



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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IN REPLY  
REFER TO J627

November 04, 2011

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Administrative Correction to Approved Defense Logistics Management System (DLMS) Change (ADC) 437, Correction to DOD 4000.25-1-M, Appendixes 3.48 and 3.49 (Supply/Disposition Services) (Staffed as ADC 437)

The attached change to DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) is approved for implementation.

Addressees may direct questions to the DLA Logistics Management Standards points of contacts, Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: ellen.hilert@dla.mil; or Ms. Heidi Daverede, 703-767-5111; DSN 427-5111, or e-mail: heidi.daverede@dla.mil. Others must contact their Component designated representative.

  
for DONALD C. PIPP

Director

DLA Logistics Management Standards

Attachment  
ADC 437 (Corrected)

cc:  
ODASD/SCI

**ADC 437 (Corrected)**  
**Correction to DOD 4000.25-1-M, Appendixes 3.48 and 3.49**

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

- a. Service/Agency:** DLA Logistics Management Standards
- b. Technical POC:** DLA Logistics Management Standards; DSN 427-5111
- c. Functional POC:** DLA Logistics Management Standards; DSN 427-5111

**2. FUNCTIONAL AREA:**

- a. Primary/Secondary Functional Area:** Primary: Supply/Logistics DLA Disposition Services
- b. Primary/Secondary Functional Process:** Primary: Material Delivery Documentation

**3. REFERENCE:** DLA Logistics Management Standards Memorandum, Approved Defense Logistics Management System (DLMS) Change (ADC 437, Additional Data Element Requirements for the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page Supporting Reutilization Business Integration, September 26, 2011.

**4. BACKGROUND:**

**a.** The DLA Disposition Services is a worldwide presence within the Department of Defense, with disposal specialists in 14 foreign countries, two U.S territories, and 39 states. DLA Disposition Services mission is the execution of disposition solutions for excess military property. The Reutilization Business Integration (RBI) project will replace the DRMS Automated Information System (DAISY) by integrating DLA Disposition Services business processes within the DLA enterprise suite of applications, including the Enterprise Business system (EBS) and DLA's Distribution Standard System (DSS).

**b.** ADC 437 approved changes to provide additional data and label requirements for the DD Form 1348-1A or DD Form 1348-2 that will provide DLA Disposition Services with printed data in Block 27 to support the current Disposition Services supply processes. The printed data fields will be implemented 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 Form 1348-2 to support the Small Arms Issue process, Foreign Military Sales proceeds, Hazardous Property, Ultimate Disposal messages, Shipping and Transportation instructions, Property Data, and Demilitarization instructions.

**c. Intent of the Document:** This administrative ADC applies administrative corrections to DOD 4000.25-1-M, Appendixes 3.48 and 3.49. ADC 437 erroneously applied the approved Block 27 changes to Appendix 3.49, when in fact, the changes should have been applied to Appendix 3.48.

**d. Scenario for which the document is used:** The DLA Disposition Services uses messages in Block 27 of the DD Form 1348-1A or DD Form 1348-2 to provide support to its warehousing personnel to depict what type of property they will be handling and to whom and where they will be shipping property, along with specific messages that relate to the property or the requisitioning customer.

**5. Procedures, transactions, data elements, processing details in use today:** Currently, when a requisition is received for DLA Disposition Services property within DAAGY, a DD Form 1348-1A/warehouse pick ticket is printed. The DD Form 1348-1A prints all appropriate messages and values relating to the specific shipment of property. The current DLA Disposition Services business rules and practices for each data element identify the condition, values and messages to be printed. These messages provide needed information to both the warehouseman and the transportation service to ensure the property is shipped properly.

## **6. APPROVED CHANGE(S):**

### **a. Requested change in detail:**

- 1) Back out the ADC 437 changes erroneously applied to DOD 4000.25-1-M, Appendix 3.49.
- 2) Apply approved ADC 437 changes to DOD 4000.25-1-M, Appendix 3.48.
- 3) See enclosure 1 for detailed changes.

**b. Approved procedures:** There are no changes to the approved procedures delineated by ADC 437.

**c. Alternatives:** N/A.

**7. REASON FOR CHANGE:** The approved intent of ADC 437 remains unchanged. This administrative ADC applies the DD 1348-1A or DD Form 1348-2 Block 27 changes to the proper MILSTRIP Appendix.

## **8. ADVANTAGES AND DISADVANTAGES:**

- a. Advantages** (tangible/intangible): Fixes an administrative error in ADC 437.
- b. Disadvantages:** None identified

**9. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW DEVELOPMENT (OPTIONAL):** The intent of ADC 437 remains unchanged. Block 27 changes are now properly applied to the appropriate MILSTRIP Appendix.

**10. NOTE ANY REGULATIONS OR GUIDANCE: (IF APPLICABLE):** May require DLA update to appropriate DLA Disposition Services publication. See impact paragraph.

a. Defense Materiel Disposition Manual, DOD 4160.21-M

b. Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual, DOD 4000.25-1-M.

c. Defense Demilitarization Manual, DOD 4160.21-M-I

**11. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** January 17, 2012.

**12. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** Not Applicable

**13. IMPACT:**

a. **Publications:**

1) DOD 4000.25-1-M, Appendices 3.48 and 3.49 are updated. See enclosure 1 for specific manual changes.

2) May require update to DOD 4160.21-M and DOD 4160.21-M-I by the appropriate DLA office to ensure the new warehouse/shipping/other instructions to be included in Block 27 (and the continuation page or in available white space on the paper that the form is printed if necessary) are properly applied to the Issues from DLA Disposition Services variant of the IRRD. We defer to DLA Disposition Services to identify the appropriate publication. The requirement to update the appropriate Disposition Services publication is noted here as a courtesy.

Enclosure 1

1. Remove ADC 437-directed instructions to Block 27 to DoD 4000.25-1-M, Appendix 3.49.

**AP3.49. APPENDIX 3.49**

**TRANSFERS TO DLA DISPOSITION SERVICES**

**DD FORM 1348-1A OR**

**DD FORM 1348-2**

**(SINGLE LINE-ITEM TURN-INS)**

**BLOCK(S)**

**ENTRIES**

27

This block may contain additional data including bar coding for internal use. This block may contain a 2D symbol which contains information for serially tracked items and repeats bar coded data content. Enter data in this block as required by the shipping activity or the DLA Disposition Services Field Office receiving the material. When data is entered in the block, it will be clearly identified. See Appendix 1.35 for Code 39 linear bar code and PDF417 2D symbol format information. See Appendix 1.35 for the Block 27 continuation page requirements.

HM/HW Turn-Ins For hazardous materiel and waste turn-ins, enter the DoDAAC of the bill to office (required for Signal Code B), the contract line item number (CLIN) for the item, and the total cost of the disposal.

FSCAP Items This block will contain both coding and clear-text information to identify Flight Safety Critical Aircraft Parts (FSCAP) shipments to DLA Disposition Services Field Office s using Criticality Code E or F as follows:  
AFSCAP E Flight Safety Critical Aircraft Part-Nuclear Hardened or AFSCAP F Flight Safety Critical Aircraft Part.<sup>1</sup>

For IUID to support UIT/serialized item management<sup>2</sup>:

Unique Item Identifier (UII) and/or Serial Number

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

Manufacturer's CAGE

Current Part Number

Batch/Lot

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

<sup>1</sup>See Footnote 1.

<sup>2</sup> Capability to support IUID data content within the 2D symbol has been approved for staggered and phased implementation under ADC44B. Components have not reported implementation at this time.

**BLOCK(S)**

**ENTRIES**

~~For Issues of DLA Disposition Services-owned property<sup>3</sup>:~~

~~Warehouse/Shipping Instructions:~~

- ~~- Exception Shipping Address — If the ship-to address is an exception address, print the exception address (up to five lines).~~
- ~~- Special Shipping Instructions — Print any special shipping instructions. Some examples of shipping instructions can include:
  - ~~— Do not ship. Customer will arrange for transportation.~~
  - ~~— Do not ship property. Contact customer for transportation instructions.~~
  - ~~— Contact customer to obtain transportation fax, cite and TAC.~~
  - ~~— Fax this 1348 and shipping document to [insert point of contact].~~~~
- ~~- Fund Citation — Print line of accounting in single text field.~~
- ~~- Foreign Military Sales Proceeds information — For FMS shipments, print “FMS PROCEEDS”.~~
- ~~- Type of Property Being Shipped — Indicate if the property is either “Hazardous Property” or a “Small Arms Issue”.~~

~~Other Instructions:~~

- ~~- Instructions for Return of Unneeded Property — Print applicable instructions. Customer is required to return material to DLA Disposition Services, when they no longer require the property and/or requires a militarization~~

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<sup>3</sup> ~~Authorized per ADC 437.~~

2. Add ADC 437-directed instructions to Block 27 to DoD 4000.25-1-M, Appendix 3.48

## **AP3.48. APPENDIX 3.48**

### **MATERIEL RELEASE DOCUMENT** **DD FORM 1348-1A OR DD FORM 1348-2**

<b><u>BLOCK(S)</u></b>	<b><u>ENTRIES</u></b>
------------------------	-----------------------

27

DTID or ERN - On issues from DLA Disposition Services Field Office, enter DTID or ERN, if applicable.

**For Issues of DLA Disposition Services-owned property<sup>1</sup>:**

**Warehouse/Shipping Instructions:**

- **Exception Shipping Address** – If the ship to address is an exception address, print the exception address (up to five lines).
- **Special Shipping Instructions** – Print any special shipping instructions.

*Some examples of shipping instructions can include:*

- *Do not ship. Customer will arrange for transportation.*
- *Do not ship property. Contact customer for transportation instructions.*
- *Contact customer to obtain transportation fund cite and TAC.*
- *Fax this 1348 and shipping document to [insert point of contact].*
- **Fund Citation** – Print line of accounting in a single text field.

**Foreign Military Sales Proceeds Information** – For FMS shipments, print “FMS PROCEEDS”.

- **Type of Property Being Shipped** – Indicate if the property is either “Hazardous Property” or a “Small Arms Issue”.

**Other Instructions:**

**Instructions for Return of Unneeded Property** – Print applicable instructions if customer is required to return material to DLA Disposition Services, when they no longer require the property and/or it requires demilitarization.

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<sup>1</sup> Authorized per ADC 437