410.

C17.3.12.1.2.4.2. Under selected scenarios, the storage activity may provide a completion notice without a response from the owner/manager when the SDR is automatically closed immediately after transmission. SDR Action Codes 1B (Materiel being retained) and 1G Reshipment not required; item to be re-requisitioned) apply. A completion notice will be provided using Reply Code 410.

C17.3.12.1.2.4.3. The storage activity will prepare a completion notification to notify the ICP/IMM that the SDR has been closed due to zero balance on record. This will not result in an investigation as it is generally the result of processing a release order during the interim period after the SDR was prepared and prior to execution of the disposition instructions. The ICP may close the SDR due to the materiel no longer being available. If SDR is a Document Type 9, then the ICP must take further action to locate new procurement materiel.

C17.3.12.1.2.4.4. If a completion notice is inadvertently transmitted, the SDR may be reopened by submission of a correction citing Discrepancy Code Z6 as the first discrepancy code in the transaction. The correction must contain the WebSDR control number originally assigned to the SDR. This will allow the action activity to reopen the original record. Do not submit a new SDR (Transaction Set Purpose Code 00) in this situation as this SDR will be considered a duplicate SDR and will be rejected. A subsequent completion notice may be provided when appropriate.

C17.3.12.1.2.4.***5***. The storage activity will use a completion notification to inform the ICP/IMM that materiel disposition could not be completed due to zero balance at storage location using Reply Code 412 and clarifying remarks. The ICP may close the SDR due to the materiel no longer being available. If the SDR is a Document Type 9, the ICP must take further action to locate the new procurement materiel.

C17.3.12.1.3. DoD ICP/IMM, Shipping Depot, or GSA Actions. The ICP/IMM, shipping depot, or GSA will:

C17.3.12.3.1. Review all SDRs received for processing and determine proper course of action based on available supply records and the results of investigation. This includes SDRs which the customer has reported as requiring no action (Action Code 1H or 3B).

C17.3.12.3.2. Provide the SDR response to include disposition instructions as needed to the customer or the ILCO for Security Assistance SDRs. The responsible activity will provide point of contact information for each SDR response.

C17.3.12.3.3. Based upon validated SDRs, request that DFAS or integrated financial process authorize adjustment/credit in accordance with MILSBILLS procedures in DLM 4000.25, Volume 4, Finance.

C17.3.12.1.3.4. Fulfill customer requests for expedited or replacement shipment (e.g., due to shortage, non-receipt, wrong item, or comparable discrepancy) when feasible and assets are available.[15]

C17.3.12.1.3.4.1. SoS procedures must ensure replacement shipments do not incur double billing. Therefore, credit will be provided for the original shipment when applicable. Security Assistance customers will not be explicitly excluded from receiving a replacement shipment. The SoS will reprocess the customers' requirements using the original document number suffixed to ensure separate billing and unique TCN assignment. SoS processing must trigger relevant supply and shipment status. Expedited Transportation Handling Signal 777 in response to a non-Security Assistance customer request for expedited shipment may be assigned when the original special requirements code (legacy required delivery date (RDD) field is blank or all numeric (other than 444, 555, or 777) or the RDD from the original requisition is less than 8 days from the current date. Inclusion of the Expedited Transportation Signal 777 will normally cause the shipment to move by premium (air) transportation. Shipments identifying Expedited Transportation Signal 777 are subject to air clearance processing whereby the air clearance authority may consult with the requisitioner to determine if the additional expense associated with air transportation is justified and potentially direct shipment movement by a surface mode.

C17.3.12.1.3.4.2. If reshipment cannot be accomplished, respond with Reply Code 126 (Stock not available or will not be reshipped in response to SDR) and up to two additional reply codes, as applicable. Customers will be required to re-requisition materiel that is still required.

C17.3.12.3.5. Provide signed evidence of shipment to the ILCO for Security Assistance SDR for non-receipt of materiel. If this documentation cannot be provided, appropriate credit is required.

C17.3.12.3.6. Provide documentation to the ILCO that is matched to the quantity shipped for Security Assistance SDRs for concealed shortages. Examples of such documentation are those containing size, total weight, and cube accepted by the carrier. Credit is denied if the documentation, in conjunction with the unit weight, supports shipment of the total quantity billed. Otherwise, appropriate credit for the differences is required.

C17.3.12.4. Disposition of Materiel. Use the SDR response as an action reply for those discrepant conditions requiring disposition instructions to the reporting activity, (e.g., overages, damages (USPS), deficient materiel (Security Assistance), or erroneous or misdirected materiel).

C17.3.12.4.1. ***Customer Returns.*** When discrepant materiel is directed to be returned, the responsible activity will direct the customer to reship the

[15] Refer to ADC 1091, SDRs Requesting Expedited or Replacement Shipment.

materiel using the same document number under which the materiel was originally shipped. The SDR reply will include the date by which the customer is requested to return the materiel to the designated location. The ICP will require expedited return where appropriate, such as FMS classified/sensitive item returns, and overage returns for back-ordered materiel not available within another customer's required delivery date. The return-to location will be identified by DoDAAC or CAGE (contractors where no DoDAAC is assigned). Clear text addresses may be included in addition to the coded address since all customers may not have access to the authoritative address source. The SoS will provide reimbursement for packing, crating, handling, and transportation for directed returns under MILSBILLS procedures in DLM 4000.25, Volume 4, Finance, procedures ***and u***se of the Defense Transportation System (DTS) for the return movement is encouraged ***except where use of a designated commercial carrier is more cost effective/efficient or transportation cost will be borne by another party (e.g., a vendor for return of nonconforming materiel)***. As an alternative to providing transportation reimbursement, the responsible action activity may provide the transportation account code (TAC) chargeable for the transportation services ***or direct use of a commercial carrier by providing the paying activity's carriers account number or a pre-paid return shipping label.*** In those cases where an exhibit of the discrepant materiel is directed for return, the activity requesting this action will pay for exhibit shipment costs. Action activities will either furnish DD Form 1348-1A for materiel to be returned or provide comparable information to accomplish the return. A copy of the SDR and the shipment document will be included with returned materiel and annotated as an "SDR RETURN." When discrepant materiel is directed for return to a contractor, a hard-copy SDR including disposition instructions will be included with the shipment. No statement adversely affecting the Government's claim will be shown on any documentation returned to the contractor. For non-Security Assistance customers, materiel not returned as directed within 90 calendar days (if CONUS) or 120 days (if OCONUS) of the SDR reply will be billed.

C17.3.12.4.2. DLA Distribution Center Returns and Transfers to DLA Disposition Services. SDR disposition instructions to DLA disposition centers may direct disposal or shipment of discrepant/deficient materiel to another location (e.g., return to a vendor) using the appropriate SDR reply code. This type of SDR disposition must be provided concurrent to transmission of the DLMS 940R Materiel Release Order in accordance with MILSTRIP procedures in DLM Volume 2 for clear audit history for inventory reporting. The DLMS MRO supports discrete identification of the carrier and the carrier account number to allow systemic recognition of this information and ensure the appropriate party is charged for the transportation of the nonconforming materiel.[16]

C17.3.12.4.***3.*** Corrective Action for Packaging Discrepancies. Responsible activities will immediately investigate reported discrepancies and take action to prevent their recurrence. An indication of what corrective action will normally be included in the SDR reply. An information copy will be sent to the appropriate

[16] ***Refer to ADC 1164***

Component packaging monitor. For shipments of ammunition, explosives, or other hazardous materiel, the DoD or GSA responsible activities must provide reports of corrective action in all cases. Wherever possible, use the reply code and SDR remarks to show the corrective action. A corrective action statement may be recorded on a separate document if additional space is required. Statements of corrective action will also be sent when requested by the SDR initiator or upon special request of the Component packaging monitor. For contractor originated shipments, investigating activities will send an information copy of the results of their investigation to the responsible procurement activity or commodity command. Reports of corrective action must not be delayed pending final determination of the contracting officer when reimbursement is warranted. Report final actions when completed. When a Contract Administration Office (CAO) investigating activity finds corrective or preventive action is outside the scope of contract administration and requires action by the procuring activity, the SDR and investigation report will be forwarded to the procuring activity for action, with information copies to the appropriate Component packaging monitor and the initiator.

C17.3.12.4.***4***. Packaging Discrepancies Noted at a Distribution Center. The ICP will annotate the SDR to indicate that distribution center repackaging is approved or not approved. If the ICP authorizes corrective action, the SDR will also show the appropriate funding/ authorization document, (e.g., job order number, Military Interdepartmental Purchase Request (MIPR) number, or SF 1080), to which the distribution center may charge the corrective action costs. After completing corrective action, the distribution center will annotate the actual cost of the work performed, note the date completed, and forward a copy to the ICP for close-out.

C17.3.12.4.***5***. Corrective Action for Non-Compliant WPM. Action activities in receipt of SDRs reporting WPM non-compliance under generic packaging discrepancy codes must reassign the discrepancy code to P215 on their responses. This supports mandatory tracking and trend analysis using automated SDR applications. In the event the shipment becomes frustrated, the action activity will provide instructions for corrective action in order to bring the shipment into conformance or otherwise direct remedial action. Corrective actions and options will be based upon the circumstances of the quarantined/frustrated shipment, value and priority of the shipment, access to the shipment by DoD personnel, and location of the consignee. Alternatives include:

C17.3.12.4.***5***.1. Inspection, certification, and marking of compliant WPM,

C17.3.12.4.***5***.2. Replacement of the WPM,

C17.3.12.4.***5***.3. Consignee pick-up of the materiel only, or

C17.3.12.4.***5***.4. Return to origin or designated location.

C17.3.12.4.***5***.5. Repacking and disposal costs associated with non-compliant WPM receipts that will be the responsibility of the owner of the stock directing shipment (i.e. last identified shipper or item manager). Photographic evidence may be requested to substantiate a claim for the recoupment of funds expended in bringing the shipment into compliance. Where applicable, the reporting activity may submit an SF 1080, "Voucher for Transfers between Appropriations and/or Funds."

C17.3.13. Time Standards

C17.3.13.1. Submitting SDRs and SDR Responses. This section provides standard timeframes for submission of SDRs and SDR responses.

C17.3.13.1.1 Timeframes for SDR Submission by Non-Security Assistance Customers. An SDR will be submitted by receiving activities and/or transshipment activities as soon as possible, but not later than the time standards listed below. SDRs not meeting the reporting criteria or timeframes specified in this guidance that do not present sufficient justification will be processed for information only. Routine time standards, special rules, and exceptions are:

C17.3.13.1.1.1 CONUS Destinations: 60 calendar days from date of shipment.

C17.3.13.1.1.2. Overseas Destinations: 120 calendar days from the date of shipment

C17.3.13.1.1.3. Discrepant Controlled Inventory Items, Arms, Arms Parts, Ammunition, and Explosives. Report discrepancies within 24 hours of discovery for shortage, overage, wrong item, misdirected shipments. This includes stock number materiel with a catalogued controlled inventory item code (CIIC) indicating the item is identified as classified or sensitive. In addition, pilferable codes associated with arms and ammunition are also included (codes N and P) in this category.

C17.3.13.1.1.4. Exceptions:

C17.3.13.1.1.4.1. Time limits do not apply to short shipment and wrong item discrepancies discovered upon opening a sealed vendor pack.

C17.3.13.1.1.4.2. Time limits do not apply to those IUID discrepancies that must be reported to ensure the IUID registry and/or owner records are properly maintained.

C17.3.13.1.1.4.3. Time limits for reporting discrepancies relating to contractor warranties are prescribed in individual warranty clauses and/or contracts. Those time limits override other time limits specified in this chapter.

C17.3.13.1.1.5. Late Submission. When circumstances prevent compliance with the above time standards, (e.g., response to a tracer action

reveals a supposed transportation discrepancy to be a shipping/packaging discrepancy), the reasons for delay will be provided in a brief clear-text explanation. If appropriate, the responsible activities will honor the discrepancy report. Reporting activities are required to send SDRs to report a shipping or packaging discrepancy even after the above submission time standard has elapsed. If lacking justification, action activities will process for use in reporting metrics and corrective action, if appropriate. The SoS will not be responsible for financial resolution on late submission SDRs unless shipment history is available and the circumstances warrant such action

C17.3.13.2. Time Standards for SDR Response. Responsible action activities will reply to all SDRs received within the following time standards. Interim responses will be provided when extenuating circumstances necessitate additional processing time.

C17.3.13.2.1. ***Discrepant materiel classified SECRET or above, or nuclear weapon related materiel (NWRM) (shortage/overage/wrong item/mismatched IUID/misdirected): The action activity must respond to the discrepancy report within 24 hours and must take appropriate corrective actions to preclude additional recurrences of the discrepancy. When the discrepancy requires further research for resolution, the action activity must provide an interim response within 24 hours indicating that the SDR is being giving appropriate attention and will be followed by a comprehensive response within 15 business days (inclusive of sequential processing by multiple action activities when necessary).***

C17.3.13.2.***2***. Discrepant controlled inventory items ***other than those classified SECRET, or above or NWRM***, arms, arms parts, and explosive and inert ammunition (shortage/overage/wrong item***/mismatched IUID***/misdirected): Total response time, to include sequential processing by multiple action activities when necessary, will not exceed 25 calendar days.

C17.3.13.2.3. Wrong item receipts identified as controlled/sensitive ***or above and NWRM*** and unidentified items will be returned to the designated location within 30 calendar days of the SDR reply. Sources of supply will monitor for the return and follow-up with the SDR submitter if materiel is not returned.

C17.3.13.2.***4***. Expedited processing is required for transshipper prepared SDRs requiring positive action from the action activity (e.g., preparation of MSDS or verification of label/marking information. Where forward movement of the shipment is delayed pending a response as indicated by Action Code 3A, the response time will not exceed 5 calendar days.

C17.3.13.2.***5***. SDRs for materiel identified in Supply Condition Code (SCC) K, Suspended (Returns): Action activities will coordinate with the receiving depot, as needed, and provide a SDR reply within 50 days directing reclassification within the MILSTRAP time standard.

C17.3.13.2.***6***. Distribution centers will respond to SDRs submitted directly to the shipping activity within 25 calendar days. Responses from distribution centers may be confirmed or superseded/corrected by a later response when Component business rules require sequential processing by the source of supply and the finance center.

C17.3.13.2.***7***. ICP/IMMs will respond to SDRs submitted directly to the SoS within 50 calendar days. Where sequential process by distribution center and ICP/IMM are required, total processing time will not exceed 50 calendar days.

C17.3.13.2.***8***. Action activities receiving SDRs inappropriately will make every effort to forward to the correct action activity within 5 calendar days. Customers should be aware that misrouting of SDRs may extend total processing time beyond the authorized 50 calendar day processing time.

C17.3.13.3. Transfers of IMM Responsibilities

C17.3.13.3.1. Logistics Reassignment.

C17.3.13.3.1.1. Under the logistics reassignment procedures, IMM responsibility for an item may have been transferred to another DoD Component after the date of shipment. In these instances, a single discrepancy reported on a requisition line-item may require action and/or reply from two different DoD Components (e.g., shipper's ICP/IMM and gaining item manager (GIM)). For example, on receipt of an incorrect item, one DoD Component could be responsible for the investigation (shipping activity) and the initiation of a billing adjustment (shipper's ICP/IMM) for the item billed (but not received), and the GIM would be responsible for providing disposition instructions for the erroneous materiel.

C17.3.13.3.1.2. SDRs applicable to storage activity procurement source receipts after logistics reassignment where the LIM issued the contract will be reported to the LIM based upon the PMR. The LIM is responsible for negotiation with the contractor for resolution of the discrepancy. If no PMR was provided, the SDR may be reported to the item manager (the GIM). If the GIM had no due-in for this materiel, the SDR will be rejected with Reply Code 901 (submitted to wrong source of supply) and remarks text directing resubmission to the LIM, or forwarded (via Reply Code 504) to the LIM for action.

C17.3.13.3.2. Response Coordination. It is not the responsibility of the SDR initiator to forward copies of the SDR to all parties involved. Instead, it ***is*** the responsibility of the LIM to coordinate with the GIM for an appropriate response/disposition to the submitter. ***The LIM may provide an interim response citing financial resolution and including Reply Code 506 (indicating the SDR is forwarded to the GIM for disposition of materiel) and the appropriate 300-series forwarding reply code. The transaction must identify the GIM as the RIC-To in accordance with formatting rules for this type of forwarding. WebSDR will use this value to populate the Transfer-To activity in the forwarded transaction, which***

will be provided to the customer and to the GIM. Additionally, the presence of Reply Code 506 will trigger WebSDR to provide an information copy of the SDR to the GIM. The LIM must maintain the SDR in an open status until the GIM has provided a disposition response.

C17.3.14. Contested Decisions for Non-Security Assistance Related Discrepancies. When the SDR originator does not concur with a reply/disposition received in response to an SDR, they will forward the SDR indicating a contested decision. Requests for reconsideration pertaining to distribution center shipments will be forwarded to the shipping depot; all others will be forwarded to the SoS. Requests for reconsideration must be submitted within 45 calendar days from date of action activity response. Cite the SDR report number of the original report. For transactional exchange, SDR applications will include the WebSDR-assigned control number when known. Requests for reconsideration transactions require all data that was in the previous SDR submission. In addition, a narrative entry is required to provide justification for reconsideration. POC information for the new submission and submission date is required. An SDR must be in a closed status before a request for reconsideration can be submitted (this means the action activity reply to the SDR must be recorded within the applicable Component application). The designated recipient of the request for reconsideration will review all data relating to the problem and provide a response to the reporting activity with information to all concerned parties within 45 calendar days. When the shipping depot is unable to respond to the contested SDR, the depot will forward the SDR to the SoS for resolution (when the SDR is forwarded, the 45 calendar days for processing and evaluation will begin when the SDR is received by the SoS). The resulting decision will be final.

C17.3.15. Correction and Modification/Update of Original Report. When the originator needs to modify discrepancy information or requested action concerning a previously submitted SDR, a new transmission of the SDR may be used. Indicate that the SDR is a modification or correction and forward to all parties who received the original submission. Cite the nonconformance report number of the original report. SDR applications will include the WebSDR-assigned control number when known. SDR applications will include revised content and the original unchanged discrepancy information from the original report using the DLMS 842A/W. POC information applicable to the revised SDR is required. A brief narrative description of the revision must be included. Significant errors, such as an incorrect requisition document number or document number suffix must be corrected by canceling the original SDR and submitting a new report.

C17.3.16. Cancellation of an Original Report.

C17.3.16.1. When an SDR originator discovers a previously reported SDR is not valid or appropriate for any reason and should be withdrawn, a new SDR cancellation must be prepared to cancel the original. Forward to all parties that received the original submission. Cite the original report number . SDR applications will include the WebSDR-assigned control number when known. POC information

applicable to the cancelled SDR is required. A brief narrative description of the reason for cancellation ***must*** be included.

C17.3.16.2. If an SDR is inadvertently cancelled, it may be reopened by submission of a correction citing Discrepancy Code Z6 as the first discrepancy code in the transaction. The cancellation must contain the WebSDR control number originally assigned to the SDR. This will allow the action activity to reopen the original record and retain the relationship between that SDR and the newly submitted content. Do not submit a new SDR (Transaction Set Purpose Code 00) in this situation as this SDR will be considered a duplicate SDR and will be rejected.

C17.3.17. ***Historical SDR Purpose and Procedures. During the design for WebSDR, Components using internal SDR systems identified a need for a business process that would allow SDRs to be worked internal to the Component or internal to the Component's SDR application without providing standard transaction/email outputs from WebSDR. Historical SDRs (identified by Transaction Set Purpose Code 49) were established for this purpose. Historical SDRs are currently employed by two systems: the Product Data Reporting and Evaluation Program (PDREP) and the Air Force Security Assistance Command (AFSAC) SDR Application (SDR-A).***

C17.3.17.1. For PDREP-generated SDRs, the use of historical SDRs allows WebSDR to have a full record of the SDR history for query and management report preparation without impacting the internal PDREP procedures. Without this process, there would be duplicate dissemination of SDRs or, conversely, gaps within the WebSDR database. PDREP system design must ensure a new original is provided to WebSDR if, subsequent to initial submission, it is determined that the SDR must be transmitted to an external action activity.

C17.3.17.2. For AFSAC SDR-A-generated SDRs, the use of historical SDRs allows WebSDR to support internal communication of SDRs prior to ILCO approval and transmission of the SDR to the applicable action activity. Note that the AFSAC SDR-A use of historical SDRs is planned to be phased out during future enhancement to that system, but is required to support current functionality. Without the historical SDR process there would be premature dissemination of SDRs. Because SDR-A has no reply capability, WebSDR acts as the centralized tool for inputting all replies to the customer. Prior to submitting an SDR to the responsible action activity, the ILCO analyst validates the SDR to ensure it meets regulatory and Letter of Offer and Acceptance (LOA) timelines for submission, as well as minimum dollar value requirements. The analyst also ensures it has supporting documents necessary for the action activity to effectively respond to the SDR. If any of these conditions are not met, SDR-A transmits the SDR to WebSDR as an historical transaction with an action activity

RIC FNH (AFSAC). Then the ILCO goes into WebSDR and inputs a reply that WebSDR transmits back to SDR-A to either request additional information from the customer or close out the SDR. If the ILCO asked the FMS customer for additional information, and the customer submits a correction to SDR-A with that information, SDR-A transmits that SDR to WebSDR with the appropriate action activity RIC (e.g. the SoS or shipping depot) as a new original (Transaction Set Purpose Code 00) (not a correction) and the SDR posts in WebSDR (using same WebSDR control number as the historical). WebSDR must suppress any outgoing information copies of the SDR until the new original SDR is established.

C17.3.18. Follow-up on Credit Adjustments on SDRs. When an action activity has indicated that a credit adjustment has been authorized, reimbursement is normally provided to the fund code/line of accounting and bill-to address cited on the original requisition. When concerned about an apparent non-receipt of credit and 60 calendar days has elapsed, the SDR submitter should consult the bill-to finance office for verification. When non-receipt of credit is confirmed, the financial office will submit a request for billing adjustment as prescribed by MILSBILLS procedures in DLM 4000.25, Volume 4, Finance.

C17.3.19. Materiel Receipt Acknowledgment (MRA). ICPs will monitor for discrepancies reported on MRAs (DLMS 527R) to ensure identified discrepancies have been properly reported.

C17.3.20. Defense Automatic Addressing System (DAAS) SDR Processing

C17.3.20.1. Under DLMS, SDRs are integrated with standard logistics transaction processing through DAAS. DLMS transaction formats are available in ASC X12 EDI or EDI-based XML. Guidance for transaction content is provided in DLMS ICs available at www.dla.mil/j-6/dlmso/elibrary/transformats/140_997.asp. DoD WebSDR will perform the following actions:

C17.3.20.1.1. Pass/route SDR transactions. The following special rules apply:

C17.3.20.1.1.1. Generate and route an ***SDR reply citing Reply Code 103, Discrepancy Report Receipt Acknowledgment*** each new SDR submission to the submitting system based upon agreement with the submitting Service/Agency. ***The timing of the acknowledgment reply is dependent upon the original SDR and any associated attachments posting to the WebSDR database. When the transaction identifies that attachments are being provided and the attachments are not received/accepted, the record will post in WebSDR without the attachments in approximately 16 hours (64 processing cycles) after receipt and the acknowledgment will be transmitted. When this happens, the submitting system point of contact will also receive an error message email from WebSDR that attachments never linked up. A correction may be used to attempt posting of the corrections. The WebSDR transaction receipt acknowledgment*** will be used by the submitting system to append the WebSDR-assigned control number to the internal

system record for the specified SDR ***so that subsequent updates transmitted to WebSDR will be linked to the correct original SDR***. ***The submitting system must recognize the limited purpose of these SDR replies provided by WebSDR to prevent inadvertent update of the SDR action activity to RIC SGA (DLA Transaction Services)***.[17]

C17.3.20.1.1.2 Generate and route an information copy of each SDR reporting packaging discrepancies associated with Air Force-directed shipments to the Air Force packaging monitoring office.

C17.3.20.1.1.3. Route the action copy of SDRs reporting distribution center receipt of PQDR exhibits (Discrepancy Code Q11) to the materiel owner by agreement with DLA. For Air Force owners, this process will use an electronic (e-mail-based) interface with the Air Force processing system for product quality deficiencies.

C17.3.20.1.1.4. Provide special e-mail routing of the action or distribution copy of transshipper prepared SDRs upon Component request.

C17.3.20.1.1.5. Return unroutable transshipper prepared SDRs to the submitter for continued processing off-line.[18]

C17.3.20.1.1.6. DoD WebSDR will route submitter transactions for corrections and follow-up to the new action activity when SDR history indicates a new action activity has been identified (based upon prior Reply Code 504).

C17.3.20.1.1.7. WebSDR will suppress transmission of outgoing SoS information copies associated with Web-prepared replies to historical SDRs (Transaction Set Purpose Code 49 on the original submission). These replies serve a limited purpose for communication between Air Force Security Assistance Command (AFSAC) offices pending full implementation of the Security Assistance Enterprise System (SCES) or alternative processing method.

C17.3.20.1.2. Edit SDR transactions in accordance with business rules specified below. Additionally, DoD WebSDR will edit SDRs to improve data consistency and the appropriateness of data content as follows:

C17.3.20.1.2.1. The owner/manager may not be identified by a routing identifier associated with a Distribution Center or a CCP.

C17.3.20.1.2.2. The shipping activity may not be identified by the routing identifier associated with an inventory control point or item manager.

[17] Refer to ADC 1026.
[18] Refer to ADC 317, Revised Business Rules for Transshipper-Prepared Supply Discrepancy Reports. Implementation delayed.

C17.3.20.1.2.3. Inappropriate entries will be overlaid with the correct value, if available, from DAAS history.[19]

C17.3.20.1.2.4. SDRs directed to obsolete DLA supply center RICs will be redirected to DLA Enterprise Business System.

C17.3.20.1.2.5. SDRs that contain a contract number (not including the contract reference number) will be edited to ensure that the shipper is populated correctly. DoD WebSDR will match the contract number against the Electronic Document Access (EDA) System contract files to identify the vendor/contractor CAGE code and the applicable CAO DoDAAC. If a match is found, these values from the EDA contract information will update in the SDR record. User input will be overridden by the EDA values if different.[20]

C17.3.20.1.2.6. If discrete values for the SLOA data elements in the transaction (new SDRs, correction, follow-up, and request for reconsideration) do not match data elements from the SFIS Fund Code to Fund Account Conversion Table for the Fund Code in the transaction, reject with the DLMS 842A/R SDR Reply citing Reply Code 943.

C17.3.20.1.***3***. Convert SDRs for e-mail distribution where SDR transactions are not feasible due to lack of an established SDR application interface.

C17.3.20.1.***3***.1. Upon determination that an e-mail (vice transaction) is to be prepared for a specific SDR communication, DLA Transaction Services will check to determine if the appropriate e-mail certificate has been registered. If registered, the SDR e-mail transmission will be encrypted as FOUO. The e-mail SDR will contain all associated SDR content as well as clear text addresses and code explanations to facilitate interpretation. If not registered, an abridged content SDR report, confirmation, distribution copy, or reply, as appropriate, will be prepared. The e-mail sent to the user will also provide information on how to access WebSDR and instructions on registering the e-mail certificate.

C17.3.20.1.***3***.1.1. Abridged SDR. The abridged unencrypted version of the SDR e-mail will include the following data content. Coded information will not include the corresponding clear-text explanation. The submitter and action activities will not be identified by clear-text addresses.

- DoD Web SDR Report Control Number
- Additional System SDR Control Number
- Customer-Assigned Control Number
- Document Number/Suffix

[19] Refer to ADC 425, Revised SDR Codes and Procedures, including Incorrect Part Number Discrepancy Codes and DoD WebSDR Data Edits and Forwarding Enhancement.
[20] Ibid.

- Contract Number
- Transportation Control Number
- Date of Preparation
- Document Type Code
- DLA Disposition Services SDR Type Code
- Discrepancy Code(s)
- Action Code
- Submitter (Activity From)
- SDR Point of Contact
  - Name
  - Commercial Phone or DSN
  - E-mail
- Attachment/Off-line Flag

C17.3.20.1.***3***.1.2. Abridged SDR Reply. The abridged unencrypted version of the SDR Reply e-mail will include the following data content. Coded information will not include the corresponding clear-text explanation with the exception of the Reply Disposition Code which must include text for understanding. The submitter and action activities will not be identified by clear-text addresses.

- DoD WebSDR Report Control Number
- Additional System SDR Control Number(s)
- Original Reference Number
- Document Number/Suffix
- Contract Number
- Transportation Control Number
- Reply Date
- Document Type Code
- DLA Disposition Services SDR Type Code
- Reply Code(s)
- Action Activity (Activity From)Submitter (Activity To)
- Comments/Remarks
- Reply POC
  - Name
  - Commercial Phone or DSN
  - E-Mail
- Attachment/Off-line Flag

C17.3.20.1.***3***.1.3. Organizations that are not supported by an SDR application for transactional reference will provide to DLA Transaction Services an e-mail address to be linked with their DoDAAC/RIC for e-mail distribution.

C17.3.20.1.***3***.1.4. Each DoD Component will designate to the DoD SDR System Administrator a specific e-mail account or point of contact to receive unroutable SDRs for manual attention. This is required to ensure operational support where no SDR application or e-mail address has been identified for an SDR recipient, or an attempted e-mail distribution has failed due to an invalid address.

C17.3.20.1.***4***. Maintain historical records of SDRs and associated transactions.

C17.3.20.1.***5***. Provide access to SDR information via Web Visual Logistics Information Processing System (WEBVLIPS).

C17.3.20.1.***6***. Provide ad-hoc queries and management reports.

C17.3.20.1.6.1. WebSDR provides visibility of all transactions associated with the WebSDR-assigned control number via query by producing a composite view of the SDR. The composite view provides a "snapshot" of the SDR history by displaying header information followed by an abbreviated view of each individual associated transaction in date sequence (with most recent at the top). The composite view includes both valid and rejected transactions. Users are able to drill down to a detail view of any of the individual transaction records by selecting the applicable link.

C17.3.20.1.6.2. Management reports are restricted by SAR roles and responsibilities. After initial approval, users must contact the DLA Transaction Services WebSDR help desk for assistance to obtain the appropriate settings for required visibility.

C17.3.20.1.6.3. Authorized users have the ability to tailor management reports to meet desired criteria by using the WebSDR management report selection screen. This functionally supports hundreds of variations in selection criteria, but employs a standard display format for all search results. The initial summary view provides a breakdown display by discrepancy code count and dollar value arrayed by action activity, submitter, or owner/manager as selected by the user. Users are able to drill down to a listing of SDRs applicable to any of the highlighted totals contained within the summary report. By selecting the grand total in the lower right corner of the report, the management report will be converted to a listing of all the relevant SDRs displaying most of the content data. The WebSDR control number is hyperlinked to the composite view described in the above paragraph.

C17.3.20.1.6.4. Management reports may be viewed on-line or WebSDR will provide an encrypted email to the user's SAR email address containing the requested report in EXCEL format. Note that the on-line display

may not include all the selected SDRs due to size restrictions for display; however, the EXCEL report provided via email will contain all applicable records.

C17.3.20.1.***7***. Maintain the DoD WebSDR as a value-added service to support submission, reply, and other functions related to SDR processing.

C17.3.20.1.***8***. Convert CCP-generated SDRs for e-mail distribution pending owner/manager ability to process electronically.

C17.3.20.1.**9**. Post for history, but not forward SDRs prepared by CCPs for WPM discrepancies when addressed to DLA (RIC SMS). SDR reports will be used to monitor performance. Post for history, but not forward SDR replies to the SDR submitter (i.e., distribution centers or CCP) identifying passive RFID or WPM discrepancies based upon addressing to the DAAS RIC (SGA). This will suppress unnecessary transmission of SDR transactions where the SDR submitter has closed the SDR with no expectation/requirement for a reply under these conditions.[21]

C17.3.20.2. WebSDR will edit SDR transactions prior to passing/routing to ensure minimal standards of acceptability.[22] Reject to the generating activity SDR and follow-on transactions that do not meet the following conditions:

C17.3.20.2.1. SDR transactions must contain valid values as appropriate to the transaction purpose: discrepancy code, action code, and reply code. Reject with Disposition/Status Code (Reply) Code 915, 916, or 927.

C17.3.20.2.2. SDR must include materiel identification. Materiel identification may consist of the NSN, manufacturer's part number and manufacturer's CAGE, or as authorized under DLMS for unique business processes (e.g. "mixed" or "unknown" for transshipper SDRs and local catalog identification number[23]). Where wrong item discrepancies are reported, materiel identification of the wrong item must be included. Wrong item received may be identified as previously indicated or by description alone (citing "UNKNOWN" as the wrong item part number). Reject with Disposition/Status (Reply) Code 931.

C17.3.20.2.3. SDRs reporting materiel received is not in the correct condition must include valid condition codes to identify the received conditions. Only valid condition codes will be permitted. The condition code must be appropriate for the discrepant materiel and associated action activity or source of supply (i.e., Supply Condition Code N, V, and T may not be directed to the DLA ICP). Reject with Disposition/Status (Reply) Code 928.

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[21] Refer to ADC 425, Revised SDR Codes and Procedures including Incorrect Part Number Discrepancy Codes and DoD WebSDR Data Edits and Forwarding Enhancement, Implementation delayed.
[22] Refer to ADC 452, Implementation of DOD WebSDR Automated SDR Rejection Capability.
[23] Refer to ADCs 282, CCP-Originated SDRs including Noncompliant WPM Procedures and Shipment Hold Code; 317, Revised Business Rules for Transshipper-Prepared SDRs; and 322, Addition of Local Catalog ID qualifier to Support Requirements for Theater Enterprise-Wide Logistics System (TEWLS) Requisitions. Local Catalog ID implementation delayed.

C17.3.20.2.4. SDRs coded to indicate narrative is required must provide applicable narrative. Reject with Disposition/Status (Reply) Code 924.

C17.3.20.2.5. SDRs must include minimal point-of-contact information to include name and phone/email. Reject with Disposition/Status (Reply) Code 920 or 921.

C17.3.20.2.6. Only valid DoDAACs and RICs will be permitted. Reject with Disposition/Status (Reply) Code 929. Organizations identified must be authorized for the purpose identified by the transaction. ***SDRs may not be directed to RIC SGA (DLA Transaction Services) or identify RIC SGA as the shipper.*** New SDRs directed to DCMA as the initial action activity will be rejected with Reply Code 929 and remarks text indicating that the SDR must be submitted to the responsible Service/Agency action activity (e.g. ICP/IMM) whose the contract performance resulting in the reported discrepancy. DCMA may be identified as a distribution copy recipient.[24]

C17.3.20.2.7. Quantity fields will only allow entry of numeric values. Reject with Disposition/Status (Reply) Code 917 or 918.

C17.3.20.2.8. SDR replies coded to indicate that a ship-to/mail-to address or additional information is associated with the reply, must include the specified additional address or information as transaction data fields and must include narrative remarks to reflect the address (due to limited implementation of the separate address fields). Reject with Discrepancy Status/Disposition Code (Reply) 924.

C17.3.20.2.9. SDR follow-ups must comply with follow-up submission timeframes. Follow-ups submitted without allowing sufficient action activity response time will be rejected (see section C17.3.13. Reject with Discrepancy Status/Disposition Code 933 (implementation pending).

C17.3.20.2.10. SDR follow-ups and contested SDR/reconsideration requests will not be submitted against cancelled SDRs. Reject with Discrepancy Status/Disposition Code 907.

C17.3.20.2.11. SDR corrections and follow-ups will not be submitted when no valid corresponding SDR record is on file or when the original SDR was rejected. Reject with Discrepancy Status/Disposition Code 907.

C17.3.20.2.12. Reply with Discrepancy Status/Disposition Code 504 forwarding action may not be used to forward SDRs where incomplete information is available to construct the new forwarded SDR, or the SDR is otherwise not suitable for automated forwarding action. Reject with Discrepancy Disposition/Status (Reply) Code 935.

[24] Refer to ADC 1005.

C17.3.20.2.13. SDR document numbers and associated suffix codes must conform to MILSTRIP standards. A temporary exception is allowed for Air Force maintenance document numbers used between the Air Force item manager and the supporting depot. The full document number edit does not apply to transshipper SDRs (Document Type W) due to the potential for reporting against the shipment unit rather than a specific document number. For these SDRs, the document number must be filled and must be 14 positions. It may contain a 14 position purchase request number, the first 14 positions of the transportation control number, or a constructed document number based upon the DoDAAC of the port submitting the SDR. Reject with Discrepancy Status/Disposition Code 910.

C17.3.20.2.14. SDRs must contain valid transaction set purpose codes and document type codes as shown in the applicable DLMS IC. Reject with Discrepancy Disposition/Status (Reply) Code 938 and 939, respectively. Submitting system personnel will be notified of invalid transaction set purpose codes.

C17.3.20.2.15. SDRs associated with new procurement (Document Type 9 or P) must contain the applicable contract number and contractor-assigned shipment number. Reject with Discrepancy Disposition/Status (Reply) Code 940.

C17.3.20.2.16. Inter-Component SDR replies citing 200-series reply codes may be used only for Security Assistance SDRs. Reject with Discrepancy Disposition/Status (Reply) Code 941.

C17.3.20.2.17. The number of submitter follow-up transactions may not exceed the allowable maximum based upon the action activity response or lack of response, as applicable.[25]

C17.3.20.2.17.1. If the action activity has not provided a functionally significant reply after three follow-ups (this excludes acknowledgment of receipt and forwarding via Reply Code 504), DoD WebSDR will reject the fourth follow-up using Reply Code 701 with remarks text directing the submitter to contact the action activity directly.

C17.3.20.2.17.2. WebSDR will reject a fourth follow-up subsequent to interim Reply Code 521 using Reply Code 701 with remarks text directing the submitter to contact the action activity directly.

C17.3.20.2.18. The number of interim responses and submitter status update combinations may not exceed the allowable maximum based upon the action activity response or lack of response, as applicable.

[25] Refer to ADC 1044 Enhanced Interim SDR Reply Capability, Status Update, and Completion Notification.

C17.3.20.2.18.1. WebSDR will reject a fourth Reply Code 104 or 321 per SDR using Reply Code 701 with remarks text directing the submitter to contact the action activity directly.

C17.3.20.2.18.2. WebSDR will reject a fourth Reply Code 608 or 320 per SDR using Reply Code 701 with remarks text directing the submitter to contact the action activity directly.

C17.3.20.2.19. Duplicate SDRs defined as a new submission matching an existing SDR on document number/suffix, discrepancy code, and transportation control number (if provided). Reject with Discrepancy Disposition/Status (Reply) Code 719. Note: DoD Components may use this code based on internal business rules.

C17.3.20.3. WebSDR will edit SDR submissions via DoD WebSDR at the point of entry to improve the accuracy of the data content. All of the above criteria apply. In addition, web-specific functionality includes:

C17.3.20.3.1. The SDR submission process will be facilitated by the auto-population of data content based upon the shipment and cataloging data available to DAAS.

C17.3.20.3.2. Address information will be retrieved based upon DoDAAC and RICs. User generated updates to initiator's address are permitted and will be passed to the receiving system for information, but will not impact SDR processing.

C17.3.20.3.3. SDR replies coded to indicate that an address or additional information is associated with the reply must include the specified additional address or information.

C17.3.20.3.4 New SDR submissions via direct web input will be edited to block identification of a DCMA activity as the initial action activity.[26]

C17.3.20.4. DAAS will provide the support to SDR transaction exchange to facilitate DLMS processes.

C17.3.20.4.1. WebSDR will facilitate appropriate distribution when the action party receiving the initial distribution employs the Distribution/Status (Reply) Code 504 indicating the SDR must be forwarded to a new action activity. WebSDR will prepare the forwarded SDR in an original SDR format (Transaction Set Purpose Code 00) retaining all the information provided in the initial transmission plus the unique data fields applicable to the forwarding action per the DLMS 842A/W. The submitter will receive the reply transaction as notification of interim status. If an information copy of the initial SDR was provided to the SoS based upon Component rules, WebSDR will prepare an information copy of the forwarded transaction using the correction format

[26] Refer to ADC 1005.

(Transaction Set Purpose Code CO). ***When the SoS identified in the SDR correction is the same activity identified to receive the SoS copy of the SDR reply (Transaction Set Purpose Code 11), this reply transaction will be suppressed as redundant to the correction.*** WebSDR will update the SDR database to reflect the current action activity after this type of forwarding action and ensure that subsequent transactions are properly transmitted to the new action activity (rather than the original action activity).[27]

C17.3.20.4.2. If an SDR SoS is updated ***to identify a different SoS (based upon action activity reply***) after an information copy was provided to the ***original*** SoS, an SDR closure notification (Reply Code 450) will be generated by WebSDR to the originally identified SoS so that the open record can be administratively closed. ***WebSDR will also provide an information copy (Transaction Set Purpose Code 22) of the original SDR to the newly identified SoS (the information copy will contain the updated RIC value rather than perpetuating the original value)***.[28]

C17.3.20.4.2. WebSDR will facilitate appropriate distribution when the action party receiving the initial distribution employs distribution status codes in the 300 series indicating that the SDR must be sent to the SoS for disposition. The SDR reply will be sent to the designated SoS by the responding activity and WebSDR will prepare a reply to the SDR initiator for notification of interim status. WebSDR will update the SDR database to reflect the current action activity after this type of forwarding action and ensure that subsequent transactions are properly transmitted to the new action activity (rather than the original action activity).

C17.3.20.4.3. WebSDR will forward SDR replies containing Reply Code 501 to DCMA for investigation. The SDR database will be updated to show DCMA as a secondary action activity and as the current action activity. The activity forwarding the SDR will be retained as the original action activity. Subsequent to the DCMA reply, WebSDR will reassign the original action activity as the current action activity, and the DCMA DoDAAC will be retained as a secondary action activity. Subsequent to forwarding to DCMA, WebSDR will ensure that both DCMA and the original action activity receive all follow-on transactions.[29]

C17.3.20.4.4. WebSDR will respond to DAAS-directed rejected reply transactions indicating no matching original report or information copy of the SDR is found in the automated application (Reply Code 926), by providing an information copy of the original report to the activity which rejected the reply. Unmatched requests for an information copy will be returned by DAAS as rejected (Reply Code 926) to the sending organization. DAAS will create and forward an information copy of the DLA SoS for all customer SDRs based upon the storage site reply where an information copy was not previously provided.

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[27] Refer to ADC 1066/***1066A.*** Delayed implementation authorized for rerouting of follow-on transactions.
[28] ***Ibid***.
[29] Refer to ADC 1005. Delayed implementation authorized (expected implementation April 2014).

C17.3.20.4.5. WebSDR will provide information copies of SDRs in accordance with Component business rules and as designated by the initiator.

C17.3.20.4.4.1. WebSDR will ensure DLA Enterprise Business System (EBS) receives an information copy of all SDRs routed to a distribution center for initial action where EBS is the SoS.

C17.3.20.4.4.2. All parties receiving an information copy of the original SDR as designated by the initiator or by a Component business rule will receive a copy of all changes, cancellation, and replies associated with the SDR.

C17.3.20.4.4.3 WebSDR will provide an information copy to DCMA of all SDRs identifying DCMA as the CAO.[30]

C17.3.20.4.4.4. WebSDR will provide an information copy to NAMI (RIC AJ2) when SDRs are directed to the other Service/Agency source of supply and the requisition cited NAMI funding (Signal = C Fund Code = Z9, and Supplementary Address=W9046W)

C17.3.20.4.4.5. WebSDR will provide an information copy of the SDR to the GIM when an SDR is forwarded by the LIM to the GIM for disposition instructions after a logistics reassignment (Reply Code 506).

C17.3.20.4.5. WebSDR will accept and forward supporting documentation associated with SDRs using DLMS attachment exchange procedures.

C17.3.20.4.5.1. SDR attachments may be uploaded directly to the DoD WebSDR or exchanged electronically in association with the SDR transaction.

C17.3.20.4.5.2. SDR attachments must be referenced/uploaded under a SDR Attachment File Name constructed in accordance with DLMS rules. Up to five attachments may be associated with a new SDR report and subsequent change, reply, request for reconsideration. Attachments may be submitted with follow-up and cancellation transactions for archive, but these will not be forwarded to the action activity.

C17.3.20.6. DoD WebSDR will restrict the use of inappropriate discrepancy status/disposition reply codes in responses to transshipper prepared SDRs.

C17.3.20.7. The DLMS SDR transaction supports various data fields that may include special characters (e.g. SDR remarks text). WebSDR will reject/fail to process transactions containing special characters that are unacceptable/ reserved for use as XML parsers. Table C17.T2 defines allowable and unacceptable special characters. Any characters not specifically identified in these lists should not be used.

[30] Ibid.

Table C17.T2. Special Characters

Authorized Special Characters	***Invalid Special Characters***
@ (at sign)	***& (ampersand)***
# (number/pound sign)	***; (semi-colon)***
$ (dollar sign)	***< (less than)***
((open parenthesis)	***> (greater than)***
) (close parenthesis)	***‘ (apostrophe)***
– (dash)	***“ (quotation marks)***
= (equal sign)	**** (asterisk)***
+ (plus sign)	***^ (caret)***
, (comma)	
. (period)	
: (colon)	
/ (forward slash)	
\ (backward slash)	
[(open bracket)	
] (close bracket)	
? (question mark)	

C17.4. MANAGEMENT EVALUATION

C17.4.1 Purpose. The supply discrepancy reporting program is designed to promote evaluation, correction, and improvement of logistics operations. To accomplish this objective, discrepancies as specified in this publication must be reported and investigated in accordance with established policies and procedures. DoD Components must institute SDR quality programs that will include periodic reviews to assess the accuracy and quality of work processes applicable to supply discrepancy processing. In addition, DoD Components must require, as a minimum, semi-annual summary reporting to an appropriate headquarters for review and analysis. The DoD Components unable to support the full scope of the required data collection under legacy systems must incorporate this reporting requirement under business system modernization efforts. The DoD WebSDR management reports and canned queries may be used to supplement internally prepared reports. DoD Components and USTRANSCOM must monitor SDR program performance applicable to transshipper SDRs. DCMA must monitor reported discrepancies applicable to procurement source shipments. Data collected must be sufficient to enable monitoring activities to:

C17.4.1.1. Identify trends.

C17.4.1.2. Establish volume and dollar values of SDRs.

C17.4.1.3. Bring management attention to problems with shipping activities as necessary.

C17.4.1.4. Prevent recurrence of discrepancies.

C17.4.1.5. Measure quality and responsiveness of action activities.

C17.4.1.6. Assess vendor performance to ensure compliance with contract requirements, identify and correct recurring issues, and incorporate SDR metrics during consideration of future contract awards.

C17.4.1.7. Promote timely QAR performance to prevent delays in processing of procurement source receipts.

C17.4.2. IMM/ICP Summary Reporting. As a minimum, the IMM/ICP and shipping activities must have visibility of detail/summary reports that show:

C17.4.2.1. The number of SDRs received during a particular timeframe by shipping activity, dollar value, and discrepancy type. Reports will measure compliance with SDR submission timeframes.

C17.4.2.2. The number of SDR responses processed during a particular timeframe by action activity, dollar value, and discrepancy type. Reports will show a breakdown of SDR actions taken to include dollar value of credit authorized and reshipped materiel. Reports will measure compliance with SDR processing timeframes and show age of ongoing investigations.

C17.4.3. Receiving Activity Reporting. As a minimum, the U.S. Government receiving activity and the ILCO must have visibility of detail/summary reports that show:

C17.4.3.1. The number of SDRs prepared during a particular timeframe by shipping activity, dollar value, and discrepancy type. Reports will measure compliance with SDR submission, processing, and follow up timeframes.

C17.4.3.2. Responses received from the responsible action activity, and dollar values recovered, either in the form of reshipped materiel or credit received.

C17.5. SECURITY ASSISTANCE DISCREPANCY REPORTS

C17.5.1. General. This section provides specific procedural guidance relevant to the processing of Security Assistance SDRs. Based upon United States of America Letter of Offer and Acceptance (LOA) agreements, Security Assistance customers will use SDRs to report all supply, billing/financial, and product quality deficiencies/discrepancies associated with Security Assistance shipments. Supply discrepancies are identified under paragraph C17.3.2., Reporting Criteria, except as specifically excluded for Security Assistance and as supplemented below. In addition to the routine data content, Security Assistance SDRs will include the location of the discrepant materiel (in-country depot, freight forwarder, U.S. Government facility, or

contractor facility) and the country that received the discrepant materiel. Security Assistance discrepancy reports below dollar limitations contained in the United States of America Department of State LOA controlling the case, or any other sales agreement with a Security Assistance purchaser, will not be accepted by the ILCO for subsequent processing by the DoD Components or participating Agencies unless a valid justification for the submission is also provided.

C17.5.1.1. All Security Assistance SDRs will be submitted directly to the applicable ILCO for initial screening and processing in accordance with this manual and DoD 5105.38-M, SDRs may be forwarded via SF 364, Report of Discrepancy, or authorized electronic/automated formats. Incorrect item SDRs must provide supporting documentation to include photographs of the wrong item received.

C17.5.1.2. Acceptable SDRs will be forwarded for further processing to DoD ICP/IMM, shipping depot, GSA, or other organization as applicable. ILCOs will submit SDRs using a DLMS-compliant SDR application or, pending full implementation, via direct DoD WebSDR input. Total non-receipt SDRs will normally be forwarded directly to the shipping depot. All responses to discrepancy reports will be returned to the ILCO.

C17.5.1.3. Responding action activities will provide the SDR reply for Security Assistance SDRs using a DLMS-compliant SDR application via DoD WebSDR or, pending full implementation, via direct DoD WebSDR input or authorized electronic/automated equivalent format. SDR replies must include, at a minimum, the applicable document number, the Security Assistance report number (item 2 of the SF 364), point of contact information, and pertinent information from the data blocks on the reverse side of the SF 364 or the expanded SDR data element code lists (Appendix 3).

C17.5.1.4. The DoD shipping activity will retain paper copies of the Security Assistance shipping documentation (signed carrier's receipt and shipping document) at the shipping site for a period of 2 years following the shipping date. After this point, the paper records will be retired to the appropriate Federal Records Center for a period of 28 years. The stored records must be segregated by country and the container marked accordingly. Billing documentation will be retained by the Military Departments and DoD agencies as specified in MILSBILLS procedures and DoD 7000.14-R, Vol. 15, Department of Defense Financial Management Regulation (Security Assistance Policy and Procedures).

C17.5.2. Time Standards

C17.5.2.1. Time Standards for SDR Submission by Security Assistance Customers. Discrepancy report preparation and submission time by the Security Assistance purchaser is limited to the time standards cited in the United States of America Department of State LOA, and amendments thereto, as explained in DoD 5105.38-M.

C17.5.2.2. Security Assistance customers receiving misdirected shipments or shipments containing incorrect items that are identified as classified/sensitive materiel,

and/or arms, arms parts, or explosives, must report within 24 hours of discovery regardless of dollar value for disposition. Where estimated dollar values are unknown or fall below the minimum criteria, report using Action Code 1A, Disposition instructions for discrepant materiel requested; financial action not applicable.

C17.5.2.3. ILCOs are permitted 15 calendar days from the time of discrepancy report receipt for processing prior to forwarding to the appropriate action activity. Upon return of the SDR response from the action activity, ILCOs are permitted 15 calendar days for processing and forwarding to the Security Assistance customer.

C17.5.3. Directed Returns

C17.5.3.1. Whenever materiel is directed for return to U.S. custody, the purchasing country will be instructed to reship the materiel using the same document number under which the materiel was originally shipped. The country will be advised that they must return the materiel to U.S. Government custody within 180 calendar days from date of approval/instructions. However, the time standard allowed for the return of wrong item controlled/sensitive materiel or unidentified materiel is 30 calendar days from date of the ILCO reply. The ILCO will monitor directed returns and follow-ups with customers where controlled/sensitive materiel has not been returned. In those instances when materiel is to be returned to the United States at U.S. Government expense, every effort will be made to utilize the DTS for the return movement. Action activities will provide the Service/Agency transportation account code (TAC) chargeable to return the discrepant materiel to the appropriate U.S. Government activity or other designated location. In lieu of the TAC, the action activity may provide commercial package carrier account information. In addition, the SoS will provide reimbursement for packing, crating, handling for directed returns under MILSBILLS procedures in DLM 4000.25, Volume 4, Finance. The SoS will also provide reimbursement for in-country transportation of the original shipment to the Security Assistance customer (when a directed return applies) under procedures prescribed by DoD 5105.38-M, as amended. When appropriate, the action activity may direct the submitter to return an exhibit of the discrepant materiel. The activity requesting this action will pay for exhibit shipment costs. The exhibit will be returned to U.S. Government custody within 90 calendar days from the date of instructions. Action activities or the ILCO will furnish DD Form 1348-1A for materiel to be returned. A copy of the SDR and DD Form 1348-1A should be included with returned materiel and annotated as an “SDR RETURN.” Upon evidence of materiel being returned, a credit adjustment will be processed for the return of the discrepant materiel if previously authorized. This evidence releases the Security Assistance customer of liability for the materiel.

C17.5.3.2. Discrepant Security Assistance materiel not being returned to the stocks of the Department of Defense or GSA, or retained, or sent to disposal by the foreign government at the direction of the ILCO, will be turned in to the nearest U.S. accountable military activity (regardless of the DoD Component responsible for the materiel). This is in accordance with the governing regulation serving as the authority for the turn-in. The local U.S. military activity will pick up the materiel up in stock as a gain to inventory and determine if materiel is required or is in excess to requirements. If

materiel is required, it will be retained. If excess to requirements of the local military activity, the materiel must be reported under Chapter 12.

C17.5.4. Incorrect Items. Incorrect item SDRs are not permitted for authorized substitution, unless the substitute item does not meet fit, form, or function standards. DoD Components and GSA follow the policy of automatic shipment of an interchangeable item unless the requisition contains an appropriate advice code, in accordance with MILSTRIP, limiting the request to a specific item. Similarly, quantities may be adjusted to the unit pack quantity, when appropriate, unless restricted by the appropriate advice code in the customer requisition. Such adjustments resulting in quantity variance are not reportable as discrepant.

C17.5.5. Non-receipt. When an SDR is initiated for non-receipt, the Security Assistance customer is required to provide documentation from the freight forwarder indicating that no materiel has been received on the requisition and transportation control numbers that apply. The ILCO will deny any non-receipt SDRs received that do not have this documentation attached. The ILCO will return these SDRs to the customer as incomplete.

C17.5.6. SDR Follow-Up. When the action activity does not respond to an SDR within the prescribed time standard specified in this chapter, the ILCO, acting on behalf of the Security Assistance customer, will submit an SDR follow-up. Prior to submitting a follow-up, the ILCO must first attempt to ascertain the status of the SDR using the DoD WebSDR query function. If there is no record of an action activity reply, a follow-up should be submitted. Follow-ups must be directed to the last identified action activity when the original SDR was forwarded by the original recipient. Cite the SDR report number of the original report. For transactional exchange, include the WebSDR-assigned control number when known.

C17.5.6.1. Follow-up transactions should include all data that was in the previous SDR submission. POC information for the follow-up and the follow-up date are required. A narrative entry is required to provide clarification for the follow-up.

C17.5.6.2. If no response is received to the follow-up within 30 calendar days, the ILCO may contact DLA Distribution for distribution center shipments or the SoS to request assistance. Off-line communication with the action activity is recommended because electronic processing errors may have impeded timely response to the SDR and subsequent follow-up. DLA Distribution or the SoS will ensure that a response with disposition or interim status is provided within 30 calendar days.

C17.5.7. Cancellation of an Original Report. When an SDR originator discovers a previously reported SDR is not valid or appropriate for any reason and should be withdrawn, an SDR cancellation must be prepared to cancel the original. The ILCO via the DoD WebSDR will forward to all parties that received the original submission. Cite the original report number and the WebSDR-assigned control number when known. Do not duplicate detail information from the original report except as indicated in the DLMS

IC. Provide POC information. A brief narrative description of the reason for cancellation should be included.

C17.5.8. Contested Decisions and Requests for Reconsideration. These procedures allow the report originator to voice disagreement with disposition decisions. The Security Assistance purchaser has recourse through the ILCO to the ICP/IMM or GSA and, if still not satisfied, to the ILCO's Service focal point.

C17.5.8.1. Requests for Reconsideration

C17.5.8.1.1. The Security Assistance purchaser may ask the U.S. Government to reconsider the disposition for a reported supply discrepancy. Purchasers must send a Request for Reconsideration to the ILCO within 45 calendar days from the date of the ILCO final reply to the customer concerning disposition, except when materiel/exhibit return to the customer is required subsequent to US Government-directed evaluation/testing/repair. This exception is applicable only when the materiel/exhibit must be re-inspected by the customer to confirm that the reported discrepancy/deficiency has been resolved and, therefore, additional transportation time is necessary for the return shipment. Under this scenario only, the SA purchaser is authorized up to 90 days from the date of the final ILCO reply to submit the Request for Reconsideration to the ILCO. The ILCO will be responsible for monitoring that requests for reconsideration are submitted within the allowable time standards.

C17.5.8.1.2. The request for reconsideration will use the nonconformance number associated with the original report. When the customers ask for reconsideration, the ILCO will add a Suffix Code R to the SDR number. The ILCO will convert the request for reconsideration to electronic transmission and forward to the appropriate DoD ICP/IMM or GSA action activity for reconsideration within 20 calendar days of receiving the request for reconsideration from the customer. If relevant information is not accessible by the responsible activity, the ILCO may forward supporting documentation. The designated recipient of the request for reconsideration will review all data relating to the problem and provide a response to the reporting activity with information to all concerned parties within 45 calendar days (90 days for security assistance shipments where materiel was returned to country when previous SDR resubmission was closed)[31]. When the shipping depot is unable to respond to the contested SDR, the depot will forward the SDR to the SoS for resolution (when the SDR is forwarded, the 45 calendar days for processing and evaluation will begin when the SDR is received by the SoS).

C17.5.8.2. Second Request for Reconsideration (Contested Reconsideration Response). Security Assistance customers may further contest the ICP/IMM or GSA decision given after the request for reconsideration. To do so, the customer must send a written request to the ILCO within 45 calendar days from the date of the ILCO reply to the request for reconsideration. The customer must indicate why the ICP/IMM or GSA

[31] ADC 430, Timeframe Change for Security Assistance SDR Requests for Reconsideration

decision is not satisfactory. Cite the nonconformance number on the original SDR. The ILCO will add a Suffix Code C to the report number, which will be used in all references to the SDR. The ILCO will convert the request to electronic transmission and forward the SDR, with an appropriate advice code, within 20 calendar days to the appropriate focal point who will review all the information and send the ILCO the final decision within 50 calendar days from the date of receipt of the ILCO information. A contested reconsideration may only be submitted transactionally to DoD WebSDR and will be forwarded to the original action activity(ies). Additional distribution may be accomplished manually. Pending full DLMS implementation, contested reconsideration requests may be forwarded manually. If relevant information is not accessible by the focal point, the ILCO may forward supporting documentation. The ILCO will ensure all interested parties receive the SDR resolution.

C17.5.9. Follow-up on Credit Adjustments on SDRs

C17.5.9.1. When an action activity has indicated that a credit adjustment has been authorized, reimbursement is normally provided to the fund code/line of accounting and bill-to address cited on the original requisition. When concerned about an apparent non-receipt of credit, the ILCO should consult with the appropriate finance office for verification. Allow a minimum of 60 calendar days from the date of the SDR response before initiating a follow-up action. To facilitate research of supply and financial records, it is suggested that follow-up action for non-receipt of credit associated with the return of discrepant materiel occur within a reasonable period (e.g., not longer than 45 calendar days after the ILCO provides the action activity the initial notice with evidence of discrepant materiel return).

C17.5.9.2. When non-receipt of credit is confirmed, the ILCO will submit a request for billing adjustment as prescribed by MILSBILLS procedures under DLM 4000.25, Volume 4, Finance, using DLMS 812R (DIC FAE) and Billing Advice Code 26. Do not send a hardcopy of the SDR or reply, as this may create duplicate work for the finance centers and may cause improper processing of your request.

C17.5.10. Product Quality. Product quality deficiencies relative to Security Assistance shipments are reportable via SDR. If product quality is for latent defect, the Security Assistance customer must provide evidence that a receipt inspection was done and the defect could not be detected at that time and that the defect is present for reasons other than deterioration or damage incurred during storage or handling. Quality deficiencies include deficiencies in design, specifications materiel, manufacture, and/or workmanship. The submitter must identify by discrepancy code any quality deficiencies (including latent defects) that result in a safety hazard. Include the following information in the SDR, as applicable: manufacturer's name; contract/purchase order number; date of manufacture, pack, or expiration; lot/batch number; location of materiel; point of contact information (if other than the preparing official); along with a detailed description of the complaint if needed to supplement encoded information. Include the following information in all product quality SDR packages, as applicable: photographs, test data, and related documentation. When submitting a latent defect discrepancy code on the SDR, the report must include substantiating documentation to validate the latent defect

such as the applicable test report used to identify the latent defect. Latent defects must be submitted to the ILCO with substantiating documentation. Following is a list of potentially applicable forms of substantiating documentation:

C17.5.10.1. Receipt tests conducted and test reports (including test equipment model, serial number and software version), or documentation of receipt tests not conducted, and justification for tests not conducted.

C17.5.10.2. Subsequent tests conducted and results including test equipment model, serial number, and software version along with test readings.

C17.5.10.3. Justification that initial receipt inspection and testing could not have detected the deficiency.

C17.5.10.4. Documentation of storage and handling of the item since receipt including type of storage.

C17.5.11. Billing Discrepancy. Billing discrepancies reported to the ILCO on a SDR will be converted to the appropriate transaction format per MILSBILLS procedures under DLM 4000.25, Volume 4, Finance, for the DLMS 812R (DIC FAE).

C17.5.12. Financial Discrepancy. Financial discrepancies reported to the ILCO on a SDR will be forwarded to DFAS-DE/I for processing.

C17.5.13. Management Evaluation. As a minimum, the ILCO must have visibility of detail/summary reports that show:

C17.5.13.1. The number of SDRs received during a particular time standard by customer with breakdown by shipping activity showing dollar value and discrepancy type. Reports will measure customer compliance with SDR submission time standards and ILCO compliance with SDR processing time standards.

C17.5.13.2. A breakdown of SDR action activity response showing actions taken to include dollar value of credit authorized and reshipped materiel.

C17.5.14. Responsibilities

C17.5.14.1. The ILCO will:

C17.5.14.1.1. Complete initial SDR screening in accordance with this manual and DoD 5105.38-M.

C17.5.14.1.2. Review all SDRs received for processing and determine proper course of action based on available case history data. Reject discrepancy reports that fail to meet Security Assistance time and dollar standards (with exception of those that require disposition instructions for wrong item received or misdirected shipments) or do not contain required data, unless such data is readily available, at the

ILCO. Forward SDRs to the appropriate ICP/IMM, shipping depot, or GSA action activity.

C17.5.14.1.3. ***Forward the SDR and supporting documentation to the implementing agency's Headquarters element for review and approval, prior to submission to DSCA, if recommending FMS administrative surcharge funds exceeding $50,000 be used to resolve an SDR. This is a manual process outside WebSDR transaction exchange.***

C17.5.14.1.***4***. Reject duplicate SDRs, except those that are resubmitted to request reconsideration of previous decision.

C17.5.14.1.***5***. Review all requests for reconsideration that contest a reconsideration decision (second request for reconsideration). Reject those requests that lack sufficient justification or were not received within the established time standards.

C17.5.14.1.***6***. Process to the Security Assistance customer initial acknowledgment of receipt of SDR replies and/or denials.

C17.5.14.1.***7***. Report the disposition of SDRs applicable to materiel and services to the DFAS-DE/I as required in the DoD 7000.14-R, Volume 15.

C17.5.14.1.***8***. Review SDR replies from action activities for completeness and reject those that do not specify necessary information, (e.g. disposition instructions for discrepant materiel). Under DLMS transactional exchange, the ILCO reject transaction may be directed to the action activity to identify necessary corrections. ***A maximum of five ILCO rejections per SDR control number is allowed***. ***However, a***fter three ILCO reject transactions, ***it may be more appropriate for the ILCO*** to contact the ***action activity*** off-line to clarify the issues involved.

C17.5.14.1.***9***. Maintain records of all Security Assistance-related discrepancy reports to completion.

C17.5.15.2. The DoD ICP/IMM, shipping depot, or GSA will:

C17.5.15.2.1. Review all SDRs received for processing and determine proper course of action based on available supply records and the results of investigation.

C17.5.15.2.2. Furnish properly completed SDRs to the ILCO for further processing to the Security Assistance customer. The action activity will cite the appropriate reply code (Appendix 3).

C17.5.15.2.3. Based upon the validated SDR, request that DFAS authorize adjustment/credit in accordance with MILSBILLS procedures under DLM 4000.25, Volume 4, Finance.

C17.5.15.2.4. Provide signed evidence of shipment to the ILCO when non-receipt of materiel is involved. If this documentation cannot be provided, appropriate credit is required.

C17.5.15.2.5. Provide documentation that is matched to the quantity shipped for concealed shortages. Examples of such documentation are those that contain size, total weight, and cube accepted by the carrier. Credit is denied if the documentation, in conjunction with the unit weight, supports shipment of the total quantity billed. Otherwise, appropriate credit for the difference is required.

C20. CHAPTER 20

MEDICAL UNIT ASSEMBLY PROGRAM

C20.1. GENERAL. This chapter provides procedures supporting the DoD Medical Unit Assembly Program. This program is an integral part of the DoD Deployable Medical Systems (DEPMEDS). These procedures cover from issuance of the advance assembly build/release order through the actual building and packing of the assembled component. Included are receipts at the assembly activity (e.g., Distribution Sandard System (DSS) assembly depot), from procurement and non-procurement sources and the reporting of those receipts to the assembly manager (e.g., United States Army Medical Materiel Agency (USAMMA), DLA Troop Support, Philadelphia, PA. Receipts under the USAMMA Prime Vendor Program are included.

C20.2. APPLICABILITY AND SCOPE. These procedures apply primarily to DLA and USAMMA, who issue/process transactions in support of the DoD Medical Unit Assembly Program. Other DoD Components who participate in this program or other similar programs will comply with these procedures.

C20.3. BUILD REQUIREMENT. The assembly manager will use DLMS 650A Assembly Component Maintenance Structure to identify to the assemblyactivity, the specific medical assembly to be built. DLMS 650A may also be used by the assembly manager and assembly activity to enter corrections, provide missing data, or to send history data. This is the initial transaction establishing the requirement, and it identifies the end-item to be assembled, as initiated by a new requisition, or by changes to a previous one. The transaction provides the build directive number, unit assembly number, end-item nomenclature, cost estimate, total number of assemblies to be built, number of components in each, and DoD activity address code (DoDAAC) of the ship-to activity by providing the assembly activity sufficient information to start planning the end-item assembly.

C20.4. DUE-IN ESTABLISHMENT. The assembly manager will use the Defense Logistics Management System (DLMS) 527D, Due-in/Advance Receipt/Due Verification transaction to establish pre-positioned materiel receipt (PMR) information at the assembly activity. DLMS 527D PMR provides the procurement instrument identification number (i.e., contract number), contract line item number, call order serial number, national stock number (NSN), part number, build directive number, and other information necessary to ensure that the assembly activity receipts the item in the correct build directive number. The PMR also provides data to prepare the DLMS 527R Receipt tansaction upon receipt of the materiel. Assembly managers and assembly activities will follow procedures in Chapter 12, Due-in PMR, to establish advance receipt information and to maintain control of due-in materiel.

C20.5. RECEIPT PROCESSING. The assembly activity will report procurement and nonprocurement receipts to the assembly manager using DLMS 527R Receipt. This

notifies the assembly manager that assembly components have been received for a specific build/assembly of the medical end item. Assembly activities must comply with Chapter 13 for maintaining control of receipts, ***to include the time standards for processing receipts,*** and for reporting discrepant/deficient receipts.

C20.6. COMPONENT PACKING CONFIRMATION. The assembly activity must use DLMS 650C, Component Packing Confirmation to notify the assembly manager that packing has been completed at the assembly activity.

C27. CHAPTER 27

MASS OR UNIVERSAL CANCELLATION OF REQUISITIONS

C27.1. GENERAL

C27.1.1. 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.

C27.1.2. Transactions

C27.1.2.1. Request for Mass Cancellation of Requisitions Transaction is identified by the DLMS 869C by beginning segment (1/BSI08/20 Code AC and 1/BSI09/20 Code AW).[1] This transaction provides the functionality of the MILSTRIP Mass Cancellation Message (See Appendix 6.23). There is no MILSTRIP legacy document identifier code (DIC) equivalent.

C27.1.2.2. Request for Universal Cancellation of Requisitions Transaction is identified by the DLMS 869C by beginning segment (1/BSI08/20 Code AC and 1/BSI09/20 Code C).[2] This transaction provides the functionality of the MILSTRIP Universal Cancellation Message (See Appendix 6.23). There is no MILSTRIP legacy DIC equivalent.

C27.1.2.3. Requisition Modification Transaction is identified by the DLMS 511M by beginning segment (1/BR02/020 Code AM). This transaction provides the functionality of MILSTRIP legacy DIC AM1, AM2, AM4, AM5, AMA, AMB, AMD, and AME.

C27.1.2.4. Materiel Release Order Modification Transaction is identified by the DLMS 940R by beginning segment (1/W0506/0200 Code NA and 1/W0507/0200 Code 2). This transaction provides the functionality of passing the MILSTRIP legacy DIC AM1, AM2, AM4, AM5, AMA, AMB, AMD, and AME from the source of supply (SoS) to the storage activity.

C27.1.2.5. Disposal Release Order Modification Transaction is identified by the DLMS 940R by beginning segment (1/W0506/0200 Code NE and 1/W0507/0200 Code 2). This transaction provides the functionality of passing the MILSTRIP legacy DIC AMJ.

[1] Mass cancellation and follow-on transactions are DLMS enhancements. Refer to ADC 1132. Delayed implementation authorized.
[2] Universal cancellation and follow-on transactions are DLMS enhancements. Refer to ADC 1132. Delayed implementation authorized.

C27.1.2.6. Inventory Control Point Requisition Modification Transaction is identified by the DLMS 511M by beginning segment (1/BR02/020 Code AM and 1/BR06/020 Code 2). This transaction provides the functionality of MILSTRIP legacy DIC AMP.

C27.1.2.7. Universal Requisition Cancellation to Storage Activity Transaction is identified by the DLMS 940R by beginning segment (1/W0506/0200 Code ND) and DIC AC7 (2/LQ01/1300 Code 0). This transaction provides the functionality of MILSTRIP legacy DIC AC7.

C27.1.2.8. Universal Requisition Cancellation to Procurement Activity Transaction is identified by the DLMS 869C by beginning segment (1/BSI08/20 Code AC and 1/BSI09/20 Code C) and DIC ACM (2/LQ01/180 Code 0). This transaction provides the functionality of MILSTRIP legacy DIC ACM.

C27.1.2.9. Mass Requisition Cancellation to Storage Activity Transaction is identified by the DLMS 940R by beginning segment (1/W0506/0200 Code ND) and DIC AC6 (2/LQ01/1300 Code 0). This transaction provides the functionality of MILSTRIP legacy DIC AC6.

C27.1.2.10. Mass Requisition Cancellation to Procurement Activity Transaction is identified by the DLMS 869C by beginning segment (1/BSI08/20 Code AC and 1/BSI09/020 Code AW) and DIC ACP (2/LQ01/180 Code 0). This transaction provides the functionality of MILSTRIP legacy DIC ACP.

C27.1.2.11. Follow-Up to Storage Activity for Mass/Universal Requisition Cancellation Transaction is identified by the DLMS 940R by beginning segment (1/W0506/0200 Code ND and 1/W0507/0200 Code 82). There is no MILSTRIP legacy equivalent DIC.

C27.1.2.12. The Supply Status Transaction is identified by the DLMS 870S by two different beginning segment (1/BSR01/020) Transaction Type Codes.

C27.1.2.12.1. Transaction Type Code 4 – Response to Requisition. This transaction provides the functionality of MILSTRIP legacy DIC AE1, AE2, AE3, AE8, AE9, AEA, AEB, AED, and AEE.

C27.1.2.12.2. Transaction Type Code 5 – Notice of Response to Direct Vendor Delivery. This transaction provides the functionality of MILSTRIP legacy DIC AB1, AB2, AB3, and AB8.

C27.1.2.13. The Reply to Cancellation Request – Shipment Status is identified by the DLMS 856S by beginning segment (1/BSN06/0200 Code AS) and DICs AU1, AU2, AU3, AU4, AU5, AU8 (2/LQ01/3500 Code 0). This transaction provides the functionality of MILSTRIP Legacy DIC AU1, AU2, AU3, AU4, AU5, and AU8.

C27.1.2.14. The Reply to Cancellation Request – Materiel Release Confirmation is identified by the DLMS 945A by beginning segment (1/W0611/0200

Code NJ). This transaction provides the functionality of MILSTRIP Legacy DIC AU0, AUA, and AUB.

C27.1.2.15. The Reply to Cancellation Request is identified by the DLMS 945A by beginning segment (1/W0611/20 Code NR). This transaction provides the functionality of MILSTRIP Legacy DIC AG6.

C27.1.2.16. The Storage Activity Supply Status is identified by the DLMS 945A by beginning segment (1/W0611/20 Code NL). This transaction provides the functionality of MILSTRIP Legacy DIC AE6.

C27.2. APPLICABILITY

C27.2.1. Events such as base closures, termination of special projects, ship and unit inactivation, termination of agreements, and termination of vessel outfitting or construction can necessitate the requirement for mass or universal cancellation.

C27.2.2. 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 and processing of single line-item cancellations (See Chapter 4).

C27.2.3. 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 request may be initiated.

C27.2.3.1. A mass cancellation permits continued supply action and shipment processing for selected requisitions.

C27.2.3.2. A universal cancellation serves to terminate all such processing, even requisitions previously identified for continued supply action and shipment processing under mass cancellation situations.

C27.2.3.3. Under extreme conditions, a mass cancellation may be superseded by a universal cancellation.

C27.2.4. 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 (DLMS 511M) citing Special Requirements Code 555[3].

[3] Code 555 identified in the required delivery date field for MILSTRIP legacy transactions.

C27.2.4.1. 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.[4]

C27.2.4.2. Requisitions containing, or modified to contain, Special Requirement Code 555 will receive processing precedence under Chapter C4.

C27.2.5. 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 (DLMS 940R/DIC AC7) or a Universal Requisition Cancellation to Procurement Activity (DLMS 869C/DIC ACM) for all outstanding requisitions, regardless of the presence of a Special Requirements Code 555.

C27.3. INITIATION OF MASS OR UNIVERSAL CANCELLATION OF REQUISITIONS

C27.3.1. Only designated personnel within an organization may initiate requests for mass or universal cancellation of requisitions. The Component's requisitioning system will ensure that only authorized users initiate these requests. 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 AP6.23.

C27.3.1.1. Inter-Component dissemination of requests for mass or universal cancellation 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 either the Component's Supply PRC representative or the customer support representative for the source of supply to identify the point of contact.

C27.3.1.2. 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.

[4] Revised requisition modifier procedures last reported as not implemented by U.S. Marine Corps (USMC). Refer to Approved MILSTRIP Change Letter (AMCL) 123C.

C27.3.2. 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.

C27.3.3. 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:

C27.3.3.1. One Project code and one ship-to DoDAAC

C27.3.3.2. No project code and one ship-to DoDAAC

C27.3.3.3. One project code and multiple ship-to DoDAACs

C27.3.3.4. No project code and multiple ship-to DoDAACs

C27.3.3.5. Multiple project codes and one ship-to DoDAAC

C27.3.3.6. 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.

C27.3.4. Customers retain the authority to submit single line-item cancellation requests via DLMS 869C/DICs AC1/AC2/AC3 at any time before, during, or after the mass cancellation effective date.

C27.4. CONTINUING HIGH PRIORITY DEMANDS DURING A MASS CANCELLATION

C27.4.1. 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 the requisition). 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. For Security Assistance, use of Special Requirements Code 555 is restricted to approved cooperative logistics supply support arrangement (CLSSA) requisitions with Type of Assistance Code U or V (the buying government has made cash payment to buy equity in DoD stocks). 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:

C27.4.1.1. Project code(s) when associated with the ship-to DoDAAC being canceled

C27.4.1.2. Special Requirements Code 999 or N when associated with the ship-to DoDAAC being canceled

C27.4.1.3. FSC, NSN, or CAGE/part number when associated with the ship-to DoDAAC being canceled

C27.4.1.4. 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

C27.4.1.5. Specific priority designator (PD) when associated with the ship-to address DoDAAC being canceled

C27.4.1.6. Required delivery period (RDP) when associated with the ship-to address DoDAAC being canceled - conventional ammunition only.[5]

C27.4.2. 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.

C27.4.3. Upon receipt of either the Request for Mass Cancellation transaction or the offline Mass Cancellation message citing selective criteria for continued processing action in the special instructions segment, the 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 provide a Materiel Release Order Modification (for MILSTRIP legacy processing, 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.

C27.4.4. The DTS will continue movement of materiel to which Special Requirements Code 555 has been applied except when a universal cancellation has been announced.

C27.5. SOURCE OF SUPPLY PROCESSING MASS OR UNIVERSAL CANCELLATION REQUESTS

C27.5.1. 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

[5] Use of RDP for conventional ammunition last reported as not implemented by U.S. Air Force (USAF). Refer to AMCL 148.

factors as time, packing and handling, related costs, and location of materiel for which cancellation is requested.

C27.5.2. 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 5 within the timeframe for furnishing status.

C27.5.3. The SoS will furnish Supply Status transactions citing Status Code B9 to all eligible recipients under Chapter 5 within the timeframes for furnishing status for:

C27.5.3.1. Unconfirmed cancellation of open MROs and open procurement actions.

C27.5.3.2. Materiel release confirmations (MRCs) that indicate shipment to OCONUS activities within 45 days of the effective date of the mass cancellation.

C27.5.4. 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.

C27.5.5. The SoS will provide storage activities with mass requisition cancellation transactions (DLMS 940R/DIC AC6) and universal requisition cancellation transactions (DLMS 940R/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.

C27.5.6. The SoS will provide procurement activities with mass requisition cancellation transactions (DLMS 869C/DIC ACP) and universal requisition cancellation transactions (DLMS 869C/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.

C27.5.7. The SoS will not provide storage and procurement activities with cancellation requests when:

C27.5.7.1. In receipt of MRCs that show shipment has been accomplished by parcel post (USPS),

C27.5.7.2. In receipt of MRCs that show shipment to CONUS activities has been accomplished, and

C27.5.7.3. 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.

C27.5.8. The SoS will follow-up with the procurement or storage activity, as applicable, when no response to the original universal or mass requisition cancellation request has been received within three days. The SoS will follow-up to procurement activities via internal system communications or offline means (e.g., email, phone). For follow-ups to a storage activity, the SoS will use the DLMS 940R Follow-Up to Storage Activity for Mass/Universal Requisition Cancellation (there is no MILSTRIP legacy equivalent).

C27.6. STORAGE ACTIVITY PROCESSING OF MASS OR UNIVERSAL REQUISITION CANCELLATIONS

C27.6.1. 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.

C27.6.1.1. For mass cancellation, the storage activity will not suspend processing of MROs identified for continued processing under paragraph C27.4.

C27.6.1.2. For universal cancellation, the storage activity will suspend further processing of all MROs, including any citing Special Requirements Code 555.

C27.6.2. For CONUS shipments, storage activities will accomplish cancellation for all items for which mass or universal requisition cancellation transactions are received from SoS and the items have not been released to a carrier for delivery to the consignee.

C27.6.3. 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.

C27.6.4. For shipments already released to a carrier for delivery to the consignee not meeting the criteria stipulated in paragraph C27.5.7., 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.

C27.6.4.1. 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 cite Action Code W10 in the Reply to Cancellation Request – Shipment Status to indicate actions are being taken to divert the shipment.

C27.6.4.2. 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.

C27.6.5. When storage activities do not accomplish cancellation, the source of supply will be furnished a Storage Activity Supply Status transaction (DLMS 945A/DIC AE6) citing Status Code B8.

C27.6.6. 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 DoD activity address code (DoDAAC) of the new consignee.

C27.6.7. 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 AP8.14.

C27.6.8. Upon receipt of a DLMS 940R Follow-Up to Storage Activity for Mass/Universal Requisition Cancellation, the storage activity will respond with the appropriate transaction as outlined in the preceding procedures for storage activity processing of these cancellation requests.

C27.7. DIRECT VENDOR DELIVERY PROCESSING OF MASS OR UNIVERSAL REQUISITION CANCELLATIONS

C27.7.1. 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 DLMS/DIC transactions are identified for exchange of reporting events between the SoS and the procurement activity, internal system or off-line communications (e.g., email, phone), are authorized when procurement systems are not capable of supporting the MILSTRIP transactions.

C27.7.2. 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 C27.4.

C27.7.2.1. Mass cancellation will not be requested for requisitions citing Special Requirements Code 555.

C27.7.2.2. Universal cancellation will be requested regardless of the entry in the Special Requirements field.

C27.7.3. 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.

C27.7.4. For shipments already released to a carrier for delivery to the consignee not meeting the criteria stipulated in paragraph C27.5.7., the procurement activity will generate the Storage Activity Supply Status (DLMS 945A/DIC AE6) to the SoS. The SoS will generate, on behalf of the procurement activity, a Reply to Cancellation Request – Shipment Status (DLMS 856S/DIC AU_) for routing by DLA Transaction Services under standard MILSTRIP procedures for shipment status.

C27.7.4.1. 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 SoS will cite Action Code W10 in the Reply to Cancellation Request – Shipment Status to indicate actions are being taken to attempt to divert the shipment.

C27.7.4.2. 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.

C27.7.5. Procurement activities in receipt of confirmation of shipment diversion transactions will send to the appropriate SoS a Reply to Cancellation Request transaction (DIC AG6) SoS citing Status Code B6 for each requisition contained within the shipment unit. The transaction will also cite the DoDAAC of the new consignee.

C27.7.6. 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).

C27.7.7. 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.

C27.7.8. Upon receipt of a DLMS 869C Follow-Up to Procurement Activity for Mass/Universal Requisition Cancellation, the procurement activity will respond with the appropriate transaction as outlined in the preceding procedures for procurement activity processing of these cancellation requests.

C27.8. DTS PROCESSING OF MASS OR UNIVERSAL REQUISITION CANCELLATIONS

C27.8.1. 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 C27.9.4.)

C27.8.2. Diverting Continental U.S. Shipments. No attempt will be made to divert materiel destined to CONUS customer activities beyond the point of shipment.

C27.8.3. 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 C27.9. 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.

C27.9. DISPOSITION OF FRUSTRATED SHIPMENTS/MATERIEL

C27.9.1. 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:

C27.9.1.1. 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.

C27.9.1.2. Shipments from General Services Administration (GSA) 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.[6]

C27.9.1.3. DTS attempts to divert/frustrate shipments will terminate 45 calendar days from the effective date of the mass or universal cancellation request.

C27.9.2. 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.

[6] Refer to ADC 1142, Update to Remove General Services Administration (GSA) from MILSTRIP Materiel Returns Program (MRP)

C27.9.3. Transportation diversion procedures are established to permit diversion only if the materiel being shipped can be identified and located by TCN.

C27.9.3.1. 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 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.

C27.9.3.2. 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, SEAVANS, container express (CONEX), MILVANS (Military Van), and Aircraft 463L pallets.

C27.9.4. 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.

C27.9.5. The DTS will generate specified documentation for the following shipment categories:

C27.9.5.1. 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:

C27.9.5.1.1. 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.

C27.9.5.1.2. 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.

C27.9.5.1.3. 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.

C27.9.5.2. For shipments in transit between 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 port of debarkation (WPOD)/aerial port 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.

C27.9.6. Storage sites in receipt of diverted shipments will report the receipt to the appropriate SoS under Chapter 13. Reconsignment/disposition will be as directed.

C27.9.7. 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:

C27.9.7.1. Transportation and terminal costs associated with holding, stopping, and returning materiel to storage,

C27.9.7.2. Procurement termination costs when it is determined that termination is in the best interest of the Government, and

C27.9.7.3. Excess transportation costs that may be incurred when moving cargo that is unaffected by the mass or universal cancellation action.

AP6. APPENDIX 6

FORMS/MESSAGE FORMATS INDEX

NUMBER	TITLE
AP6.	FORMS/MESSAGE FORMATS INDEX (THIS FILE)
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AP6.2.	DD FORM 1348, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)
AP6.3.	DD FORM 1348M, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)
AP6.4.	DD FORM 1348-5, NOTICE OF AVAILABILITY/SHIPMENT
AP6.5.	STANDARD FORM 344, MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT
AP6.6.	DD FORM 1348-6, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL-LONG FORM)
AP6.7.	Reserved
AP6.8.	MILSTRIP MESSAGE REQUISITION
AP6.9.	MILSTRIP MESSAGE FOLLOW-UP
AP6.10.	MILSTRIP MESSAGE SUPPLY ASSISTANCE REQUEST
AP6.11.	ABBREVIATED MILSTRIP MESSAGE SUPPLY STATUS
AP6.12.	ABBREVIATED MILSTRIP MESSAGE SHIPMENT STATUS
AP6.13.	MILSTRIP PART NUMBER/NON-NSN MESSAGE REQUISITION
AP6.14.	RESERVED
AP6.15.	MESSAGE REQUEST FOR SPECIAL MATERIEL OBLIGATION VALIDATION
AP6.16.	MESSAGE REPLY TO SPECIAL MATERIEL OBLIGATION VALIDATION REQUEST
AP6.17.	REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO)
AP6.18.	FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM SOURCE OF SUPPLY TO ILCO)
AP6.19.	REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs)
AP6.20.	FOLLOW-UP REQUEST FOR VALIDATION OF MATERIEL OBLIGATIONS (FMS AND GRANT AID TRANSACTIONS) (FROM ILCO TO SAOs)
AP6.21.	REPORT OF VALIDATION OF MATERIEL OBLIGATIONS

NUMBER	TITLE
AP6.22.	ABBREVIATED MESSAGE ASSET REPORT, ETC. (MATERIEL RETURNS PROGRAM)
AP6.23.	MASS OR UNIVERSAL CANCELLATION MESSAGE
AP6.24.	DEFENSE LOGISTICS MANAGEMENT SYSTEM/LEGACY MILSTRIP REVISION IMPLEMENTATION REPORT
AP6.25.	ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING
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AP6.27.	ISSUE RELEASE/RECEIPT DOCUMENT PREPRINTED FORM WITHOUT LOGMARS BAR CODING DATA
AP6.28.	RESERVED
AP6.29.	ISSUE RELEASE/RECEIPT DOCUMENT LASER PRINTED FORM WITH LOGMARS BAR CODING FOREIGN MILITARY SALES
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AP6.31.	ISSUE RELEASE/RECEIPT DOCUMENT WITH ADDRESS LABEL
AP6.32.	MESSAGE REQUEST FORM DEFENSE AUTOMATIC ADDRESSING SYSTEM MATERIEL OBLIGATION VALIDATION RESPONSE
AP6.33.	QUARTERLY INTRANSIT TO DLA DISPOSITION SERVICES FIELD OFFICE REPORT
AP6.34.	UNAUTHORIZED PRIORITY DESIGNATOR ASSIGNMENT REPORT
AP6.35.	ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A) WITH 39 (THREE OF NINE) BAR CODES AND PDF417 TWO-DIMENSIONAL (2D) BAR CODE Note: See DLM 4000.25-1, MILSTRIP, Chapter 5 for Business Rules
AP6.36	ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) (DD FORM 1348-1A or DD Form 1348-2) CONTINUATION PAGE Note: See DLM 4000.25-1, MILSTRIP, Chapter 5 for Business Rules
AP6.37	INVENTORY CONTROL EFFECTIVENESS (ICE) REPORT – AMMUNITION (DD FORM 2338-1)
AP6.38	INVENTORY CONTROL EFFECTIVENESS (ICE) REPORT – GENERAL SUPPLIES (DD FORM 2338-2)
AP6.39	PREPARATION OF SUPPLY DISCREPANCY REPORT USING STANDARD FORM (SF) 364
AP6.40	***TEMPLATES FOR PROJECT CODE MANAGEMENT SYSTEM GENERATED PROJECT CODE DISSEMINATION NOTICES (Note: this link points to MILSTRIP AP1.37)***
AP6.41	***APPOINTMENT LETTER TEMPLATE FOR SERVICE/AGENCY PROJECT CODE REPRESENTATIVE (Note: this link points to MILSTRIP AP1.38)***

AP7.28 APPENDIX 7.28

SUPPLY DISCREPANCY REPORT RELEVANT DATA ELEMENTS

AP7.28.1. GENERAL

AP7.28.1.1. This appendix provides a consolidated reference resource for data elements and their associated code sets applicable to Supply Discrepancy Report (SDR) submissions and responses. These data elements are applicable in all DoD SDR applications under the DLMS. The following data elements are included in this appendix. Within the context of SDR procedures, these data elements may be recognized by abbreviated names as indicated.

- Shipping Packaging and Storage Discrepancy Code. Also referred to as Discrepancy Code.
- SDR Requested Action Code. Also referred to as Action Code.
- Discrepancy Status or Disposition (Reply) Code. Also referred to as Reply Code.
- Discrepancy Report Document Type Code. Also referred to as SDR Document Type.
- DLA Disposition Services SDR Type Code. Also referred to as Disposition Services Sub-Type.

AP7.28.2. SHIPPING AND PACKAGING DISCREPANCY CODES

AP7.28.2.1. The following codes are used to provide a description of the discrepant condition. Multiple codes may be used on a single report. Customer-prepared SDRs may use up to three discrepancy codes per SDR. SDRs associated with Distribution Center receipts may identify up to two discrepancy codes per SDR. Preprinted codes on the face of the SF 364 may be supplemented from this list of codes. Use of the expanded list of codes is encouraged to clearly identify the discrepant situation, reduce the reliance on narrative descriptions, and facilitate capture of SDR metrics.

DISCREPANCY CODES

Condition of Materiel

C1	In a condition other than shown on supply document or on the supporting inspection/test certificate (if hazardous material use code H1)
C2	Expired shelf life item (if hazardous material use code H5)
C3	Damaged U.S. Postal Service shipment (Security Assistance customers are authorized to use this code for all types of damaged shipments)
C4	Materiel received stripped of parts or components (cannibalized) (applicable to materiel returns or repairs only)
C5	Incomplete item received. Do not use for incomplete sets/kits/outfits (See discrepancy S9)

Supply Documentation

D1	Supply documentation not received with materiel
D2	Supply documentation illegible or mutilated
D3	Supply documentation incomplete, improper, or without authority (use only when receipt cannot be properly processed)
D4	Missing Quality Assurance Representative (QAR) Signature in Wide Area Workflow (WAWF)
D401	Receiving Report/Material Inspection and Receiving Report/Receiving Report (DD 250 or equivalent) incomplete, incorrect, or hard copy missing
D5	Transportation ***related*** documentation discrepancy[1]
D501	Special Handling Data/Certification, DD Form 1387-2, omitted
D502	Special Handling Data/Certification, DD Form 1387-2, incomplete or incorrect
D503	Transportation Control and Movement Document (TCMD), DD Form 1384, omitted
D504	TCMD, DD Form 1384, incomplete or incorrect
D505	Shipper's Declaration for Dangerous Goods omitted
D506	Shipper's Declaration for Dangerous Goods incomplete ***(including incomplete item description)***
D507	***Shipper's Declaration for Dangerous Goods not appropriate for transportation mode***
D508	***Department of Transportation Special Permit (DOT-SP) omitted***
D509	***Competent Authority Approvals (CAA) omitted***

[1] Two-position transportation-related documentation discrepancy code is not applicable for new submissions. Refer to ADC 1153.

DISCREPANCY CODES

D510	***Certificate of Equivalency (COE) omitted***
D511	***Inert certification omitted***
D512	***Drained and Purge Certificate/AFTO Form 20 omitted***
D513	***Explosives Classification Approval (CA) (EX-Letter) omitted***
D599	***Transportation-related documentation discrepancy (not identified by other code). See remarks.***
D601	Hazardous Waste Profile Sheet omitted
D602	Hazardous Waste Profile Sheet incomplete or incorrect
D701	Hazardous Waste Manifest omitted
D702	Hazardous Waste Manifest incomplete or incorrect

Billing and Financial Discrepancies (Security Assistance Only)

B1	Requisitioned materiel received (no record of billing)
B2	Duplicate billing
B3	Wrong amount billed
F1	Financial discrepancy involving Security Assistance surcharge

Hazardous Material[2]

H1	Hazardous item in a condition other than shown on supply document or on the supporting inspection/test certificate
H2	Hazardous item in storage damaged or requires repair
H3	Lack of a Material Safety Data Sheet (MSDS) in Hazardous Material Information Resource System (HMIRS)
H4	Non-radioactive item classified as radioactive, or non-hazardous item classified as hazardous
H5	Expired hazardous shelf life item

Lumber

L1	Moisture exceeds allowable percentage
L2	Not treated in accordance with specification
L3	Product off grade
L4	Improper size
L5	Improper tally

[2] Discrepancy Code H6, Shipper's Declaration for Dangerous Goods, has been re-assigned to the D-series. See D505 and D506.

DISCREPANCY CODES

L6 Improper or no grade mark on product

L7 Rotten product

L8 Splits, excessive wane, scant, or not end trimmed (one or all)

Misdirected

M1 Materiel improperly addressed and shipped to wrong activity

Overage, Duplicate, Or Receipt of Canceled Materiel

O1 Quantity received is more than quantity shown on the supply document.

O2 Quantity received is more than quantity requested plus variance, if applicable (other than unit of issue or unit of pack)

O3 Quantity duplicates another shipment

O4 Materiel received after cancellation

O5 Concealed overage discovered in a sealed shipping container

O6 Overage due to unit of issue/unit of pack incompatibility (use only when requisition specified no unit of issue/unit of pack variance)

Packaging Discrepancy Codes

P1 **Improper preservation**[3]

P101 Cleaning inadequate, incorrect, or omitted

P102 Preservative inadequate, incorrect, or omitted

P103 Barrier materiel inadequate, incorrect, or omitted

P104 Unit pack cushioning inadequate, incorrect, or omitted

P105 Unit container inadequate, incorrect, omitted or oversized

P106 Desiccant incorrect, improperly located, or omitted

P107 Tape/closure of unit container incorrect or inadequate

P108 Hazardous materiels not removed as required

P109 Improper preservation of hazardous materiels (includes ammunitions/ explosives)

P110 Level of protection excessive or inadequate

P111 Minimum protection not applied (materiel returns)

P112 Non-conformance to specified requirements for preservation (explanation required)

[3] Two-position packaging discrepancy codes are not applicable for new submissions after September 1, 2013. Refer to ADC 1059.

DISCREPANCY CODES

P113 Electrostatic/electromagnetic device preservation inadequate or omitted

P114 Concealed preservation defect found in storage (retail only)

P199 Improper preservation (not identified by other code). See remarks.

Packaging Discrepancy Codes

P2 **Improper packing**[4]

P201 Container inadequate, incorrect, or oversized

P202 Intermediate container inadequate, incorrect, oversized, or omitted

P203 Exterior container inadequate, incorrect, oversized, or omitted

P204 Blocking and bracing inadequate, incorrect, or omitted

P205 Cushioning inadequate, incorrect, or omitted

P206 Level of protection excessive or inadequate

P207 Container deteriorated

P208 Skids incorrect or omitted

P209 Improper packing of hazardous materiels (includes ammunitions/explosives)

P210 Non-conformance to specified requirements for packing (explanation required)

P211 Improper foam-in-place

P212 Reusable container not used or improperly prepared

P213 Closure incorrect or inadequate

P214 Concealed packing defect found in storage (retail only)

P215 Non-conformance to specified requirements for wood packaging materiel (WPM)

P299 Improper packing (not identified by other code). See remarks.

Packaging Discrepancy Codes

P3 **Improper markings**[5]

P301 Identification markings omitted, incomplete, incorrectly located, or not legible

P302 Improper marking of hazardous materiels (includes ammunitions/explosives)

P303 Labels omitted or improperly affixed

P304 Contract data omitted, incomplete, incorrectly located, or not legible

P305 Precautionary or handling markings omitted, incomplete, or not legible

P306 Shelf-life markings omitted, incorrect, or not legible

[4] Ibid.
[5] Ibid.

DISCREPANCY CODES

P307 Bar code markings omitted, or not legible

P308 Incorrect lot number

P309 Set or assembly markings omitted

P310 Address incorrect or not legible

P311 Non-conformance to specified requirements for marking (explanation required).

P312 Electrostatic/electromagnetic device markings inadequate or omitted

P313 Packing list omitted or incorrectly located

P314 Passive RFID tag is missing

P315 Passive RFID tag is visibility damaged and unreadable

P316 Passive RFID tag is present but unreadable (not visibility damaged)

P317 Passive RFID tag read has no corresponding advance shipment notification

P318 Passive RFID tag read duplicates previously used tag identification

P319 Military Shipment Label (MSL), DD Form 1387, omitted; no Transportation Control Number (TCN)

P320 MSL, DD Form 1387, improperly affixed, incorrect, or incomplete

P399 Improper markings (not identified by other code). See remarks.

Packaging Discrepancy Codes

P4 I**mproper unitization (includes palletization and containerization)**[6]

P401 Cargo not unitized

P402 Shrink/stretch wrap inadequate or omitted

P403 Strapping inadequate or omitted

P404 Multiple consignees in single consignee consolidation container

P405 Protective covering/wrapping inadequate, improper, or omitted

P406 Contents of multipack container inadequately packaged, stuffed or missing unit packs

P407 Improper unitization/palletization/containerization of hazardous materiels (includes ammunitions/explosives)

P499 Improper unitization (not identified by other code). See remarks.

[6] Ibid.

DISCREPANCY CODES

Product Quality (Item) Deficiency (Security Assistance Only)

Q1 Product Quality Deficiency

Q2 Quality deficiency, contractual noncompliance

Q3 Design deficiency, item requires change in design

Q4 Contracting deficiency, specification, and/or technical data deficient.

Q7 Safety hazard

Q8 Latent defect

Quality - *Related* Receipts/Stock Screening (*DLA* Distribution Center Only)

Q11 Returned or stock screen item, PQDR exhibit deficiency

Q22 New procurement receipt, customer return, redistribution order***,*** or stock screen item quality deficiency, contractual non-compliance, ***including specification and/or technical data deficiency***[7]

Q33 Returned, redistribution order, or stock screened item suspected materiel deficiency (DLA Customer Returns Improvement Initiative (CRII) items only)

Q55 Item under investigation

Q66 Customer return or stock screen item failed under use

Q77 New procurement receipt, customer return, or redistribution order receipt of stock screen item identified as a suspected critical safety item (CSI) discrepancy

Q99 New receipt item received for First Article Testing

Shortage or Nonreceipt

S1 Quantity received less than quantity indicated on supply documentation

S2 Quantity received is less than quantity requested minus variance, (other than unit of issue or unit of pack)

S3 Total nonreceipt of U.S. Postal Service shipment.

S4 Total nonreceipt; not transportation related. (U.S. only)

S5 Total nonreceipt (Security Assistance only)

S6 Shortage due to unit of issue/ unit of pack incompatibility (use only when requisition specified no unit of issue/ unit of pack variance)

S7 Shortage or nonreceipt of an item in a multipack or sealed shipping container

S8 Concealed shortage discovered upon opening a sealed vendor's pack (not applicable to Security Assistance)

[7] ***ADC 1126, not yet implemented.***

DISCREPANCY CODES

S9 Incomplete sets/kits/outfits (do not use to report cannibalization of Supply System Responsibility Item (SSRI), Components Of End Item (COEI), or Basic Issue Item (BII); see Discrepancy Code C4)

Technical Markings (Name Plates, Log Books, Operating Handbooks, Special Instructions)[8]

T1 Technical data markings missing

T2 Technical data markings illegible or mutilated

T3 Precautionary operational markings missing

T4 Inspection data missing or incomplete

T5 Serviceability operating data missing or incomplete

T6 Warranty data missing

T7 Missing part number on bare item

T9 Operating handbooks, log books, and/or special instructions missing

Item Unique Identification (IUID) of Serially-Managed/Tracked Materiel and Unidentifiable Materiel

U01 Unique identification (UII/serial number) on label missing, damaged, or unreadable

U02 Unique identification (UII/serial number) on item missing, damaged, or unreadable

U03 Unique identification (UII/serial number) on supply documentation missing, damaged, or unreadable

U04 Unique identification (UII/serial number) not provided on shipping notice

U05 Non-conformance to unique identification requirements under terms of contract

U06 Multiple containers without separate unique identification (UII/serial number) listings

U07 Mismatch between unique identification (UII/serial number) on item and label

U08 Mismatch between unique identification (UII/serial number) on item or packaging marks/labels and the associated shipping documentation

U09 Mismatch between unique identification (UII/serial number) on item or packaging marks/labels and the associated due-in/shipping notice

U10 Mismatched or missing unique identification (UII/serial number) discovered upon opening a sealed pack

[8] Discrepancy Code T8 discontinued. See W7 and W8.

DISCREPANCY CODES

U11 Materiel unidentifiable; stock number missing or damaged

U12 Duplicate unique identification (applicable to UII only)

Incorrect Item

W1 Incorrect item received.

W2 Unacceptable substitute received.

W3 Incorrect item received, but not identifiable to an NSN or part number.

W4 Misidentified item received.

W5 Mixed stock received.

W6 Incorrect item discovered upon opening a sealed vendor's pack (Not applicable to Security Assistance)

W7 Part number unmatched to FEDLOG/FLIS

W8 Incorrect part number for NSN received

Other Discrepancies

Z1 Other discrepancy - see remarks

Z2 Repetitive discrepancy (must use in combination with other codes or describe in remarks)

Z3 Distribution Center receipt not due-in.

Z4 No record exists for document number cited on supply document (not used by distribution center; not applicable to Security Assistance)

Z5 Immediate resolution/replacement of discrepant item under inter-Service/Agency support agreement (restricted use per Service/Agency guidance)

Z6 ***Report reopened*** following inappropriate cancellation***/completion*** (must use in combination with other discrepancy codes; ***must appear as first discrepancy code in transactions***)

Z7 Property not authorized or not acceptable for turn-in to DLA Disposition Services.

AP7.28.3 SDR REQUESTED ACTION CODES. The SDR Requested Action Code is used to provide a description of the action requested by the initiator of the SDR. This data element may be referred to as the SDR Action Code. This is a two position alphanumeric code. Only one action code may be used per SDR under DLMS. Preprinted codes on the face of the SF 364 may be supplemented from this list.

SDR ACTION CODES

1A	Disposition instructions for discrepant materiel requested; financial action not applicable
1B	Materiel being retained
1C	Supporting supply documentation requested
1D	Materiel still required; expedite shipment using premium transportation. Not applicable to Security Assistance (Use Action Code 1F if materiel is still required, but premium transportation is not justified.)
1E	Local purchase materiel to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 calendar days (not applicable to Security Assistance or DLA customers)
1F	Replacement shipment requested
1G	Reshipment not required; item to be re-requisitioned
1H	No action required; information only
1Z	Other action requested (see remarks)
2A	Disposition of materiel and financial adjustment (credit) requested.
2B	Materiel being retained. Financial adjustment (debit) requested.
2C	Technical documentation/data requested.
2F	Materiel being held for disposition instructions, request funds citation. Not applicable to Security Assistance
2J	Financial adjustment requested
2K	Evidence of shipment requested (Security Assistance only)
2L	Request billing status (Security Assistance only)
2Z	Additional information is being submitted off-line (use with electronic SDR submission only)
3A	Transshipper (aerial/water port or CCP) requests expedited response; shipment frustrated
3B	Discrepancy reported for corrective action and trend analysis; no reply required.
3C	Receiving activity not authorized to accept property (pick-up by original owner required) (Disposition Services use only)
4A	***Manager disposition requested for non-manager owned suspended stock per receipt screening; no action by owner pending manager response.[9]***

[9] ADC 1126, not yet implemented.

AP7.28.4 DISCREPANCY STATUS OR DISPOSITION (REPLY) CODES.
Action activities use the Discrepancy Status or Disposition (Reply) Codes to codify a response to an SDR. This data element may be referred to as an SDR Reply Code. It is a three position numeric code. Up to three reply codes may be used on a single report to provide complete financial and materiel disposition instructions and provide additional information as needed. Codes may be used to replace or supplement preprinted information on the reverse side of the SF 364. System design should accommodate clear text for ease of use and interpretation.

Reply Codes

The 100-series codes provide status of financial resolution, materiel disposition instructions, or other appropriate information:[10]

101 Credit authorized/recommended.

102 Credit not authorized; see remarks.

105 Forward materiel received to location identified. Must use traceable and most economical means available.

106 Forward materiel received to contractor location identified (must use traceable and most economical means available).

110 Disposal authorized in accordance with local procedures.

111 Disposal authorized, monetary reimbursement from contractor.

112 Disposal authorized, contractor will provide replacement.

113 Provide disposal documentation as requested.

114 Provide disposal documentation by date indicated as requested. Credit will be authorized upon receipt.

115 Turn in material received to DLA Disposition Services Field Office.

116 Turn in hazardous material received to DLA Disposition Services Field Office (MIPR or bill-to DoDAAC provided to cover disposal costs).

117 Material will be billed if not returned by date indicated.

118 Debit authorized for material retained.

119 Retain material received at no charge.

120 Retain material with consideration from contractor.

121 Retain material without consideration from contractor.

122 Retain material for future supply decision.

123 Materiel will be reshipped (estimated date of replacement shipment provided, when known).

124 Materiel is no longer procurable.

125 Incomplete part/missing component being forwarded.

[10] Exception: Reply Codes 103, 104, 107, and 108 have been moved to interim reply grouping.

Reply Codes

126 Stock not available or will not be reshipped in response to SDR.

127 Contractor to reship.

128 Balance of contract material will not be shipped.

129 Reimbursement for repackaging discrepancy cannot be authorized until submitter provides cost for repackaging.

130 Place material in stock as is.

131 Remark/repackage material and place in stock.

132 Inspect and place in depot stock.

133 Upgrade material to Condition Code A, correction made by government with reimbursement from contractor.

134 Upgrade material to Condition Code A, correction made by government without reimbursement from contractor.

135 Documentation/technical data is being forwarded.

136 Confirmed canceled requisition shipped.

137 Additional comments provided; see remarks.

138 Shipment shortage based on pieces, weight, and cube.

139 Warehouse denial total shipment.

140 Warehouse denial partial shipment.

141 Duplicate shipment from stock or procurement.

142 Proof of Delivery/Evidence of Shipment not available.

143 SDR canceled by submitter.

144 Recorded for information only; No financial action taken.

145 No contractor liability found.

146 Material return acknowledged.

147 Corrected shipment document (DD Form 250) provided.

148 Representative will contact you for discussion concerning disposition.

149 Material will be picked up in number of days indicated.

150 Your requisition will be reinstated and placed on backorder.

151 Replacement/revised disposition/status; prior response is superseded.

The 200-series codes provide additional information relevant to Security Assistance SDRs:

201 Incorrect information provided by U.S. Government contract.

202 MAPAD information not current by U.S. Government error.

203 Material erroneously returned to U.S. Government stock.

Reply Codes

204 Overage of Repair and Replace material.

205 Shortage of Repair and Replace material.

206 Administrative write-off recommended.

207 No financial adjustment required. Excess Defense Articles (EDA). Overage not billed.

208 Repaired in-country by contractor or U.S. Government personnel.

The 300-series codes indicate **storage activity *or initial action activity*** status on SDRs forwarded to the owner/manager for action:

301 Interim reply; SDR forwarded to USA for disposition instructions or final resolution.

302 Interim reply; SDR forwarded to USAF for disposition instructions or final resolution.

303 Interim reply; SDR forwarded to USMC for disposition instructions or final resolution.

304 Interim reply; SDR forwarded to USCG for disposition instructions or final resolution.

305 Interim reply; SDR forwarded to USN for disposition instructions or final resolution.

306 Interim reply; SDR forwarded to GSA for disposition instructions or final resolution.

307 Interim reply; SDR forwarded to DLA for disposition instructions or final resolution.

308 Interim reply; SDR forwarded to the identified Item Manager for disposition instructions or final resolution.

309 Interim reply; SDR forwarded to owner for disposition instructions or final resolution.

320 Reclassification of materiel complete. (Use only with Status Update.)

321 Documentation/technical data/other information are being forwarded. (Use only with Status Update.)

The 400-series codes indicate the SDR has been closed for the reason provided:

400 SDR closed. Non-compliance with disposition instructions.

401 SDR closed. Non-response to additional information request.

402 SDR closed. Wrong material returned.

410 SDR closed. Disposition action complete.

Reply Codes

411 SDR closed SDR closed due to zero balance on record.

412 SDR closed. Materiel disposition could not be completed due to zero balance at storage location.

450 Administrative closure notification. SDR information copy sent to wrong source of supply

The 500-series (and some 100-series) codes indicate an interim reply:

103 Discrepancy report receipt acknowledgment.

104 Additional clarification required from submitter; see remarks.

107 Forward material to address shown for inspection/exhibit analysis (must use traceable and most economical means available).

108 Forward material to contractor address shown for inspection/exhibit analysis (must use traceable and most economical means available).

501 SDR assigned to Defense Contract Management Agency (DCMA) for investigation.

502 SDR resolution deferred pending receipt of exhibit.

503 SDR currently under investigation.

504 SDR forwarded to new action activity as shown.

505 SDR under investigation; SDR forwarded to activity identified for additional action.

506 Item has been transferred to new item manager; referred to GIM for disposition.

507 SDR forwarded to shipping depot for Proof of Delivery.

508 SDR forwarded to shipping depot for Evidence of Shipment.

509 SDR forwarded to local procurement office for action.

513 SDR forwarded to IL Directorate or Repair and Return Office for research of R&R case.

514 SDR forwarded to the packaging specialist for research.

515 Procurement/DCMA awaiting response from contractor; SDR suspended.

516 Receipt of material returned by customer has not posted to date; under investigation.

517 Defense Finance and Accounting Service (DFAS) billing information requested.

518 Your SDR identifies a transportation discrepancy and is being processed as a Transportation Discrepancy Report (TDR).

519 Your SDR identifies a quality deficiency and is being processed as a Product Quality Deficiency Report (PQDR).

520 SDR materiel undergoing test/evaluation.

Reply Codes

521 SDR resolution pending PQDR review.

522 Discrepancy report resolution pending investigation/response from item manager.[11]

523 Manager notification to owner: return materiel to manager at current location.[12]

524 Owner notification to manager: materiel returned at current location for credit.[13]

The 600-series codes indicate an ICP reply to the storage activity:

601 Change supply condition code and submit as new complaint (original complaint cannot be modified to show new supply condition code).

602 Item(s) unsuitable; destroy.

603 Remark and return to stock.

604 Repackage and return to stock.

605 Reidentify and return to stock.

606 Safety hazard; destroy.

607 Safety hazard; dispose.

608 Reclassify materiel as instructed.

The 700-series codes indicate SDR rejection:

701 SDR rejected. See remarks.

702 SDR rejected. Material shipped as requisitioned.

703 SDR rejected. Overage/shortage is within contract variation clause.

704 SDR rejected. Evidence of shipment/proof of delivery forwarded.

705 SDR rejected. Records indicate the inspection or test date or this shelf-life item has been extended to date indicated.

706 SDR rejected. Shelf-life not applicable for this item.

707 SDR rejected. Acceptable substitute issued for material requisitioned.

708 SDR rejected. Material shipped prior to cancellation request.

709 SDR rejected. Discrepant quantity shipped after SDR submission.

710 SDR rejected. Discrepant quantity on backorder.

711 SDR rejected. Material shipped via insured/certified/registered mail. Request you contact local postal authority to verify delivery of material.

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[11] ADC 1126, not yet implemented.
[12] Ibid.
[13] Ibid.

Reply Codes

712 SDR rejected. Submit offer of material under material returns program.

713 SDR rejected. Discrepancy does not meet required minimum dollar value.

714 SDR rejected. Billing adjustments may not be requested on a SDR (except Security Assistance). Contact local finance office.

715 SDR rejected. Discrepancy report/follow-up not submitted within authorized timeframe.

716 SDR recorded for information and possible corrective action.

717 SDR identifies a carrier discrepancy. Resubmit as a Transportation Discrepancy Report (TDR).[14]

718 SDR identifies a quality deficiency. Resubmit as a PQDR.[15]

719 SDR rejected. Duplicate of previously submitted SDR.

The 800-series codes provide additional rejection notices relevant to Security Assistance SDRs:

800 SDR rejected. No U.S. Government liability.

801 SDR rejected. No billing discrepancy exists.

802 SDR rejected. Bill reflects pre-positioning costs/non-recurring costs.

803 SDR rejected. Bill reflects contract termination charge.

804 SDR rejected. Item proven serviceable when shipped (repair & return, exhibits).

805 SDR rejected. Freight forwarder tracking system indicates material received. Customer should challenge freight forwarder.

806 SDR rejected. Repair/adjustment procedures provided by source.

807 SDR rejected. Material shipped to address specified on LOA in lieu of country.

808 SDR rejected. SDR does not meet latent defect criteria and is, therefore, beyond the allotted timeframe for submission

809 SDR returned without action. Credit cannot be granted since debit billing has not processed. (ILCO use only.)

810 Freight forwarder notification not submitted for total nonreceipt.

The 900-series codes are intended for system/application use in processing transactions. When SDRs are processed manually, these codes may be user assigned as appropriate:

901 Transaction rejected. SDR submitted to wrong source of supply. Resubmit to

[14] Use of this code is discouraged. Every effort should be made to process the discrepancy report and resolve the situation without requiring the initiator to resubmit. See preferred codes 518 and 519.
[15] See footnote 1.

Reply Codes

the correct action activity.

902 Transaction rejected. Invalid action code for type of discrepancy submitted.

904 Transaction rejected. Open suffix must be closed before SDR can be reopened.

906 Transaction rejected. Record already closed.

907 Transaction rejected. No corresponding SDR record on file or SDR record closed, canceled, rejected or a final reply has been provided.

908 Transaction rejected. Record is currently open and cannot be reopened for reconsideration until closed.

909 Transaction rejected. SDR must be reopened for reconsideration before it can be contested.

910 Transaction rejected. Missing or invalid document number (or document number/suffix).

911 Transaction rejected. Missing or invalid case designator.

912 Transaction rejected. Missing or invalid SDR number.

915 Transaction rejected. Missing or invalid type of discrepancy code.

916 Transaction rejected. Missing or invalid action desired code.

917 Transaction rejected. Missing or invalid discrepant quantity.

918 Transaction rejected. Missing or invalid quantity received.

920 Transaction rejected. Missing or invalid point of contact name.

921 Transaction rejected. Missing or invalid point of contact phone number/email.

923 Transaction rejected. Missing or invalid transaction date.

924 Transaction rejected. Narrative missing.

926 Transaction rejected. No record found.

927 Transaction rejected. Missing or invalid disposition/reply code

928 Transaction rejected. Missing or invalid condition code.

929 Transaction rejected. Missing, invalid, or unauthorized use of DoDAAC, MAPAC, or RIC.

930 Transaction rejected. Missing information associated with disposition/reply

931 Transaction rejected. Missing or invalid material identification.

932 Transaction rejected. Missing or invalid wrong item information.

933 Transaction rejected. SDR follow-up submitted before action activity response time has elapsed.

934 Transaction rejected. Forwarding action not authorized. Submit new SDR.

935 Transaction rejected. Forwarding action cannot be processed due to incomplete SDR history. Contact originator to resubmit with updated action activity.

936 SDR processing suspended. Request DoD WebSDR provide an information copy of the original report.

Reply Codes

937 Transaction rejected. DoD WebSDR unable to provide requested SDR information copy.

938 Transaction rejected. Missing or invalid transaction set purpose code.

939 Transaction rejected. Missing, invalid, or inappropriate SDR document type code.

940 Transaction rejected. Missing either contract number or contractor-assigned shipment number on SDR associated with vendor shipment.

941 SDR failed during processing. SDR cannot be transmitted electronically to the designated action activity.

942 Transaction rejected. Unauthorized use of reply code. The 200-series reply codes may only be used for Security Assistance SDRs.

943 Transaction rejected. Standard Line of Accounting (SLOA) data elements do not match SFIS Fund Code to Fund Account Conversion Table.

AP7.28.5 DISCREPANCY REPORT DOCUMENT TYPE CODES

AP7.28.5.1. The following codes are used to identify report categories for appropriate automated processing. Discrepancy Report Document Type Codes and DLA Disposition Services SDR Type Codes are one position alphanumeric codes.

AP7.28.5.2. The Discrepancy Report Document Type Code (DLMS Qualifier D) is used on SDRs to identify the type of discrepancy report and type of shipment involved. In the context of SDR processing, this data element may be referred to as an SDR Document Type; however, there are many other code values assigned that are not applicable to SDRs. This data element is mandatory on SDR transactions.

AP7.28.5.3. The DLA Disposition Services SDR Type Code (DLMS Qualifier ST) is used as a sub-type code in conjunction with the SDR Document Type to further clarify the shipment scenario. This data element may be referred to as an SDR Sub-Type Code. This data element is conditional; it is used when applicable.

SDR DOCUMENT TYPE CODES

Available for DoD WebSDR and Component-Sponsored SDR applications:

6 Customer originated, direct vendor/contractor delivery

7 Customer originated, depot/lateral shipment/other

Restricted Use. Authorized user only:

A Storage Site receipt, customer return/Other

N Storage site receipt, depot shipment (RDO)

P Storage site procurement source receipt

SDR DOCUMENT TYPE CODES

V Customer originated, lateral shipment under TAV

W Transshipment SDR

Available for Distribution Standard System Originated SDRs only:

8 Depot originated, depot receipt from non-procurement source (other than or RDO)

9 Depot originated procurement source receipt

R Depot originated, redistribution order receipt

D DLA Disposition Services Field Office originated[16]

DLA DISPOSITION SERVICES DOCUMENT TYPE CODES

Available for Distribution Standard System Originated SDRs only. Must use in conjunction with SDR Document Type Code D:

B Distribution Center shipment to a Field Office

E Field Office Redistribution

T DLA Disposition Services Field Office Turn-in

Available for DoD WebSDR only. Restricted Use. Must use in conjunction with SDR Document Type Code 7:

D Disposition Services donated materiel

F Disposition Services transferred materiel

O Other Disposition Services shipment

R Disposition Services reutilization

S Disposition Services sale

Restricted. No longer available for new submissions after March 30, 2012:

L Disposition Services DEMIL

P Disposition Services Field Office SDR, depot shipment

[16] SDR Document Type Code D must be used in conjunction with the applicable DLA Disposition Services Document Type Code

AP10. APPENDIX 10

MILSTRAP LEGACY TRANSACTIONS

The authoritative source for MILSTRAP legacy transactions is DLM 4000.25-2, MILSTRAP. The transactions are available at www.dla.mil/j-6/dlmso/elibrary/TransFormats/140_997.asp

Document Identifier Code(s)	TITLE
Introduction	Introduction
D4_	Materiel Receipt - Procurement Instrument Source
D6_	Materiel Receipt - Other Than Procurement Instrument Source
D7_	Issue
D8_, D9_	Inventory Adjustment - Increase or Decrease
D8E, D8F, D9E, D9F	Inventory Adjustment - Increase or Decrease (Logistics Transfer/ Capitalization/Decapitalization)
D8S, D9S	Inventory Adjustment - Increase or Decrease (Ownership Transfer)
DA1, DA2	Single Managed Conventional Ammunition Freeze/Unfreeze Action
DAC, DAD	Inventory Adjustment - Dual (Condition/Purpose Transfer)
DAS	Inventory Adjustment - Dual (Ownership Transfer)
DD_	Due-In - Procurement Instrument Source
DEE, DEF	Logistics Transfer/Decapitalization
DF_	Due-In - Other Than Procurement Instrument Source
DG_	Backorder
DHA	Demand
DJA	Physical Inventory Request
DLA	Logistics Transfer/Decapitalization Follow-up
DLB	Reply To Logistics Transfer/Decapitalization Follow-up
DLC	Logistics Reassignment Delinquent Due-In Follow-Up
DLD	Logistics Reassignment Delinquent Due-In Response
DLE	Logistics Reassignment Due-In Reconciliation Request
DLF	Logistics Reassignment Due-In Reconciliation Response

Document Identifier Code(s)	TITLE
DLS	Logistics Reassignment General Management Data
DLT	Logistics Reassignment Backorder and Demand Data
DLU	Logistics Reassignment On-Hand Asset Data
DLV	Logistics Reassignment Due-In Asset Data
DLW	Logistics Reassignment Contract History Data
DLX	Logistics Reassignment Technical and Quality Data
DM_	War Materiel Requirements Data
DRA, DRB	Materiel Receipt Acknowledgment
DRF	Follow-Up For Delinquent Materiel Receipt Acknowledgment
DSA	Small Arms Multi-Field Corrections
DSB	Small Arms Mass Stock Number Change
DSC	Small Arms Correction
DSD	Small Arms Receipt/Shipment Follow-Up
DSF	Small Arms Reconciliation/Reject Follow-Up
DSM	Weapon Serial Number Control
DSR	Small Arms Reconciliation/Reject
DU_	Pre-Positioned Materiel Receipt - Procurement Instrument Source
DW_	Pre-Positioned Materiel Receipt - Other Than Procurement Instrument Source
DXA	Materiel Receipt Follow-Up - Procurement Instrument Source
DXB	Materiel Receipt Follow-Up - Other Than Procurement Instrument Source
DXC	Reply To Materiel Receipt Follow-Up - Procurement Instrument Source
DXD	Reply To Materiel Receipt Follow-Up - Other Than Procurement Instrument Source
DYA, DYB, DYL, DYM	Special Program Requirement Request
DYC	Special Program Requirement Cancellation
DYD	Special Program Requirement Modifier
DYG	Special Program Requirement Substitute Item Acceptance

Document Identifier Code(s)	***TITLE***
DYH	***Special Program Requirement Substitute Item Rejection***
DYJ	***Special Program Requirement Follow-Up***
DYK	***Special Program Requirement Status***
DZ9	***Status Notification Transaction***
DZA	***Asset Status***
DZB	***Storage Item Data Correction/Change***
DZC	***Logistics Reassignment Storage Information***
DZD	***Logistics Reassignment Storage Information Reply***
DZE	***Asset Status Reporting Request***
DZF	***Asset Status Reporting (Base, Post, Camp, and Station Level Use)***
DZG	***Transaction Reject***
DZH	***Location Reconciliation Request***
DZJ	***Transaction History Request***
DZK	***Transaction History Transmittal***
DZM	***End of Day Transaction Count***
DZN	***Location Reconciliation Notification***
DZP	***Location Reconciliation History Notification***